



**Draft Minutes**  
**KITTY HAWK TOWN COUNCIL**  
Monday, February 3, 2025  
Kitty Hawk Town Hall, Smith Room  
6:00 PM

- 1. Call to Order**
- 2. Moment of Silence/Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Presentation:**
  - a) Dare County Housing Task Force- Donna Creef**
- 5. Public Comment** – The public is invited to address the Town Council on any topic. Please sign up with the Town Clerk before the meeting and when your name is called, come forward and speak into the microphone at the lectern. Please limit comments to 3 minutes.
- 6. Consent Agenda** – Items on the consent agenda are considered to be non-controversial, routine in nature, or items not requiring a presentation to discuss by the Town Council in order to consider the items(s). Any item may be removed for discussion by the council or by any member of the audience who wants to hear the item presented and discussed.
  - a) Approval of January 6, 2025, Regular Session Council Minutes** – Approval of the consent agenda will approve these minutes.
  - b) Budget Amendment 12- Donation to the Police Department**
  - c) Capital Project Fund 40- Fire Truck Purchase**
  - d) Financial Statements as of January 24, 2025**
  - e) Government Communicators Day Proclamation**
- 7. Items Removed from Consent Agenda:**
- 8. Planning:**
  - a) Schedule Public Hearing:** Re-adoption of State Certified CAMA Land Use Plan
  - b) Subdivision Review:** Kitty Hawk Meadows, 740 W Kitty Hawk Rd, 3 lots
- 9. New Business:**
- 10. Old Business:**
- 11. Reports/General Comments from Town Manager**
- 12. Reports/General Comments from Town Attorney**
- 13. Reports/General Comments from Town Council**
- 14. Adjourn**



## TOWN OF KITTY HAWK

### **Council Members Present:**

Mayor Craig Garriss, Mayor Pro Tem Jeff Pruitt, Councilman David Hines, Councilwoman Charlotte Walker, and Councilman Dylan Tillett.

### **Staff Members Present:**

Town Manager Melody Clopton, Finance Officer Liliana Noble, Police Chief Mike Palkovics, Chief Mike Talley, Planning Director Rob Testerman, Public Information Officer/Town Clerk, Lauren Garrett, Administrative Services Director, Laura Walker.

1. **Call to Order**
2. **Moment of Silence/Pledge of Allegiance**
3. **Approval of Agenda**

**Garriss:** Thank you, everyone. Council, I need a motion to approve tonight's agenda, please.

**Pruitt:** So, moved, Mr. Mayor.

**Walker, Charlotte:** Second.

**Garriss:** All in favor?

**All Council:** Aye.

**Garriss:** Thank you, Council. First up, we have a presentation from Dare County Housing Task Force.

### **4.Presentation:**

#### **a) Dare County Housing Task Force**

**Creef, Donna:** My name is Donna Creef, and I am the Government Affairs Director for the Outer Banks Association of Realtors. I am a realtor member of the community task force. Mayor, you're on the task force as well as Steve House who is also here tonight. You've already heard this presentation, so you'll have to sit through it again. We were at the Board of Commissioners meeting this morning, but I've tweaked the presentation a little, so it is specific to Kitty Hawk. Again, thank you for having us here this evening. We are here to talk about the 2024 report that the community housing task force put together in December which is titled Housing for Now and Future Generations. This was adopted by unanimous vote on December 16<sup>th</sup> and it summarizes all the work that the task force did in 2024.

This is the work of the task force as well as its three subcommittees that we have. This document presents statistical information to demonstrate the market conditions and the housing situation here in Dare County. It makes conclusions and sets tasks and priorities for 2025. I've got the website address up there where you can find it on the County's website for those of you who haven't had a chance to look at it. First, I want to talk about the exciting news that we had back in October. The task force was notified about a program that the North Carolina School of Government puts forth its Carolina Across 100 and this year they're studying housing in North Carolina. They had an application process, and we applied without knowing if we'd be approved because the program was so competitive. We are one of 14 teams out of 87 that were selected. It's an 18-month program, we'll be doing in-person meetings at the School of Government as well as having virtual meetings during the month.

