



## TOWN OF KITTY HAWK

**PROPOSED AGENDA**  
**KITTY HAWK TOWN COUNCIL**  
Monday, August 4, 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) **Dementia Friendly Coalition for use of the former KHPD Building**
  - b) **Beach Nourishment Presentation by Adam Priest**
  - c) **Recreation Committee update**
- 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 July 7, 2025, Regular Session Council Minutes** – Approval of the consent agenda will approve these minutes.
  - b) **Kitty Hawk Emergency Operations Plan**
  - c) **Fund 41 Interest Earning Distribution FY 2024-25**
- 7. Items Removed from Consent Agenda:**
- 8. Planning:**
- 9. New Business:**
  - a) **Operating Guidelines for High Quality Government**
  - b) **Plans for the Old PD Building- 722 W. Kitty Hawk Road**
- 10. Old Business:**
  - a) **Zoning Text Amendment – Sec. 42-1 & Residential district regulations.** Clarifying language related to lot coverage, lot coverage physical area, and permeable pavement.
- 11. Reports/General Comments from Town Manager**



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

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

**14. Adjourn**

**\*To Watch Livestream on YouTube:** <https://youtube.com/live/revckx2fv54?feature=share>

The meeting will also be available to watch on the Town's YouTube channel on demand the next day.

**\*\*Send Comments and/or Questions via email:**

You may always send comments or questions at any time to [info@kittyhawknc.gov](mailto:info@kittyhawknc.gov). If you would like your question or comment read at this meeting, please send it by 2:30 PM on August 4, 2025, and note that you would like it to be read at the meeting. Be sure to include your full name and address. Please keep your comments to three minutes.

*Si habla español, los servicios de asistencia lingüística están disponibles de forma gratuita. Llame al 252-261-3552 para obtener ayuda.*



**Date:** August 4, 2025

**Subject:** Inquiry/Proposal - A New Home for the Outer Banks Dementia Friendly Coalition

**To:** Kitty Hawk Town Council

**From:** The Dementia Friendly Coalition Board of Trustees

The Outer Banks Dementia Friendly Coalition (DFC) is a public nonprofit charity dedicated to supporting caregivers and individuals living with dementia. Our mission is to educate, advocate, and build a more inclusive and compassionate community for those affected by memory loss.

Today, over 7.2 million Americans are living with Alzheimer's disease, a progressive, mind-altering condition with no known cure. This year, an estimated 900,000 people will develop this disease which means that it is very likely to affect individuals we know, including our friends and loved ones. The need for community-based support and education has never been greater.

You may have seen our purple seahorse insignia on the doors of local businesses and restaurants. This symbol indicates that employees have completed our Dementia Friendly Certification Program which trains them to understand the unique needs of customers with memory issues and how to provide a more supportive experience for all.

Through the efforts of dedicated volunteers, the DFC has provided dementia awareness and response training to:

- Restaurant staff
- Bank and pharmacy employees
- Police, EMS, and other public safety workers
- Visitor center and hospitality teams
- Veterinarians to be alert for signs of confusion in pet owners

This training empowers caregivers to confidently take their loved ones into the community without fear of misunderstanding or embarrassment. It also ensures that our public-facing workers are prepared to respond with empathy and care.

We currently operate two *Day Out Programs*, which meet twice a week for 3.5 hours. Each session serves 9 to 12 individuals with dementia, offering them a safe and engaging environment for social interaction. In total, we serve approximately **60 participant visits per month**. These structured gatherings not only bring joy to our participants, but they also provide caregivers with a much needed and deeply appreciated break.

In addition, we host a monthly caregiver support group on the second Wednesday of each month from 2:30 to 4:00 PM at the Baum Center. These meetings typically draw 4 to 9 caregivers, creating a trusted space for sharing, encouragement, and connection. It is often the only time caregivers can truly speak openly about their experience and gain strength from others who understand.

The Outer Banks is also home to North Carolina's first Dementia Friendly Hospital, where trained volunteers are dispatched to stay with memory-impaired patients, giving caregivers a reprieve and ensuring patient safety. Our OBX Hospital has even helped train other hospitals across the state.

We also partner with Officer Julie Haner of the Kill Devil Hills Police Department, who leads Project Lifesaver, a 24-hour locator service for individuals with dementia who may wander. Visitors, coming here with Project Lifesaver transponders, can register locally and continue coverage during their stay on the Outer Banks.

We have equipped the Manteo and Kill Devil Hills libraries with back-packs filled with resources for activities that can be checked out by families caring for loved ones with dementia. We do quarterly educational seminars/conferences for our caregivers and medical support team.

### **The Need for a Permanent Home**

While we are proud of all we have accomplished, the biggest barrier to expanding our reach is clear. We need a home.

We need a permanent, accessible location where:

- Caregivers in crisis can find us and get immediate support
- Our *Day Out Program* can safely operate and store materials
- Volunteers and staff can coordinate services and outreach
- Our Sea Horse logo can shine as a welcoming symbol of hope and belonging in the Outer Banks community

This is why we are asking that the former Kitty Hawk Police Station become the new headquarters for the Dementia Friendly Coalition.

The building's layout is well suited to our needs. With the front partition removed, the large meeting room would become an open area approximately 25 by 35 feet, ideal for group activities and gatherings. Just imagine having a movie night or a spaghetti dinner for Care Givers with their loved ones.

We understand there would be a cost associated with removing the partition, but this modest improvement would significantly enhance the functionality of the space. The building also includes multiple office rooms, a functional kitchen, storage areas, and two bathrooms, offering both privacy and accessibility for those we serve. While the property lies in a flood zone, we understand the town currently maintains flood, wind, and hail insurance, and that occupancy may



help lower those costs. If you are agreeable to explore this endeavor, we would explore cost-sharing partnerships with other nonprofits and local town councils to support the building's ongoing use.



### **A Win-Win for Kitty Hawk**

This request is more than a real estate request. It is an invitation to reaffirm Kitty Hawk's commitment as a family-centered, inclusive community. By offering the former police station as our home base, you would be helping hundreds of caregivers and loved one's access critical services in a welcoming environment, right here in their neighborhood.

Imagine Spring Arbor and Peak Resources bringing their memory care residents for a joyful Day Out. Imagine a caregiver walking in, overwhelmed, and finally finding support. Imagine a new generation growing up in a community that embraces compassion and care.

### **In Closing**

On behalf of the Outer Banks Dementia Friendly Coalition, thank you for considering this inquiry. We believe this partnership has the potential to make Kitty Hawk a model town in how it supports its aging residents and the caregivers who walk beside them every day. Nonprofits, like ours, are part of the foundation that supports this community. What we need now is recognition, financial support and continued involvement to strengthen what we have built and to insure a stronger future for seniors with dementia and their caregivers across the Outer Banks.

We're grateful for your consideration and hopeful that, together, we can build a stronger, more compassionate community for all who call the Outer Banks home.

# Outer Banks Dementia Friendly Coalition

Executive Director: Ms. Dianne Denny

## Board of Directors

Jan Collins	President
Dr. Sheila Davies	Vice President
Anne Kelleher	Secretary
Tess Judge	Treasurer
Noel Preston	Director
Nathan Finnin	Director
Devereux Grindle	Director
Lori Clark	Director

**2027 Multi-Town Cooperative Beach Maintenance Project**  
**(Towns of Duck, Southern Shores, Kitty Hawk, and Kill Devil Hills)**  
**Dare County, North Carolina**

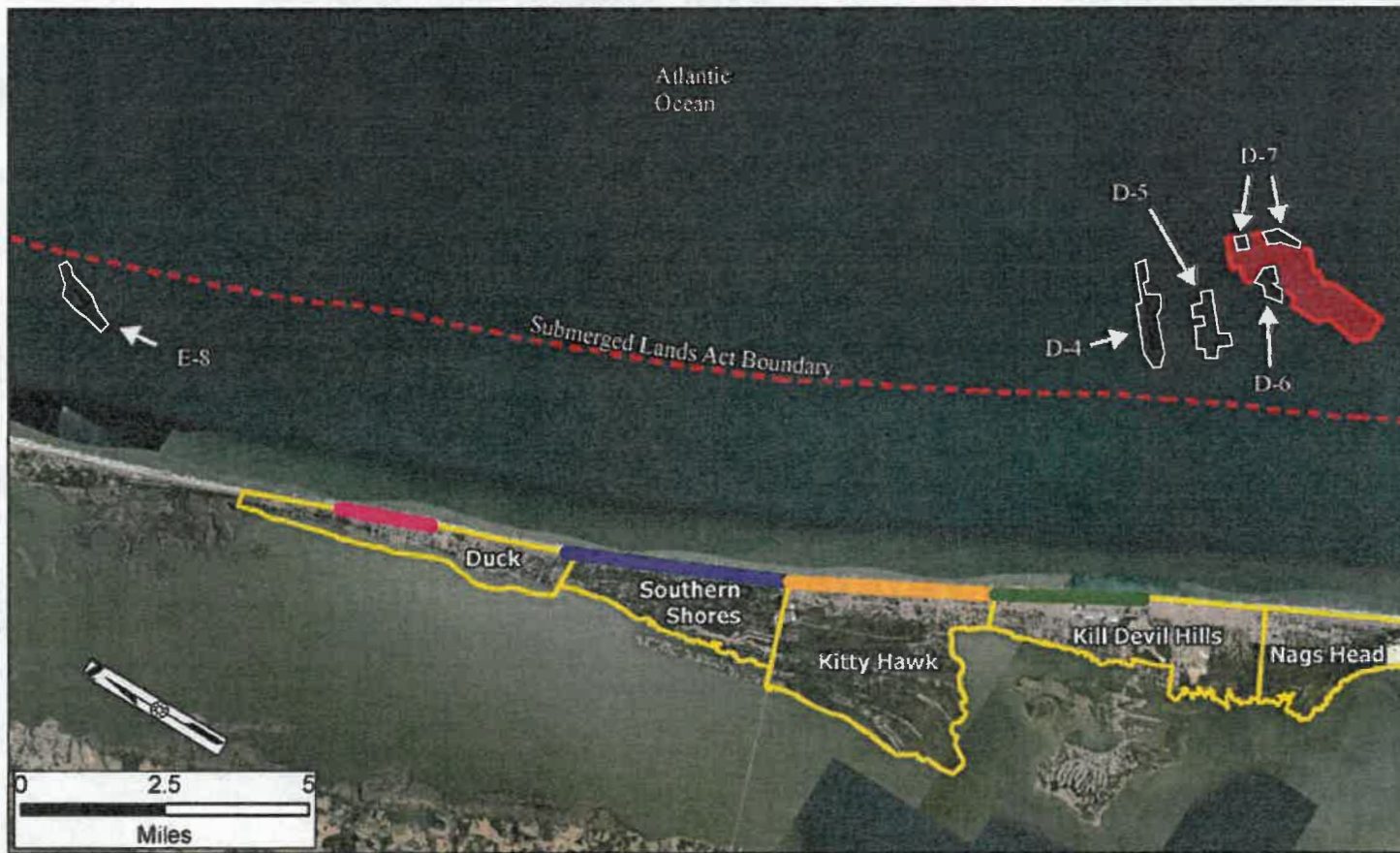
**Permitting and Design Proposal Optional Items**



**August 4, 2025**



# PROPOSED 2027 MULTI-TOWN BEACH NOURISHMENT



*Approx. 12.1 miles and between 2.3 and 3.1 MCY placed in 2027.*

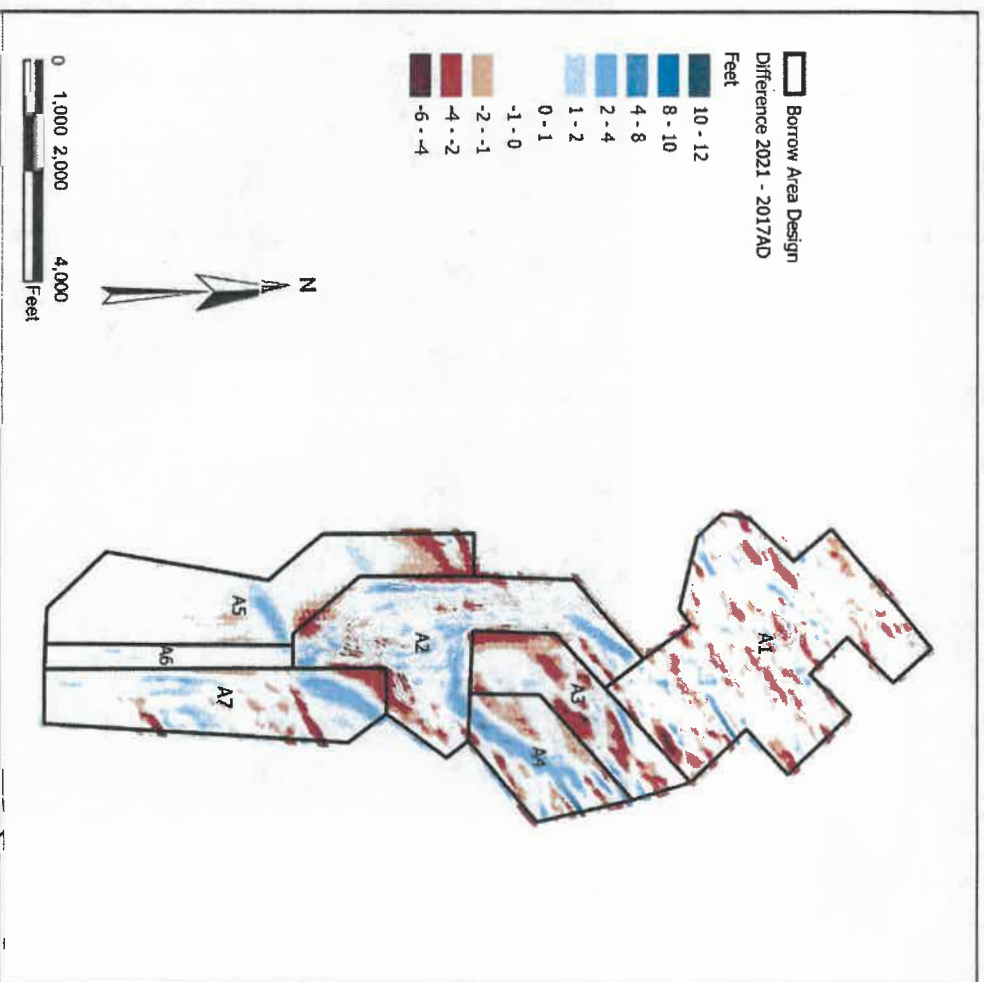
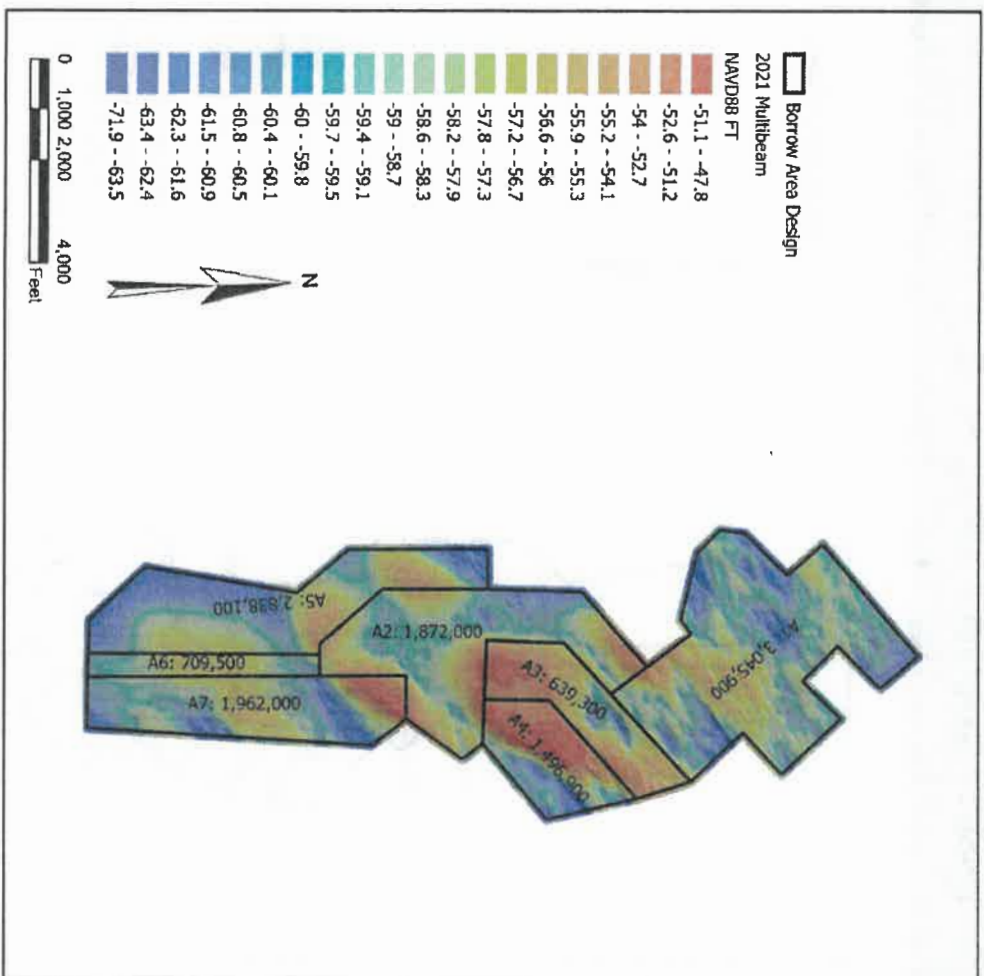
## PROPOSED 2027 MULTI-TOWN BEACH NOURISHMENT

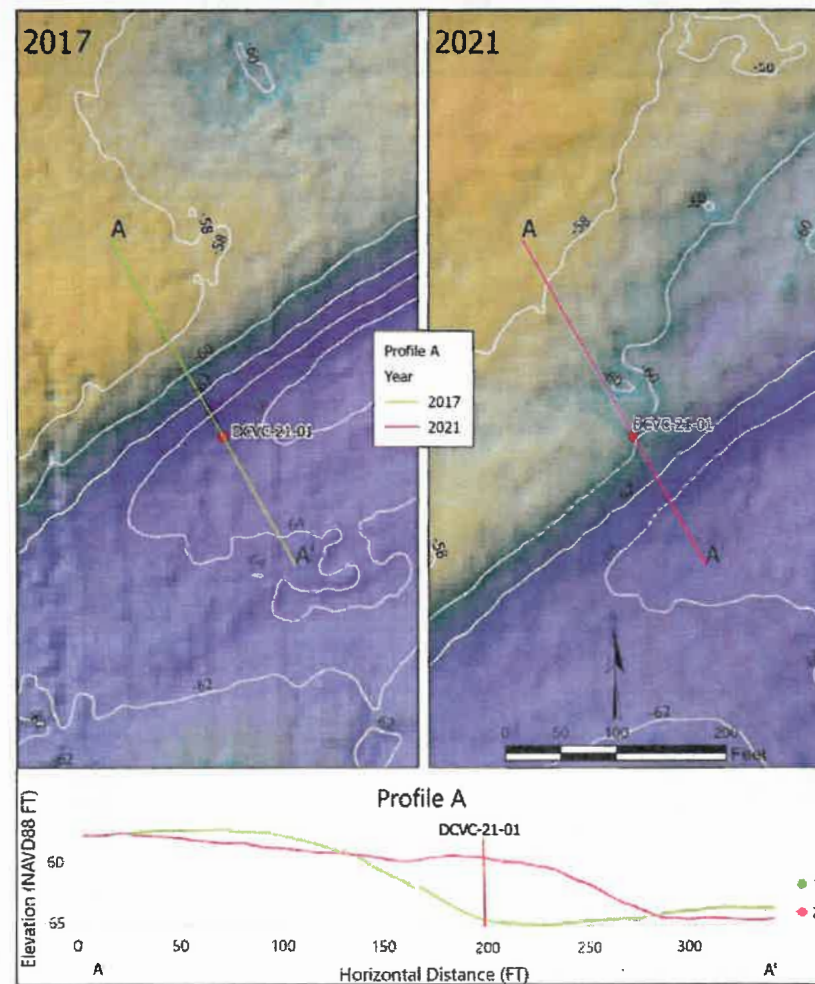
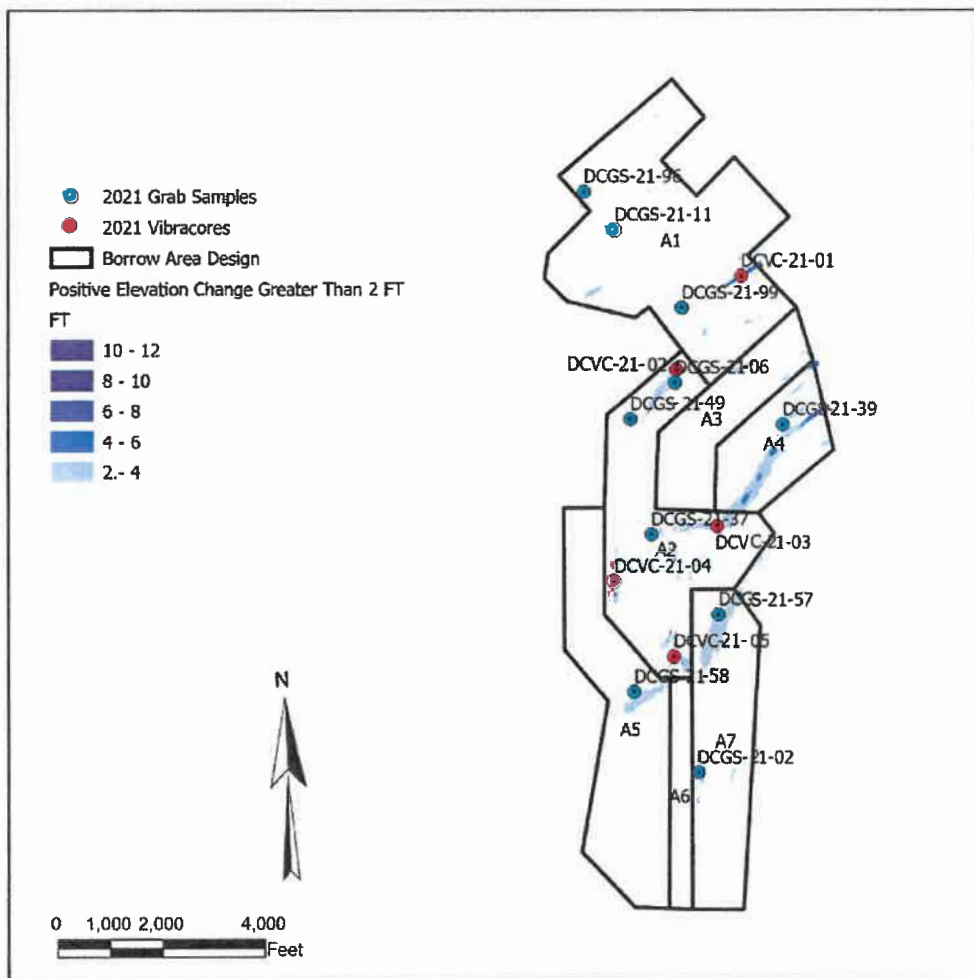
- Lateral extent of beach fill along each Town expected to be the same for 2027 project.
- Fill density may increase for some Towns for the 2027 project, primarily based on designing for a 7-year maintenance interval.
- Anticipated year-round construction (approximately 6 months)
- Total beach fill volume anticipated to range between 2.3 and 3.1 million CY, compared to 3.9 million CY in 2017 and 3.1 million CY in 2022/2023.
- Potential for dune repairs if needed along localized portions of the projects
- Potential for the inclusion of a “Storm Berm” in Kitty Hawk to reduce risk of storm damage.



# BORROW AREA PERMITTING SUPPORT SERVICES

- Task 2A – Bathymetric and Sediment Sampling of Borrow Area A (To include extended areas (D-6 and D-7)).
- Task 2B – Borrow Area A Surface Sample Sediment Analysis (Optional)
- Task 2C – Supplemental Vibracores in Borrow Area A (Optional) - **\$10,507.50**
- Task 2D – Cultural Resource Assessment of D-4, D-5, D-6, D-7, and E-8. All include multi-beam surveys as well.





# **BORROW AREA PERMITTING SUPPORT SERVICES**

Task 2A – Bathymetric and Sediment Sampling of Borrow Area A (To include extended areas (D-6 and D-7)).

- Evaluate elevation change
- Re-compute the volume in Borrow Area A including expanded area using multibeam coverage
- Re-compute sediment composite data in Borrow Area A including expanded areas
- If elevation changes >2', choose samples to evaluate visually to determine that material is beach compatible
- Check in with NC DCM to see if additional work is needed

If needed, conduct grain size analysis of grab samples (Task 2B)

If needed, conduct supplemental vibracores (Task 2C)



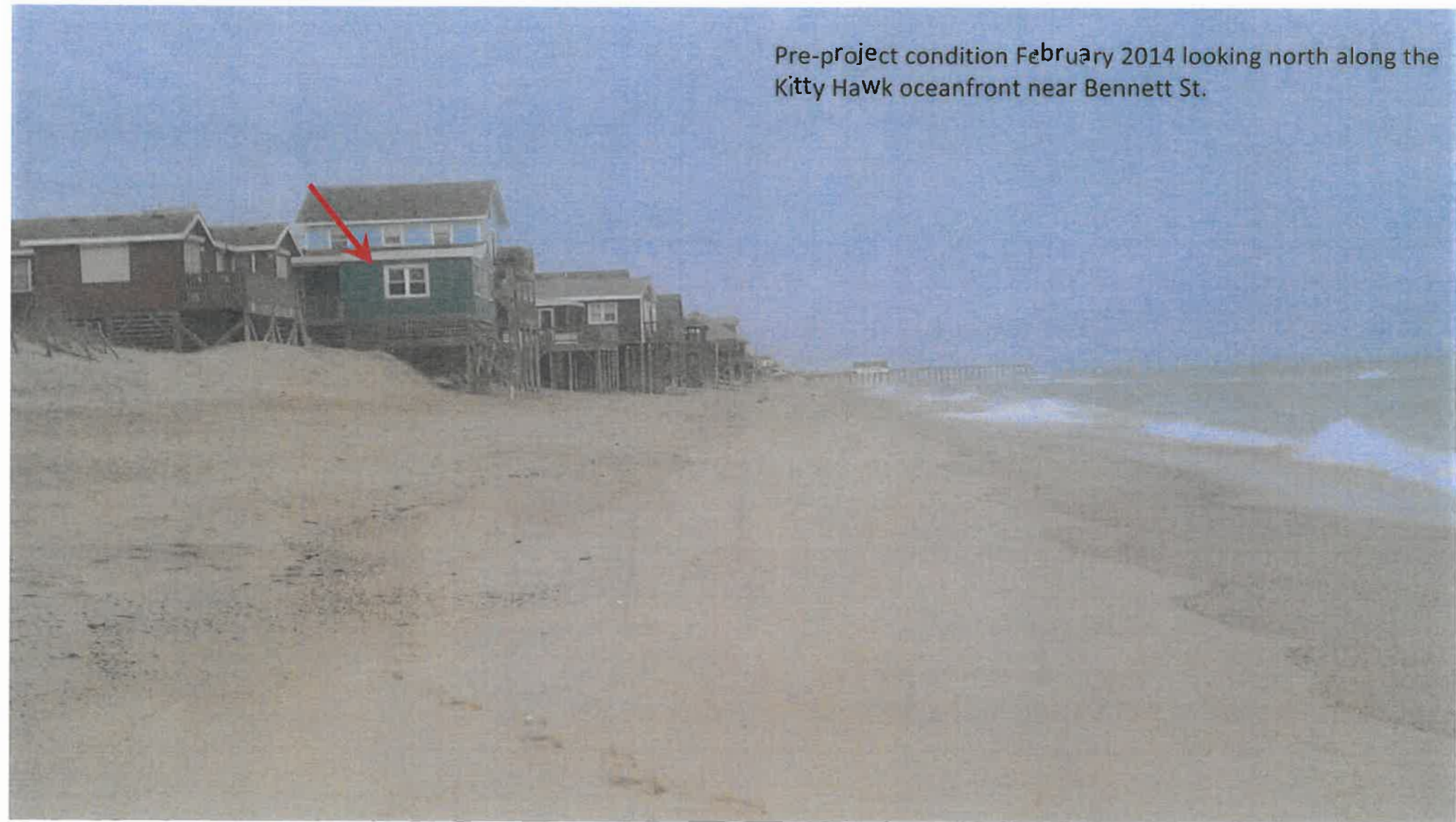
# ENGINEERING DESIGN

\* Task 3B (Kitty Hawk Only) – Dune Design Alternative Analysis (Optional)



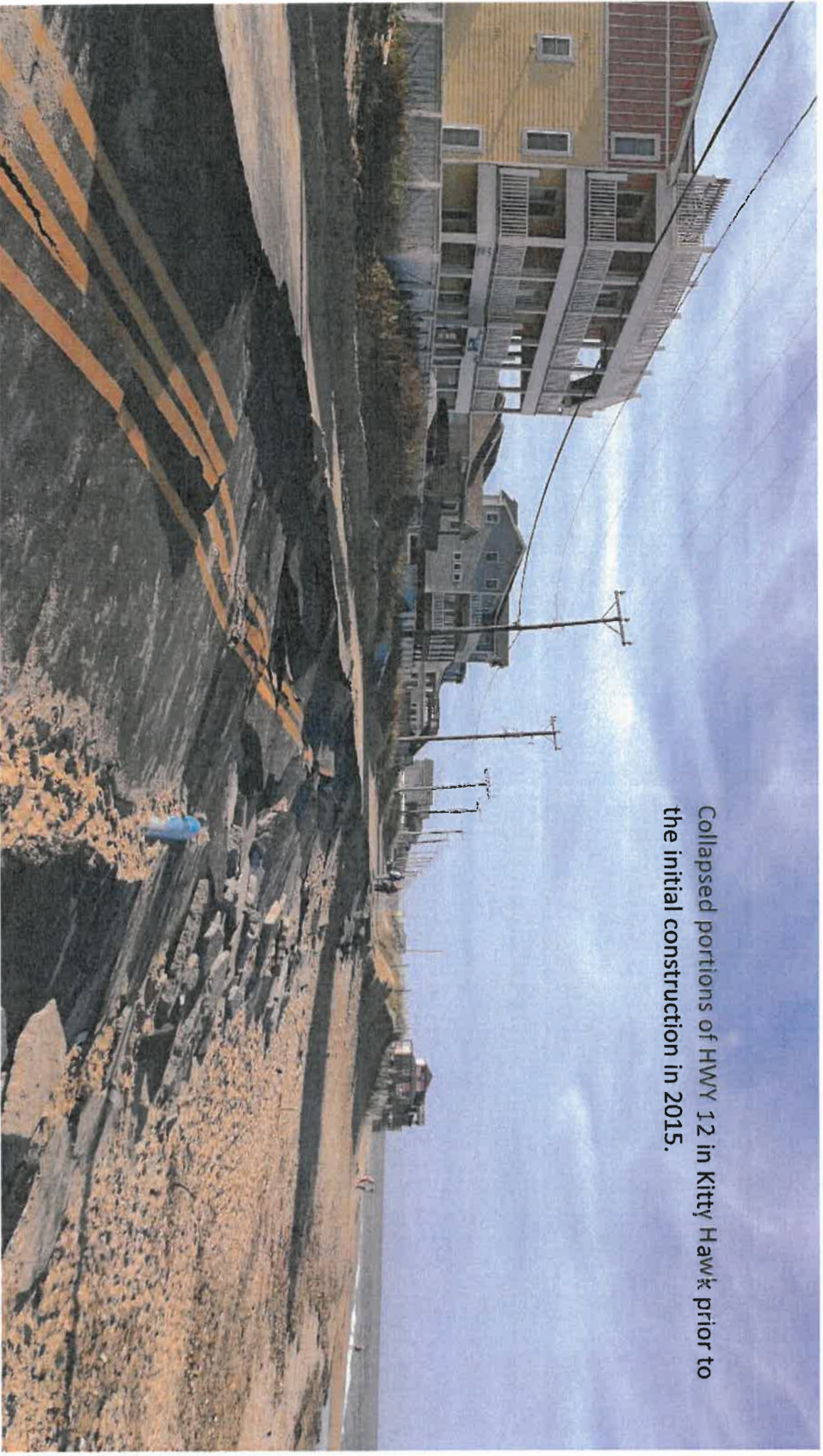


Pre-project condition February 2014 looking north along the  
Kitty Hawk oceanfront near Bennett St.





