



TOWN OF KILL DEVIL HILLS  
Land Where Flight Began

MEMORANDUM

November 12, 2025

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager 

REF: Consent Agenda

**1. Minutes (Attached CA-1A)**

A. October 13, 2025

**2. Monthly Reports (Attached CA-2A)**

A. September 2025

**3. Partnership Organization Annual Report (Attached CA-3A)**

The Town supports four partnership organizations that serve the citizens of Kill Devil Hills: Community Care Clinic of Dare, Interfaith Community Outreach, Nags Head Woods Ecological Preserve, and Outer Banks YMCA. A requirement of the Town's partnership is an annual report of the organization's activities and service to the community.

A. Nags Head Woods Ecological Preserve

**4. North Carolina Investment Pool and Cash Management Policy Update (Attached CA-4)**

Staff has researched and now recommends the use of the North Carolina Investment Pool (NCIP), an additional investment option for local governments to better utilize idle funds through a short-term liquid portfolio. The Finance Department's accompanying memorandum details the NCIP option, which will not replace any of the Town's accounts but offer a more diversified portfolio. Additionally, Staff has updated the Town's Cash Management Policy, which was last updated in 2012 to better reflect changing trends and operations.

Approval of the Consent Agenda will record the Board's authorization for Staff to utilize the NCIP and the Board's approval of this update to the Kill Devil Hills Cash Management Policy.

## 5. Records Destruction under Records Retention Schedules

The Town of Kill Devil Hills maintains all records in compliance with the Division of Archives and Records for the North Carolina Department of Natural and Cultural Resources through its General and Program Records Schedules, which were last adopted at the Board's February 13, 2023, meeting.

The procedure for records disposition includes participation by records managers from each Town department. Records identified for disposition according to the schedules are examined and confirmed for destruction. A listing is compiled of all eligible records, citing the records, dates of origination, and destruction date, which is sent to the Town Attorney for review and approval. Once approved, a finalized form listing is prepared and executed by the records manager, department head, Town Clerk, and Town Attorney. In October, the Town disposed of 100 eligible boxes of records through a certified third-party vendor.

Approval of the Consent Agenda records the Board's acknowledgement that the Town records disposed of were in compliance with the Town's records and retention schedules.

## 6. Schedule Public Hearings (Attached CA-6A, CA-6B, and CA-6C)

### Zoning Amendment Request

The Planning Department's meeting memorandum details the proposed amendment to the Town's Code of Ordinances. At its October 14, 2025, meeting, the Planning Board reviewed and forwarded the following amendment, recommending approval:

- A. Zoning Amendment Request — §153.206, 153.210, 153.310, and 153.311 — Allow Cottage Courts and Cluster Homes to be Permitted in the LI-2 Zone

This proposed amendment would allow Cottage Courts and Cluster Homes as a permitted use in the Light Industrial Two Zone. The amendment would regulate Cottage Courts and Cluster Homes under the same density regulations as multi-family dwellings, consistent with other zoning districts that allow these uses.

Staff recommends approval and requests scheduling a public hearing for Monday, December 8, 2025, at 6:00 p.m.

### Historic Landmark Designations

The Planning Department's meeting memoranda and supporting materials highlight two candidate properties for Local Historic Landmark designation. At its November 5, 2025, public hearings, the Historic Landmarks Commission (HLC) reviewed property designation reports and State comments for these properties, and voted unanimously to recommend the Historic Landmark Designation status, along with a request for the Board of Commissioners to schedule public hearings for the properties. Staff recommends approval and requests scheduling a public hearing for each property for Monday, December 8, 2025, at 6:00 p.m.

- B. Local Historic Landmark Report and Proposed Ordinance – 409 West Sportsman Drive: Ducey Cottage

- C. Local Historic Landmark Report and Proposed Ordinance – 1023 B North Virginia Dare Trail: Jackson Cottage

Approval of the Consent Agenda will schedule these three items for public hearings.

Staff recommends approval of the Consent Agenda and a motion would be in order.