We had to appoint a core team of our task force and so that's Mr. Fearing and myself, Andy Garman from the Town of Nags Head, Matt Neal from the Town of Southern Shores, and Anthony Fletcher, who is a business owner on Hatteras Island. We're hoping to use this report that the task



force has compiled as our action plan for that program. The really great thing about that participation is our travel expenses are going to be covered by the School of Government and we're going to get \$10,000 to do a pilot program. I don't yet know what that will entail but it's free money so there's no cost to Dare County, or Kitty Hawk, or any other folks who are on the task force.

What influences housing? Housing is a very complicated issue. It's guided by the North Carolina Constitution as well as the general statutes that restrict how local governments can spend public funds on housing and even internal to those regulations there's different regulations for the counties versus the towns involving referendums or whatnot. There's also enabling legislation, and we do have enabling legislation that used to build the teacher housing in Buxton and Kill Devil Hills. We're also influenced by our geography clearly; we have a large presence of public lands. In Dare County, about 80% of our land is owned by public agency, land use regulation shape housing development costs. The report focuses on four components of housing, we try not to use the words "affordable" or "essential" or "workforce", I just say housing. We have a housing issue, it needs to be available, it needs to be attainable, it needs to be sustainable, and it needs to be acceptable. There needs to be housing inventory, there needs to be land for housing, it needs to be set aside for long-term occupancy, and it needs to be set aside in perpetuity. It needs to be attainable, meaning that residents are not cost burdened. The metric for housing is 30%, you shouldn't be paying more than 30% of your household income on your mortgage, your taxes, and your insurance or rent. Once you get into that house, you need to be able to afford to stay there. We just heard a few weeks ago that homeowner's insurance is going up. We need to build our houses so that they meet the natural hazards that we must deal with here in Dare County. The housing must be acceptable, it must be consistent with local zoning regulations, and it must be to the scale and aesthetics that meet the existing neighborhoods. Some of the statistics in the report you'll see here I have housing prices from 2003 of \$325,000 in 2020 that had jumped up to \$381,500 so that's a 17% increase and now from 2020 to 2024 it went up 63% so we jumped from \$381,000 to \$622,000 as the median sales price in Dare County. Those numbers come from reports that I received from the Outer Banks Association of Realtors. The median household income for Dare County is right at \$80,000 which is a number from 2022 and when you apply the 30% metric it's almost \$24,000 that you should be spending on housing.

Some of the information that we found in our research is that 31% of the households in Dare County are considered cost burdened or they are paying more than 31% of their household income on housing. We have many houses here in Dare County, it's not that we don't have enough houses. We have almost 35,000 houses but many of them are used as vacation rentals or second homes. You'll see the numbers in turquoise are the total numbers for each geographic area, the blue number is what is considered vacant, and the yellow number is what's considered the occupied number. You can see how they vary based on what the geography is and what the year-round population is, you can see Kill Devil Hills has a mix that's almost 50/50 and Kitty Hawk is almost 50/50. In Duck, they have very few full-time residents. Housing and tenure, I've spoken to you all about short-term rentals before, many people say to me that we've got to do something about Air BNBs but that's easier said than done. What we have found with the research is that there are impacts to the long-term market, but some property owners use that income from those short-term rentals to pay their mortgage. Local governments do not have the authority to enable legislation that I spoke about earlier to offer tax incentives or tax breaks in entice those folks to choose to use those homes for long-term rentals versus short-term rentals. There is also case law in the city of Wilmington that sets guidelines for how local governments can regulate short-term rentals so it's not just a matter of saying you want to do this and enact it. You must have the enabling ability to do that and some of the other research involved speaking with property managers and they are telling us the trend is transitioning some of these short-term rentals into long-term rentals. This slide breaks down the geographic numbers by year and shows