Collapsed portions of HWY 12 in Kitty Hawk prior to the initial construction in 2015.



Pre-project condition February 2014 looking east under the home  
at 4829 N. Virginia Dare Trail in Kitty Hawk south of Bennett St.





Construction of Kitty Hawk Project in Oct. 2017.

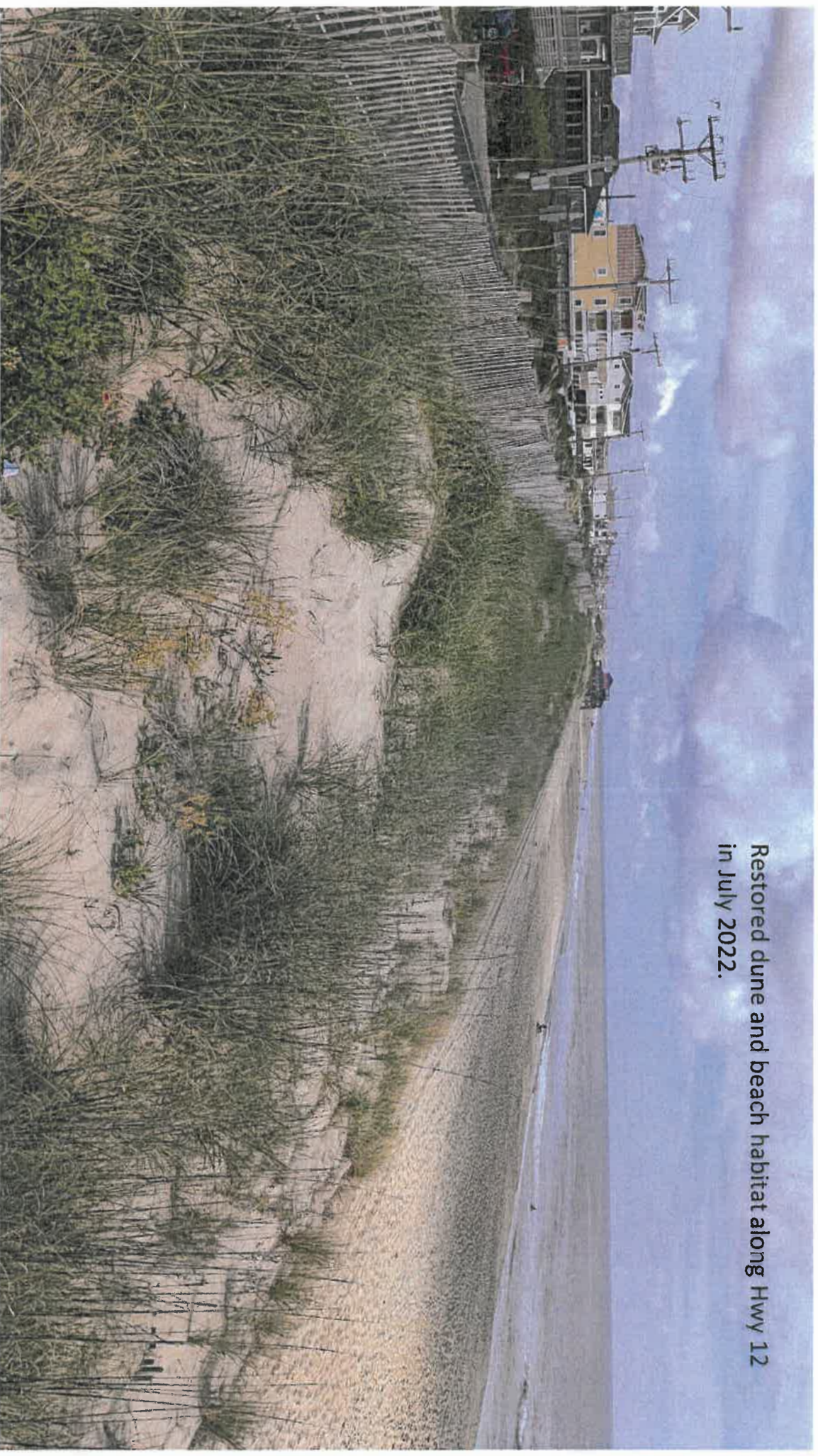


Starter Dune along Kitty Hawk after 2017 project.



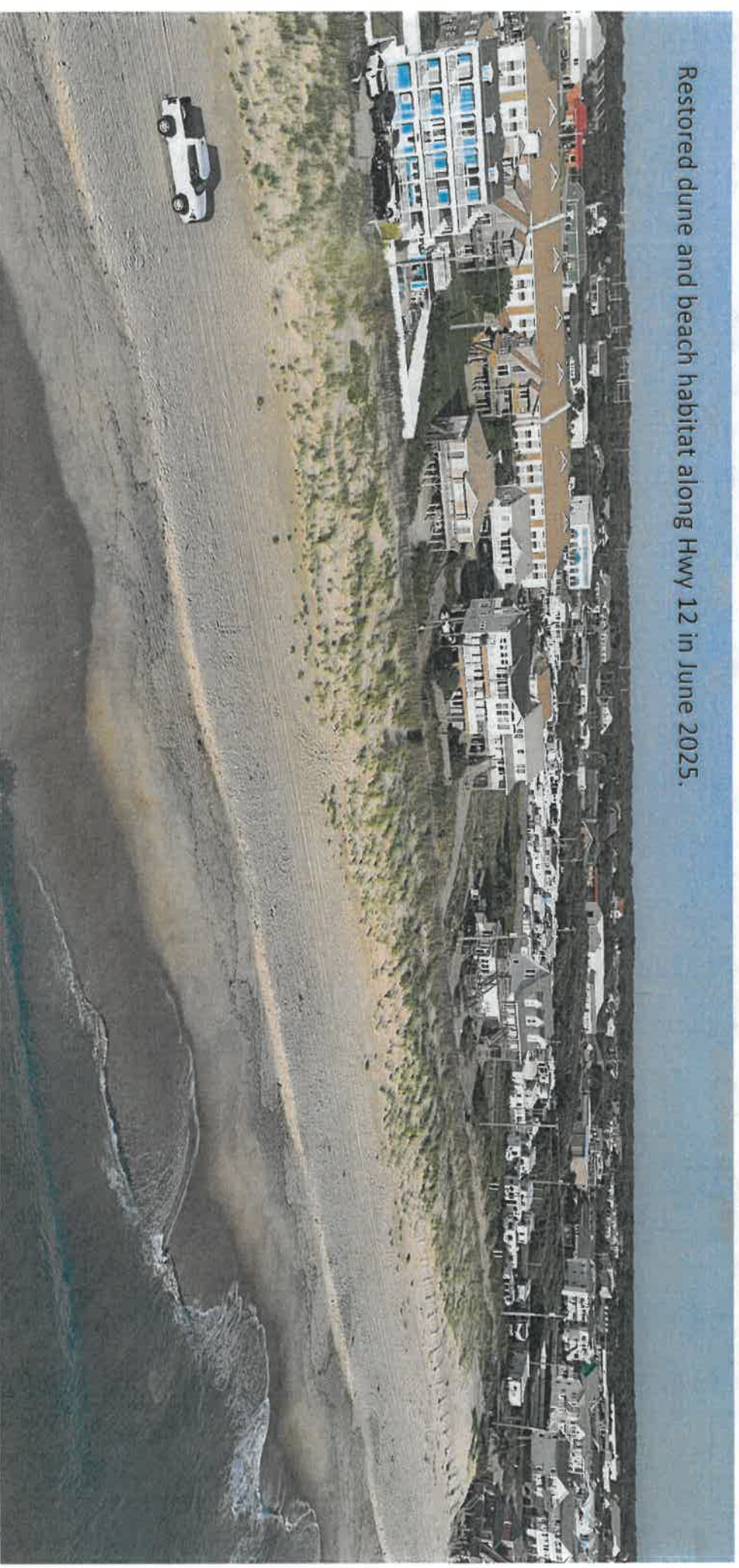


Restored dune and beach habitat along Hwy 12  
in July 2022.

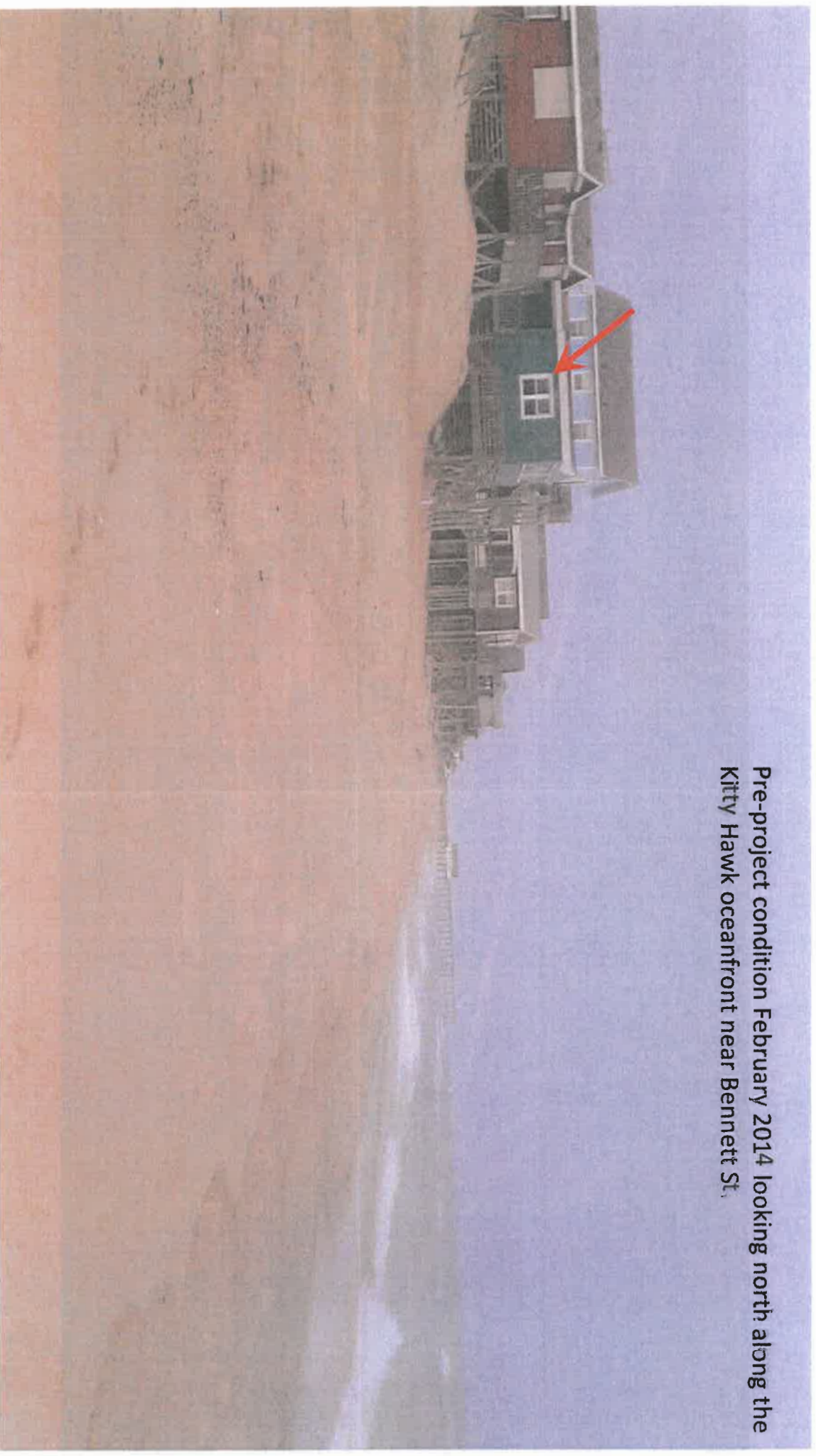




Restored dune and beach habitat along Hwy 12 in June 2025.

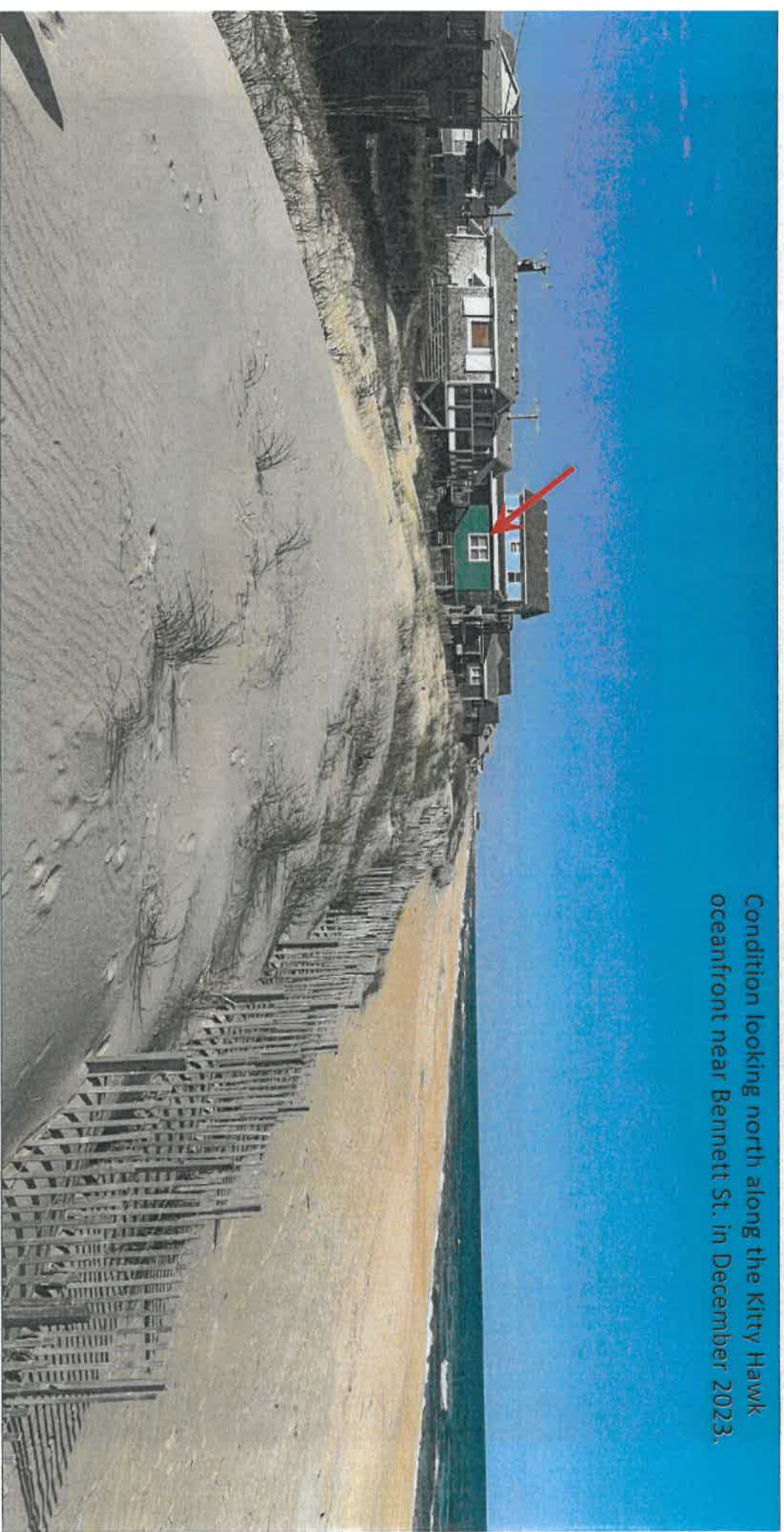


Pre-project condition February 2014 looking north along the  
Kitty Hawk oceanfront near Bennett St.



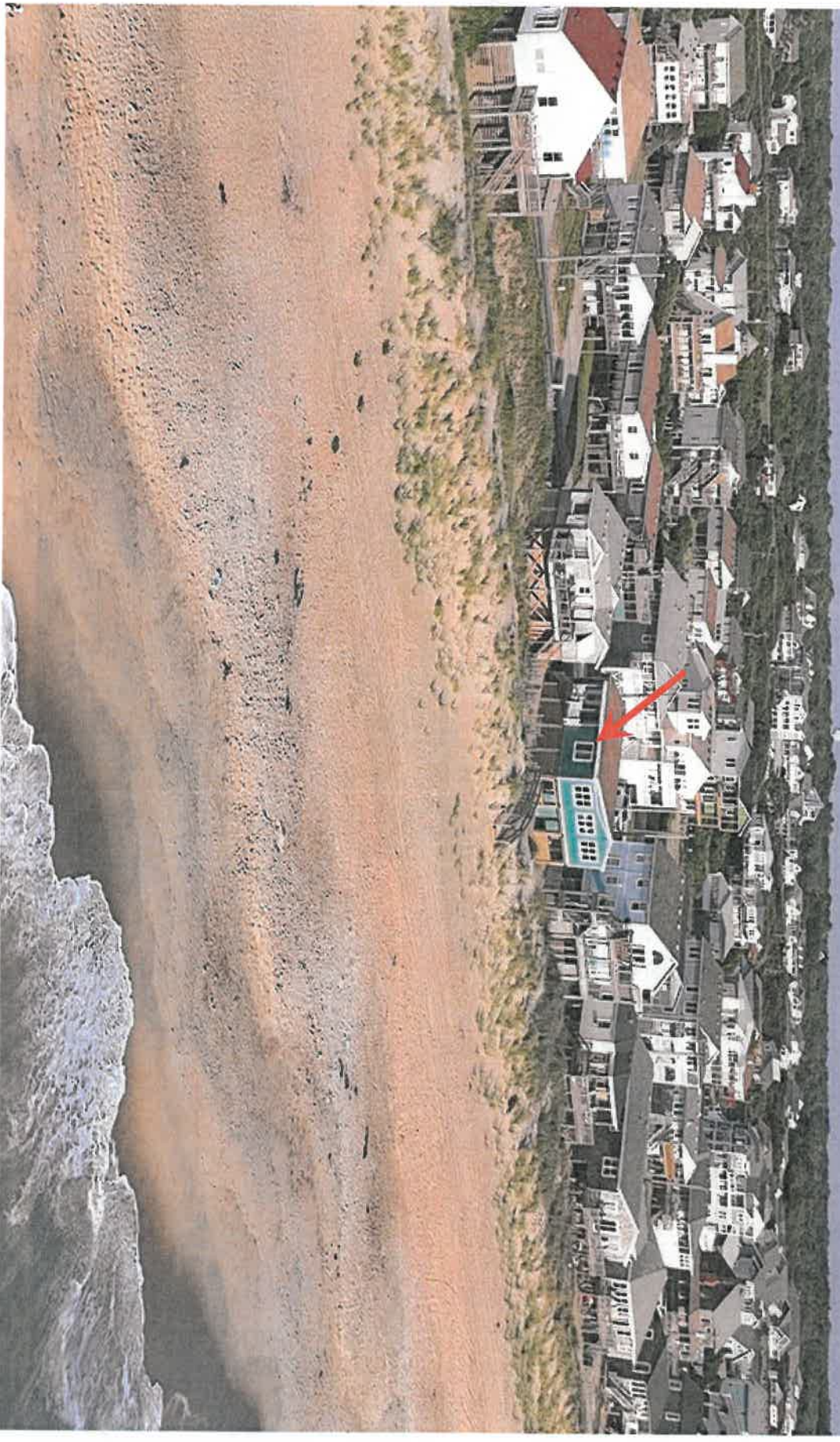


Condition looking north along the Kitty Hawk  
oceanfront near Bennett St. in December 2023.





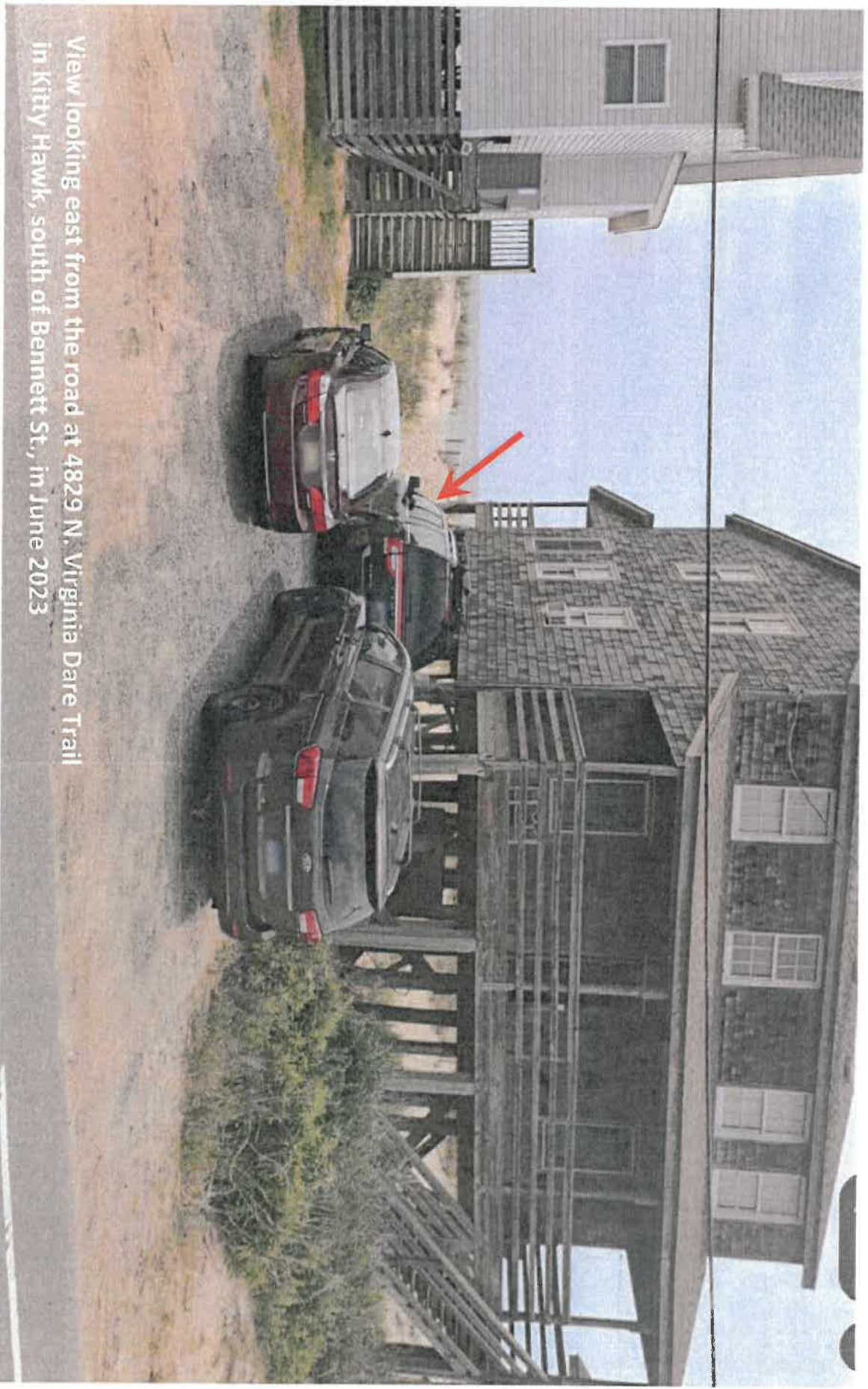
Condition looking north along the Kitty Hawk oceanfront near Bennett St. in June 2025.





Pre-project condition February 2014 looking east under the home  
at 4829 N. Virginia Dare Trail in Kitty Hawk south of Bennett St.

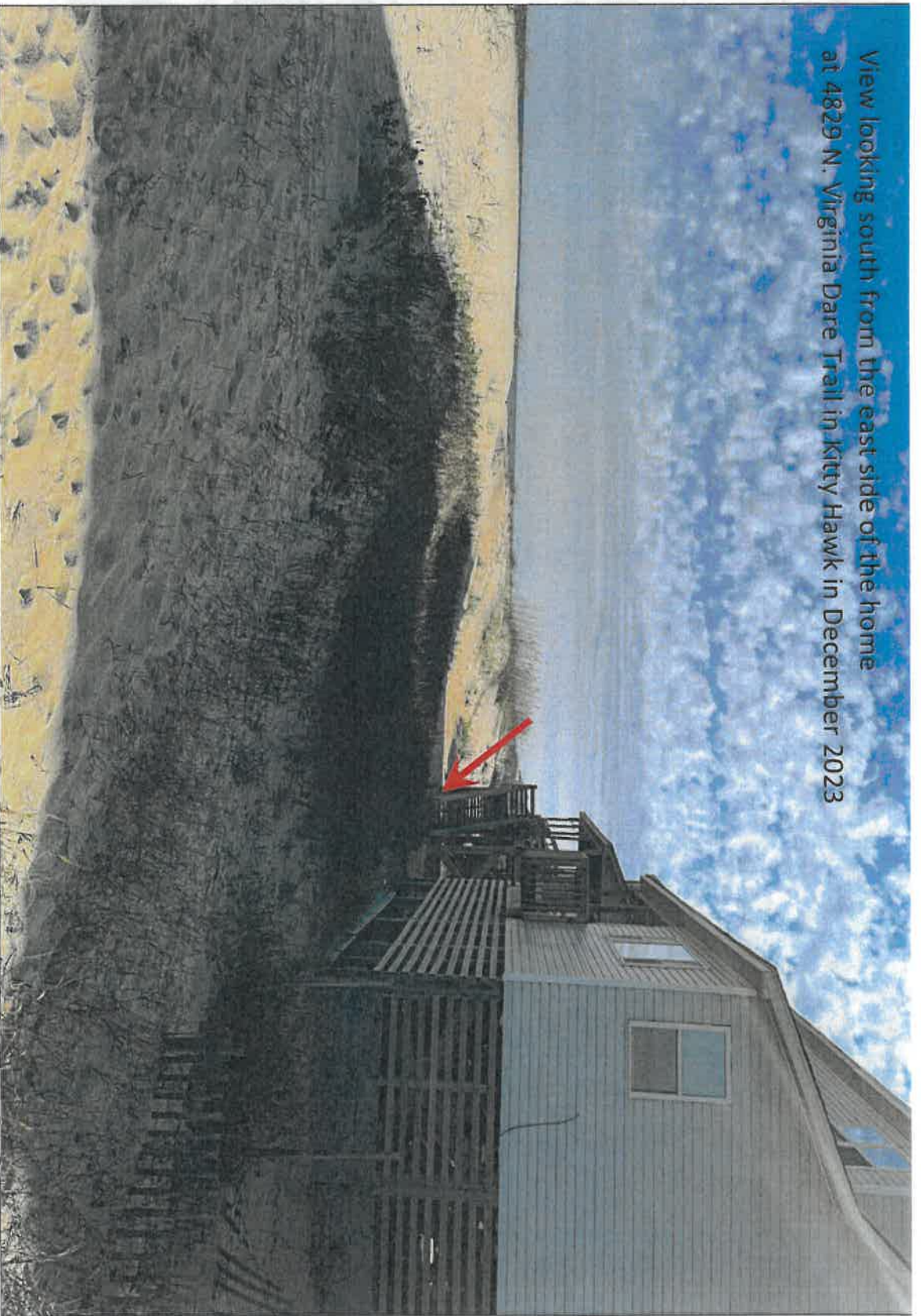




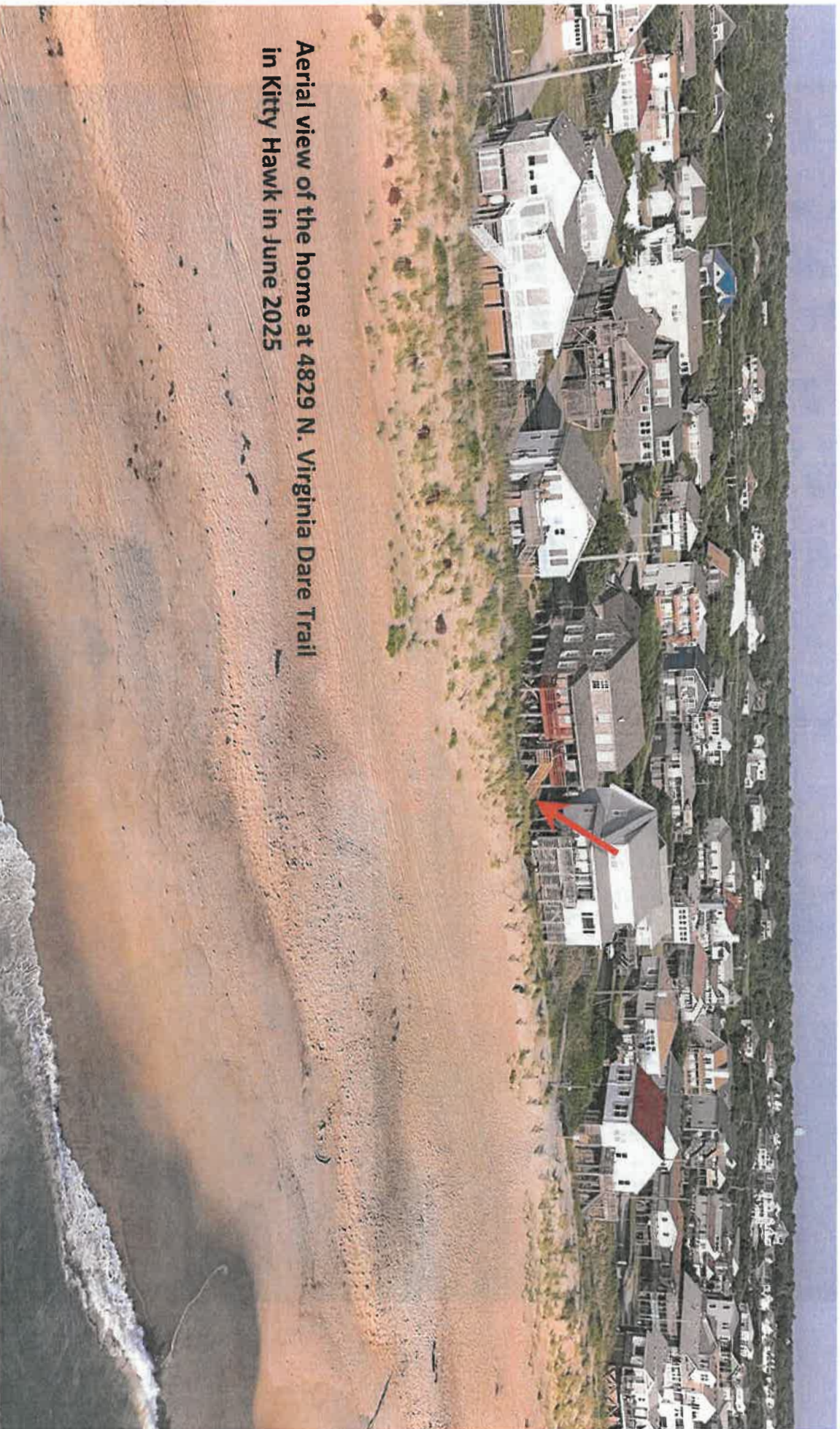
View looking east from the road at 4829 N. Virginia Dare Trail  
in Kitty Hawk, south of Bennett St., in June 2023



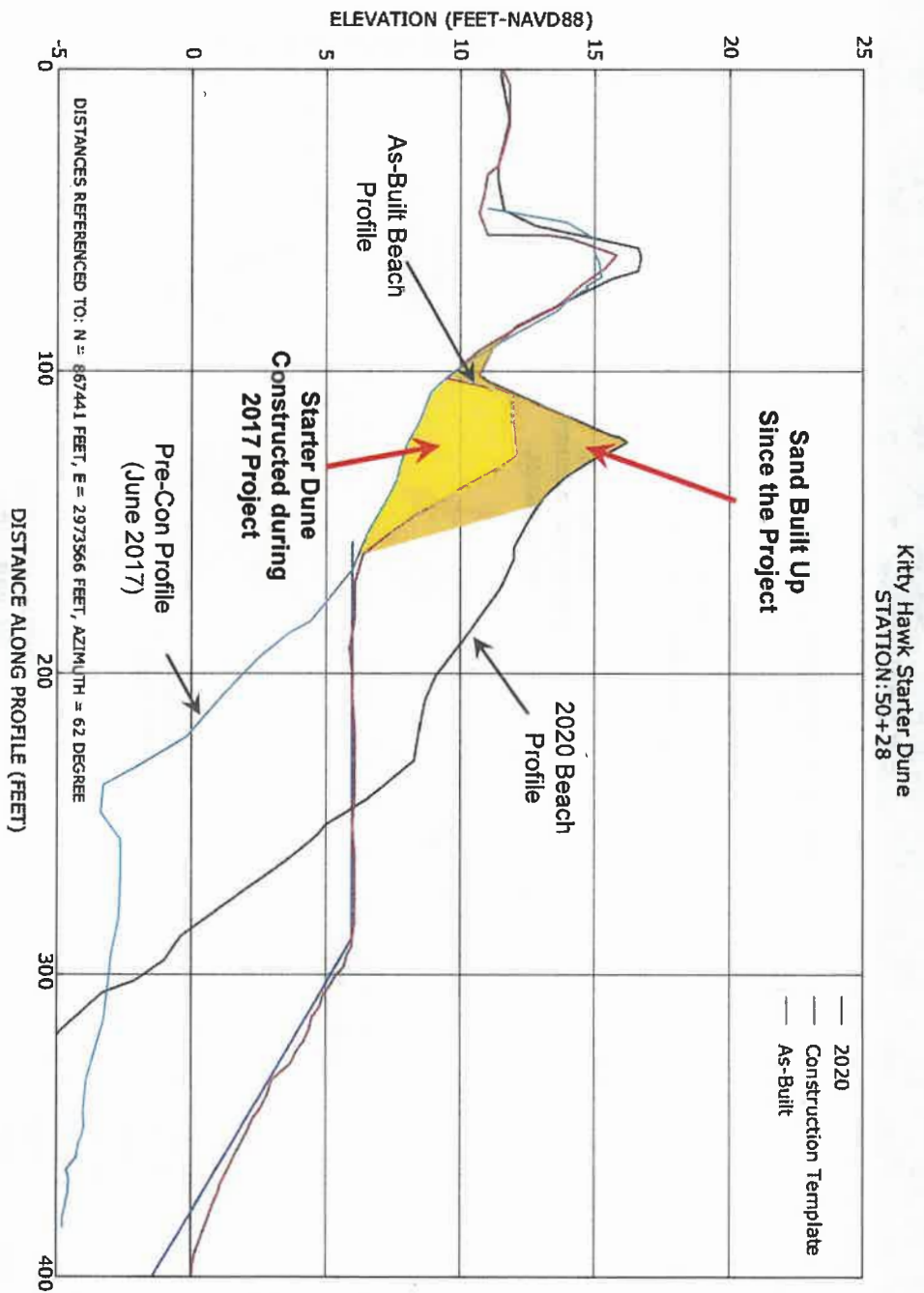
View looking south from the east side of the home  
at 4829 N. Virginia Dare Trail in Kitty Hawk in December 2023





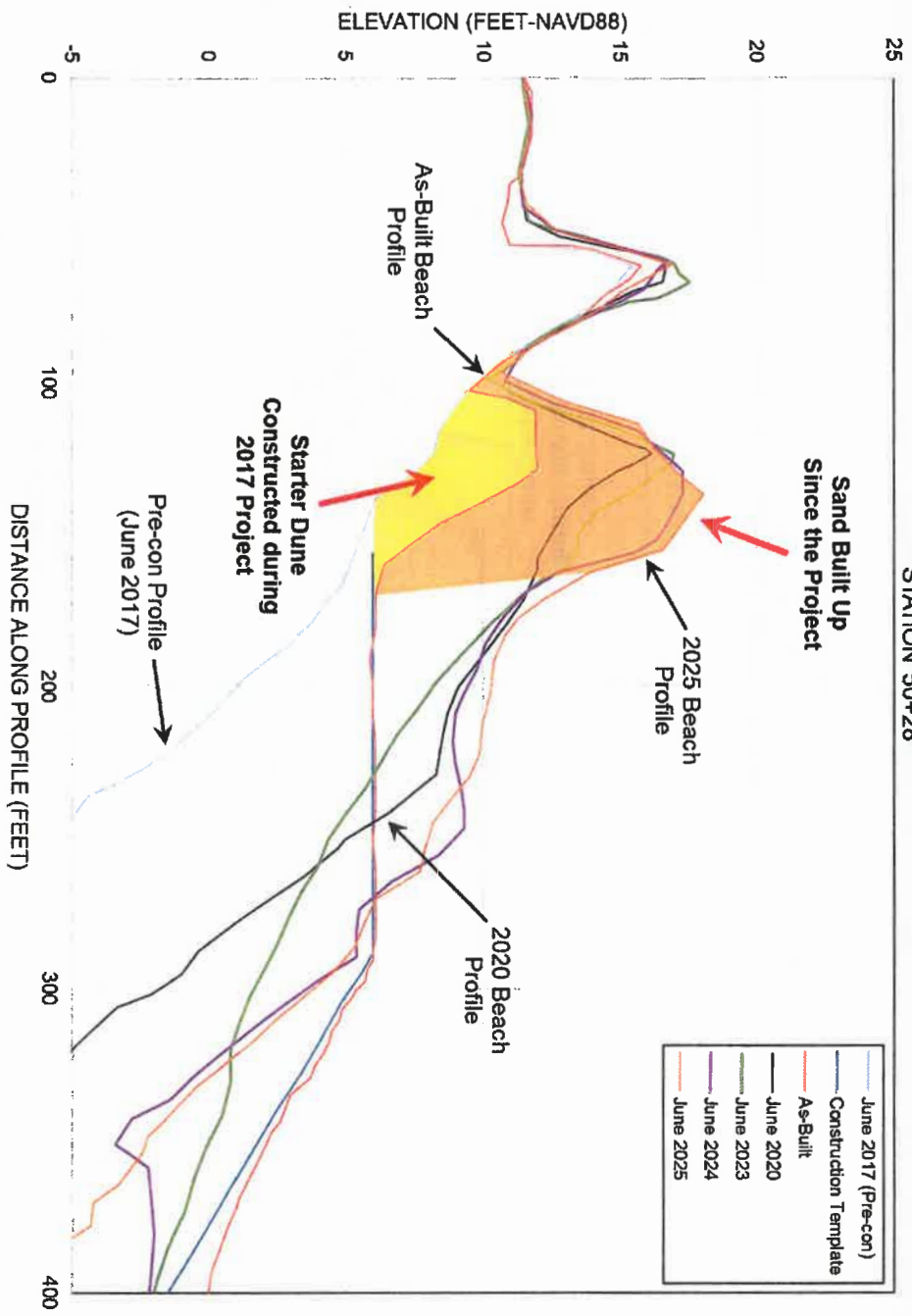


**Aerial view of the home at 4829 N. Virginia Dare Trail  
in Kitty Hawk in June 2025**





Kitty Hawk Starter Dune  
STATION 50+28





## 2021 DUNE ANALYSIS

- Compared # of structures at risk in 2014 with # at risk in 2020
  - 44% reduction from 126 structures to 70 structures.
- Evaluated several scenarios to reduce the storm damage risk:
  - Wider dune along the Town at elevation +15 ft. NAVD88
    - 23% decrease in # of at-risk structures from 70 to 54 – Cost of \$496,800
  - Wider dune along the Town at elevation +18 ft. NAVD88
    - 66% decrease in # of at-risk structures from 70 to 24 – Cost of \$1,380,000

## 2021 DUNE ANALYSIS

- Evaluated scenarios that only focused on specific areas:
  1. Northern 7,250 ft of Town from Pier to ~100 ft. north of E. Wilkins St.
  2. 2,200 ft. section between Kitty Hawk Road and a point ~ 500 feet north of White Ave.
    - 56% decrease in # of at-risk structures from 70 to 31 – Cost of \$818,800
- Resource Agencies requested a steeper slope on the dune from 1V:5H to 1V:4H slope (Increased the width of the dune from 20' to 25')
  - 46% decrease in # of at-risk structures from 70 to 39 – Cost of \$822,500



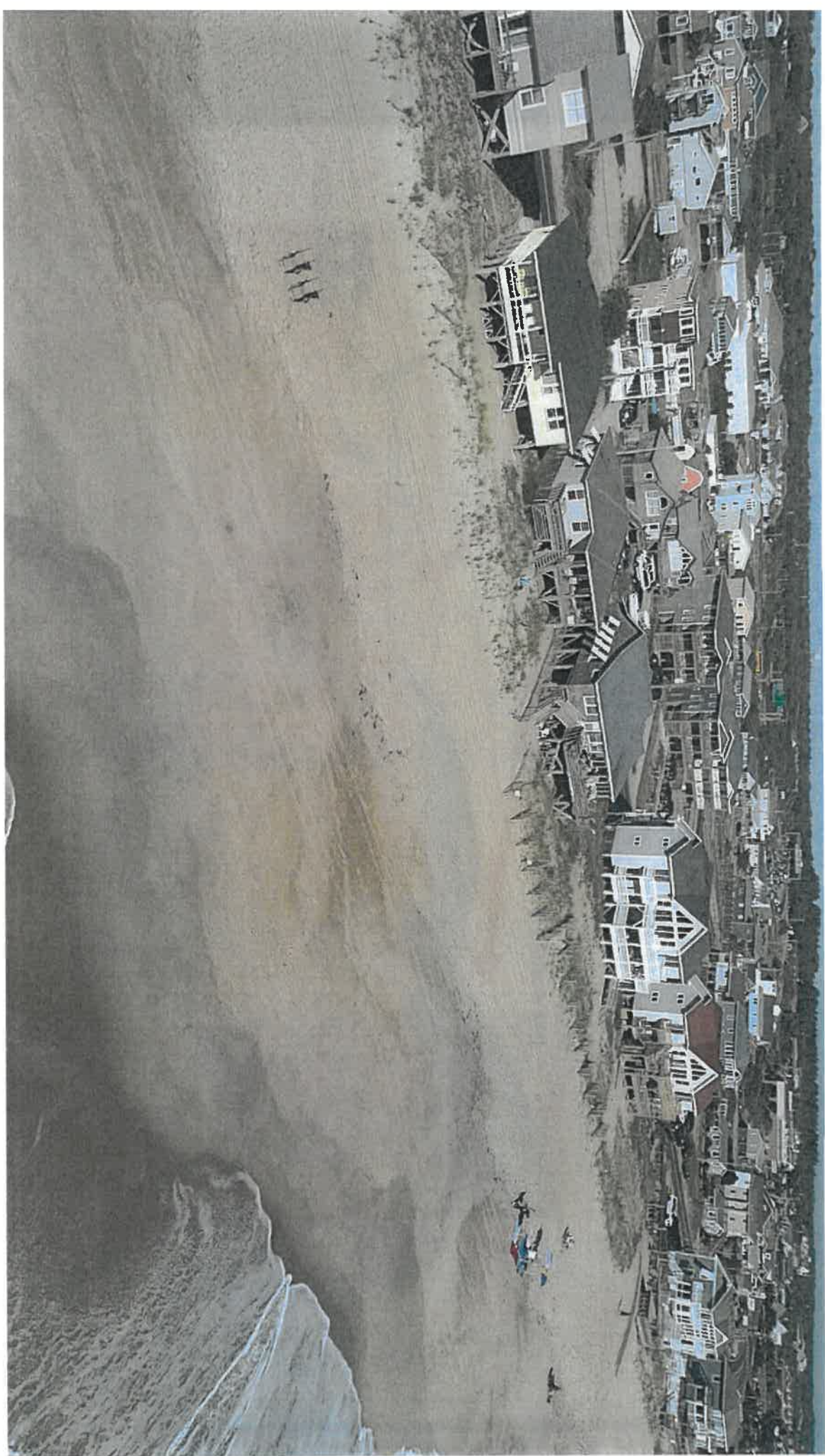
# 2021 DUNE ANALYSIS

Dune Alternative	% Reduction of Vulnerable Structures	Volume (CY)	Cost (Assumes \$9.20 / CY)
+15 Ft. Dune (1V:5H Slope)	23%	54,000	\$496,800
+18 Ft. Dune (1V:5H Slope)	66%	150,000	\$1,380,000
+ 18 Ft. Dune at Select Locations (1V:5H Slope)	56%	89,000	\$818,800
+18 Ft. Dune (1V:4H Slope)	53%	153,200	\$1,409,400
+ 18 Ft. Dune at Select Locations (1V:4H Slope)	46%	89,400	\$822,500
Recommended Plan (Sand Fencing, ~800 ft. Dune)	N/A	N/A	\$291,100

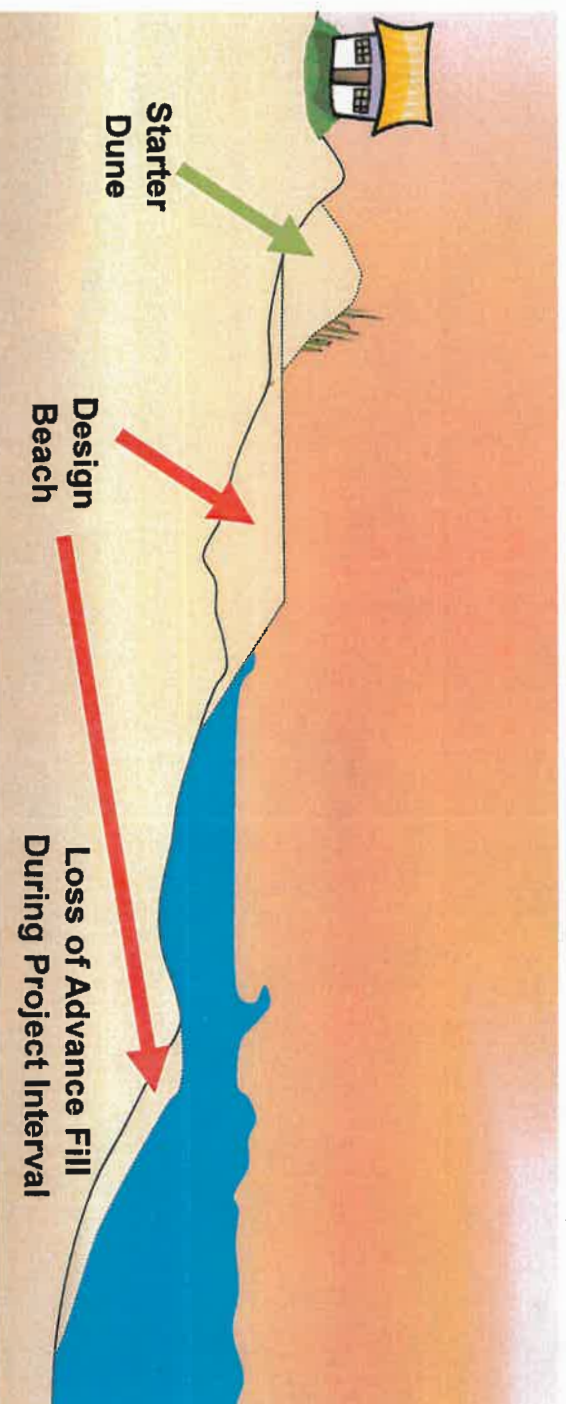








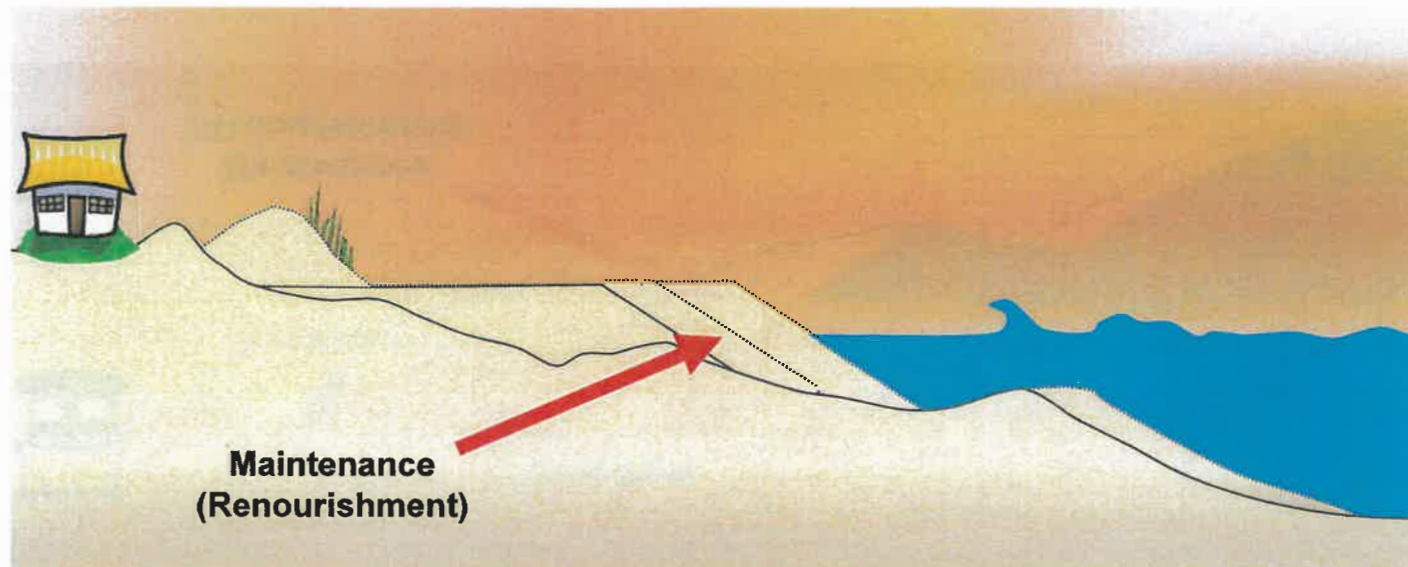
## End of Maintenance Interval



## Nourishment Interval



## Beach Nourishment Project Maintenance

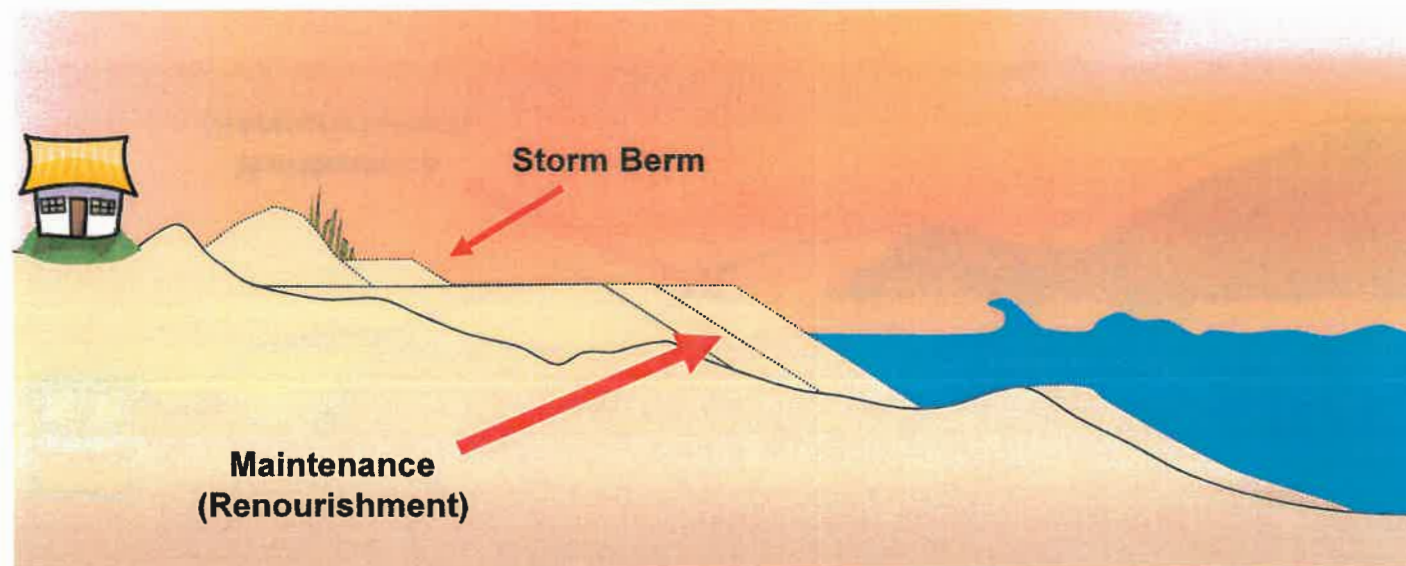


**Maintenance = Beach Renourishment**





## Proposed Storm Berm



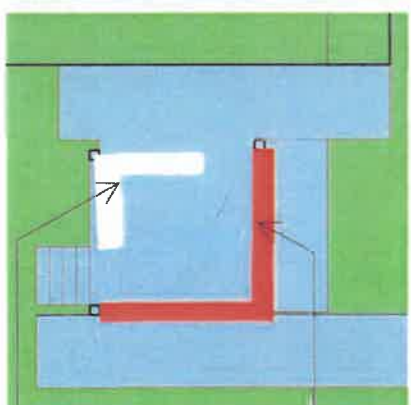
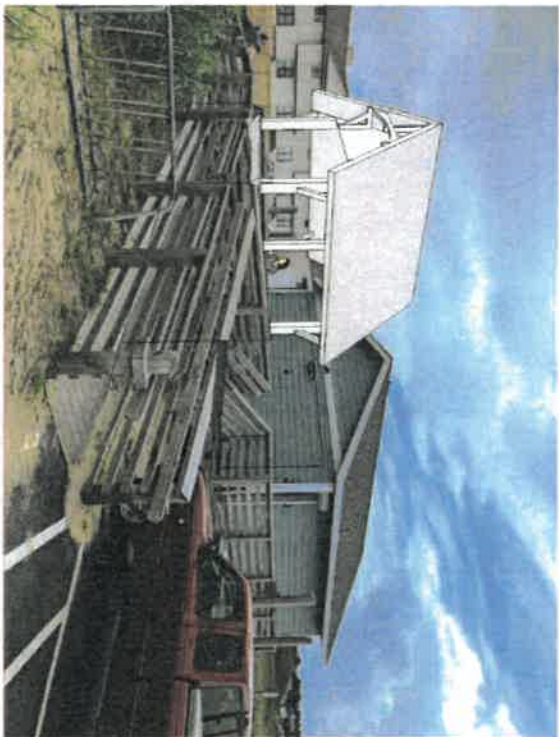
**Maintenance = Beach Renourishment**



## PROPOSED SCHEDULE FOR 2027 4-TOWNS PROJECT

Milestone	Start Date	Completion Date	Number of Months
Project Initiation / Interagency Meeting	June 2025	June 2025	
Borrow Area Development	February 2023	July 2025	29
Engineering Design / Engineering Report	July 2025	December 2025	6
Development of Permit Applications and Env. Documentation (Submit Applications)	July 2025	February 2026	8
Development of BOEM Lease Request	July 2025	January 2026	7
Federal and State Permitting Review	Mach 2026	August 2026	5
Development of Construction Plans & Specifications	March 2026	July 2026	5
Solicitation of Bids	August 2026	September 2026	1.5
Award Construction Contract	September 2026	October 2026	1.5
Construction	May 2027	October 2027	6





EXHIBITS

BENCH



Life Saving Station Scheme

Kitty Hawk Life Saving Service Pavilion

cahoon+kasten

A P C H I T E C T S

118 West Woodhill Drive, Nags Head, NC  
P. 252.441.0271 F. 252.441.8724

# Kitty Hawk Town Hall Trail



Blue Trail .3 miles

Yellow Trail .3 miles



OK



OK



OK



*Survey Highlights: Community Feedback on Recreation in Kitty Hawk  
Thank you for participating in our recent recreation survey!*

*Key themes from the survey comments.*

*Maintenance and Improvements:*

- *Maintain trails, especially in The Woods Reserve.*
- *Add more paved walking paths and sidewalks, particularly on Kitty Hawk Road and the west side of the bypass.*
- *Enhancing the dog park.*

*New Facilities and Enhancements:*

- *Build a new playground for toddlers and elementary ages.*
- *Create more sports fields for youth activities.*
- *Provide sound access/beaches and additional boat ramps.*

*Safety Concerns:*

- *Install better crosswalks, especially on Highway 158 and NC 12.*
- *Improve pedestrian and cycling access along the Beach Road and Kitty Hawk Road with clearer signage and safer bike lanes.*

*Recreational Activity Suggestions:*

- *Mixed opinions on adding more pickleball courts.*
- *Strong support for youth sports facilities.*
- *Interest in adding a splash pad similar to Kill Devil Hills.*

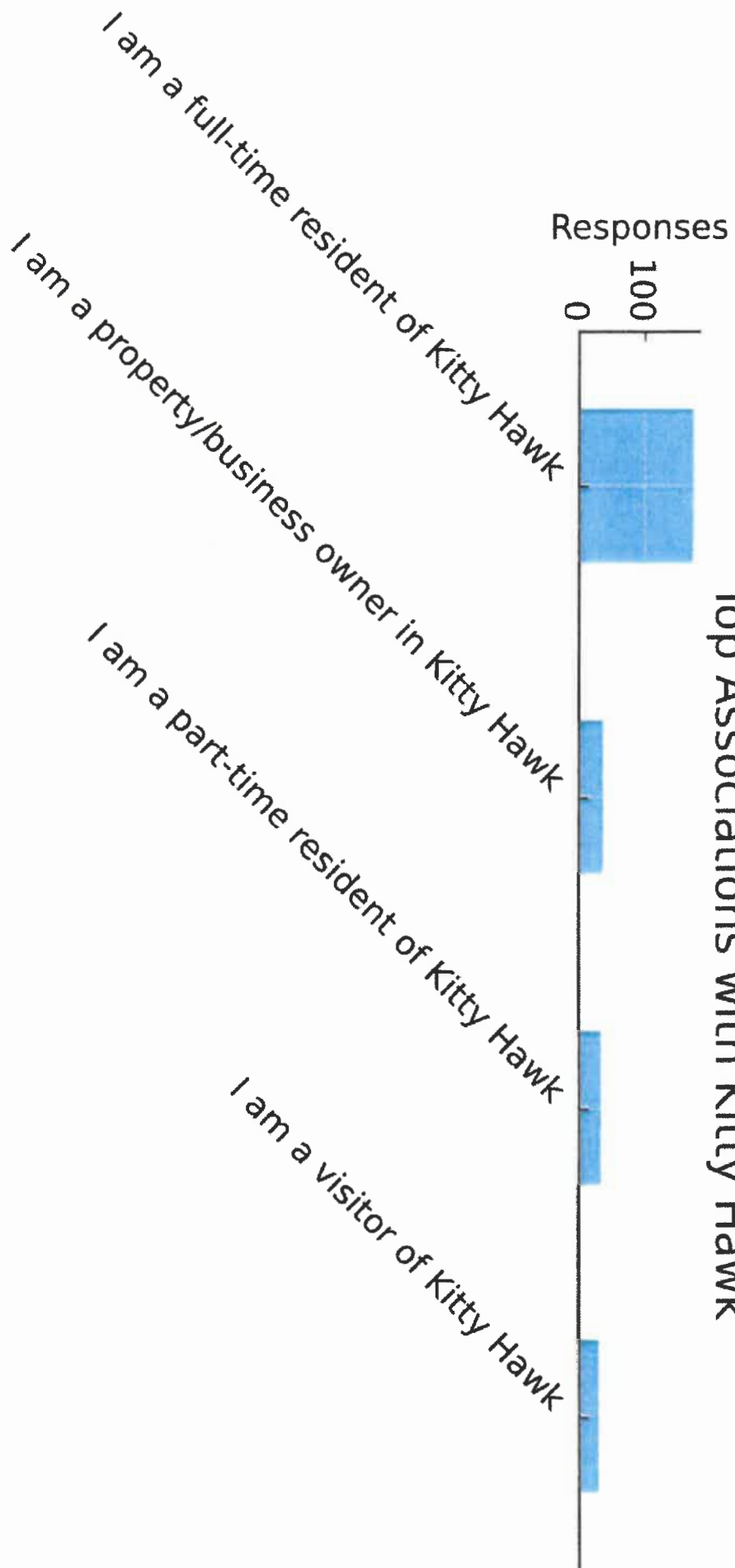
*Environmental Concerns:*

- *Preserve green spaces and the natural beauty of the area.*
- *Clean up trash in waterways.*