## TOWN OF KITTY HAWK

the individual percentages over the course of the years. You can see that there's modest increases over the years but in 2021 and 2022 there's a big jump of 21% and then 23% then it slows back down to 5% and 3% but it's still a significant number at \$622,000. This slide breaks down the median sales price by geography. Duck, with many vacation rentals, is the highest area for median house prices. Colington has the lowest median home price. The areas that have ocean front homes have the highest median sales prices. I took the median sales price for Kitty Hawk and broke it down, I have run reports assuming a 6% interest rate, insurance costs, and your tax rate to calculate the monthly payment and annual payment. For a median sales price of \$679,000, an annual income of \$226,00 would be required. The average income for Kitty Hawk is \$93,000. When you have \$93,000 that equates to purchasing ability of a home that costs \$282,000. You can see there's a big gap between the home prices and salary that's required for the current median home price. We don't focus exclusively on home ownership; I pulled rental prices just last week and you'll see there's a variety of options. The cheapest option is a mobile home in Manns Harbor which is two bedrooms/two bathrooms for \$1,400. Kill Devil Hills has a two-bedroom/two-bathroom apartment for \$1,775. Manteo has a single-family home for \$2,400. We're bouncing around the \$225,000 mark there for monthly salary. I added salary information to the report; one thing we've talked about is that we must make this housing issue relatable to the community. We need to try to make the salaries of our public and private sector relatable, so people know what we're trying to do here and who we are trying to assist. I have first year teacher salary as well as others with help from Town Hall staff. I have some public sector and some private sector information and down at the bottom I have the average weekly wage from the second quarter of 2024 that is from the Chamber of Commerce website which is \$845.

I also went through the Kitty Hawk Land Use Plan to prepare for my presentation tonight. You guys address housing in your town here and the Imagine Kitty Hawk 2050 plan sites housing availability and affordability as a concern. It goes on to say that 64% of the survey responded that it was a priority. The survey that was done in conjunction with that plan indicated that their primary concern was housing availability and affordability for year-round residents, workers, retirees, and families. Goal number 11 states, "encourage adequate supply of affordable and workforce housing to serve the needs of Kitty Hawk residents". Then the policy in the plan is to encourage affordable and workforce housing in and around Kitty Hawk, partner with communities and non-profits on projects to add units within or near Kitty Hawk, consider adjustments and dimensional requirements and density allowances to allow for additional housing types and some zoning districts, consider increasing allowances for small scale housing units and in some districts and encourage multi-family housing and commercial districts. That's from your own plan, there are of the housing options that we've discussed in the report, accessory dwelling units you allow here in Kitty Hawk. We just made some revisions this past year to add to a long-term occupancy requirement. Duplexes are allowed, and some small-scale housing and that's supported by your policy 3.5. Workforce housing at commercial sites accessory structures and second floor occupancies, in June of this past year you just added that commercial accessory unit there that works on the same concept as ADU and the residential districts. The other thing that we found in our research is that an important tool to ensure that year-round tenancy or that it's being used for our year-round residents is deed restrictions. Some local governments are doing that, I don't know if Kitty Hawk has a deed restriction or not, Kill Devil Hills does, Dare County does, and Nags Head just adopted some multi-family regulations, and they have a year-round residency as well as a workforce occupancy associated with them.

I touched briefly on the enabling legislation that has been successful here in Dare County. It's legislation that was adopted by the Board of Education and non-profits to provide housing for teachers and local governments. We've got some units in Kill Devil Hills and Buxton. The report talks about providing a third site on Roanoke Island or the mainland, so we think that seems to be a good priority



and a good area of focus for us since that legislation is already in place. I think there are plans underway to make more units in Kill Devil Hills but since the legislation contemplates something on Roanoke Island, we're hoping to work with the Board of Education to pursue that. Some of the other tasks that are in the report are further research into housing for teachers, investigating the establishment of a non-profit agency and perpetual funding that can be used with the non-profit, investigating development of housing on government-owned land and outreach activities to make housing needs relatable to residents and property owners.

I have worked with OBAR to secure a \$3,000 grant from the National Association of Realtors to help with some of the outreach activities. We are hoping that our participation in the Our State Our Home program will be beneficial in implementing these other tasks. We are going to have some outreach activities, we are participating with professors from East Carolina University who are studying community attitudes about workforce housing, we're going to be doing some community meetings later this month, we're having one here in Kitty Hawk Town Hall, and some online surveys, they've done some stakeholder interviews. We're going around to the local governments for outreach and so we've got a very busy week. We assume that there will be some other outreach ideas that come out of the Our State Our Home program and then there'll be other outreach efforts identified by our outreach subcommittee as we proceed along in 2025. I'm going to stop right here and let Mr. Fearing make a few remarks and if you all have any questions, we'll be glad to answer.

**Fearing, Malcolm:** I'm Malcolm Fearing and I am from Manteo. It's good to be here, I think last time I was here I was dealing with the transportation issue on shoreline protection. Amy Foreman was involved in that issue some with some of the Town Council members. We've had this issue since Donna was 22 years old and I was 34 years old when this started. It's hard to believe.