*Community Spirit:*

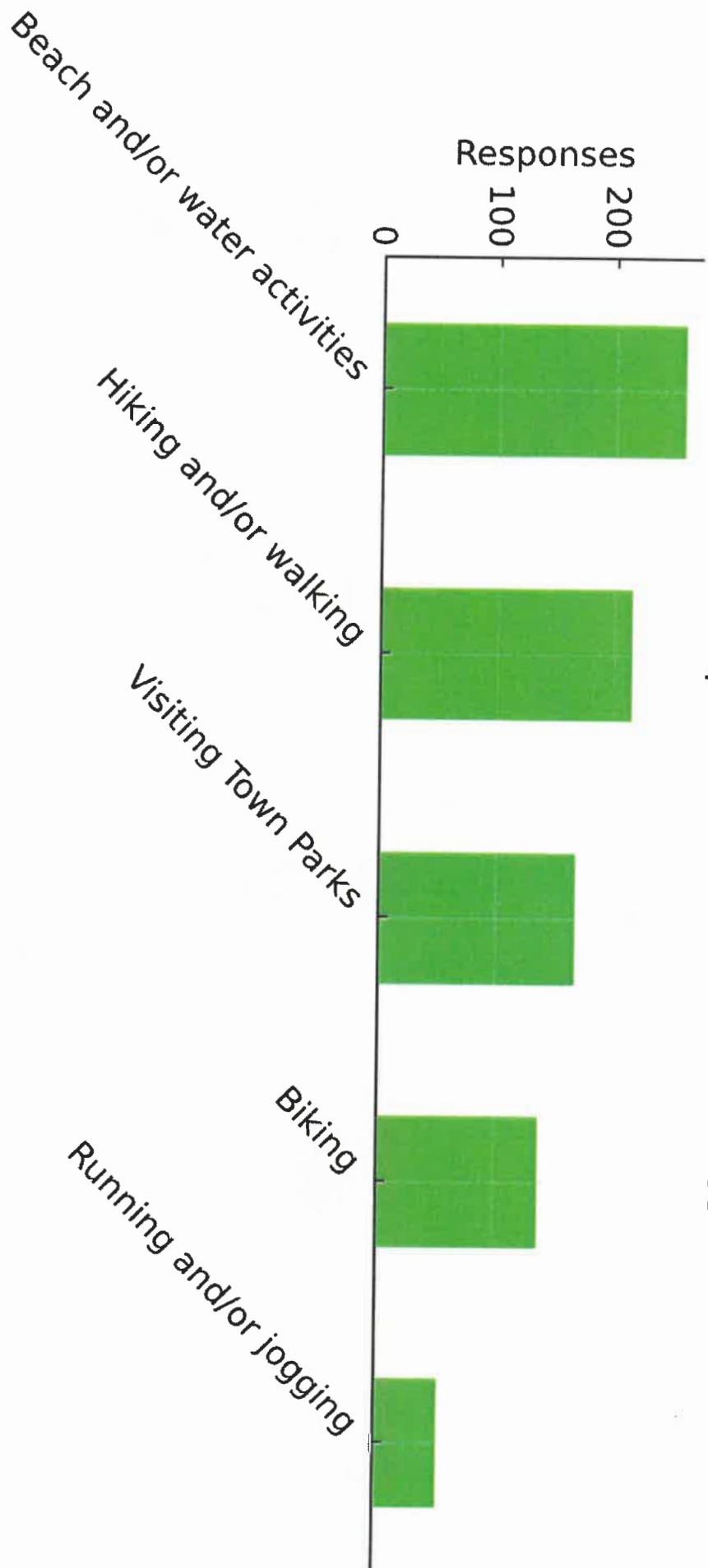
- *Praise for current recreational facilities and town efforts.*
- *Desire to maintain the natural charm of Kitty Hawk.*

## Top Associations with Kitty Hawk

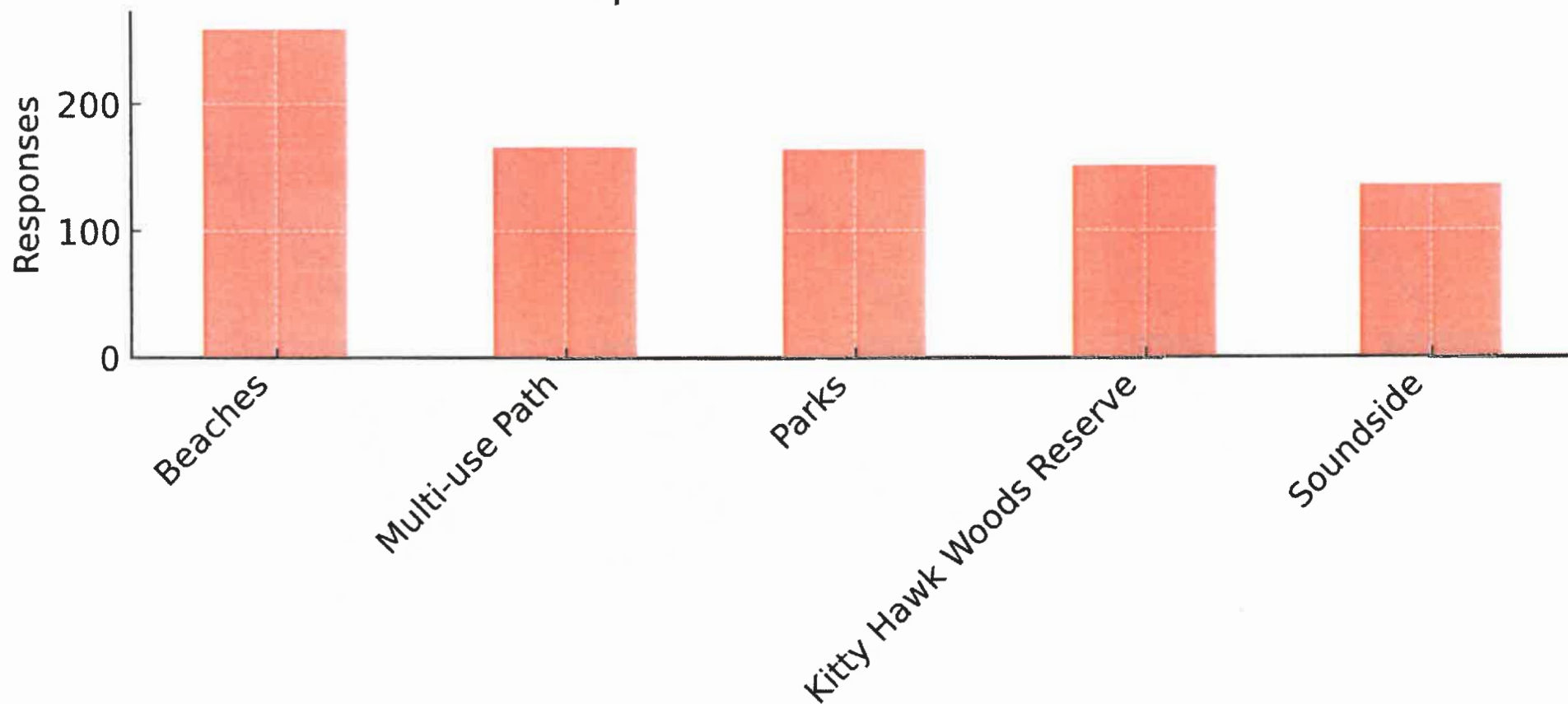




## Top Recreational Activities

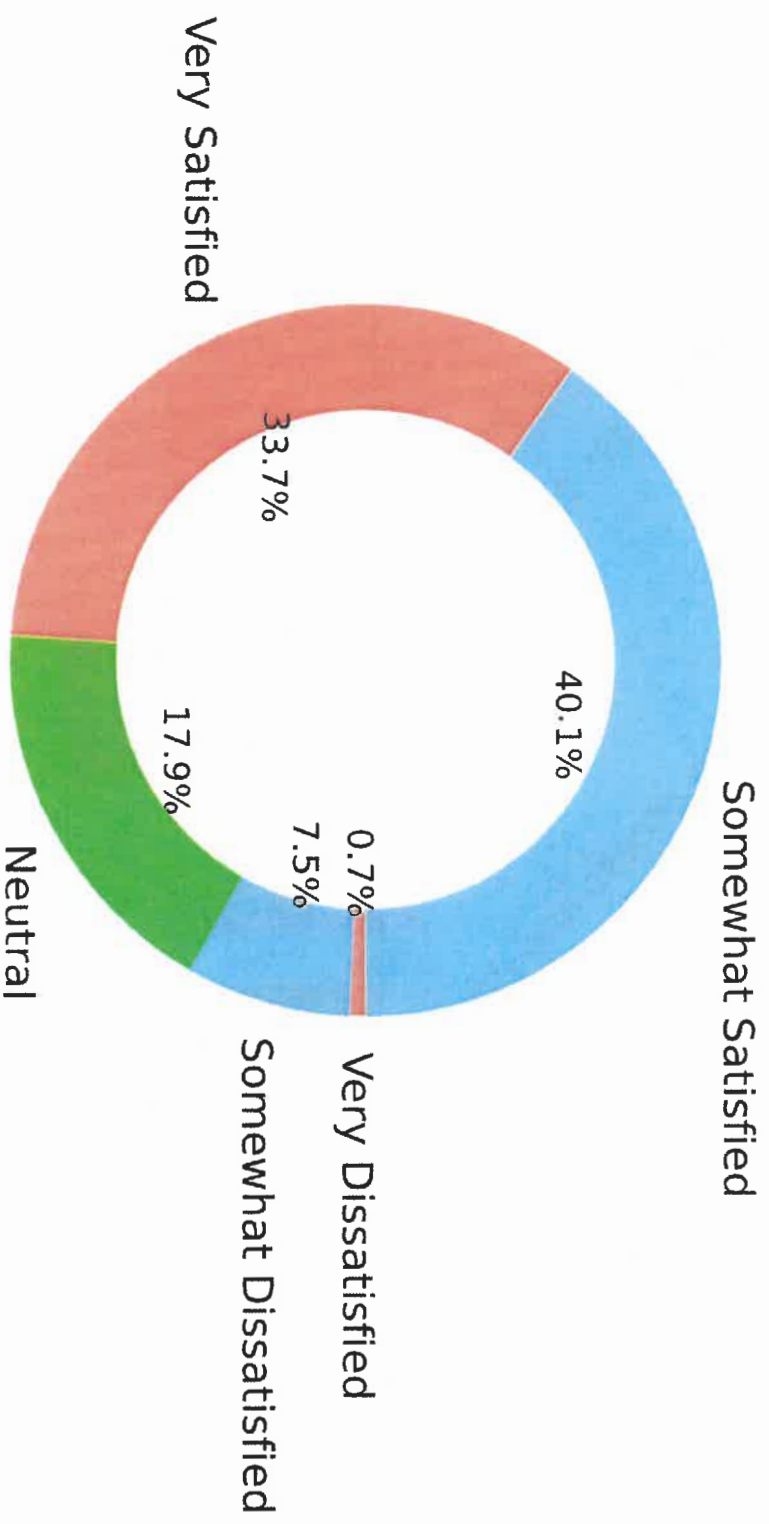


## Top Recreational Facilities

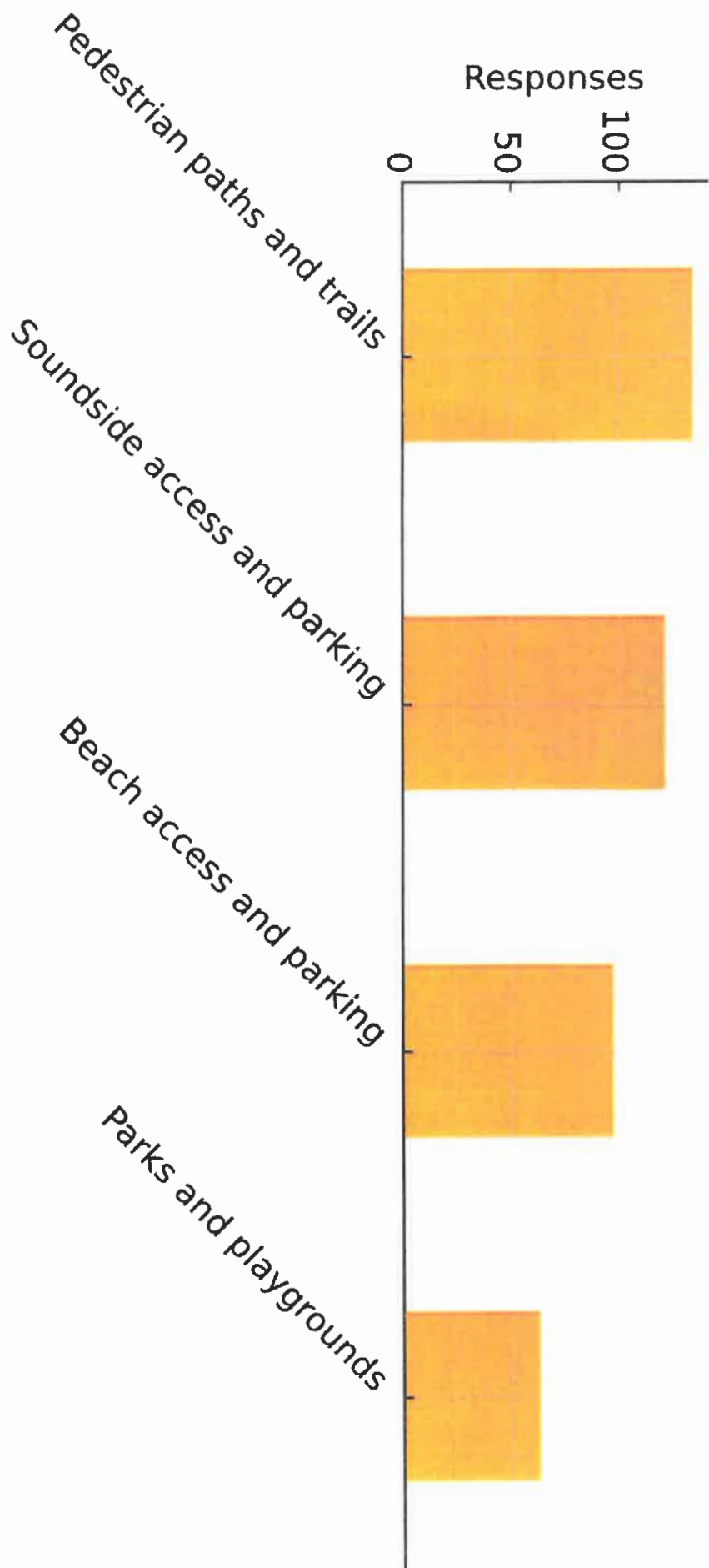




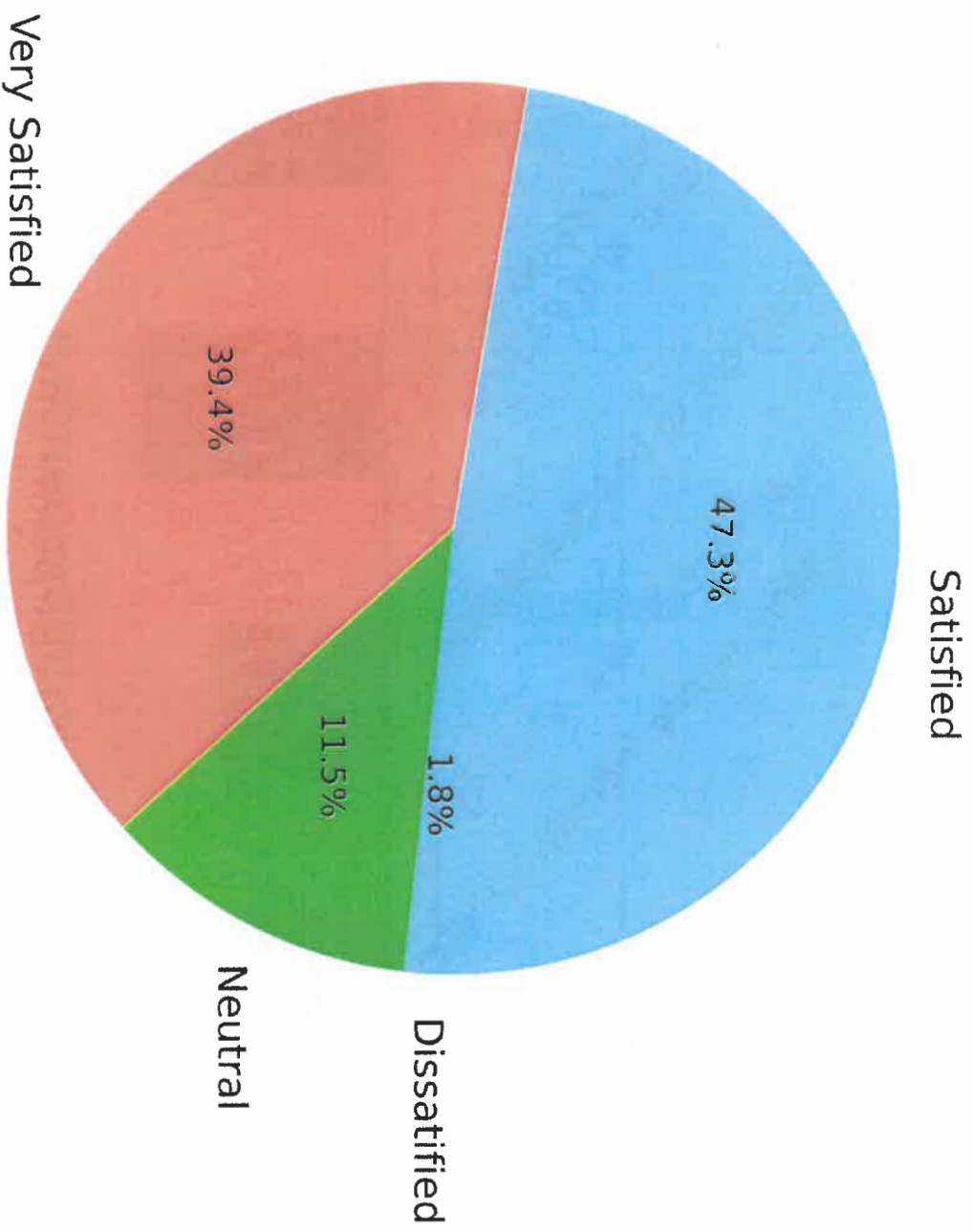
## Satisfaction with Recreation



## Facilities Needing Improvement

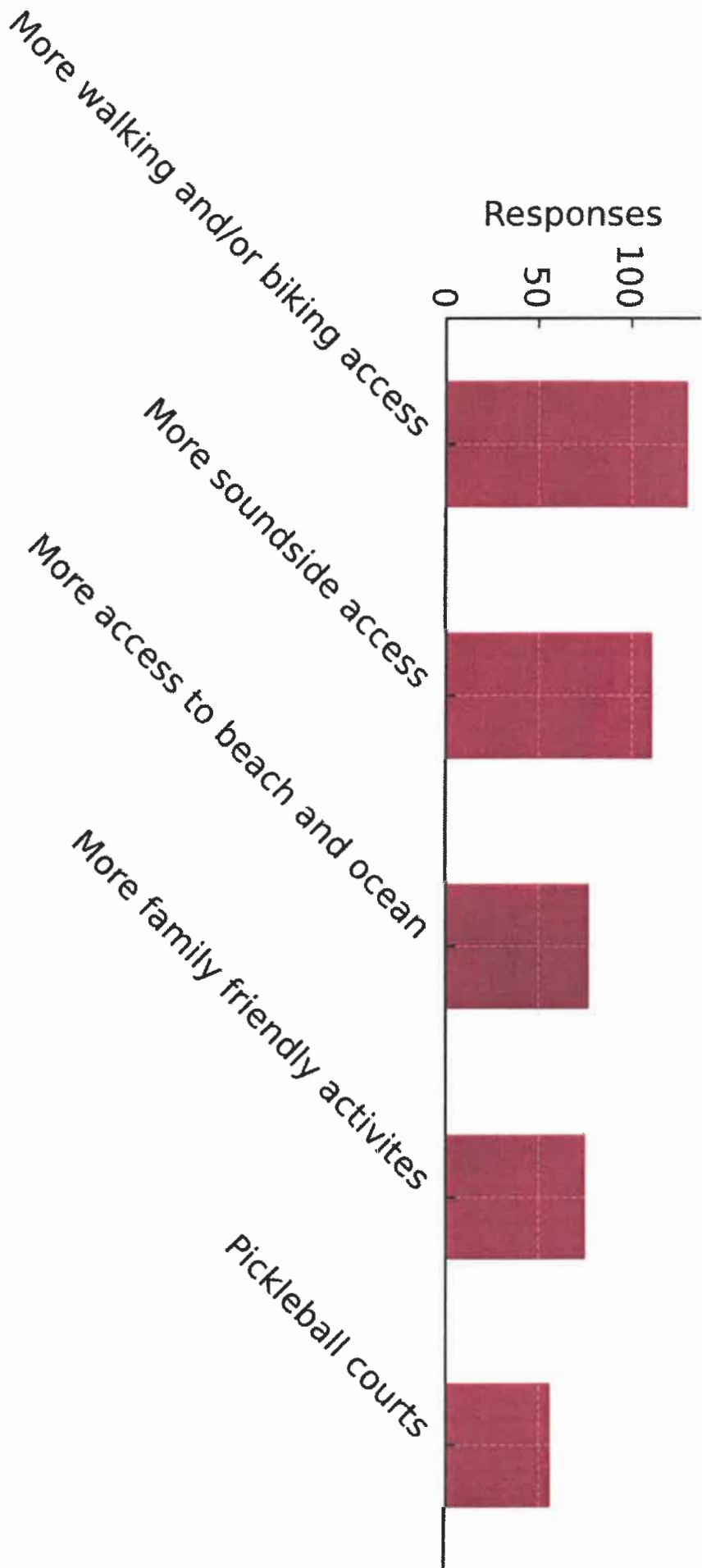


# Satisfaction with Maintenance





## Desired Additional Activities



Post Office Box 549  
101 Veterans Memorial Drive  
Kitty Hawk, NC 27949



Phone (252) 261-3552  
Fax (252) 261-7900  
<https://www.kittyhawknc.gov/>

Minutes  
**KITTY HAWK TOWN COUNCIL**  
Monday, July 7, 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. **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.
5. **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 June 2, 2025, Regular Session Council Minutes** – Approval of the consent agenda will approve these minutes.
  - b) **Inter-local Agreement for Solid Waste Collection Services**
  - c) **Planning Board Work Plan**
  - d) **Interfund Transfer from Capital Reserve Beach Nourishment to the General Fund Beach Nourishment**
  - e) **2027 Beach Nourishment Project Contract for Design and Environmental Permitting Services**
6. **Items Removed from Consent Agenda:**
7. **Planning:**
8. **Public Hearing:**
  - a) **Zoning Text Amendment – Sec. 42-1 & Residential district regulations.** Clarifying language related to lot coverage, lot coverage physical area, and permeable pavement.
  - b) **Subdivision Ordinance Amendment- Sec. 38-1, 38-5, 38-48.** Proposed language to create definition and review process for “minor subdivisions”.
9. **New Business:**
  - a) **Appointment of Board of Adjustment Alternate Member**
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**

#### **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, Fire Chief Mike Talley, Public Information Officer/Town Clerk, Lauren Garrett,

#### **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.

Tillett: So moved, Mr. Mayor.

Garriss: Motion made by Dylan. Second?

Pruitt: Second. Second by Jeff. All in favor say aye.

All Council: Aye.

Garriss: All opposed? None, thank you. Public Comment. Lauren, do we have anyone signed up for public comment?

#### **4. Public Comment**

Garrett, Lauren: Mr. Mayor, we do not.

Garriss: Okay. Is anyone here tonight who would like to speak during public comment about any topic? Anyone? Okay. Lauren, let the record show no one chose to speak. Consent Agenda. Council, I assume you had a chance to look over those items. If they meet with your approval, I need a motion to approve tonight's consent agenda, please.

#### **5. Consent Agenda**

Pruitt: So moved, Mr. Mayor.

Garriss: Motion made by Jeff. Second?

Tillett: Second.

Garriss: Second made by Dylan. All in favor?

All Council: Aye.

#### **6. Items Removed from Consent Agenda:**

Garriss: All opposed? None, thank you. We had no items removed from the consent agenda. We've got two public hearings. Council, Rob is not here tonight, but Casey is very familiar with these matters and will speak on Rob's behalf. So, Council, I need a motion to go into public hearing, please.

Walker: So, moved.

Garriss: Motion made by Charlotte. Second?

Tillett: Second.

Garriss: Second by Dylan. All in favor?

All Council: Aye.





**Garriss:** All opposed? None. We are in public hearing reference zoning text amendment uh 42-1 residential district regulations. Casey.

**8. Public Hearing:**

**a) Zoning Text Amendment – Sec. 42-1 & Residential district regulations. Clarifying**

language related to lot coverage, lot coverage physical area, and permeable pavement.

**Varnell, Casey:** Thank you, Mayor. Since this is a zoning text amendment, tonight's hearing and decision is a legislative decision. So, it's a little different than quasi-judicial, but what it means essentially is that you're allowed to consider public comment and any opinion on the matter as to anyone who wants to speak. Rob has written a detailed report on this amendment to highlight it. Essentially, there are some definitions that staff are proposing to change as shown and noted in your report. The red text is the proposed new language. The black text is existing and anything struck through is proposed for deletion. The definitions we're talking about are in chapter 42-1 and those are lot coverage. Lot coverage, physical area, and permeable pavement. There is also some cleanup, if you will, as to other sections of Chapter 42 wherein Rob is simply referring to any definitions of these terms that you guys would be changing. It's a reference. It's a cleanup tool. The issue and the reason for the proposal is that due to lack of clarity in the original amendment, questions have arisen about how these exempted features should be treated. This ambiguity, Rob finds, could lead to inconsistent interpretations during permitting and planning reviews. So, as a result, staff is proposing a follow-up amendment to clarify that while uncovered open slatted decks with permeable materials below are exempt from lot coverage calculations, they are still to be included in the lot coverage physical area. Staff propose to continue to allow artificial turf and features such as landscaping gravel to not count towards either lot coverage or lot coverage physical area. It is staff's opinion that these features do not increase the intensity of the development of a lot while a deck which is a physical structure does increase the intensity of the development even if uncovered or permeable beneath. I will note that landscaping gravel was mentioned there is in terms of the definition of lot coverage Rob is proposing to add in that gravel how landscaping gravel used for driveways and parking shall be improved and would go towards lot coverage calculations. I have spoken with the citizen prior to this meeting who had posed the question ultimately of whether someone who for example currently has gravel as a driveway or some concrete some gravel as a driveway whether they would be grandfathered. To answer the question, yes. What this is essentially applying to is any site plan submits that comes forward after the date of adoption. So, it's not a mechanism or a tool to go out and police people's existing property. This is a mechanism to address and clarify any new proposals that come in and how this ordinance is to be interpreted. So just wanted to get that out there uh for the sake of the concerned citizen.

**Garriss:** Thank you, Casey. The Council is aware but for the public, both items I guess you could say the time is the applicant Rob in the time both items the this is Rob felt like some language needed cleaning up so that's the reason he brought it before the Council. Council, do you have any questions for Casey during this Public Hearing before I go to the public?

**Hines:** Didn't we already vote on the uncovered decks not counting as storm water? Jeff, you and I discussed cantilever decks not counting because you have got to have something below them to make it usable.

**Pruitt:** I do remember something about that.

**Hines:** So that confuses me.

**Varnell, Casey:** Which portion are we at, David? Open slatted decks that allow water to penetrate. I remember something about the overhangs. So, he's striking that and that's where your confusion comes in. **Hines:** We already passed that. So why is it coming back? I just want to make sure I'm not misunderstanding something.

**Varnell, Casey:** I believe it was moved and do please bear with me, but I believe it was moved into lot coverage physical area or into some other portion of what you're seeing is a revision there. So, it didn't change. It was just put another way.



Hines: The state counts it one way and we count it another way. We're trying to be in sync with the state. Varnell, Casey: Correct.

Tillett: So, it's saying uncovered epic slide would be exempt from lot coverage.

Varnell, Casey: That's correct.

Tillett: That's how this the current the proposed language is stating that.

Varnell, Casey: Yes. So, in other words, again, I'll read to clarify. Uncovered open slatted decks with permeable materials below are exempt from lot coverage.

Hines: I thought we had already put that one to bed, but that's fine. My second question is, it doesn't talk about where the decks are cantilevered. It just says a deck is considered a space.

Varnell, Casey: I believe this is referring to any deck whether you can believe it or not. Correct.

Hines: So then that reverts me right back to my first question. And I know you can't, I'm not trying to. I'm going to do right here. But does that make sense what I'm asking? We're going right back to my first question because it doesn't specify cantilever. I have a two feet cantilever deck right over top of a 10 feet deck then the cantilever is two more feet which the state would count but we don't right. My question two goes back to question one, does that make any sense?

Varnell, Casey: It does it make sense. I wish we had Rob here to go through his intentions as to why. I mean I the only thing I would say again, and I know this doesn't and perhaps maybe it's even answered better with a question. So, cantilevered, your position would be that you've already you guys have already voted on cantilevered decks being excluded whether permeable is beneath it or not permeable materials are beneath it or not. Is that what I'm hearing?

Hines: Right. So, number three right here says single family resident applications uncovered open slatted decks that allow water to penetrate through to open pervious material are calculated as lot coverage.

Varnell, Casey: Physical area, not lot coverage. As if you've covered 40% of your lot, 60% of your lot, that's where the lot covers physical area the next definition comes into play.

Hines: Right, this thing is over complicated.

Varnell, Casey: I agree and the idea I believe in the two the separation of the two definitions is that um lot coverage physical area includes both permeable and impermeable whereas lot coverage the definition of lock coverage only goes to items that are impermeable which are not otherwise exempted for being permeable. So, yes, I agree. It but it's the code we've got currently that Rob's trying to clarify.

Hines: No, I appreciate Rob doing what he's doing. I just think it's because I do it for a living and it's confusing to me.

Varnell, Casey: Well, I'm sitting here trying my best to answer this question. And then my third question I'm probably going to stand for until we come out of Public Hearing. Thank you.

Garriss: Thank you, David. Dylan, did that clear up your question?

Tillett: Yes, sir.

Garriss: Any questions for Casey during Public Hearing? All right. Is there anyone here tonight that would like to speak during this Public Hearing? Anyone at all? Okay, Lauren, let the record show no one else chose to speak. If there are no more questions, I need a motion to go back into regular session, please.

Hines: So, moved.

Garriss: Motion made by David.

Walker: Second.

Garriss: Second by Charlotte. All in favor?

All Council: Aye.

Garriss: All opposed? Okay, we are back in regular session. Council, ready for discussion. David, do you have another question?

Hines: I do. I have an issue with the rock following the driveway being no longer allowed or being counted. It's movable. You can take a number two rock. You can take pea gravel. I've seen it many times where a driveway is poured. You know, it's a good filtration. Sometimes it helps protect your driveway when you're



off the edge of it. I'm not in favor of counting rock beside a driveway. There are also times, you know, right, wrong, or indifferent, somebody's driveway is poured too big, and you must cut it out, so you must put something back. So that's my third comment on that. I don't know if it's a time or place, but I'm not in favor of counting that as lot coverage.

**Garriss:** Thank you, David.

**Tillett:** Did our ordinance before count gravel as lot coverage?

**Varnell, Casey:** I do not believe so.

**Tillett:** The way I think it was any part of the driveway, whether it was sand, gravel, or concrete, right, was coverage and the entire length. So, if you had a full-blown sand driveway, it was my understanding that was all coverage because it says driveway on there without any other.

**Varnell, Casey:** I think that's precisely what Rob is trying to clarify here as opposed to the generic driveway which as you said could be sand.

**Tillett:** In my mind, I see your point and I understand it but this helps a little bit instead of calling the sand coverage. It clarifies a little bit more. It's still saying that gravel's coverage. I get that. But it is an improvement, too. That gives you a little bit more understanding of it.

**Hines:** We talk about storm water all the time and put water runoff. We're creating it with concrete. So, like the way Dare County does where it's 50% of this and you can put grass, rock, gravel, whatever you want. But that's neither here nor there. It's just my opinion. I don't understand what the big deal is. I can pick rock up with a wheelbarrow and a shovel. Why should it count as lot coverage? As hard as we've worked over the years to add, you know, 500 square feet of pool water, not counting towards lot coverage. And now we're like just working, in my opinion, we're working backwards and just squeezing people in lot coverage. So, nothing else.

**Garriss:** Anything else, David? No.

**Hines:** No, sir.

**Garriss:** Okay, Jeff.

**Pruitt:** I have nothing.

**Garriss:** Charlotte?

**Walker:** I don't have anything.

**Garriss:** Council, I will entertain a motion if you see fit.

**Hines:** I have a question for Casey.

**Garriss:** Go ahead.

**Hines:** If I'm good with everything but the rock on the driveway, is there a way to separate everything out or is it all or none?

**Varnell, Casey:** So, no. Given this is a staff proposed recommendation or application for text amendment, you guys have liberty to strike provisions you don't agree with and leave in the provisions you do. We don't need anybody's permission because it's the Town proposing it. You guys are the decision makers. To answer your question, yes, if you're not okay with a particular addition, then it could be it could be struck. I think I will note that in the event gravel, for example, let's just say gravel used for driveways and parking should be improved. If the provision is going to be stricken, I would be specific that driveways covered in concrete or asphalt are to be counted as and there is no other type of driveway. Do you get my point there? Because that way we're not right back at well what is it the driveway area no matter what it is made of or is it just particular materials?

**Hines:** Well, I guess another way I'm trying to say is if I want to take what parking well, we'll see what happens with parking in general come general assembly time on that. But for now, if I wanted to take, I guess if I wanted to take my regular by code driveway and I wanted to make it half rock and half concrete because I wanted that water to filter and not create storm water. It doesn't matter if I do it this much or 8 feet, right? So, I could be by myself on that, but I don't. So, we could cut it out if we wanted to. One second. Yes.





**Pruitt:** Since we don't have the planner and I didn't want to defer this because we had scheduled a Public Hearing. We have done this. We've gone through it. We've asked the public. So, at this point, I don't have a problem of deferring it at this point until the next meeting and for Rob to give us his rationalization of why he wants to do this. You can ask him instead of putting Casey in the spot. The only reason that I wanted this to be heard tonight as I sent the email was because I would have hated somebody to show up tonight and not get the opportunity to speak.

**Hines:** I appreciate that and that's why I'm doing my best not to do that for those reasons, but I want to make sure we get it right.

**Pruitt:** By deferring it, if somebody comes back and that is here tonight that or hears us that doesn't like your proposal, then they'll have an opportunity at the next meeting. But we didn't completely advertise, you know, that we were going to do this and not bring it up tonight. So, I'm good with deferring it now. I'll do whatever.

**Garriss:** Can we have a consensus?

**Pruitt:** Does that need a motion, Casey, to defer?

**Varnell, Casey:** No. On that issue, just a consensus. At the end of the day, this is making Rob's job easier in explaining to citizens what and why as far as lock coverage. As big of a deal as lock coverage can be in in well, not just Kitty Hawk, all over these barrier islands, I think it's worth maybe hearing some background on why gravel landscaping is not included, but gravel used as driveway or parking is included. I think it's worth hearing Rob's two cents. Yeah.

**Pruitt:** So, I know I would like to do if it's motioned or whatever.

**Garriss:** We've already got a consensus. Good idea. Lauren, please note that, thank you.

**Varnell, Casey:** Thank you, Mayor. That's for the August meeting, is that correct, Mayor Pro Tem?

**Garriss:** Yes, that is correct. Council, Item 8B, another Public Hearing subdivision ordinance, reviews the process for minor subdivisions. Do I have a motion to go into Public Hearing?

**Hines:** So, moved.

**Garriss:** Motion made by David. Second?

**Pruitt:** Second.

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

**All Council:** Aye.

**Garriss:** All opposed? Okay, we are in Public Hearing. Casey.

**b) Subdivision Ordinance Amendment- Sec. 38-1, 38-5, 38-48. Proposed language to create definition and review process for "minor subdivisions".**

**Varnell, Casey:** No matter which way the vote goes on this, I think this one is a lot more straightforward. So, with what's happening here, and maybe I don't present it the way Rob does, but the proposal here is being brought, and Rob and I have discussed this at length. It's his intent to try to bring our code more in line with what you see not by statute or something like that, but what other municipalities generally do with subdivisions. Many times, even major subdivisions frankly can be staff approved administratively. Whenever I say that that means it can be approved by Rob. There's been those talks in the past. Rob's not proposing that here. What he's trying to do is take a little bit of onus off you guys, get us into, let's say, more comparable to other municipalities by creating what's known as a minor subdivision by definition. That definition is a division of a parcel into five or fewer lots. That division is going to have no new public or private roads and no dedication of new rights of way. The idea being that this definition is going to be administratively approved if it meets those items. Now, what he's also done is he's amended our section 38 which is reports from other agencies to specifically state that the following agencies state streets state highways related drainage systems the agencies that manage those DOT for example the county water department for any proposed water systems county environmental health as to any proposed septic or sewage systems. Those approvals obviously still must be given prior to Rob in the event of administrative approval, issuing that approval. So, I'll stop there. I would note just because it's in here that the Planning



Board voted I do believe it was 4 to 1 to deny the basis of that being their preference was to have the additional layer of review by the Planning Board and Council to catch any potential conflicts with ordinances noting that interpretation issues may exist and if I recall Rob correctly. Rob stated, "Well, it's that point. If it's administrative, it's only my interpretation." So, you know, that's kind of what I'm hired to do. So, anyway, having said that, unless you have questions obviously, I'm going to turn it over to you guys.

**Garriss:** Thank you, Casey. Any questions? So, Charlotte, I'll start with you this time.

**Walker:** No.

**Garriss:** Jeff?

**Pruitt:** No.

**Garriss:** Okay, Dylan?

**Tillett:** No questions. Yes, sir.

**Garriss:** David?

**Hines:** I'm good.

**Garriss:** Thank you. Okay. Anyone here tonight would like to speak during this Public Hearing? Anyone at all? Thank you, Lauren. Let the record show no one chose to speak. Council, if you have nothing yesterday in Public Hearing, I need a motion to go back into regular session, please.

**Hines:** So, moved.

**Garriss:** Motion made by David. Second?

**Pruitt:** Second.

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

**All Council:** Aye.

**Garriss:** All opposed? Okay, Council discussion on this matter. What would you like to do? Got a motion before you approve or deny.

**Pruitt:** Mr. Mayor, I personally don't think it's a load on me as a Council member to review a subdivision site plan. I do agree with the four on the Planning Board that an extra layer would be helpful. The reason is the Land Use Plan that we go by has a lot of areas that has to do with the Planning Board usually looking at the facts where the Council can weigh in on the Land Use Plan and other factors and determine whether these fit. A lot of areas don't have as fragile of wetlands and low areas as Kitty Hawk. I mean, a lot of Kitty Hawk is in a low area. To pull the Land Use Plan to make sure that we're not being in harmony with nature, not causing a significant impact of value to the adjacent property. All the factors that are in the Land Use Plan are factors that the Town Council uses to make their determination and to whether it fits in the location that it's being proposed and for that reason I support the Planning Board in their actions and their vote.

**Garriss:** I agree with you Jeff. Any further discussion? Would you like to make that a motion, Jeff?

**Pruitt:** I move to deny this proposed text amendment to Chapter 38. Town council finds that the proposal is inconsistent with the Town's adopted Land Use Plan.

**Garriss:** Thank you, Jeff. You have a second?

**Tillett:** Second.

**Garriss:** Second by Dylan. Any further discussion?

**Hines:** I have some discussion before I vote. Casey, can I ask you a question? Are we doing everything correctly by bypassing or allowing the Planning Board to not vote on something that's by right?

**Varnell, Casey:** Well, I think I will wait to not let them vote because if it's denied then they will be voting. So, if that's the motion on the table then the Planning Board will still be voting. I think I get your question though that would be the end all be all. It's well so some jurisdictions do it fully administratively. Some jurisdictions go to the Planning Board for the first time or in a nuanced situation instead of making a recommendation they make a final decision and then you have this scenario which we're not the only one, but they have scenario where it goes to the subdivision will go to the Planning Board and then it'll come to Council. But to your point when it comes to the buy right thing many times and we've discussed it subdivisions. If the ordinance itself allows for that subdivision to be created and they meet all the



conditions of the ordinance, then you must approve it. I think to I guess to Mayor Pro Tem's point, I don't want to put words in your mouth, but you would like the oversight to look into whether or not those conditions after taking into account the proposed again or not proposed but the Land Use Plan and development within a particular area whether or not the conditions of the ordinance are met and that that's what you would what you're asking.

**Hines:** If all the conditions are met, Council must approve it right?

**Varnell, Casey:** That's correct.

**Hines:** It still would just be a formality of making sure making sure the Planning Board didn't miss something.

**Varnell, Casey:** Correct; to say it in another way you guys would not be considering anything other than what Rob would be considering, that's why it's called an administrative type of decision but doesn't mean that your opinion or interpretation may not differ from Rob's, which is why that extra layer that the Planning Board discussed would maybe come in. But yes, David, yes, there is no, let's come in and let's set all these conditions and no, that that's not that's not what.

**Pruitt:** This is just a matter of just making sure it's just another protective layer that we can say that we did everything that that that Rob, the Planning Board, and everybody's looked at and we just reviewed it. It's another set of eyes. Just another set of eyes on that second because if it you know if it you know if it meets the criteria then you know if we deny it then they can sue, and they'll win. Yeah. So, I mean it but we this does allow where in subdivisions but they're greater than this but it's still very similar to where the roads were caught at too steep of an angle or there's something that hey this you know that was caught at Council that wasn't caught earlier. It was a state, you know, the state has a radius of a curve and at the incline it didn't meet it, you know.

**Garriss:** So, any further discussion, Council? We've got a motion and a second to deny the proposed text amendment. All in favor of that signify by saying, aye.

**Garriss, Pruitt, Tillett, Hines:** Aye.

**Garriss:** All opposed?

**Walker:** Aye.

**Garriss:** Very good, 4 to 1 so motion to deny carries. Thank you, Council. Item 9A, we have an opening for an alternate opening on our Board of Adjustment. We need to fill that opening tonight, Council, if you so choose. Does anyone have a name to come before Council?

#### **9. New Business:**

##### **a) Appointment of Board of Adjustment Alternate Member**

**Hines:** I have a name. I make a motion to appoint Jamie Hines as an alternate member to the Board of Adjustment with a term of office to expire June 30th, 2026.

**Garriss:** Thank you, David. Are there any other names to come before Council? All right, we have got a motion. Do we have a second?

**Tillett:** Second.

**Garriss:** Second made by Dylan. All in favor?

**All Council:** Aye

#### **10. Old Business**

**Garriss:** All opposed? None. Very good. Mr. Jamie Hines is our alternate member. Lauren, if you would make that notification tomorrow, I'd appreciate it. We have no old business. Item 11, Melody, Town Manager report.

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

**Clopton, Melody:** Good evening, everyone. First off, I have some staffing news to talk about. I hope you will join us in congratulating Christian Antonis on his promotion to Chief Building Inspector for the Town of Kitty Hawk. Christian joined the town in 2019 in a Public Works role and for the last year and a half, he's been working alongside our Chief Building Inspector, David Lewis, who recently retired. He is now certified level





one in all trades, and in 18 months, he can start on level two and go from there. So, please congratulate Christian. We look forward to his contributions. I want to recognize Liliana Noble, the Town's Finance Officer, for passing the financial planning and budgeting exam, one of four needed for the certified Finance Officer designation through the North Carolina Government Finance Officers Association. She has one exam left. She's already passed three, so she's well on her way to becoming a Certified Finance Officer. So again, I hope you will congratulate her on this achievement and we're very lucky to have her in our Finance Department. Finally, I'd like to recognize Sergeant Police Sergeant Tara Poulin for earning officer of the second quarter. We thank her for her service to our community and the Town. She has been a very loyal officer to the Town of Kitty Hawk, and she is also currently instrumental in mentoring and training all of our new officers. So, she's been very busy. I'm happy to say the Police Department has officially moved into its new station. During the two hottest days of the year, police staff along with Public Works and Laura from Administration relocated to the third to the new building. By the third day, the department was operational. We're still addressing a few minor tasks and plan to hold an open house and ribbon cutting ceremony sometime in August or September and we hope everybody will come out. We're very excited. Lastly, I have been asked by a citizen to read something tonight. Um, it says, "Dear Kitty Hawk Town Council, my husband and I have vacationed with our children, family, and friends in Kittyhawk for 40 years. The last 15 years in the house we built on Rod Lane. We want to compliment the safety personnel in Kitty Hawk. They are incredibly good. Over the years, we've seen the beach patrol go to the rescue of three of the children and one adult friend who got caught in a rip current. They were all safe thanks to the swift action of the lifeguard. On two other occasions, we called the police when our security cameras detected a possible break-in, and when our daughter arrived with her three children to open the house for a family visit, only to find a strange car in the driveway. She parked down the street, called the police, and not only arrived quickly, but also then searched the house and grounds thoroughly to reassure everyone that all was safe. We've called 911 when a contractor was injured after he fell down a flight of stairs and again when we had a family member struggling to breathe. Most recently on July 4th, we called for help from the fire department when a propane tank malfunctioned in flames as my husband turned on the grill. Though the flames were extinguished, we called the fire department for advice. They sent a truck and four firefighters who cleared and checked the house and drained the problem tank. They also did a remarkable job of working with and reassured us all waiting outside. Three adults, three teenagers, three dogs, and a guinea pig on what must have been one of their high alert days. Our thanks to all of them and our thanks to Kitty Hawk for their fine job selecting and hiring good people. We would greatly appreciate you sharing our thanks at your meeting. Phyllis and Walt Spidell.

Garriss: What a great positive email. Thank you, Melody. Casey, I know you got a couple of items. If you could give us an update on White Street Beach Access. It just so happens today we had an email come in from a very concerned citizen about this matter and hopefully she'll hear something tonight that will make her happy.

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

Varnell, Casey: So, I do I have a call scheduled. Finally got some response uh to the letter I sent out. I've got a call scheduled with the representative from the owner of the underlying fee title, not easement owners, but the essentially who purchased and merged out and bought the developer from the original developer of that subdivision. I've got a call later this week. I think that'll go well, but I'll have some options for you guys after that call as to whether number one, they're willing to give us title and if they're willing to give us title, are they going to ask for money or what is it that they really want? I don't foresee it, but we'll see. Bottom line is that's a good starting point. Next meeting and obviously I will update Council as soon as I find out, but next meeting we may very well be coming back with some open discussion about what to do. So, I would note one thing though, just again for I guess I'm not an elected official and I don't like to talk to the Town that way. I'm paid to talk to you guys, but right now it's not the Town's property and because of that, if you know something's going on that piece of property that folks don't like, well, it's not the Town's



responsibility right now to go and cure that or to fix that or whatever the case may be. Now, somebody's trespassing and you call the cops and say, "Well, they're trespassing." Well, okay. But as far as you know, the shape of it, I mean, is not public property. It's private property until we've got a scenario where we own it. I know that the Town does receive calls, and I don't claim to know the nature of every single one of them but just want to make sure everybody does understand that right now we are not the owners, and we can't police it as if it were our own property. So, I just wanted to put that out there.

**Garriss:** Thank you for your work on that.

**Walker:** Who built the structure that's on there?

**Varnell, Casey:** I have no idea. I don't know if it was the original developer. I don't know. We didn't build it. But certainly, my understanding was not the town. That was years ago. Okay. I just wanted to be sure that was a great question. That's a great question.

**Hines:** I was just saying to everybody, I asked Willie if we could put some screws in it and he didn't want to touch it at all. It's not ours.

**Clopton, Melody:** That's what the nature of the complaints have been, especially recently, is the safety issues.

**Walker:** There are two steps missing at the bottom. So, that's quite a step down.

**Pruitt:** Theoretically, they're trespassing who unless I mean whoever's on those steps, it's not the Town's steps and it belongs to somebody. So, they're trespassing. Is that correct?

**Varnell, Casey:** If they wish they don't have authorization or permission from someone who does then absolutely.

**Walker:** But it has an appearance just like the dog park in Kitty Hawk. It's not ours. We can't do anything about that because it belongs to Dare County. So, people have the appearance that it's ours.

**Clopton, Melody:** The lady that called last week, I mean, they've been renting the same house for 20 years and using it for 20 years. Whether she has permission or not or deeded access, I have no way of knowing that. Again, I couldn't help her with their injuries, but she was very concerned.

**Pruitt:** I do know that there's some things memorializing people that have passed away and there was a thing one time that came up, hey, do we allow it to be put on the side of the road? That's when it came out. This is being allowed by the person that owns the property. That's correct. They can put whatever they want, and once again, that's why they're there and the steps are theirs also.

**Hines:** So, what we do is the right of way on the street. So, would it be legally smart for us to put a sign that this is not town property there at your own risk or something like that to alleviate?

**Clopton, Melody:** I don't think it's posted. It doesn't say I'm saying we post it to say I know, but it doesn't say no trespassing on the beach access. It does say no trespassing in the parking area, but the plants are so overgrown you can't see it.

**Hines:** Or is that just a waste of time?

**Varnell, Casey:** Not my call to make, but whatever we do, we need to put it in the right of way.

**Hines:** From a legal opinion to alleviate the Town staff being called or us potentially getting sued.

**Garriss:** We sure can't put up a no trespassing sign.

**Hines:** We can do it in the right of way. It says that doesn't say no trespassing. It says it is not owned by the Town of Kitty Hawk on beach access. That's what's in question right now.

**Pruitt:** We have like when we allowed, we've allowed them at certain places and when they were allowed to be put over at that time, I remember I don't remember the scenario, but it had to be open to the public. I think it was at um the one right at the bath access, the one that they put across the street, and they wanted permission from the town. Do you remember something like that? We approved whatever it was if you would let the public, you couldn't gate it like Kitty Hawk Landing, and I think that they wanted to put it across public property. I think it's on the right of way and then on the beach public just like we would do ours and the thing was if you get the permits and put it up, but you can't block that one off like the other ones.



**Varnell, Casey:** If there are public property rights involved, any approval would have had to have absolutely and that's the way we've handled some.

**Pruitt:** I don't know if White Street was done that way or if different ones were done that way.

**Varnell, Casey:** That would be something we'd have to do, and certainly I will say we know that we don't have anything in the Town's records that says there was ever any such agreement that it had to be open to the public. There was certainly nothing in our records. Now, I don't know what occurred that long ago, but I know we've got nothing in document form that we could rely on, which anybody knows if you're dealing with real estate, better have it written or it doesn't matter.

**Garriss:** Thank you, Casey. You got another matter for us?

**Varnell, Casey:** Yes, I do. This is going back to a the special use permit hearing that we had for the mini warehouses and the obviously at that hearing which was quasi-judicial with a 4-1 vote which I've noted in the order that I had previously sent to you guys voted to deny their special use permit main basis and again I'm just kind of summarizing here but the ultimate basis which had certain prongs that stemmed from it was that we require a commercial site plan. No commercial site plan was presented and as a result could not you guys could not determine whether the specifications and conditions of our ordinance of our Land Use Plan of any and everything that you guys were entitled to consider whether those conditions and specifications were met. Also, whether it was one of the factors is whether it was in harmony with the Land Use Plan and that was something else that of course you felt you couldn't make the decision on. The reason I propose this, and consensus, is fine but because it was quasi-judicial there does have to be an order that has findings of fact and conclusions of law. That's what I've sent for you guys. If there are any questions, I will obviously stand for them. If not, then I just seek consensus. I don't even need a vote. I just need to have something that I can let the opposing counsel know that this is the order. It's been approved and once done, the Mayor will sign this. The only change I made, guys, was and I did it this afternoon and Lauren was gracious enough to print out the revised copy. The opposing counsel requested no changes to my order except for the addition and its number nine which was prior to the hearing subject of this order. So, prior to the hearing you all conducted that the Planning Board did vote to recommend approval of the special use permit. Now, I will note to you guys that the reason I did not put that in there, and I think this was discussed at the hearing under 160D, the way it's now, well, 160D is brand new. Let's just say under the way the statutes governing special use permits can be considered by the Planning Board, but you guys are not allowed to deny, for example, based on the Planning Board's recommendation, which is somewhat counterintuitive, frankly, if you're saying that you're basically sending it to this board for no reason. But again, it's the way the law is currently written. So, I did not even mention the Planning Board, but it doesn't hurt in my opinion to mention it. The opposing counsel asked, so I don't see any problem with it. No basis of you all's decision revolved around that Planning Board decision.

**Garriss:** Thank you, Casey. Council, you had a chance to look at it. Everybody good with especially with the number nine change? That's the only change that was made and if the council is okay with it, I will sign it at the conclusion of this meeting tonight.

**Hines:** You did the order by vote right?

**Varnell, Casey:** So, you wanted it to be on record who voted for and against.

**Hines:** Correct.

**Varnell, Casey:** That's typical and that's why in the order it's got the four that voted for and then the one name which was you, Mr. Hines?

**Pruitt:** Do you want us to confirm that that's what we did or are we good just the way we are?

**Varnell, Casey:** Oh, no. In drafting this I went back through the minutes that Lauren typed up. So, some of my things that you'll see in quotes came from either the staff report or the minutes of the hearing. So, I'm positive on exactly how exactly why things were done and on the votes. I just wanted to make sure everyone's recollection was the same as what the minutes said.

**Pruitt:** Do you want a head count or are you good with raising your hands?





**Varnell, Casey:** Just raise your hand if you are all good with it.

All Council members raised their hands, indicating consensus with approving the signed order denying the special use permit for the mini warehouse.

**Garriss:** Thank you. Good job. Town Council comments. Charlotte let's start with you.

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

**Walker:** I'm good.

**Garriss:** Everything good? Jeff?

**Pruitt:** I'd like to bring up just a little bit of sometimes on the Consent Agenda we kind of move quick and uh last month in the Consent Agenda we approved that the Live Oak to be the Kitty Hawk Town tree. I just wanted it out to the public that Ron Tumolo I hope I'm pronouncing that correct spearheaded an effort to recognize the Live Oak tree in the town of Kitty Hawk and a designated as our town tree. I'd like to thank Ron, and I'd also like to tell the public that now Kitty Hawk has an official Town tree. It's our Live Oak. Also, as a commercial fisherman, I'd like to extend a great thanks to our County Commissioners, our state House of Representatives, and our Senator, our State Senator, as well as all of the residents and citizens of Dare County and all the counties in North Carolina that stood up for the commercial fishermen that make a good, honest living. I just like to thank those people. That's all I have.

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

**Hines:** I don't have a whole lot. I'd like to congratulate the Building Inspector for getting slowly but surely through his steps. I think Tara is a fabulous officer and we're glad we have her. I mean, we have a lot of good officers, but those two were mentioned tonight so I wanted to echo the Town Manager's comments.

**Garriss:** Thank you, David. Dylan?

**Tillet:** I want to echo that Congrats to Christian and Liliana for your exams. Big achievement. You're making us proud. So, thank you. Welcome, Tara. That email you got, Melody, makes us all proud. Thank you to all the first responders in Kitty Hawk. You guys make a heck of a difference, we really appreciate every one of you. That's all I have.

**Garriss:** Thank you, Dylan. I too would like to thank Liliana. I bother Liliana just about every Monday morning and she's eager to show me some facts and numbers and figures and she does an awesome job. So, thank you Liliana. Sergeant Poulin again, you do a great job. We're very fortunate to have you with our department. Christian has done an outstanding job. He had a lot to learn, and he's come on board and he's doing great already. We still miss David of course, but Christian is here. Summer is here. I've been to the beach a couple of times, and I've seen our Ocean Rescue in action. Thank you so much for everything you do. We could not do it without you. Council, is there anything else tonight?

**Pruitt:** Yes, we have a young man in our audience who is working on his Eagle Scout. If you would, please stand up and introduce yourself.

**Carter, Noah:** My name is Noah Carter with Troop 117 and I'm working on my Eagle Scout.

**Pruitt:** Thank you for coming. I'm sure you're working hard for your badge, and I understand you are interviewing the Mayor after this meeting. I wanted to encourage you to keep going and thank you for coming tonight.

**Garriss:** If nothing else Council, I will entertain a motion to adjourn this meeting.

### **14. Adjourn**

**Pruitt:** So, moved.

**Garriss:** Motion by Jeff. Do I have a second?

**Tillet:** Second.

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

**All Council:** Aye.

**Garriss:** Thank you, we are adjourned.

Adjourned at 6:58 pm.



The Minutes of the July 7, 2025, Kitty Hawk Town Council Meeting are approved at the August 4, 2025, Kitty Hawk Town Council Meeting.

D. Craig Garriss, Mayor

Lauren Fox Garrett, Town Clerk

# **Town of Kitty**

## **Emergency Operations Plan**



**2025**



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**Promulgation Statement**

A primary role of government is to provide for the safety and welfare of its citizens. The welfare and safety of citizens are never more threatened than during times of disaster and other serious emergencies. Emergency management ensures that effective multi-disciplinary and multi-jurisdictional mitigation, preparedness, response, and recovery plans exist to preserve public welfare and safety.

The Town of Kitty Hawk Emergency Operations Plan (EOP) provides a community-wide emergency management system framework to ensure coordinated emergency response and support certain pre-planned events. The EOP addresses the roles and responsibilities of all community departments, agencies, government organizations, volunteers, and community partners that may be involved in response operations and identifies how regional, state, federal, private sector, and other resources may be activated to address disasters and emergencies in the community.

This plan and annexes are intended to conform to the terms and conditions of all North Carolina General Statutes, as amended, the North Carolina Emergency Management Act Emergency Operations Plan, and such Federal Acts and Regulations as applicable. The Town of Kitty Hawk Emergency Operations Plan assures consistency with current national and state policy guidance and describes the interrelationship with other levels of government. This plan will continue to evolve, responding to lessons learned from actual disasters and emergency experiences, ongoing planning efforts, training and exercise activities, and ongoing state and federal guidance.

Therefore, in recognition of the emergency management responsibilities of the Town Mayor and within his authority vested by the citizens of the Town of Kitty Hawk, I hereby promulgate the attached Town of Kitty Hawk Emergency Operations Plan on the 4th day of August 2025.

<hr/> Craig Garriss, Town Mayor	<hr/> Jeff Pruitt, Mayor Pro Tem
<hr/> David Hines, Council Member	<hr/> Charlotte Walker, Council Member
<hr/> Dylan Tillett, Council Member	

## **Approval and Implementation**

This Emergency Operations (EOP) for the Town of Kitty Hawk will become effective and approved upon signing by the Mayor and the Town Manager. Upon approval, this plan will supersede all previous emergency management plans.

The Town Mayor authorizes specific Town of Kitty Hawk officials to make certain modifications to this plan without the express written approval of the Town Mayor. These modifications must be recorded in this plan's Record of Changes section.

Authorized modifications include:

- Changes to contact information
- Changes in Annex sections

The following Town of Kitty Hawk officials have the authority to make the changes:

- Emergency Management Director
- Emergency Management Coordinator
- Town Manager
- Administrative Services Director
- Finance Director
- Planning Director
- Director of Public Works
- Chief of Police
- Public Information Officer/Town Clerk
- Fire Chief



## Introduction

When a disaster impacts a community, the community must organize to provide a coordinated, comprehensive response, recovery actions, and resources. Resource needs must be determined and prioritized; response elements must be identified and dispatched; reports and records must be organized.

To guide response activities and ensure effective and efficient coordination, the Town of Kitty Hawk has developed this Emergency Operations Plan (EOP). The EOP defines the scope of the community's preparedness and emergency management activities, facilitating all-hazard preparedness, mitigation, response, and short-term recovery efforts, thereby setting the stage for a successful long-term recovery. The Town of Kitty Hawk EOP describes the community's emergency management organization, including the roles, responsibilities, and operations of the Town of Kitty Hawk and all its departments and agencies during a disaster, major emergency, or planned event. The EOP describes the relationship between the community and local, regional, state, and federal emergency response structures. The EOP:

- Formulates policies to protect life and property during incidents affecting or threatening life or property within the community.
- Guides for strategic thinking and decision-making as it relates to emergency operations.
- Assigns department or agency roles and responsibilities to mitigate, prepare for, respond to, and recover from incidents threatening life or property within the community.
- Officially establishes NIMS and the Incident Command System (ICS) as the organizational structure to guide activities during an emergency affecting the community.
- Identifies lines of authority and community policy related to emergencies and disasters:

The Town of Kitty Hawk activates its EOP when the community must respond to an emergency that requires multi-department coordination and may need support from other local, state, and federal entities. In addition, the Town of Kitty Hawk may activate the EOP to coordinate multi-department and multi-jurisdictional support of a pre-planned event.

The Town of Kitty Hawk EOP does not supersede any departmental standard operating procedure (SOP) or responsibility for day-to-day operations. The EOP supplements but does not supplant the responsibilities or duties of any department or agency. The EOP also describes cooperation and integration of actions with other nearby communities and response entities. This plan does not limit or restrict the initiative, judgment, or independent action required to provide appropriate and effective emergency response, disaster mitigation activities, preparedness, and recovery efforts.

The EOP is based on the Federal Response Plan (FRP), the National Response Framework (NRF), and the National Preparedness Goal and is compliant with the National Incident Management System (NIMS), Incident Command System (ICS), and the Comprehensive Preparedness Guide (CPG) 101 Version 3 national standards. The Town of Kitty Hawk EOP is compatible with the state-level North Carolina Emergency Operations Plan (EOP).

All appointed and elected officials, departments, community volunteers, and partner agencies should become familiar with this document to ensure the efficient and effective execution of their emergency responsibilities. While the plan can help establish relationships, responsibilities, and general guidelines for community departments during an emergency, it does not replace each department's commitment to developing its emergency protocols and evaluating its plans. The EOP is only one aspect of a prepared and resilient community.

## Purpose

The Town of Kitty Hawk Emergency Operations Plan (EOP) aims to establish the overall framework for integrating and coordinating emergency management and response activities and to facilitate a coordinated response to any emergency or event in the Community requiring multi-agency response or support. The EOP identifies local agencies and partner organizations that provide command and coordination capabilities for an emergency or event and describes how command and response components are organized and managed. The plan guides all departments and agencies in the community and details the general roles and responsibilities of local departments and partnering stakeholders before, during, and following an emergency or event. It also provides for the systematic integration of additional emergency resources but does not replace other federal, state, or national emergency operations plans or procedures. It identifies lines of authority, and organizational relationships for managing emergency response actions, describes how people and property are protected in an emergency or disaster, and recognizes legal jurisdiction.

Further, the purpose of this plan is to prescribe those activities to be taken by the Town Mayor as well as by other government and community officials to protect the lives and property of all the citizens of the Community in the event of a natural or human-caused emergency or disaster, including terrorism, and to satisfy the requirement that the Town has a practical and operational emergency management plan.

The EOP comprises this Base Plan and a series of attachments, which provide an in-depth tool to build a strong emergency management plan.