A little bit of history, this is an excerpt from a meeting back in 1987, they went throughout the county and had some public hearings about that Dare County and other resort coastal communities, a shortage of low- and moderate-income housing, the need for such housing was identified and strongly affirmed by several members of the Dare County Planning Board. The problem stems in part from the competition for housing between permanent residents and seasonal residents and second homeowners. Second homeowners often have higher levels of income and disposable income to spend on housing. At the same time, the tourist driven service economy of Dare County provides the highest number of jobs and lower pay scales. There is a need to accommodate the housing needs of lower and moderate-income people, that was in 1987. Donna and I have been dealing with this issue off and on for a long time. The Chamber of Commerce has been involved, some of the towns have acted, Manteo some 30 or 40 years ago had low-income housing project called Bowser Town. One for the elderly, and one for the low-income people. This issue has been here a long time, but we are here now.

As you reflect on Donna's report, the price escalation in housing has really gotten beyond our comprehension. Some of us have lived here longer than others and if we look at our home values today, it's good for some of us because if we want to sell, we're in good shape but who are we going to sell to? We really can't sell to our constituents. The population in 1985, there was a Booz Allen Hamilton study done in Dare County that showed a population of approximately 17,000 people in the entire county. Today, there's a population of approximately 38,233 people. That's a 21,000 population increase, that's 530 people a year on average or 44 people a month moving to Dare County. The incorporated municipalities, approximately 19,422 residents combined in all the incorporated municipalities. Where the unincorporated areas of the county have about 18,000 so it's evenly split in disbursement of population. I want to go back to cost burden and talk about that a little bit. As Ms. Creef's slides indicated, 31% of our population is cost burdened. That includes homeownership but



that equates to about 6,000 people across the county. By illustration, you have about 3,700 people in your town. You're the second largest municipality by population in the county and 31% of that will be 1,151 and those people will be cost burdened. In Donna's slides she talked about income and there was a slide that showed various income levels. A high of \$52,000 and a low of \$37,000. For tonight's conversation, I'm going to use an average of \$50,000 because I can deal with that math easier than I can with others. That equals about \$3,300 a month. The Chamber of Commerce said their average pay for the county is somewhere around \$800 per week. If you take that and take away \$2,000 of that for a mortgage, then that leaves \$1,300 left out of a \$50,000 salary which is on the higher end. There are basic needs that need to be taken out of that \$1,300 like food, automobile expense whether that's insurance or car payment or tires, then there's health insurance and that could be \$800 or \$1,000 a month for an individual, cable, daycare, and student loans. Our first house payment was \$175, and my wife tells me our cable bill is now higher than that along with internet. We are going to grow in the county, there are some that say we need to stop the growth. I don't know if that's going to happen.

In a two-billion-dollar economy, how do we stop growth? Should we manage the growth? Yes, we should. I think all of us, whether it's individual municipalities, or within the county, are trying to manage that growth. I have a granddaughter who is in first grade, and I have seven grandkids. By the time she finishes, that class finishes school in 12 years, this county would have spent state, federal, and local dollars over \$900 million dollars on their education. There's never been a question about our community's support for our youth, never has there been that question from the county or Board of Education or our local municipal communities. The question is, based on those figures we have shown you, is there a future here for them? Is there a future to come back and participate in this place we all call home? The same opportunity that each one of us had, because with the numbers we are showing, today's numbers, what will they be like on the current scale? What will it be like in 10 years?

The solution to this issue is community based, and that solution is different in every community. It will be different in Kitty Hawk and Manteo; it will be different in Southern Shores and Hatteras Island, but it must be community driven. That's the approach we're taking now in the advocacy and outreach that we're doing. We're trying to give information to the community, but we would also like to receive information from the community. We are not advocating change to your community, that is not what we'll do but what we hope we'll do is bring tools that will help each community get some solutions to this issue. Thank you very much, if you have questions, please send them to Donna.

**Garriss:** Thank you, Mr. Fearing. You can see why Donna Creef is the Chair of this task force and our Vice Chair Mr. Fearing is deeply involved. I can tell you, Donna, this committee would not be where it is today without you. You have done an excellent job, thank you. Council, are there any questions for Ms. Creef?