The EOP is intended to accomplish the following goals:

- Assign responsibilities to agencies, organizations, and individuals for specific actions during an emergency or event.
- Detail the methods and procedures to be used by designated personnel to assess emergencies and take appropriate actions to save lives and reduce injuries, prevent or minimize damage to public and private property, and protect the environment.
- Provide a process by which emergency response personnel and local government staff can efficiently and effectively prevent, mitigate, prepare for, respond to, and recover from emergencies and disasters.
- Identify the responsibilities of local agencies and partnering stakeholders and organizations during emergencies or events; and
- Identify lines of authority and coordination for managing an emergency or event.



## Scope

This Plan encompasses all four emergency management cycle phases - preparedness, mitigation, response, and recovery - and applies to all Town of Kitty Hawk departments. The plan applies to all organizations acting for or on behalf of the government of the Town of Kitty Hawk in response to an emergency or in support of an event. Individual departments and/or partners may develop department- or organization-specific plans to augment this plan to detail and integrate actions related to the agency- or venue-specific requirements more efficiently.

This Plan addresses two different types of response scenarios:

- Planned or Anticipated Incidents: Incidents that can be planned for in advance, such as a hurricane, a winter storm, extreme temperatures, major crowd events or VIP visits, etc.
- Immediate Response to Incidents: major traffic accidents, airplane crashes, hurricanes, severe weather, tornado, earthquake, fire, hazmat incidents, active shooter events, etc.

Key concepts that are reflected throughout the EOP are:

1. Systematic and coordinated incident management.
2. Proactive notification and deployment of resources in anticipation of or response to catastrophic events in coordination and collaboration with municipal governments and private entities when possible.
3. Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible and implement programs to mitigate vulnerability to future events.
4. Coordinating worker safety.

**Situation**

**Community Characteristics**

Geography: The Town of Kitty Hawk is in Dare County, northeastern North Carolina. The Community has a total area of 8.2 square miles, of which 8.18 square miles is land and .0476 square miles is water. The Atlantic Ocean surrounds the Town to the East and the Albemarle Sound to the West. The Town is nestled between the Town of Southern Shores to the North and Kill Devil Hills to the South. The topography of Kitty Hawk is relatively flat, with elevations ranging from 4 to 38 feet above mean sea level per the North American Vertical Datum of 1988. The Town is approximately 3 miles wide from the Atlantic Ocean to the Albemarle Sound at the widest point and approximately ¾ of a mile wide at its narrowest point.

Population: According to the 2020 United States Census Bureau, the population of the Town of Kitty Hawk is approximately 3697. The population comprises approximately 4.28% under the age of 4, 14.23% persons aged 5 to 17, 66.38% aged 18 to 64, and 14.91% aged 65 or older.

Roadway Infrastructure: Kitty Hawk contains several primary and secondary roadways and local and private roadways.

**Threat and Hazard Identification and Risk Assessment Summary (THIRA)**

A threat and hazard identification and risk assessment for the region have been completed by members of the Hazard Mitigation Planning Committee (HMPC), which included representatives of the following jurisdictions:

Currituck County
Dare County
Town of Duck
Town of Kill Devil Hills
Town of Kitty Hawk
Town of Manteo
Town of Nags Head
Town of Southern Shores

**Table 1. Jurisdictions representing HMPC**

The Outer Banks Regional Hazard Mitigation Plan was developed jointly and cooperatively by members of the HMPC in 2024. This plan will ensure that all jurisdictions in the Outer Banks remain eligible for federal disaster assistance, including the FEMA HMGP, PDM, and FMA programs.

The focus of this plan is on those hazards deemed “High” and “Moderate” priority hazards for the planning area (Dare and Currituck County), as determined through the hazard and risk assessments. The table below illustrates the risk classifications as determined by the HMPC. Refer to the Outer Banks Regional Hazard Mitigation Plan for comprehensive details for each threat and hazard identified.

Risks identified in the Outer Banks Regional Hazard Mitigation Plan.

High Risk (> 2.4)	Hurricane & Tropical Storm Extreme Heat Flood Coastal Hazards Severe Winter Storm Terrorism Transportation Infrastructure Failure Severe Weather Tornado Wildfire
	Drought Radiological Emergency Cyber Attack Hazardous Materials Incident
	Earthquake

Table 2. Identified Risks for the OBX



## Planning Assumptions

- The Town of Kitty Hawk and Dare County have effective prediction and warning systems in place, allowing Kitty Hawk to anticipate certain emergencies that may impact Kitty Hawk.
- When anticipating or responding to an emergency, the Town Mayor and Emergency Management Director are responsible for activating this plan, to mitigate impacts, save lives, protect property and the environment, assist survivors, and restore essential services and facilities.
- Kitty Hawk officials, agencies, and partners are familiar with the EOP, understand their roles and responsibilities under the EOP, maintain appropriate plans, policies, and procedures to fulfill those responsibilities and maintain a state of readiness. Day-to-day functions that do not contribute directly to the emergency operation may be suspended during an emergency/disaster. Resources that would normally be required for those daily functions will be redirected to tasks in support of the emergency response.
- The Town of Kitty Hawk will use its resources in response to an emergency or disaster. Once local resources are exhausted (or near exhausted), requests for assistance will be made.
- A large-scale emergency or disaster will most likely overwhelm available local resources, leading to the need for support from local/mutual aid jurisdictions, private sector partners, state agencies, and the federal government.
- The Town of Kitty Hawk anticipates support from surrounding communities and other response organizations should the resources of the Town of Kitty Hawk become exhausted. Adjacent communities and other government agencies will render assistance per the provisions of written intergovernmental and mutual aid support agreements during the emergency.
- When resources of the Town of Kitty Hawk are fully committed, and mutual aid from surrounding jurisdictions is exhausted, Dare County Emergency Management, in conjunction with North Carolina Emergency Management, may coordinate additional assistance to address unmet needs.
- Disaster support from federal agencies may take at least 72 hours to arrive.
- Facilities must file Tier II reports developing, coordinating, and providing copies of emergency plans annually to the Emergency Management Director and/or Fire Chief and/or other state departments and agencies as applicable and required by codes, laws, regulations, or requirements.
- Whenever warranted, the Town Mayor may declare a local State of Emergency for the Town of Kitty Hawk per the provisions of the Kitty Hawk Town Code of Ordinances and North Carolina Statutes.
- Town Mayor has the authority to issue evacuation and/or shelter-in-place orders or recommendations for the residents and/or businesses of Kitty Hawk. Evacuation and/or shelter-in-place orders will be communicated to residents and businesses by all appropriate means.

- Individuals with pets will bring their pets with them when they evacuate. Those with livestock or other farm animals will take appropriate measures to safeguard their animals via sheltering or evacuation.
- Kitty Hawk and its response partners will need to provide additional/enhanced assistance to individuals with access and functional needs, including but not limited to children, the elderly, and individuals with disabilities and/or chronic conditions.

## **Concept of Operations**

The concept of operations describes the sequence and scope of emergency response. The Town of Kitty Hawk Emergency Management Team is primarily responsible for coordinating emergency management activities in the Town of Kitty Hawk. These activities support the following priorities:

- Minimize injury and loss of life
- Minimize property damage
- Minimize adverse environmental and economic impact
- Provide timely and accurate information to the public regarding emergencies
- Provide for the immediate needs of disaster survivors
- Acquire, assess, and disseminate emergency information
- Restore essential utilities and functions

## **Plan Activation**

The EOP and its associated annexes will be executed in whole or in part as directed by the Town Mayor, the Emergency Management Director, or other duly authorized representatives in response to an existing or impending emergency. This plan may also be activated under the following circumstances:

- At the time of an actual disaster
- When the Town Mayor has declared a local state of emergency.
- When the Governor of North Carolina has declared a State of Emergency for areas that include the Town of Kitty Hawk; or
- When a Presidential Declaration of an Emergency or Disaster is issued for areas that include the Town of Kitty Hawk.



## **Phases of Emergency Management**

The Town of Kitty Hawk emergency management program addresses all phases of emergency management for all types of incidents, including prevention and mitigation, preparedness, response, and recovery.

### **Prevention and Mitigation**

Prevention involves identifying preventative, corrective, or deterring measures and actions to prevent or limit bodily injury, loss of life, or property damage from disasters and emergencies. It includes consideration of policy issues and structural projects within the government and the private sector. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented.

Mitigation aims to prevent future loss by eliminating or reducing risks. Mitigation activities link the recovery and preparedness phases in the emergency management cycle and can occur before or after an emergency. The goals of pre-emergency mitigation activities are to prevent an emergency, reduce the chance of an emergency, or reduce the damaging effects of unavoidable emergencies. Post-emergency mitigation aims to eliminate or reduce the impact of the hazards realized during an emergency. Post-emergency mitigation is part of the recovery process.

### **Preparedness**

Preparedness involves activities undertaken before an emergency or disaster to prepare for and develop the capability to respond to an emergency. Preparedness activities include planning, organizing, training, equipping, exercising, evaluating, and implementing corrective actions for the emergency management program and organization.

Preparedness activities develop operational capabilities and enable an effective response to an emergency or disaster, and involve working with government partners, the private sector, and non-governmental and volunteer organizations to coordinate pre-disaster education and planning activities and lay the groundwork for coordinated disaster response.

### **Response**

The response is the provision of emergency services during a crisis, including coordinating and managing resources to support emergency response operations. These activities help to reduce casualties and damage and to speed recovery. Response activities include alerting and notifying the public, resource and logistical coordination, addressing immediate life safety issues, stabilization of the incident, and public information.

The Town of Kitty Hawk responds to emergencies by activating the Emergency Operations Plan, activating the Emergency Operations Center, coordinating with public, private, and volunteer response partners as needed, coordinating, and managing resources in support of emergency response, and preparing for recovery activities.

## **Recovery**

Recovery activities may be both short-term and long-term, ranging from conducting damage assessments, removing debris, restoration of critical facilities/infrastructure and essential utilities such as water and power, and assisting communities to rebuild homes and businesses. Recovery may also incorporate mitigation measures designed to prevent future occurrences of a given hazard. Recovery begins as soon as possible after an incident occurs and may commence during the response phase.

## **Direction, Control, and Coordination**

### **National Incident Management System**

Kitty Hawk's emergency management organization is structured per the National Incident Management (NIMS) and the Incident Command System (ICS). NIMS integrates existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility, enabling a diverse set of public and private organizations to conduct effective incident management operations.

It does this through a core set of concepts, principles, procedures, organizational structures (Incident Command System, multi-agency coordination, and joint information systems), terminology, and standards requirements applicable to a broad community of NIMS users. NIMS is based on an appropriate balance of flexibility and standardization to ensure interoperability and compatibility. It provides a consistent and flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity.

### **Incident Command System**

Emergency management and incident response in Kitty Hawk is coordinated using the Incident Command System (ICS). ICS enables effective incident management by integrating facilities, equipment, personnel, procedures, and communications within a common organizational structure. ICS is used to organize both near-term and long-term operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government – federal, state, regional, and local – and by many private-sector entities and NGOs.

All activity undertaken under the EOP shall be coordinated using the Incident Command System (ICS) and the National Incident Management System (NIMS) per Homeland Security Presidential Directive (HSPD) 5.

#### **Incident Command**

Single Incident Commander - Most incidents involve a single incident commander. In these incidents, a single person commands the incident response and is the decision-making authority.

#### **Unified Command**

A Unified Command involves two or more individuals sharing the authority normally held by a single incident commander. Unified Command may be used during larger incidents or incidents involving multiple agencies or jurisdictions. A Unified Command typically includes a command representative from major involved agencies and/or jurisdictions. A Unified Command acts as a single entity. It is important to note that the command representatives appoint a single Operations Section Chief in Unified Command.

#### **Area Command**

An Area Command may be established to provide Incident Commanders at separate locations during a situation involving multiple incidents. Generally, an Area Commander will be assigned - a single person - and the Area Command will operate to provide logistical and administrative support to the separate



incidents and their incident commanders. Area Command usually does not include an Operations function.

### **Transfer of Command**

Responsibility can be transferred during an incident for several reasons. As the incident grows, a more qualified person may be required to take over as Incident Commander to manage the ever-growing incident needs. Or this may occur in reverse; when an incident reduces, the command can be passed down to a less qualified person but still qualified to run the now-smaller incident. Other reasons to transfer command include jurisdictional change if the incident moves to a different location or area of responsibility or the normal personnel turnover due to extended incidents. The transfer of command process always includes a transfer of command briefing, IC to IC, which may be oral, written, or a combination of both. A Transfer of Command is posted and announced on all radio and communication networks.

## **Incident Coordination and/or Response Locations/Facilities**

Various types of operational support facilities are established in the vicinity of an incident, depending on their size and complexity, to accomplish various purposes. Kitty Hawk may operate one or more of the following incident coordination and/or response facilities during an emergency or disaster:

- Incident Command Post
- Area Command Post
- Emergency Operations Center

### **Incident Command Post**

An Incident Command Post (ICP) is the field location where the Incident Commander operates; the onsite response is directly coordinated, and onsite resource needs are identified and communicated. There is only one ICP for each incident or event, but it may change locations during the event. The ICP may be in a vehicle, trailer, tent, or within a building. The ICP will be positioned outside of the incident scene and the potential hazard zone but close enough to the incident to maintain a visual presence and command status. The on-scene Incident Commander has tactical control and authority over all resources at the scene.

### **Emergency Operations Center**

The Kitty Hawk Emergency Operations Center (EOC) serves as the central point for coordinating the community's emergency management and response activities, maintaining situational awareness about the emergency, and facilitating requests for the deployment of resources.

- Primary EOC: Kitty Hawk Police Department  
5200A North Croatan Highway  
Kitty Hawk, North Carolina 27949

If the primary EOC is rendered or deemed unusable, emergency operations will relocate to the alternate EOC.

- Alternate EOC: Kitty Hawk Town Hall  
101 Veterans Memorial Drive  
Kitty Hawk, North Carolina 27949

The Emergency Management Director (EMD) often serves as the EOC Manager. They have the responsibility and authority to manage the EOC and the community's emergency management organization during an emergency or disaster. The EOC Manager has the authority to make all routine decisions and advises chief municipal officials when major decisions must be made. The EOC Manager serves as a liaison to outside Local, State and Federal emergency agencies.

## **EOC Goals**

The following are the general goals for the emergency operations center. These goals can be adjusted by the EOC Manager in coordination with the Town Mayor and the incident commander when the EOC is activated.

### **Goals:**

- Obtain and maintain situational awareness of the incident and ensure responders have a common operating picture.
- Establish an incident planning cycle.
- Mobilize and deploy resources and assets to support emergency response, guided by the set priorities.
- Establish a seamless transition into recovery operations.
- Provide emergency notification and warning to responders and residents
- Assess and document impacts from events for the recovery process

## **EOC Activation Levels**

The Town of Kitty Hawk EOC has designated two (2) activation levels, Level 1 and Level 2:

- **Level 1: Full Activation** - EOC team is activated to support the response to a major incident/event or credible threat
- **Level 2: Partial Activation** – EOC team members are activated to monitor a credible threat, risk, or hazard and/or to support the response to a potentially evolving incident/event

## **EOC Activation**

When a decision to activate the EOC has been made, staff needed to support EOC operations will be notified of an EOC activation via email and/or telephone call. The EMD or designee will activate this notification system. Each EOC member will be notified that the EOC has been activated and will be provided with the time to report to the EOC.

## **EOC Deactivation**

The EOC Manager/EMD, in consultation with the Chief Municipal Official and the Incident Commander, is responsible for deactivating the EOC. As response phase operations wind down, EOC personnel and other staff will be released from the EOC when they no longer need to support response efforts.



## **Evacuation**

The Town Mayor has the authority to issue evacuation orders or recommendations. The Governor also has the authority to make evacuation recommendations and issue evacuation orders under the Gubernatorial Declaration of Emergency.

If an evacuation is recommended or mandated, the population designated for evacuation will leave the affected area using their private vehicles. There are no shelters in the Town of Kitty Hawk or Dare County.

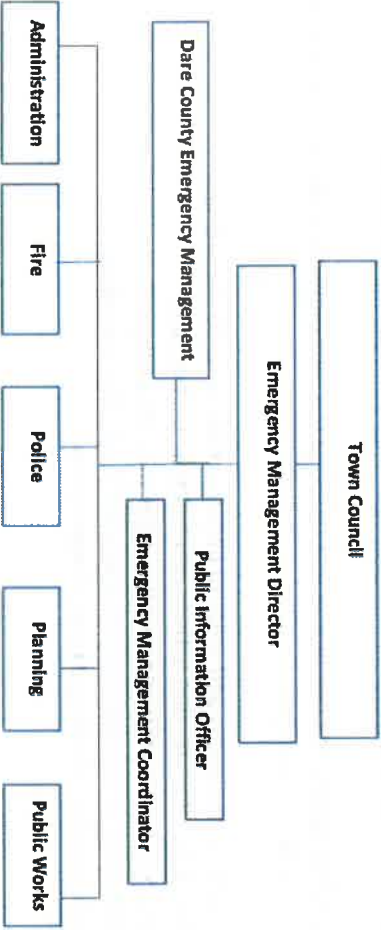
Evacuees are expected to follow the direction of the Kitty Hawk and Dare County Emergency Management Teams.

**Emergency Operations Center Organization**

The Town of Kitty Hawk EOC (TEOC) is organized under a departmental EOC structure. The Town has used our day-to-day department/agency structure and relationships in our EOC. By operating in this context, department representatives can function in the TEOC with minimal preparation or startup time. The departments represented shall be:

- Administration
- Finance
- Planning
- Public Works
- Police
- Fire

**EOC Structure**



## **Training**

### **Training and Exercise**

A comprehensive training and exercise program is essential to support the effective implementation of the EOP. The Emergency Management Coordinator is responsible for the overall execution of training and exercises to support emergency operations utilizing the tenets identified in the Homeland Security Exercise and Evaluation Program (HSEEP). Annually, the Town departments and partner agencies will assist the coordinator with identifying training/exercise priorities and target capabilities to develop a yearly training and exercise plan. This plan will ensure that staff members from all departments with assigned roles and responsibilities are trained and prepared for response and recovery operations.

The Town will also coordinate with Dare County to ensure integration with training and exercise efforts at the county level. Additional training and exercise opportunities are available throughout the region and state. Departments are encouraged to engage in training and exercises with local and regional partner agencies.

### **Improvement Training**

To ensure continual learning and capacity building, the Town will conduct improvement planning after exercises and incidents. The goal of the improvement planning process is to identify both strengths and measurable corrective actions to enhance preparedness, response, and recovery activities. Actions identified during the improvement planning process will help strengthen elements of the organization's capability plan, organize/equip, train, and exercise consistent with HSEEP process.

The Emergency Management Coordinator will facilitate the review process post exercise or incident with affected departments focusing on:

- Discussion of strengths and areas of improvement by each department
- Prioritization of correction actions identified by participants
- Initiation of plan, policy or procedure review or development
- Identification of needed training, equipment, or other resources
- Corrective action tracking and implementation

## **Functional Annexes**

### **Administrative/Finance**

This section outlines the roles and responsibilities of the Town's Administration and Finance Department before, during, and following a Disaster /Emergency event. The positions covered by this section are the Town Manager, Administrative Services Director, PIO/Town Clerk, Administrative Planning Assistant, Finance Director, and Finance Technician. It also includes the Town's Information Technology provider.

#### **Department Operations**

All Administration/Finance Department operations will be based at Town Hall in the event of plan activation. While the plan is in effect, the work schedule for the Administration/Finance Departments will be determined by the Town Manager in accordance with the needs of the Town. The Town Manager may direct all or some staff to the Town's EOC. If the Town Hall is damaged or becomes untenable, all personnel will be moved to the Police Department.

#### **Department Responsibilities**

##### **Administration**

Administration implements policy and decisions, provides direction and control to the Town staff for emergency operations on behalf of the Town Council. The Administration Department supports emergency operations as directed by the Town Manager or Emergency Operation Manager. Areas of direct oversight include staffing, public information, and information technology. The Town Manager also ensures that staff carry out their assigned emergency operations responsibilities and defines the priorities from which the Staff operates within, during a given emergency.

To ensure Emergency Preparedness, the Administration Department will:

- Maintain a current staff list with up-to-date contact information
- Obtain Re-entry permits for all Town Staff and Town Council by June 1<sup>st</sup> of each year from the Dare County EOC
- Develop and maintain a list of outside vendors assisting with pre- and post-storm functions. Obtain Re-entry permits for these outside vendors
- Develop document templates, i.e., declarations, cancellation notices, emergency meeting notices, etc.) Templates should be available on Public Shared File Emergency Preparedness
- Ensure local housing arrangements for Town Personnel and individuals from outside the area who will be assisting after an emergency event
- Maintain interlocal agreements with offsite staging facilities
- Create/maintain a non-emergency complaint form

##### **Finance**

The Finance Department manages all financial cost analysis aspects of emergencies. The Finance Director will ensure that all procedures or tasks pertaining to the department prior, during and after the event are updated and completed.

- Ensure that all financial records are maintained throughout the emergency
- Ensure that all on-duty time is recorded for all emergency response personnel



- Ensure that all departments on-duty time have the FEMA forms for personnel and equipment time logs
- Ensure there is a continuum of the payroll process for all employees
- Determine purchase orders limits for the procurement function in logistics
- Establish the Cash Flow necessary for the continuing function of the Town during and after the event
- Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation
- Provide administrative support to all EOC teams as required
- Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and /or the Governor's office of Emergency Services

### **Activation Phase:**

## **Follow the generic Activation Phase Checklist – 72 hours prior to Storm**

### **Administration**

- Activate the Kitty Hawk EOC (if necessary)
- Secure offices, equipment, and files
- Update Employee Point of Contact List
- Update all local media contact information
- Ensure adequate office supplies are on hand
- Coordinate with Information Technology to ensure proper backups are complete
- Supply Information Technology with Contact Information
- Disseminate pertinent information to the public via emails, social media, texts and the Town's Website

## **Finance**

- Ensure that the Finance Department is set up properly for the event and that the appropriate personnel, equipment, and supplies are in place
- Evaluate and process all accounts payables and any payroll that may fall within the window of the storm related event
- Submit all reports to other agencies if they are due during the time of the event
- Review all P -cards credit limits and increase them according to the Town's Procurement card policy
- Verify all fuel cards have been distributed to the Departments
- Send E-mail to all Department Heads reminding the credit limit for Procurement cards, fuel cards, FEMA forms and any other additional information
- Ensure petty cash is available to the full amount authorized
- Determine the cash flow in the operating account at the First National Bank; the balance should be no less than one month payroll plus one month account payable
- Coordinate with the Bank the procedure established to be able to process EFT (electronic fund transfer) for payroll if the scenario is the worst, meaning no internet connection
- Ensure that Finance electronic files are saved, and the backup is Up to date with IT and the Financial software company
- Provide an up-to-date financial report to the Town Manager
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur
- Distribute copies of FEMA public assistance forms for personnel and equipment time logs to each department

### **Operations Phase:**

## **Follow the Operation Phase Checklist- 48 hours prior storm**

### **Administration**

- Coordinate operations for Town Emergency Operations Center
- Ensure all above administrative functions are complete
- Distribute updated Contact Information
- Disseminate pertinent information to the public via emails, social media, texts, and the Town's Website

### **Finance**

- Secure all filing cabinets containing financial records and payroll
- Ensure that displays associated with the Finance software section are current
- Participate in all Action Planning meetings
- Ensure all departments can use the Timekeeping records as instructed

- Ensure that the Finance Department provides administrative support to other departments
- The Finance Director and Finance Technician should coordinate the custody and access to all passwords required for the functionality of the department

### **Operations Phase:**

#### **Follow the Operation Phase Checklist- 24 hours prior storm**

#### **Administration**

- Determine if an evacuation of essential personnel is necessary, if so, inform Dare County Emergency Management
- Contact pre-determined offsite staging area and implement a process to transfer operations to off-site location.
- Disseminate new location information for staff and arrange for transportation to and from the location.
- Secure housing for staff at new location.
- Allow personnel who are evacuating to do so.
- Disseminate pertinent information to the general public via emails, social media, texts and the Town's Website

#### **Finance**

- Complete any necessary tasks prior to evacuation
- Pack and secure any physical files that need to be transported
- Remove laptops or PC with necessary backup files (thumb drive) and prepare to evacuate
- Establish (or implement) an accounting system/ file for volunteers and activate/ distribute the logs and forms for volunteers and donations
- Personnel evacuating will be permitted to do so at this time

### **During the Storm**

- It shall be the responsibility of all personnel who have evacuated to monitor all available new sources and stay informed about the situation in Kitty Hawk. Personnel who have evacuated can contact Emergency Management of Dare County at 252-475-5655 for situation updates
- Personnel who have remained will be in a safe place until the storm has passed, and recovery operations can be initiated

## **Demobilization Phase:**

### **Follow the Demobilization Phase Checklist- Post Storm**

Personnel who have evacuated should return as soon as County re-entry begins. Unless otherwise directed or prevented by storm-related damage to the re-entry route, town personnel who have evacuated will return to work immediately after County re-entry is initiated.

## **Administration**

- Meet with FEMA officials and Finance Officer to begin the eligibility process for public assistance funds
- Establish post-storm follow-up meetings with elected officials and Department Heads
- Assist the public with issues and complete non-emergency complaint forms
- Report on Citizen Non-Emergency Complaints and ensure issues are addressed
- Update and renew inter-local agreements for off-site staging facilities
- Coordinate local housing arrangements for Town Personnel and individuals from outside the area who will be assisting after an emergency event
- Disseminate pertinent information to the public via emails, social media, texts and the Town's Website

## **Finance**

- Set up an office to process all disaster-related expenses. Continue to work closely with Administration as requested on establishing normal financial operations
- Review the Procurement Card credit limit and bring it back to the normal limit according to the P- card policy
- Ensure the recovery logs/forms from all personnel and volunteers are accurately maintained
- Maintain accurate accounting and assign a Project Code for all disaster related expenditures with required backup logs and forms
- Assemble all contracts and agreements related to outside services to the Town that would qualify for reimbursements.
- Meet with FEMA officials and Code Enforcement/Inspections officials to begin the eligibility process for public assistance funds



## **Public Information**

### **Section 1: Introduction**

#### **Purpose**

The purpose of this annex is to establish uniform policies for the effective development, coordination, and dissemination of information to the public, media, and other response agencies in the event of an emergency.

Public Information requirements will determine the severity of the disaster or emergency as determined by the Town's Town Manager and/or designated Emergency Operations Director.

During disasters, the flow of public information and facts concerning the event and government's response to save lives and to protect human health, property and the environment must be consolidated.

#### **Scope**

This annex has been developed to address the needs of the Town of Kitty Hawk regarding issues of public information during an emergency or disaster event. It addresses the alert, warning, and notification of emergency information to the public. Providing accurate emergency information will increase the response and safety of the public.

This annex provides:

- Quick Guides to follow when responding to immediate public information needs during a disaster
- Identify authorities, agencies, organizations, and references that relate to public information
- Roles and Responsibilities of jurisdictions and agencies regarding public information
- Guidance to provide coordinated public information

## **Policy**

It is the policy of the Town of Kitty Hawk to develop plans and procedures to address public information needs during an emergency or disaster response. Information should be disseminated in a timely and effective manner.

### **Section 2: Authorities**

- Town of Kitty Hawk Town Ordinance – Chapter 10 Emergency Management
- Dare County Emergency Management – Dare County Emergency Operations Plan
- North Carolina Emergency Operations Plan
- National Response Framework (NRF)

### **Section 3: Planning Assumptions**

Depending on the nature and magnitude of the emergency, different levels of public information will be required. Public Information may in fact be the primary function occurring during an emergency.

The Town uses a Mass Notification System in conjunction with Dare County and other local municipalities. (Rave Mobile Safety) This system is in place to contact residents and visitors within a specified area with a brief notification message. This notification message can be in either text, voice, or both.

Once the initial warning is accomplished, the Public Information Officers (PIO) have the task of keeping the public informed of what to do to prevent injury or property damage and what actions the Town is taking.

The Town will also keep the public informed with regular email listserve updates (Mailchimp) and updates on the Town's website as well as the Fire and Police Departments Social media pages. The PIOs focus is on stopping rumors and providing accurate and timely information using all dissemination methods.

Depending on the nature of the emergency, Dare County Emergency Management has the capability to use the Integrated Public Alert and Warning System (IPAWS) to give a rapid, initial warning to the public. The Town may also utilize Dare County's Government Access Channel – Current TV. Dare County Emergency Management can also utilize local Cable Company (Charter) when it is warranted.

The local media, particularly radio, can perform an essential role in providing emergency instructions and information to the public. Regional television stations may also be on location to assist with disseminating information. However, it is important to remember that Radio and Television stations may be off air if they do not have an emergency power source.

The Emergency Operations Center may become overwhelmed by the demand for information if enough trained staff are not available. Likewise, having little information or inaccurate information will increase anxiety and may cause the public to make poor decisions.

If the scale of the emergency/disaster requires it, a Joint Information Center (JIC) will be established by the Town. Depending on the situation, the JIC may also be established by Dare County Emergency Management.

#### **Public Information Considerations for Those with Access and Functional Needs**

In planning public information, including emergency alerts and warnings, all populations need to be considered. The PIO, or JIC if active, will work to determine the demographics of the affected populations and to implement various specialized communication dissemination methods as needed.

Dare County Department of Health and Human Services will have access to their respective clients' contact information which includes Home Health Clients, Children's Services and Older Adult Services.

Town of Kitty Hawk Finance Officer, Liliana Noble is a certified Spanish Interpreter and can translate messages and information for the Town's Spanish-speaking population.

The Kitty Hawk Police Department will provide information to the Town's known homeless individuals.

## Section 4: Roles and Responsibilities

Emergency public information to both the public and the media will only be provided through PIO of the Town, unless the EOC is not yet activated, in which case the Incident Commander or designee may release information based on the facts of the incident. The Town recognizes the importance of consistent messages during emergencies; therefore, all official messages will be coordinated by the Town's PIO. Incident Commander may elect to delegate this authority to someone in the field. All inquiries from the media or public will be referred to the Public Information Officer. In emergencies or disasters involving multiple jurisdictions a JIC will be established to coordinate information releases from a central point.

Roles and Responsibilities Table								
Primary Role = P								
Supporting Role = S								
Position	Role and Responsibility							
	Public Information	Alert and Warning	Approval of Messages	People with Disabilities and lack of access	Foreign Language	Media Coord.	Rumor Control	Joint Information Center Management
Town Manager or Town EOC Director			P					
Town PIO	P	P		P	P	P	P	P
Chief of Police	S			S				
Police Lieutenant	S			S				
Deputy Fire Chief	S			S				
Finance Officer					S			



## **Dare County**

The Town of Kitty Hawk is in Dare County. When regional JIC is operational, the Town of Kitty Hawk's PIO will provide approved messages for release by Dare County Emergency Operations.

### **Public Information Officer**

The PIO is the primary point of contact between the EOC, the media, and the public. The PIO prepares information releases, briefs media representatives, and provides press conferences and oversees rumor control activities. The PIO serves as a member of the Management/Command Staff and reports directly to the Emergency Services Manager. Assistant Information Officers may be assigned as needed. The Assistants may represent other jurisdictional departments, agencies or jurisdictions, and they may also be assigned to handle specific public information functions.

The Town PIO and Emergency Operations Center Director will provide training for Town personnel whose normal duties do not include citizen information or PIO Functions. This will ensure that PIO staff can independently set up and operate the Joint Information Center when it is activated.

### **Public Information Officer Team**

The PIO Team is composed of the main PIO, along with any Assistant Information Officers, as assigned. Assistant Information Officers will report to the PIO who will, in turn, report to the EOC Director. The PIO Team will work from the JIC and report information to the media and public in coordination with the EOC's approval. Information will also be provided directly to the public via the internet using Town and other regional public information sites.

### **Private Entities and Nonprofit Entities**

Local radio, print media and regional television stations will be utilized to get emergency information alerts and warnings out to the public. The Town PIO will work directly with the media to coordinate the dissemination of messages, using messages that have been developed within the EOC or JIC and approved by the EOC Director.

Non-government, nonprofit and volunteer organizations have a significant role in public information within the Town. Organizations will be looking for up-to-date information and citizens will be running to their familiar community organization as a source of information. Accurate and timely information that is developed by the PIOs and approved by the EOC will need to be disseminated to local organizations as well as residents. PIOs will work with all information including organization liaisons, to ensure the communication of the most accurate and up-to-date information. Communication of consistent information and messaging is critical to the safety and well-being of the community.

## Section 5: Concept of Operations

The town of Kitty Hawk PIO prepares and distributes disaster information to the public before, during and after disaster and emergency events, using all available media, communication methods and resources. Public information will be phased in accordance with the size and scope of the emergency.

### Pre-response

1. Review Local Media and television contacts and establish working relationship with representatives
2. Update Government Contacts
3. Provide ongoing training to Department Public Information representatives
4. Update Non-Profit, Volunteer and Private Sector Contact information
5. Promote Emergency Notification System Sign up Consistently
6. Provide PIO team has functioning equipment and access to technology for use during incident

### Response

The initial response will normally be covered by operating the Public Information function from the Town, with the EOC Director assembling a team of one or more departmental PIOs. Because of the nature of the incident, a PIO Team may need to be dispatched to deal with the media at the scene of an incident in support of an Incident Commander.

**Emergency Public Information Functions Include, but are not limited to:**

- Facilitate the issuance of effective warning information using available communications networks
- The timely and accurate dissemination of official information to the public during periods of emergency
- Coordinating the release of official news and information through recognized broadcast and print media services and organizations
- Response to specific media inquiries and calls from the public requesting information assistance
- Establishment and operation of a JLC as necessary to support Town or County Emergency Public Information activities
- Control rumors and misinformation

**The Town will use the following systems for proving alerts and notification**

- Activation of OBX Alerts System (Rave)
- Email Blast (Mailchimp)
- Fire and Police Department Social Media Pages
- Outer Banks Locals Social Media Page
- Vehicles with loudspeakers roving local streets and door-to-door alerts
- Dissemination of information to local media outlets, not for profit and volunteer organizations

- Coordination with Dare County Departments such as Emergency Management, Public Information and Social Services

### **Recovery and Mitigation**

The public information program will continue through the recovery and mitigation period, providing information and instructions about the Town, County, State and Federal government emergency operations, future plans for restoration of disaster affected areas and instructions on how to apply for Federal disaster assistance programs.

## **Planning and Inspections**

### **Section 1: Purpose and Scope**

This section outlines the roles and responsibilities of the Town's Planning Department before, during, and following a storm/emergency event. The positions covered by this section are the Director of Planning and Inspections, Building Inspector, Code Enforcement/Inspections Official, and Administrative Zoning Technician.

### **Section 2: Department Operations**

All Planning Department operations will be based at Town Hall in the event of Plan activation, unless otherwise specified by the Town Manager. The Director of Planning and Inspections will be responsible for reporting to the Town's EOC once activation has occurred. In the event that the Town Hall is damaged or becomes untenable, all personnel will be moved to the Kitty Hawk Police Department. While the Plan is in effect, the work schedule for all Planning Department personnel will be determined by the Town Manager in accordance with the needs of the Town.

### **Section 3: Storm Preparedness and Activation Phases**

#### **A. Duties Prior to Hurricane Season**

The Planning Department will be responsible for conducting the following tasks to prepare for hurricane season. The Director of Planning and Inspections will ensure that all of these tasks are completed before June 1<sup>st</sup> each year.

1. Director of Planning and Inspections
  - a. Coordinate with Town Staff in the development and maintenance of a reconstruction plan to be implemented following a major disaster
  - b. Contact prospective damage assessment team members and make sure they are willing to serve in this capacity. Enter into Memorandum of Agreement with individuals when possible
  - c. Review and update the standard operating procedures for planning and reconstruction operations before, during, and after an emergency/disaster situation
  - d. Develop a list of staff that will stay even if essential personnel are evacuated
  - e. Photograph and catalog public facilities and sound/oceanfront properties
2. Building Inspector / Code Enforcement Officer
  - a. Locate damage assessment charts
  - b. Identify the projected need for additional building inspectors following a major disaster and secure agreements for obtaining certified personnel from other localities
  - c. Assist Director with photographing and cataloging public facilities and sound/oceanfront properties.
3. Administrative Zoning Technician



- a. Obtain current tax records from county and maintain a current master list of property owners
- b. Secure parcel information in preparation for damage assessment
- c. Establish a permitting process that addresses the requirements of FEMA, CAMA, and the Health Department while expediting the permitting process as much as possible for property owners

## **B. 72 hours Prior to Storm**

1. Director of Planning and Inspections
  - a. Obtain all necessary FEMA documents from the Finance Department
  - b. Maintain a detailed and accurate log of all Planning Department activities. Log should include all receipts, expenditures, use of vehicles and equipment, hours, mileage, man-hours, for all storms related functions and expenditures. This will run continuously until storm operations cease
  - c. Contact and organize damage assessment teams, coordinate teams/tasks on Crisis Trac
  - d. Photograph and video all sections of the beach, or coordinate drone video of the beach
2. Building Inspector / Code Enforcement Officer
  - a. Conduct site visits to construction sites to inform contractors to secure building materials and trash
  - b. Prepare necessary damage assessment charts, equipment, and supplies
  - c. Ensure vehicles to be used for damage assessment are fueled up
  - d. Assist Director of Planning and Inspections in preparing for damage assessment.

## **3. Administrative Zoning Technician**

- a. Organize damage assessment packages with charts, maps, etc
- b. Prepare pertinent technical reconstruction information packets for dissemination to the public following the storm/emergency event
- c. Print adequate number of permit application forms and temporary condemnation notice placards
- d. Assist the Director with maintaining a detailed and accurate log of all Planning Department activities. This duty will run continuously until the storm operation ceases
- e. Assemble and maintain necessary equipment and supplies

## **C. 48 Hours Prior to Storm**

1. Director of Planning and Inspections
  - e. Have a damage assessment team meeting to review assessment procedures
  - f. Secure office, equipment, and files
  - g. Determine what Planning Department personnel will be staying and who will be evacuating if a county evacuation is ordered. Obtain post storm contact information for those who plan to evacuate

2. Building Inspector / Code Enforcement Officer

- a. On call to assist Fire Department with emergency electric/water cut-offs

3. Administrative Zoning Technician

- a. Organize damage assessment teams and vehicle assignments

## **D. 24 Hours Prior to Storm**

1. Director of Planning and Inspections

- a. Complete damage assessment preparations

## **E. During Storm**

It shall be the responsibility of all personnel who have evacuated to monitor all available news sources and stay informed about the situation in Kitty Hawk.

Personnel who have remained will be in a safe place until the storm has passed, and recovery operations can be initiated. If possible, prepare for recovery operations at this time.

## **F. Post Storm**

1. Director of Planning and Inspections

- a. Dispatch damage assessment teams to affected areas and supervise the damage assessment process.
- b. Serve as Department liaison with public
- c. Damage assessment team leader
- d. Compile damage assessment information for Dare County, State of North Carolina, FEMA, and other agencies
- e. Conduct survey of damaged areas and determine personal needs of the property owners. (if necessary)
- f. Photograph and video all sections of the beach, or coordinate drone video of the beach
- g. Tour Town with FEMA and other emergency officials to assess damage.
- h. Prepare damage reports for transmission to the appropriate State and Federal agencies.

*\*When FEMA officials arrive in Kitty Hawk, the Director of Planning & Inspection will take over the duties of the Code Enforcement/Inspections Official*

2. Building Inspector / Code Enforcement Officer

- a. Damage assessment team leader
- b. Write permits for repairs
- c. Inspect work in progress
- d. Discuss situation of damages and corrective actions with property owners

- e. Compile, complete and review damage assessment worksheets at the end of damage assessment shifts

### 3. Administrative Zoning Technician

- a. Issue permits as expeditiously as possible with priority given to critical facilities
- b. Ensure condemned structure detail is provided for contact of owner/agent. Provide property damage, condemnation and other property information to property owners/agents/contractors
- c. Serve as a resource/contact person for damage assessment teams
- d. Assist with compiling damage assessment information

## **Police / Law Enforcement**

### **Section 1: Purpose and Scope**

To provide traffic control, law enforcement services, and security for the Town of Kitty Hawk, its residents and visitors in preparing for, responding to, and recovering from a storm event. The positions covered by this section are the Chief of Police, Lieutenant, Detective Sergeant, Patrol Sergeant, Detective, sworn police officers, auxiliary police officers, Records Technician, and Evidence and Logistics Technician.

### **Section 2: Department Operations**

All Police Department operations will be conducted from the Kitty Hawk Police Department. The Chief of Police, or their designee, will be responsible for reporting to the Town's EOC once it is operational. The Chief of Police, or their designee, will report to the Town Manager on a schedule established by the Town Manager. If the Police Department is damaged or becomes untenable all personnel will have adequate resources to operate out of their vehicles until an alternative location can be identified.

While the plan is in effect, the Chief of Police, in accordance with the needs of the Town, will determine the work schedule for all departmental personnel. The Chief of Police, or their designee, will prepare and submit a daily report to the Town Manager on any operational issues that may arise before, during, and after a storm. All information or documentation collected will be routed to the EOC.

### **Section 3: Storm Preparedness and Activation Phases**

#### **A. Duties Prior to Hurricane Season**

The Police Department will be responsible for conducting the following tasks to prepare for hurricane season. The Chief of Police will provide a written status report to the Town Manager by June 1<sup>st</sup> of each calendar year.

1. Identify emergency law enforcement assistance needs. Develop and update mutual aid agreements to support those needs
2. Update the standard operating procedures for law enforcement operations before, during, and after an emergency/disaster situation
3. Update contact, and emergency contact, listings for all department members annually

#### **B. 72 Hours Prior to Storm**

1. Chief of Police



- a. Contact Dare County Emergency Management and surrounding law enforcement agencies to coordinate possible evacuation plans. (NCSHP-DCSO)
- b. Facilitate communications between KHFD, Public Works, and surrounding agencies
- c. Secure Satellite Communications for Town Staff (Global Communications 1-888-636-0767)
- d. Contact propane company and have LP Generator Tank filled

## 2. Lieutenant

- a. Inventory materials and supplies and stage in secure high ground area
- b. Check the status of all Police Department storm vehicles and stage in secure high ground areas, such as Town Hall or the Holy Redeemer Catholic Church
- c. Maintain a detailed and accurate log of all Police Department activities. Logs should include receipts, expenditures, use of equipment, hours, mileage, man-hours, and all storm related functions and expenditures utilizing Kitty Hawk Police Department and FEMA forms. Logs will run continuously until storm operations cease
- d. Develop a staffing list for the anticipated duration of the event
- e. Communicate situational updates every 6 hours, to include staffing levels and any changes to schedules

## 3. CID Commander

- a. Ensure all crime scene equipment is accounted for and stored in a secure and dry location

## 4. Evidence and Logistics Technician

- a. Ensure the Evidence Room and all property are in a secure and dry location
- b. Identify any equipment needs and produce the required equipment

## 5. Police Personnel

- a. Maintain daily operations
- b. Officers shall document any special needs or potential problem areas within the Town and report them to the Town EOC
- c. Pack clothing and personal supplies for at least one week and secure these items in their patrol vehicle. Be prepared to be self-sufficient for one week
- d. Bring portable radios, radio chargers, and batteries to the police department and store them in the designated area. All equipment will be labeled with the officer's call number for easy identification

## C. 48 Hours Prior to Storm

### 1. Chief of Police

- a. Coordinate with Dare County Emergency Management and surrounding law enforcement agencies in preparation for evacuation
- b. Coordinate with the Administrative Lieutenant to develop traffic plans and staffing to support the evacuation process

2. Records Technician

- a. Perform backup of all computer files necessary for daily operations (Form Files)
- b. Ensure all personnel have been issued their Town Credit Cards
- c. Contact IT management company to ensure all necessary off-site backups have been performed
- d. Ensure all IT and electrical equipment is located in a secure and dry location

3. Police Personnel

- a. Fuel all vehicles, fuel cans, and other equipment that may be needed during response and recovery operations
- b. Fill all water cans and store them in an accessible and secure location

#### **D. 24 Hours Prior to Storm**

1. Chief of Police

- a. If the decision is made to evacuate department personnel or equipment, implement the evacuation plan distributing equipment and personnel to their designated off-site location or for remaining within the town

2. Police Personnel

- a. Assist in County Evacuation (refer to the Dare and Currituck County Evacuation Plan)
- b. Provide security for Town EOC
- c. Distribute re-entry information if an evacuation plan is implemented

#### **E. During Storm**

Only emergency calls will be answered. An “emergency” will be defined by the Chief of Police or Officer in Charge.

#### **F. Post Storm**

1. Chief of Police

- a. Coordinate with State, County, and municipal law enforcement agencies for re-entry activities
- b. Make recommendations about the establishment of a curfew if necessary
- c. Contact Dare County Support Group with any information about road closings

- d. Complete FEMA forms
- e. Reconcile FEMA forms with time sheets
- f. Report emergency calls, operations, and plans to the Town Manager

## 2. Police Personnel

- g. Assess the overall condition of the Town
- h. Provide security for Town EOC
- i. Seek out and assist injured persons
- j. Enforce the provisions outlined in the Town of Kitty Hawk or Dare County "State of Emergency" Declaration
- k. Maintain law and order in the Town of Kitty Hawk
- l. Assist with traffic control for Dare County re-entry process
- m. Assist with the dissemination of emergency public information to groups of citizens affected and/or isolated by the emergency event

## **Public Works**

### **Section 1: Purpose and Scope**

This section outlines the roles and responsibilities of the Town's Public Works Department before, during, and following a storm/emergency event. The positions covered by this section are the Public Works Director, Public Works Supervisor, and the Public Works Technicians.

### **Section 2: Department Operations**

Designated Public Works Personnel will report to the Public Works Facility as instructed by the Public Works Director once the Plan has been activated. If the Public Works Facility is damaged or becomes untenable, all personnel will be moved to the Kitty Hawk Police Department.

### **Section 3: Storm Preparedness and Activation Phases**

#### **A. Duties Prior to Hurricane Season**

The Public Works Department will be responsible for conducting the following tasks to prepare for hurricane season. The Public Works Director will ensure that these tasks are completed before June 1<sup>st</sup> each year.

- a. Identify and present to the Council a qualified firm(s) to complete emergency repair and restoration of Town roads following an emergency/disaster. The Town should enter a MOA with the selected firm(s). This should be done in accordance with applicable bid laws. The Town shall first utilize the contractor that is contracted by Dare County in accordance with the Interlocal Agreement between the Town and the County. Should the County not activate their contractor, the Town shall use the contractor that we have contracted with.
- b. For debris monitoring purposes, the Town shall first utilize the monitoring firm that is contracted by Dare County, in accordance with the Interlocal Agreement between the Town and the County. Should the County not activate their contractor, the Town shall self-monitor debris collection.
- c. Identify and present to the Council a qualified firm(s) to perform monitoring of debris removal activities following an emergency/disaster. The Town should enter a MOA with the selected firm(s). This should be done in accordance with applicable bid laws.
- d. Identify a list of qualified firms(s) to provide portable pumps for the removal of stormwater following an emergency/disaster.
- e. Review the Town's approved Stormwater Management Plan with staff that will be performing pumping operations following a storm event.
- f. Develop and maintain resource lists with source, location, and availability of equipment, fuel, and operational personnel to support response/recovery operations.
- g. Identify manpower and equipment needs and procurement of necessary special emergency equipment.
- h. Provide storage and access to fuel for emergency service vehicles during emergency/disasters.
- i. Develop and maintain standard operating procedures for public works functions before, during, and after an emergency/disaster situation.
- j. Update resource typing list for departmental resources in accordance with FEMA guidelines.



- k. Develop a list of staff that will stay even if essential personnel are evacuated.

## **B. 72 Hours Prior to Storm**

### **1. Public Works Director**

- a. Secure portable pumps for post storm pumping operations upon consensus between the Town Manager and the Director.
- b. Ensure Emergency Fuel Tanks are full and fill up as necessary.
- c. Obtain credit card from the Finance Department for emergency purchasing needs.
- d. Contact and coordinate with debris removal, debris monitoring, and pump contractors.
- e. Obtain all necessary FEMA documents from Finance.
- f. Begin maintaining a detailed and accurate log of all Public Works Department activities. Log should include receipts, expenditures, use of equipment, hours, mileage, man-hours, and all storm-related functions and expenditures. This will run continuously until storm operations cease.
- g. Determine what Public Works Department personnel will be staying and who will be evacuating if a county evacuation is ordered. Obtain post-storm contact information for those who plan to evacuate.
- h. Work with IT to back up all computer files and documents.

## **C. 48 Hours Prior to Storm**

### **1. Public Works Director**

- a. Ensure contact with emergency recovery firms has been initiated and coordination of anticipated needs has begun.

### **2. Public Works Supervisor and Technicians**

- a. Secure materials to board up Town facilities
- b. Secure trash cans, construction materials, LP gas tanks, etc.
- c. Board up and secure all public buildings.
- d. Fill beach access cuts.

## **D. 24 Hours Prior to Storm**

1. Public Works Director
  - a. Secure department vehicles, apparatus, and equipment.
2. Public Works Supervisor and Technicians
  - a. Remove Town-owned signs at beach accesses.
  - b. Lock and secure all water valves to all town-owned facilities.
  - c. Personnel evacuating will be permitted to do so at this time.

## **E. During Storm**

It shall be the responsibility of all personnel who have evacuated to monitor all available news sources and stay informed about the situation in Kitty Hawk.

Personnel who have remained will be in a safe place until the storm has passed and recovery operations can be initiated. If possible, prepare for recovery operations at this time.

## **F. Post Storm**

1. Public Works Director
  - a. Coordinate with debris removal contractor.
  - b. Coordinate with DOT for the clearing of water and/or debris from Highways 158 and 12
  - c. Complete FEMA Force Account Labor Summary Form, Materials Summary Record, Contract Work Summary Record, and Force Account Equipment Summary Record and submit forms to the Town Manager.
  - d. Reconcile time sheets with FEMA reporting forms.
  - e. Report damage plans for clean-up and plans for the continued operation to the Town Manager on an agreed-upon schedule.
2. Public Works Supervisor and Technicians
  - a. Set up pumps and begin pumping operations as necessary.
  - b. Remove debris and trees from roads as soon as possible.
    - A. Priorities
      - a. Urgent Care Centers
      - b. Fire Department
      - c. Police Department
      - d. Public Works
      - e. Town Hall
      - f. US 158 (NCDOT)
      - g. NC 12 (NCDOT)
      - h. Woods Road (NCDOT)

- i. Kitty Hawk Road (NCDOT)
- j. Twiford Street (NCDOT)
- k. Lindberg Avenue
- l. Eckner Street and extension
- m. Moore Shore Road (NCDOT)

## **Fire Department**

### **Section 1: Purpose**

The purpose of this annex is to provide guidance to our department in establishing a policy for response during hurricanes and coastal storms to minimize the risk to fire personnel and to protect the human and physical infrastructure critical to safeguard our community before, during and after a storm.

### **Section 2: Introduction**

One of the most difficult decisions for an incident commander in these types of weather events is the determination to halt emergency response. It is the culture and nature of the fire service to go into any storm to save the lives of those they serve, even if it means sacrificing themselves.

However, responding at the height of a major storm risks the safety of the fire personnel, the emergency services infrastructure critical for sustaining long-term response and recovery efforts, and even the near- and long-term safety of citizens they mean to protect. Sustained winds or significant gusts can cause emergency vehicles to be pushed off the roadways or into oncoming traffic or cause vehicles to overturn. When winds reach a certain force, debris becomes a lethal weapon that can cause significant injury or even death.

The following model procedure, based on existing practices and sound principles, centers on the safety of personnel, complements the concepts of unified command and mutual aid and generates a standard framework of operating guidelines.

### **Section 3: Storm Preparedness and Activation Phases**

#### **A. Duties Prior to Hurricane Season**

Beginning in April of each year, the fire department should initiate the following actions:

- Review the fire department's standard operating guide, update as needed, and review with all members
- Update target occupancies list
- A target occupancy may be an occupancy with a high probability of trapped victims or a structure that stores many hazardous materials or is susceptible to structural failure.
- All companies familiarize themselves with the topography of their response area to become aware of flood-prone areas
- Inventory all equipment
- Ensure apparatus readiness
- Check the physical condition of each fire department building and facilitate repairs of any damaged roof areas, windows, or doors that could contribute to increased damage in a hurricane. Check and service as needed any sump pumps for basement areas. Be sure all surface area drains around the exterior of buildings are free and clear of all debris to allow for proper drainage



- Ensure all fire department generators have been serviced and are working
- Inventory and check batteries and chargers for portable equipment and be sure all are in working order and that there is an adequate number available
- Maintain all apparatus fuel tanks at no less than three-quarters full
- Contact the local emergency management office to review their plans and submit the fire department plan
- Ensure the fire department is part of the local emergency management operations. Review flood maps to determine if any fire department building is within the flood zone
- Develop plans for the relocation of apparatus, equipment, electronic devices, and departmental records
- Update department and personal phone lists for call-ins
- Coordinate evacuation and special-needs people in the community, refer to the Special Needs Registry
- Develop alternate communication plans for the event of a total system failure
- Develop a post-storm food and water plan for 7–14 days
- Update street maps due to probable loss of signage and landmarks
- Develop and communicate emergency evacuation plans in the event a station needs to be evacuated during an incident:
  - Predestination of safe havens
  - Instructions on shutting off the utilities.
  - Recommendations on securing (or evacuating with personnel) electronic equipment and pertinent records.
- Ensure all members have a personal family plan to secure their family and property in preparation for reporting to duty
- Establish a family contact number of family members can call to check on a department member

## **B. Hurricane Watch: Hurricane may become a threat within 36 hours**

- Fire department command and general staff should develop and implement an incident action planning process
- Top off station fuel tanks and apparatus, including spares, chain saws, generators, power units, portable pumps, etc
- Test and ensure all power equipment is operational
- Fill cascade bottles and SCBA bottles
- Secure adequate drinking water for personnel
- Secure all loose items around the exterior of stations
- Ensure all first responder/EMS supplies are up to normal levels
- Have additional supplies delivered as needed
- Develop work schedules to ensure proper sleep/rehab time
- When the local emergency operations center (EOC) is opened, ensure the fire department is represented

## C. Hurricane Warning: Hurricane is expected to hit within 24 hours

Additional recommendations for Hurricane Warnings: Chief and company officers are to use their discretion when responding, mindful of the safety of fire personnel as their top priority.

- Charge all batteries
- Encourage all personnel to move personal vehicles to higher ground if possible
- Consider relocating fire companies in the event of severe flooding
- Notify the public if fire protection in a certain area would be compromised. The fire department should issue media releases to advise the public that when certain weather conditions occur related to a hurricane, the fire department's response will cease *(be specific as to what those conditions are)*
- Implement recall plans if necessary

Suggested items for members who will be reporting for duty, to bring:

- 3 sets of clothes/work uniform/tee shirts
- 1 jacket
- 5 each undershirt, underwear, pairs of socks
- 1 extra pair of shoes/boots
- 3 bath towels
- Sleeping bag/bedding
- Personal flashlight and batteries
- Personal articles for 3 days
- Prescribed medication
- Toothbrush and toothpaste
- Deodorant
- Soap
- Shampoo
- Razor and shaving cream
- Mosquito repellent
- 3 days' supply of food that does not require refrigeration or cooking
- 3 gallons of water
- Other personal hygiene articles
- Staff spare apparatus as needed.

## D. Hurricane Operations

To provide fire/EMS response until the last possible moment, when storm conditions dictate that operations cease, the department will need to make a conscious and calculated decision that considers the realization that some apparatus and equipment may be vulnerable to the storm effects and may be damaged or lost.

- When responses cease due to wind conditions, all apparatus should be parked headfirst in the station causing the rear of the unit to be facing outward, thus protecting the windshield.
- Dispatch will relay all requests for service to the Town EOC/Area or Incident Commander, which will prioritize these requests for a response when conditions permit.

- Operating companies must notify dispatch and other responding companies of all hazardous conditions they encounter, including high water, road damage or blockage, etc.
- Before walking through water, members should use a pike pole or other tool to ensure the ground has not washed away or collapsed. Use extreme caution when walking through the water. Six inches of moving water can knock a person off their feet. Be aware of hazards in the water such as downed live electrical wires.
- Use extreme caution and limit speed when driving. Be especially cautious where the ground is saturated or flooded, the road could be washed away.
- Generators used to supply electricity to the station must be outside and, if possible, elevated while ensuring the exhaust is ventilated to the outside.
- If stations must be evacuated, company officers will ensure utilities are shut off, and the station is secure, and the company will report to the identified safe haven, all in accordance with predetermined evacuations plans.

## **Response procedures for Hurricane Operations**

- No member shall ride alone during a storm. All members will operate in pairs
- All members are to wear full bunker gear, including eye protection, for all responses in order to protect them from flying debris
- Aerial devices should not be operated when sustained winds are 35 mph or per department policy
- Prior to sustained wind speeds reaching 50 mph, or wind gusts over 65 mph, any chief officer or company officer who feels the situations encountered are sufficiently dangerous to the safety of personnel may cease operations and return to quarters. The officer must advise the incident commander and the dispatch center
- For the safety of the members, the fire department should discontinue response to all fire/EMS calls when sustained wind speeds reach 50 mph or wind gusts are over 65 mph. When the order to cease response is given due to hazardous wind conditions:
  - a. Units responding to or on the scene of an emergency shall continue their work until completed, at which time the units will return to the fire station or staging area
  - b. Units out of the station, but not on a call, should return to the fire station or staging area as soon as possible

## **E. Resuming Operations After the Hurricane**

1. Company officers shall conduct an immediate survey to give the TEOC or the Area/Incident commander an assessment of the following:
  - Personnel
    - Does any member require medical assistance?
    - Does adequate staffing exist?
    - Are there any other personnel problems?
  - Equipment
    - Report on damage to windshield, body, tires, aerial, equipment and pump

- Is the apparatus and related equipment operational?
- Can the unit be dispatched?

#### Facilities

- Is the station operational?
- Do any hazards exist in or immediately adjacent to the station?
- What significant repairs must be made?

2. Company officers should conduct an area survey as soon as possible surrounding the station (which can be observed from the station property) and report conditions to the incident commander.
3. Companies are to conduct a “drive-by survey” of their first-due area, if possible, including all target hazards identified in the preseason planning, and report conditions to command so they may get a full assessment of the incident and deploy resources in an efficient manner to where they are most needed.
4. While life-saving assistance remains the top priority, a search of predetermined target occupancies will be conducted as soon as possible.

*Due to the lack of communication, the chief or company officer may have to determine the company's need for self-dispatch based on the situation at hand.*

5. No member shall ride alone immediately following the storm. All members will operate in pairs or teams.
6. Personnel shall utilize all safety equipment available, work in teams and keep well hydrated. Every attempt should be made to abate the after-storm hazards in a safe manner.
7. Survey the area for any electric wires before cutting down any trees or debris.
  - If wires are present, assume they are live wires and contact the electric company to determine the status of the wires. Make sure members are aware that generators used by civilians may back feed into the system, thereby energizing downed wires.
8. Use chainsaws for appropriate use. Use proper care and protective gear.
9. Chief and company officers will establish and strictly enforce periodic rehabilitation times for fire personnel, as well as a relief program for all members.

Additional health and safety considerations include:

- Ensure all exposures to personnel are properly documented
- Provide vaccinations as necessary
- Provide post-storm follow-up care as needed

## **Appendix A: Resource List**

### **Emergency Notification System**

Rave Mobile Safety

[www.retrave.com](http://www.retrave.com)

Select Dare County Location

User Name and Password is required

Also Includes OBX Beach Conditions LIST SERV

### **Email ListServ Provider**

[www.mailchimp.com](http://www.mailchimp.com)

### **Town Website**

[www.kittyhawkknc.gov](http://www.kittyhawkknc.gov)

### **Local PIOs**

#### **Dorothy Hester**

Dare County PIO

[dorothy@darenc.com](mailto:dorothy@darenc.com)

252-475-5903

252-473-8328 (cell)

#### **Katelin Kight**

Assistant Director PIO

[katelin.kight@darenc.gov](mailto:katelin.kight@darenc.gov)

252-475-5900

#### **Kay Nickens**

Town of Duck Public Info & Events Director

252-254-5955

[knickens@ducknc.gov](mailto:knickens@ducknc.gov)

#### **Shelia Kane**

Town of Southern Shores Town Clerk

252-261-2394

[skane@southernshores-nc.gov](mailto:skane@southernshores-nc.gov)

#### **Rachel Tackett**

Kill Devil Hills PIO

252-449-5301

[rachel@kdhnc.com](mailto:rachel@kdhnc.com)

**Roberta Thuman**



Nags Head PIO  
252-441-5508  
252-449-2022

[roberta.thuman@nagsheadnc.gov](mailto:roberta.thuman@nagsheadnc.gov)

Jamie Whitley  
Manteo PIO  
(252) 473-4111

[jwhitley@manteonc.gov](mailto:jwhitley@manteonc.gov)

The Coastland Times  
Theresa Schneider  
[theresa.schneider@thecoastlandtimes.com](mailto:theresa.schneider@thecoastlandtimes.com)  
252-473-2105

The Virginian Pilot  
[tips@pilotonline.com](mailto:tips@pilotonline.com)  
Kevin Goyette  
[kgoyette@dailypress.com](mailto:kgoyette@dailypress.com)  
757-247-4776

The Daily Advance  
[news@dailyadvance.com](mailto:news@dailyadvance.com)  
Chris Day  
[cdav@aprenc.com](mailto:cdav@aprenc.com)  
252-329-9681  
Keshia Williams  
[kwilliams@aprenc.com](mailto:kwilliams@aprenc.com)  
252-329-9682

#### Regional TV Stations

WVEC TV News Now 13 ABC  
<https://www.13newsnow.com/>  
(757) 628-6200

WAVY News 10 NBC  
<https://www.wavy.com/>  
757-393-1010

WTKR Channel 3 CBS  
<https://www.wtkr.com/>

#### Local Churches

**Kitty Hawk Baptist Church**

3946 N Croatan Hwy  
252-261-3516

[www.kittyhawkbaptist.org](http://www.kittyhawkbaptist.org)

**Kitty Hawk United Methodist Church**

803 W Kitty Hawk Rd  
252-261-2062

[www.kittyhawkumc.org](http://www.kittyhawkumc.org)

**Lighthouse Christian Fellowship**

100 Beacon Dr  
252-261-3500

[www.obxchurch.org](http://www.obxchurch.org)

**Unitarian Universalist Congregation of the Outer Banks**

831 Herbert Perry Rd  
252-261-2801

[www.uucob.org](http://www.uucob.org)

## **Appendix B: Pre-Scripted Messages**

### **Warning General Incident**

1. The Town of Kitty Hawk has issued the following warning for those who live, work or are visiting (Describe the emergency)
2. An Emergency Situation in the Town of Kitty Hawk is current in progress at (Describe location using name of entity if known, street and cross street, other geographic features (ocean side, on the beach, sound side), the neighborhood name where appropriate (Describe the Situation)
3. Emergency personnel are currently responding to (Incident) and local officials are monitoring the situation. To keep yourself safe and allow ease of emergency response, please avoid this area until further notice (Describe the Situation)
4. To repeat, an emergency involving (name department\_ is currently in progress at (Repeat location in # 2 above)). Please avoid this area (Describe that the emergency is)
5. Do not call (911) for information about the emergency. Instead, stay turned to (radio/tv station/local media/Town of Kitty Hawk Email/Town of Kitty Hawk OBX ALERTS and Town Social Media sources) for additional official information. (Describe the emergency)

## **Road/Facility Closure**

The Town of Kitty Hawk Emergency Operations Center has issued the following warning for those who live, work, or are visiting.