**Hines:** I would like to make a couple of comments. I totally agree with you about Donna and Mr. Fearing, in fact, we talked last year about some mainland housing things, you and I have had personal conversations about that. There's not two better people to run the show, I totally agree. I know that this might not be welcome but we talk about density and other things, but Donna, please correct me if I'm wrong, but a few years ago on the county did we not do something where if you want to have an Air BnB, didn't we increase lot coverage so you could have another one but it had to be year-round?

**Creef, Donna:** The county increased the lot coverage for their ADUs but their ADUs have a tenancy requirement but that's associated with ADUs, not necessarily the Air BNBs.

**Hines:** I think it was that one could be whatever you wanted it to be and then the other one had to be because we discussed how we are going to manage that. I'm just throwing it out there that it may be



worth it, we may be heading in some direction. Managing development is a perfect way to say it, I think we all agree on managing what we're doing but we can't just keep saying you can't build anything in Dare County.

**Creef, Donna:** What we've seen is that we need restrictions on the workforce requirements, in some areas we've seen that they must present an annual verification. With the language that the Town of Nags Head adopted, they have recognized that it could be difficult to enforce but at least they are willing to try and the way that it is, all the units must be occupied on a long-term basis, and I forget what they consider long-term, but I think it is 90 days. But 60% of them must be dedicated to long-term and they have figured out some formula, but they are talking about that but at least they are recognizing that. What we've seen with research is the small-scale housing that works instead of large-scale projects. The teacher housing in Kill Devil Hills that's back there where there is multi-family housing, I've talked to people to see if there's opposition but there isn't any since it's fully integrated.

**Hines:** I think that one was the poster child for what all the others have tried to be. Everyone keeps saying that they don't want to see it here, and they don't want to see it there, but we must see it somewhere or there is not going to be an Outer Banks in 30 years. I appreciate your hard work and there's not anybody better running the show. I know you've put a lot of time into this project.

**Creef, Donna:** We're just the people standing up here, many others have been working on this as well. The task force is 28 people so it's a large group, but then we have our committees and that's really where a lot of work gets done.

**Hines:** I appreciate everyone working on it. I don't know the answers to the solutions, I feel like every time we try to do something, 400 people show up at county level or the municipality level to say I don't want to see that here. It's a real challenge because where are you going to shop in 25 years because nobody is going to have anywhere to live? So, I appreciate everyone's hard work on it. Thank you.

**Garriss:** Thank you, Donna. Council, any more questions or comments for Donna or Mr. Fearing? Thank you so much. Public Comment, Lauren, do we have anyone signed up to speak a Public Comment tonight?

**Garrett, Lauren:** Yes, we have Steve House.

#### **5. Public Comment**

**House, Steve:** Thank you. Members of Council and Town staff, thank you so much for your service. I know the dedication it takes to sit in those seats and to manage the Town. I come before you tonight not as the Vice Chair of the County Commissioners, I come before you today as the President of the Outer Banks Jeep Charities Group. It's that time of the year again when we start planning for the Outer Banks Jeep Invasion. I'll give you just a little bit of background, in the last four years we have been able to raise enough money to donate to local charities over \$125,000. A big part of that is due to your help and what I'm here to ask again is if we can do another Jeep ride on September 19<sup>th</sup> and September 20<sup>th</sup> obviously with the Police Department and the Fire Department doing the escort and again being able to donate back to the Town as well as we have done in the past. I would like to have your blessing.

**Garriss:** Council, can we agree to this year's Jeep Invasion:

**Hines:** I'm good with it.

**Pruitt:** I'm good with it.

**Tillett:** Absolutely.



**Walker, Charlotte:** Yes, but start at the other end of the beach this time.

**House, Steve:** We're going to try to do it that way, from one end to the other. We tried to do that last year, but Mother Nature had other plans. That's our plan for this year and hopefully we can do that. Thank you.

**Garriss:** Thank you, sir. We don't need a motion, is consensus good, correct?

**Varnell, Casey:** Yes, that is correct.

**Garriss:** Is there anyone else signed up for Public Comment?

**Garrett, Lauren:** No, sir.

**Garriss:** Is there anyone else here tonight who would like to speak during Public Comment? Lauren, let the record show no one else chose to speak during Public Comment tonight.

**Garrett, Lauren:** Yes, sir.

**Garriss:** Consent Agenda, I need a motion to approve tonight's Consent Agenda.

#### **6. Consent Agenda**

**Pruitt:** Mr. Mayor, so, moved.

**Garriss:** Motion made by Jeff, second?

**Hines:** Second.

**Garriss:** Second by David. All in favor?

**All Council:** Aye.

**Garriss:** All opposed? None, very good. Item Seven, we had no items removed from the Consent Agenda.

#### **7. Items Removed from Consent Agenda**

**Garriss:** Item 8A, we need to set a Public Hearing for the re-adoption of our CAMA Land Use Plan.

#### **8. Planning**

##### **a) Schedule Public Hearing: Re-adoption of State Certified CAMA Land Use Plan**

**Garriss:** Can I get a motion?

**Pruitt:** Mr. Mayor, I move to set a Public Hearing at the Town Council Meeting March 3, 2025, to consider adoption of the revised Kitty Hawk CAMA Land Use Plan.

**Hines:** Second.

**Garriss:** Any further discussion? All in favor, say "aye".

**All Council:** Aye.

**Garriss:** All opposed? None, thank you. Item 8B, we have a subdivision review. Rob?

#### **8. Planning**

##### **b) Subdivision Review: Kitty Hawk Meadows, 740 W Kitty Hawk Rd, 3 lots**

**Testerman, Rob:** I will briefly go through some of the highlights of this project, if you have any questions, we can go over them. This application is for a subdivision plat 2.42 acre parcel located at 740 West Kitty Hawk Road. The proposal divides one existing parcel into three separate lots, no



new public or private road is proposed. There would be a 15-foot-wide access easement planned to be maintained and repaired by the property owner. A previous proposal had been submitted and approved unanimously back in 2021 for this property that had divided the existing parcel into four lots. However, the owner at the time they never acted on getting the plat recorded so the approved expired and in the time since our language has changed with minimum lot size to 15,000 square feet of contiguous, continuous and connected uplands. As a result, the new proposal has come back with three lots instead of four that were previously approved. The only thing I wanted to touch on is minimum lot width in this district is 75 feet measured at the front building setback with a minimum of at least 50 foot minimum of road frontage. As you can see from the plat, each proposed lot meets this requirement. Lots 2 and 3, it's kind of hard to make out here, have the 50 feet of road frontage then curve around then widen on the back side. In 2021, when this proposal first came to us, the issue of flag lots had been discussed with the Town Attorney and with the Council at the time. It was determined that the configuration of the lots did not meet the definition of flag lot which in our ordinance is defined as a lot with narrow frontage on the street and a thin strip of land that provides access from the street right of way to the wider portion of the lot. What the Council voted on in 2021 was because it met the 50 feet of road frontage and maintained the 50 feet all the way back until it opened out further. That was the only quirky part of this one, so I wanted to go over that. If you have any questions for me or the engineer, who is here tonight as well, can answer them.

**Garriss:** Thank you, any questions for Rob?

**Tillett:** Rob, one question. The existing shed, is it to be removed?

**Testerman, Rob:** Yes.

**Tillett:** What kind of confirmation can the Town get to make sure that's removed prior to finalizing.

**Testerman, Rob:** If Council votes to approve tonight, it will have to get recorded with signatures on it before we record that I would go out to the field to verify.

**Tillett:** Got it, okay.

**Hines:** Forgive me for being off base but why is this not staff approved?

**Testerman, Rob:** That's because this parent parcel is greater than two acres. We have our ordinance set up to where if it is an exempt subdivision I could do it administratively. Our ordinance is not set up to allow for any staff approval of subdivisions that don't fall under those exemptions. This is something we've discussed about bringing forward some revisions to the subdivisions.

**Hines:** We need to look at it. That's my only comment.

**Garriss:** Thank you. Charlotte? Any questions or comments?

**Walker, Charlotte:** Mr. Mayor, I move to approve the preliminary/final plat for 740 West Kitty Hawk Road as shown and submitted on the plat.

**Hines:** I second that.

**Garriss:** Thank you. All in favor?

**All Council:** Aye.

**Garriss:** All opposed? None. Thank you. We have no new business, no old business. Town Manager?

## **11. Reports/General Comments from Town Manager**



**Clopton, Melody:** Good evening, everyone. I want to give a big thank you to our Public Works department and our public safety officers for keeping the Town going while we had some administrative snow days. We came back to our sidewalks and our parking lots all ready to go. They work very hard to make it happen. Police building update, the concrete mow curb has been installed around the building and the curbing for the parking lot is staked. The team is currently working on metal sections of the roof from left to right and expects to complete this work within the next week or so. Once the roof is finished, they'll begin installing the parking lot curbing. Lights have been installed, and the siding crew is back this week to finish closing in the siding. We anticipate that the store type front door will arrive by mid-February, and they will complete the siding at that point, once they have the door and make sure that the trim fits. The plumbing and electrical work for the exterior walls has been completed and has passed inspection. They hope to be out of the interior walls next week and have them inspected and then they will begin putting insulation in. Also, we have been informed by our current audit firm, Johnson, Mizelle, Straub, and Consolvo, that they are no longer going to do annual audits for government entities. It is a cumbersome and ever-changing process with many requirements and regulations. We have found that many local companies are bowing out, so we have released an RFP today for a new audit firm for fiscal year 2025. That's all I have.

**Garriss:** Thank you, Melody. Town Attorney, Casey?

#### **12. Reports/General Comments from Town Attorney**

**Varnell, Casey:** Mr. Mayor, I have nothing.

#### **13. Reports/General Comments from Council**

**Garriss:** Thank you, Casey. Council, I would like to start off by saying that I had the honor yesterday of attending service for Mrs. Doris Pruitt, a longtime friend of this Town and she's not only Jeff's mother but a longtime employee of the Town. Jeff, I would like to personally thank you for sharing your mother with the Town. Thank you so much, she was a great lady.

**Clopton, Melody:** Yes, she was here on the ground floor. I think she retired in 1996 when she was 73. She was a tax collector.

**Garriss:** Both of Jeff's parents were instrumental in this Town. Charlotte?

**Walker, Charlotte:** I am the liaison for the Recreation Committee, and I am so proud of the work that they are doing. They are working on the trail, and they've got markers, they've got signs, we're one step away with the Dominion encroachment to be able to put the trail there. I don't know how many people know this, but the Town keeps a record of people who want to volunteer, and when it's time to select a volunteer, I go to that list, and I call them, and I sit down and talk to them. I know what talents they bring, and that committee is on fire. They are doing awesome, and they are not just doing that, but they are keeping the master plan updated and they are doing an amazing job. They are very high on my list, and I appreciate all the work that they do. Thank you.

**Garriss:** Thank you, Charlotte. Jeff?

**Pruitt:** It has been a long week, but I would like to thank the entire Outer Banks community. The support they have shown my family is very humbling. I would also like to thank my fellow Council members for your support. The staff, the police and fire departments, and other municipalities for reaching out to my family has meant a lot to me. As my son said, what a great community we live in. That's all I have, thank you.



**Tillett:** Lots of thoughts about Mrs. Doris Pruitt and thoughts to your family, Jeff. That's all I have tonight, thank you.

**Hines:** That's the thing about going last, there's nothing else to say but I echo your opening remarks and Jeff, you know that you and I had our conversation. Donna and Mr. Fearing, I appreciate you all and everyone on the committee with the presentation. I look forward to seeing where it goes. It's a real problem and we really need to get in front of it somehow, thank you for all your hard work.

**Garriss:** Any further discussion? If not, I will entertain a motion to adjourn.

**Hines:** So, moved.

**Walker, Charlotte:** Second.

**Garriss:** All in favor?

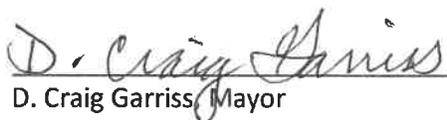
**All Council:** Aye.

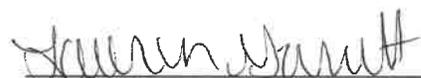
**Garriss:** We are adjourned.

#### 14. Adjourn

Adjourned at 6:52 pm.

The Minutes of the February 3, 2025, Kitty Hawk Town Council Meeting are approved at the March 3, 2025, Kitty Hawk Town Council Meeting.

  
D. Craig Garriss, Mayor

  
Lauren Garrett, Town Clerk