It has been necessary to close certain local streets and highways due to:

- Flooding
- Snow and Ice
- Fire/Explosion
- Incident Involving Hazardous Materials
- Other

As of (TIME) today, the following roads have been closed by law enforcement officials:

### **Street/Route**

#### **At or Between**

1. Please avoid these routes  
(Fill in with road/routes to avoid)

2. If you must travel, use alternate routes, such as:  
(Provide alternative route)

3. We recommend that you refrain from driving and remain at home due to the travel conditions

4. Again, the roads and streets that have been closed are:

(Repeat as Listed)

5. Please stay tuned for additional information on the current emergency.

### **Warning – Shelter in Place**

The Town of Kitty Hawk has issued the following warning for those who live, work, or are visiting our area.

There has been an accidental release of hazardous material that is affecting a portion of the local area. People in the following area must take protective measures:

(Describe the Boundaries)

If you are in this area, do the following immediately to protect yourself:

1. Go inside your home, workplace, or the nearest building that appears to be reasonably airtight and stay there.
2. Take your pets with you.
3. Close all doors, windows, and any fireplace dampers. Cracks around doors and windows can be sealed with damp towels.
4. Turn off any heating or cooling system that draws in air from the outside.
5. Keep your radio on and turn to \_\_\_\_\_ to receive emergency announcements and instructions.
6. Gather items that you may need to take with you if you are advised to evacuate.

People traveling in vehicles should seek shelter in the nearest airtight structure. If a suitable structure is not immediately available, travelers should roll up car windows, close air vents and turn off the heater or air conditioner until they reach a suitable building.

If shelter is not immediately available, keep a handkerchief, towel, or damp cloth snugly over your nose and mouth until you get indoors.

If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message.

Please do not call 911 or local emergency officials for information. Stay tuned to \_\_\_\_\_ for additional information.

### ***If school is in Session, choose one of the following:***

1. Students at the following school are taking shelter at their schools:

Parents should not attempt to pick up students at school until the hazardous situation is resolved, and they are advised it is safe to do so.

2. Students at the following school (are/have been) evacuated to other facilities.



**Parents should not attempt to pick up students from schools that have been evacuated.**

Local officials will provide information on where to pick up school children as soon as it is available.

### **Special News Advisory – Pre-Evacuation**

The Town of Kitty Hawk Emergency Operations Center has issued the following advisory for those who live, work or are visiting the Town.

Due to the threat of \_\_\_\_\_ it may be necessary for people who live, work or are visiting certain local areas to evacuate soon. This area(s) that may be at risk include(s):

Potential evacuation routes from the area(s) include:

Evacuation is NOT recommended at this time. Local officials will advise you if evacuation is necessary. However, you should be prepared to evacuate if needed. To prepare, you should:

Assemble the following emergency supplies:

- Clothing for your family for several days.
- Bedding, pillows, and towels
- Prescription medicines and spare eyeglasses
- Soap and Toiletries
- Baby food and diapers
- A contact list of important telephone numbers
- Checkbook, credit cards and cash
- Driver's license and ID Cards
- Portable radio and flashlight

You should also:

- Gather suitcases, boxes, or bags to hold your emergency supplies.
- Be prepared to secure your home or office, and your property before departure.
- Ensure your car is in good shape and you have adequate fuel.
- Decide where you will go if you have to evacuate. Make arrangements with relatives or friends or consider making hotel or motel reservations.

If you know of any neighbors or co-workers with hearing or language problems or with access and functional needs, please advise them of this message. And if you have neighbors or co-workers who do not have transportation, offer to assist them if you can.

We want to emphasize that this is a PRECAUTIONARY message about possible evacuation. Evacuation is NOT recommended at this time.

Keep your radio or TV and monitor Town social media outlets and listen for further information about this situation. Please do not call 911 or local emergency officials for information as this impacts telephone lines needed for emergency operations.

### **Warning Message – Urgent Evacuation**

The Town of Kitty Hawk Emergency Operations Center has issued the following warning for those who live, work, or are visiting the Town.

Due to \_\_\_\_\_ that threatens/is affecting a portion of the local area, the (Town Manager/Incident Commander) recommends that people in the following area evacuate immediately to protect their health and safety:

Recommended evacuation routes from the area(s) at risk include:

Be sure to take essential items such as:

- Prescription medicines
- Eyeglasses
- ID Cards
- Checkbook/Credit cards
- Valuable Papers

Do not delay your departure to collect other belongings.

#### **Things to Remember**

- Take your pets with you, but make sure you bring a crate or cage for them.
- If you have no means of transportation, or if you are physically unable to evacuate on your own, ask a neighbor to assist you.
- If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-workers who need help or do not have transportation, offer to assist them if you can.
- Repeating local officials recommend the people in the following area(s) evacuate now: (repeat the area above.)
- Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.

# AGENDA ITEM # Consent

**DATE:** August 4, 2025

**SUBMITTED BY:** Finance Director

**SUBJECT:** Capital Reserve Fund 21 Interest Earned FY 2024-2025

**REF:** Allocation of the interest earned to the project Fire Truck E-One

## **BACKGROUND:**

The interest earned by the Capital Reserve Fund 21 in the fiscal year ending June 30, 2025, totals **\$210,639.37**. The interest is usually distributed to projects within the fund based on the percentage of participation.

I recommend allocating the total interest earned to the E-One Fire Truck project that has been ordered. The payment for this truck is due in the Fall of 2026 for \$961,320 plus taxes. If the interest is allocated to this truck, we will have \$986,467 at the end of FY 2025-2026.

## **DISCUSSION:**

**RECOMMENDED MOTION:** Consent Agenda Item

FY 2025-2026		CAPITAL RESERVE FUND 21				
Account	Utilities and Fund Balance	Balance 06/30/2025	Interest Earned as of 06/30/2025	Budget Transfer FY 2025-2026	Budget Transfer out FY 2025-2026	% Participation of total balance
Unreserved Fund Balance			210,639.37			
21-2500-0000						
21-2500-5001 Interest earnings General		3,234,567.43				70.69%
21-2500-5003 Storm Damage/Beach Nourishment		10,000.00				0.22%
21-2500-5004 Dump Trailer Replacement		39,000.00		6,000.00		1.03%
21-2500-5005 Caterpillar Backhoe Replacement		575,827.24		200,000.00		16.65%
21-2500-5006 Fire Truck & Equipment						
21-2500-5008 Parks & Rec Development, Town Resolution on October 1, 2012		174,734.77				3.82%
21-2500-5009 Upgrade Public Works Building		50,000.00				1.09%
21-2500-5010 Phone System Replacement		32,000.00				0.28%
21-2500-5011 Police In-car radios		32,000.00		20,000.00		1.14%
21-2500-5012 IT Development		33,470.82		20,000.00		1.17%
21-2500-5014 Finance Software Upgrade		0.00		10,000.00		
21-2500-5015 Board Walks		204,000.00				2.27%
21-2500-5017 Land Use Plan Update		6,000.00		3,000.00		0.20%
21-2500-5020 800mmx-Radio Replacement		6,500.00			(6,500.00)	0.09%
21-2500-5021 WAC Replacement at Fire Station		12,400.00		10,000.00		0.49%
21-2500-5022 Rembo Fire House Galley		15,000.00		5,000.00		0.44%
Total Assets		\$ 4,496,900.26		\$ 276,000.00	\$ (196,500.00)	\$ 4,576,900.26

**Finance Recommendation:**  
To allocate the interest earned in FY 2024-2025 to the Fire Truck E-One project in order now (payment due in Fall 2026) ~~\$961,320~~ plus taxes and delivery fees new balance will be: ~~\$986,466.61~~.

Agenda Item 9A

<b>Date:</b> August 4, 2025
<b>Submitted By:</b> Melody Clopton
<b>Subject:</b> Draft Operating Guidelines for High Quality Government
<b>Background:</b>  At the request of the Council, staff is presenting a draft of the Operating Guidelines for High-Quality Government. The purpose of this document is to establish operational guidelines for elected and appointed Board Members. The guidelines cover conduct, dress, and attendance.  The document would be reviewed with current Board Members and included in new Board Member Orientation.  Staff is seeking input from Council regarding this document.
<b>Recommended Motion:</b>  I recommend a motion to approve the proposed Operating Guidelines for High Quality Government.



# DRAFT



## **Town of Kitty Hawk Elected and Appointed Board Members Operating Guidelines for High Quality Governance**

*Board Members must commit to using the following guidelines to ensure high-quality governance:*

1. Honor the expressed will of the majority, respect the concerns of the minority, and give our best efforts to work for the benefit of all.
2. To ensure maximum productivity, the Board should focus on policy-making work, and the staff should focus on day-to-day operational work and provide progress updates.
3. Act with integrity and independence from improper influence as they exercise the duties of their office.
4. Faithfully perform the duties of their office. Board members should act as the 'especially responsible citizen' whom others can trust and respect.
5. Conduct the Work of the Board in an Open and Public Manner. Complying with all applicable laws governing open meetings and public records.
6. Review meeting materials thoroughly and identify any questions, concerns, or points requiring clarification from staff. Whenever possible, questions should be submitted to the staff in advance of the meeting.
7. All interactions should reflect a spirit of mutual respect, transparency, and cooperation.
8. All Town Council members must complete state statutorily mandated Ethics training within the first 90 days of taking office



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## **Dress Code for Board Members (Elected and Appointed)**

### **General Expectations**

Board members are expected to present a professional appearance at all official public meetings and events. Attire should reflect the organization's value of professionalism and foster public confidence.

#### **Acceptable**

- Slacks, trousers, shorts
- Dresses, skirts
- Blouses, golf-style shirts, or other collared shirts
- Sweaters and turtlenecks

#### **Not Acceptable**

- T-shirts with slogans or logos (unless organization-related)
- Athletic wear
- Excessively revealing clothing
- Hats or caps should be removed when conducting meetings in the Town Council chambers (unless for medical/religious reasons)

#### **Special Considerations**

- Cultural or religious attire is welcomed and respected.
- For site visits, community outreach, or outdoor events, appropriate exceptions (e.g., T-shirts, branded polos, safety gear) may apply.

---

## **Meeting Attendance for Board Members (Elected and Appointed)**

Board meeting attendance is vital for effective governance and typically requires a quorum (a minimum number of members present) to conduct official business.

1. Make every effort to attend scheduled meetings, arriving on time and prepared to discuss the topics at hand.



2. Giving as much notice as possible, notify the Town Clerk or Board Chair in the event you are unable to attend a meeting or you will be late.

---

### **Acknowledgment and Agreement**

I have read and understand the Operating Guidelines for High Quality Government. I agree to abide by these guidelines in order to contribute to a respectful, transparent, and productive process for the Town of Kitty Hawk.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Agenda Item 9B

<b>Date: August 4, 2025</b>
<b>Submitted By: Melody Clopton</b>
<b>Subject: Future Plans for Former Kitty Hawk PD Building – 722 W. Kitty Hawk Road</b>
<b>Background:</b> <p>With the Police now relocated to their new facility, the Town must decide the future of the old Police Building. Staff is seeking direction from the Council regarding the use of the building.</p> <p>The Building was built in 1961 and has 3558 square feet of conditioned space. The lot is zoned VC-1. There are 14 parking spaces and 2 accessible spaces.</p> <p>Options put forward by the Staff include:</p> <ul style="list-style-type: none"><li>• Sell the property (appraisal attached)</li><li>• Renovate the property for Seasonal Housing (if permitted)</li><li>• Lease the property</li><li>• Turn the property into a green space</li><li>• Use the property for Community Space</li></ul> <p>Costs associated with carrying the building include \$2,808 for flood insurance and \$6,529.52 for property insurance. The property insurance cost for a vacant building is higher than for an occupied building, which has a rate of \$5,645.51.</p>
<b>Recommended Motion:</b> <p>I recommend a motion to approve _____ the PD property.</p>



# Dare County - Property Records

Dare County - Property Records

018030000  
722 W KITTY HAWK RD, KITTY HAWK, NC,  
27949

TOWN OF KITTY HAWK  
PO BOX 549  
KITTY HAWK, NC,27949, USA

Assessed Value  
\$744,800

## PARCEL INFORMATION

Parcel ID	018030000	PIN	987506481537
Land Use Code	9600	Land Use Description	TOWN OF KITTY HAWK
District	KITTY HAWK	Neighborhood	08620055
Zoning Code	VC-1	Zoning Desc.	VILLAGE COMMERCIAL 1
Subdivision Code	0000	Subdivision	SUBDIVISION - NONE
Legal Desc.	LOT: 1-2 BLK: SEC:		
Plat Cab Slide	PL: SL:		
Deed Date	11/17/1995	Book / Page	1019 / 244
Tax Status	Exempt		

## SECONDARY OWNERS

No data to display

## ASSESSMENT DETAILS

### REAL ESTATE ASSESSED VALUE

Land Value	\$185,000
Building Value	\$548,700
Other Improvements	\$11,100
Total Assessed	\$744,800

## BILLING VALUE

Land Value	\$185,000
Building Value	\$548,700
Other Improvements	\$11,100
Total Value	\$744,800

## LAND

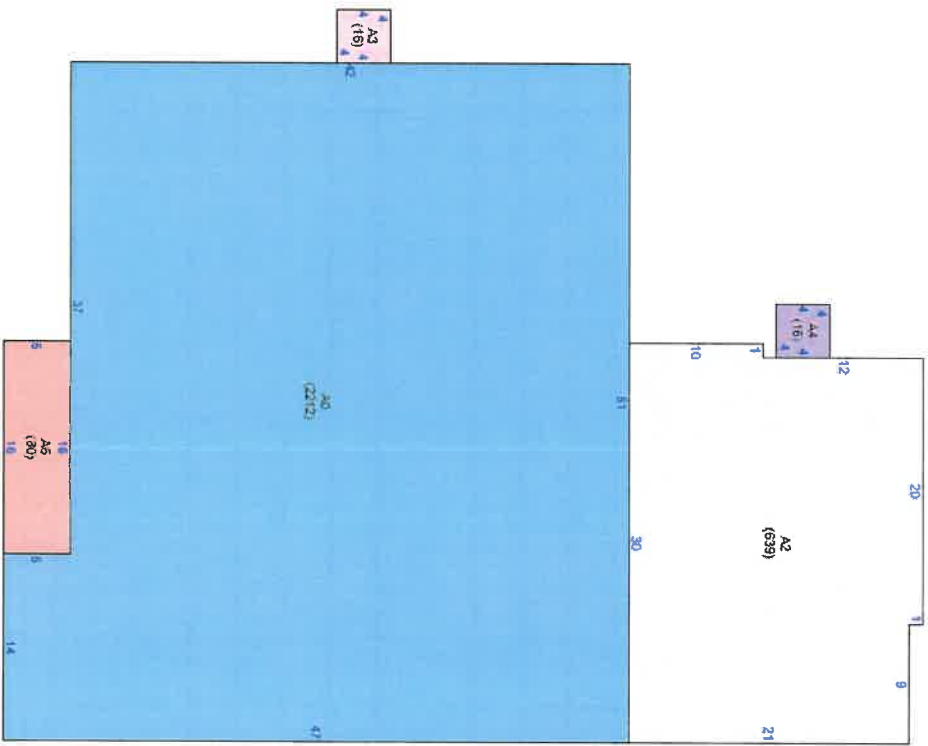
LAND DESCRIPTION		SQFT	ACRES
1 H62-08-Commercial Village Primary		14,000	0.3214
Total		14,000	0.3214

## BUILDINGS



BUILDING #: 1

Year Built	1961
Finished Area	3,558 SqFt
Stories	1
Style	POLICE/FIRE STATIONS
Exterior Wall	BRICK OR STONE
Heating / Cooling	CENTRAL - HEAT PUMP
Fuel Type	N/A
Bedroom(s)	N/A
Full Bath(s)	N/A
Half Bath(s)	N/A
Fireplace(s)	N/A
Attached Garage	N/A
Units	N/A



AREA INDEX	
+	1
WD1 - WOOD DECK	
+	2
WD1 - WOOD DECK	
+	3
AREA	
	16
WD1 - WOOD DECK	
	16
WD1 - WOOD DECK	
	80

# AREA INDEX

# AREA

PR5 - PORCH COVERED

## OTHER IMPROVEMENTS

BUILDING #	DESCRIPTION	YEAR BUILT	QTY	SIZE / COUNT
1	PC1 - PAVING CONCRETE AVERAGE	1975	1	6000
2	RS1 - FRAME UTILITY SHED	2013	1	80

## RECENT SALES HISTORY

The sales history includes only qualified sales made since January 1, 2016. A sale is qualified when it has been verified by the appraiser, as an arm's length transaction for fair market value. Only qualified sales are considered in the appraisal process.

No data to display

## VALUE CHANGES

The value change history shows only changes in appraised value; it does not show exemptions, exclusions or deferrals that could reduce a property's taxable value. If any of these are in effect for a particular tax year, it will be shown on the property tax bill for that year. It is also possible that some previous value changes might be missing from this list or listed in the wrong order.

REVALUATION EFFECTIVE DATE	ASSESSED VALUE
01/01/2025	\$744,800
01/01/2020	\$400,500
01/01/2013	\$349,600
01/01/2005	\$350,800

## PERMITS

Permits issued in the past 6 years. All information deemed reliable but not guaranteed. For more information, please visit Dare County's [searchable permit site](#).

DATE	PERMIT #	PURPOSE	PERMIT AMOUNT
03/27/2013	COM-3-13-3227	COMM NEW MISC	\$500
09/01/2011	COM-8-11-1950	COMM REMODELING	\$10,000





018030000 08-987506-062 04/23

Data last updated: 07/28/2025

APPRAISAL REPORT

OF

***KITTY HAWK POLICE STATION AND ADDITIONAL LOT  
A 4,501 SQUARE FOOT (GBA) BUILDING  
LOCATED AT 722 AND 717 W. KITTY HAWK ROAD  
KITTY HAWK, DARE COUNTY, NORTH CAROLINA***



Prepared For:

Ms. Melody C. Clopton, SPHR, PSHRA-SCP  
Town Manager  
Town of Kitty Hawk  
101 Veterans Memorial Drive  
Kitty Hawk, North Carolina 27949

Prepared By:

Gregory L. Bourne, MAI  
Bourne Appraisal Service  
Post Office Box 1687  
Nags Head, North Carolina 27959

Effective Date of Appraisal (Date of Appraisal):

March 12, 2025 (April 4, 2025)

# Bourne Appraisal Service

**Mailing Address**  
P.O. Box 1687  
Nags Head, NC 27959

**Gregory L. Bourne, MAI**  
(252) 441-1221  
[basobx@charter.net](mailto:basobx@charter.net)

**Office Location**  
4893 The Woods Road  
Kitty Hawk, NC 27949

Ms. Melody C. Clopton, SPHR, PSHRA-SCP

April 4, 2025

Town Manager

Town of Kitty Hawk

101 Veterans Memorial Drive

Kitty Hawk, North Carolina 27949

Re: Appraisal Report of the *Town of Kitty Hawk Police Station*, a 4,501 square foot (GBA) building **and** additional lot, located at 722 and 717 W. Kitty Hawk Road, in Kitty Hawk, Dare County, North Carolina (Our File Number 25-6104).

Dear Ms. Clopton:

I have made an inspection of the above referenced properties, reviewed the necessary documents and have collected market data indicative of the “**as is**” **market values of the fee simple estate** of same. This report has been prepared in accordance with sound appraisal practice and the Code of Professional Ethics and Standards of Professional Conduct of the Appraisal Institute, as amended, and The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP). The appraisal will be used for asset management purposes and/or to establish a reasonable asking price for the property in a potential future sale. The intended users include Ms. Melody C. Clopton, Town Manager, Kitty Hawk Town Council and the Town's employees and administrative staff.

The report contains a brief description of the property as well as the pertinent data, analysis and conclusions derived from my investigation.

Based on my analysis of the data collected, subject to the limiting conditions and definitions set forth in this report, I concluded that the “as is” **market value** of the *Kitty Hawk Police Station*, in fee simple title and as of March 12, 2025, was:

**EIGHT HUNDRED SEVENTY THOUSAND DOLLARS** (\$870,000)

Furthermore, I estimate that the “as is” **market value of the Lot located at 717 W. Kitty Hawk Road**, in fee simple title and as of March 12, 2025, was:

**ONE HUNDRED FIFTY FIVE THOUSAND DOLLARS** (\$155,000)

[continues]



Ms. Melody C. Clopton  
April 4, 2025  
Page Two (2)

**Based on the appraised values**, the property's anticipated marketing time is estimated at 12 months while the reasonable exposure time, which reflects the time on the market prior to a hypothetical sale on the effective date of appraisal, is estimated at 12 months.

Thank you for this opportunity to be of service to you. If I can be of further assistance, please advise.

Respectfully submitted,

*Gregory L. Bourne, MAI*

Gregory L. Bourne, MAI



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### **Addenda**

State License Certificate
Tax Abstracts

## CERTIFICATION

The undersigned does hereby certify that, to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, unbiased professional analyses, opinions and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved. **I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period IMMEDIATELY PRECEDING ACCEPTANCE OF THIS ASSIGNMENT.**
4. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
5. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated results, or the occurrence of a subsequent event directly related to the intended use of this appraisal. **The appraisal assignment was not made, nor was the appraisal rendered on the basis of a requested minimum valuation, specific valuation, or an amount which would result in approval of a loan.**
6. My analyses, opinions, and conclusions were developed, and this report has been prepared in conformity with, the requirements of the Code of Professional Ethics and Standards of Professional Practice of the Appraisal Institute, as well as the Uniform Standards of Professional Appraisal Practice.
7. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
8. No one other than the undersigned prepared that analyses, conclusions, and opinions concerning the real estate that are set forth in this appraisal report. However, other members of the staff of Bourne Appraisal Service may have assisted in obtaining and processing portions of the data used. The undersigned has made a personal inspection of the property that is the subject of this report.
9. No one provided significant professional assistance to the person(s) signing this report.
10. As of the date of this report, the undersigned designated appraiser has completed the requirements under the continuing education program of the Appraisal Institute.
11. The appraiser last inspected the property on March 12, 2025 and concluded that the Kitty Hawk Police Station's "as is" market value estimate, as of March 12, 2025, was \$870,000, in fee simple title and subject to the contingent and limiting conditions contained herein. Furthermore, I estimated that the "as is" market value of the lot situated at 717 W. Kitty Hawk Road was \$155,000 as of March 12, 2025 in fee simple title.

*Gregory L. Bourne, MAI*

Gregory L. Bourne, MAI  
State Certified General Appraiser # NC A215



## SUMMARY OF IMPORTANT FACTS AND CONCLUSIONS

Property Location:

The Kitty Hawk Police Station is located at 722 W. Kitty Hawk Road while the lot is situated at 717 W. Kitty Hawk Road, both in Kitty Hawk, Dare County, North Carolina (Postal Zip Code: 27949).

Tax Identification:

**Kitty Hawk Police Station:**  
Pin # 9875.06 48 1537 and Parcel # 018030-000

**Lot Located at 717 W. Kitty Hawk Road:**  
Pin # 9875.06 48 1337 and Parcel # 018156-001

Present Use:

***Kitty Hawk Police Station Plus Overflow Parking Lot;*** The building, a former US Post Office, is owned by the Town of Kitty Hawk and it is occupied by its Police Station while the Town's lot is used for overflow parking. Also, a shed on the lot is utilized by another Town Department for storage.

Property Rights Appraised:

Fee simple estate

Hypothetical Conditions:

None

Extraordinary Assumptions:

**In preparing this appraisal, current surveys for either the Police Station site or lot were unavailable and I have relied on Dare County tax information, GIS maps and recorded plats to determine the site areas, road frontages, etc. I have made the extraordinary assumption that my various estimates are reasonably correct. If this extraordinary assumption is found to be false, it may impact the value estimates contained herein.**

Property Owner:

Town of Kitty Hawk

**Site Data:**

Based on Dare County tax information, the Police Station is situated on a 14,000 s.f. or 0.3214 acre site that has 105± front feet on W. Kitty Hawk Road. The parcel has an irregular shape (105' x 120' x 100' x 150'). Known as Parcel 2 on a Subdivision Plat for Lloyd F. & Margaret A. Tuttle, recorded at Plat Cabinet E, Slide 754 in the Dare County Registry, the Overflow Parking Lot contains 10,043 s.f. or 0.231 acres and it has about 110 front feet on W. Kitty Hawk Road. A canal runs along the rear (eastern) property line to an average depth of about 20 feet and it occupies approximately 2,300 s.f. of the parcel. The useable land area is estimated at 7,743 s.f. (10,043 s.f. - 2,300 s.f.). The lot has an irregular shape (110± x 114.18' 116.65' x 69.53').

**Zoning:**

VC-1 Village Commercial District



Assessments and Taxes (2024):

Kitty Hawk Police Station	
Land Assessment	\$185,000
Building Assessment	548,700
Other Improvements Assessment	11,100
Personal Property Assessment	0
Total Assessment	\$744,800
Tax Rate Per \$100 of Assessment	\$0.7005
Tax Liability	\$5,217.32
Delinquent Taxes	\$0.00

Lot Located at 717 W. Kitty Hawk Road	
Land Assessment	\$101,400
Building Assessment	0
Other Improvements Assessment	7,600
Personal Property Assessment	0
Total Assessment	\$109,000
Tax Rate Per \$100 of Assessment	\$0.7005
Tax Liability	\$763.55
Delinquent Taxes	\$0.00

Description of Improvements:

The Police Station building contains 4,501 square feet of gross building area (GBA) of which 2,851 square feet is first floor space and the balance, 1,650 square feet, is situated on a second level. The first floor is constructed of masonry block while the second floor is wood frame. The building is construction on a concrete slab and brick pier foundation and the exterior walls are brick and vinyl siding. The roof cover is good grade composition asphalt shingles and HVAC is provided by a heat pump system (2 zones). Although the building was originally constructed during 1961 as a US Post Office, it was converted into its present use after the Town of Kitty Hawk acquired the property in 1995. Formerly an one (1) story building, the Town added a second floor and the building has been modernized and upgraded over the years. The building's economic life is estimated at 50 years and its effective age is estimated at 20 years and its remaining economic life is 30 years. The structure is an average quality product in good condition for its age.

Highest and Best Use:  
Land as Though Vacant:

Single family residential uses

As Improved:

Present usage

<b>KITTY HAWK POLICE STATION</b>		
Effective Date of Appraisal		"As Is" Market Value Estimate March 12, 2025
Marketing Time		12 months
Property Rights Appraised		Fee Simple Estate
Land Value Estimate - Lot Located at 717 W. Kitty Hawk Road		\$155,000
Cost Approach		Omitted
Sale Comparison Approach		\$870,000
Income Approach		\$850,000
Final Value Estimate		\$870,000

## GENERAL ASSUMPTIONS AND LIMITING CONDITIONS

This appraisal report has been made with the following general assumptions and limiting conditions:

1. No responsibility is assumed for the legal description or for matters including legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated.
2. The property is appraised free and clear of any or all liens or encumbrances unless otherwise stated.
3. Responsible ownership and competent property management are assumed.
4. The information furnished by others is believed to be reliable. However, no warranty is given for its accuracy.
5. All engineering is assumed to be correct. The plot plans and illustrative material in this report are included only to assist the reader in visualizing the property.
6. It is assumed that there are no hidden or unapparent conditions of the property, subsoil or structures that render it more or less valuable. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.
7. It is assumed that there is full compliance with all applicable federal, state and local environmental regulations and laws unless noncompliance is stated, defined and considered in the appraisal report.
8. It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless a nonconformity has been stated, defined and considered in the appraisal report.
9. It is assumed that all required licenses, certificates of occupancy, consents or other legislative or administrative authority from any local, state or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in this report is based.
10. It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in the report.
11. **No survey was made especially for this appraisal. Property lines, area calculations, etc., of record, or otherwise provided, are assumed to be correct.**
12. The distribution, if any, of the total valuation in this report between land and improvements applies only under the stated program of utilization. The separate allocations for land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.
13. Possession of this report, or a copy thereof, does not carry with it the right of publication.

14. The appraiser, by reason of this appraisal, is not required to give further consultation, testimony or be in attendance in court with reference to the property in question unless arrangements have been previously made.
15. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser or the firm with which the appraiser is connected) shall be disseminated to the public through advertising, public relations, news, sales or other media without the prior written consent and approval of the appraiser.
16. The forecasts, projections or operating estimates contained herein are based upon current market conditions, anticipated short-term supply and demand factors and a continued stable economy. These forecasts are, therefore, subject to changes in the future.
17. In this appraisal assignment, the existence of potentially hazardous material used in the construction or maintenance of any building, such as the presence of urea formaldehyde foam insulation and/or the existence of toxic waste, which may or may not be present on the property, has not been considered. The appraiser is not qualified to detect such substances. The client is urged to retain an expert in this field, if desired.
18. It is assumed that the subject has never been utilized as a waste disposal site for toxic or other hazardous waste materials as defined by the appropriate government agencies.
19. This appraisal report has been prepared for the exclusive benefit of Melody C. Clopton, Town Manager, the Kitty Hawk Town Council as well as its employees and staff. It may not be used or relied upon by any other party. Any party who uses or relies upon any information in this report, without the preparer's written consent, does so at his own risk. Use by others is not intended by the appraiser.
20. The Americans with Disabilities Act ("ADA") became effective January 26, 1992, after the construction of the subject. Only a specific compliance survey and analysis of the subject can determine conformity with the requirements of the ADA. The appraiser is not qualified to determine ADA compliance. If the client is concerned about ADA issues, he is urged to obtain a specific compliance survey.
21. Appraiser is not a building inspector, contractor or engineer. Appraiser conducted a visual inspection of only the accessible areas. Appraiser makes no guarantees about the structural integrity of the property and assumes no adverse conditions exist. An expert should be consulted and further inspection conducted if there are any concerns about structural integrity.

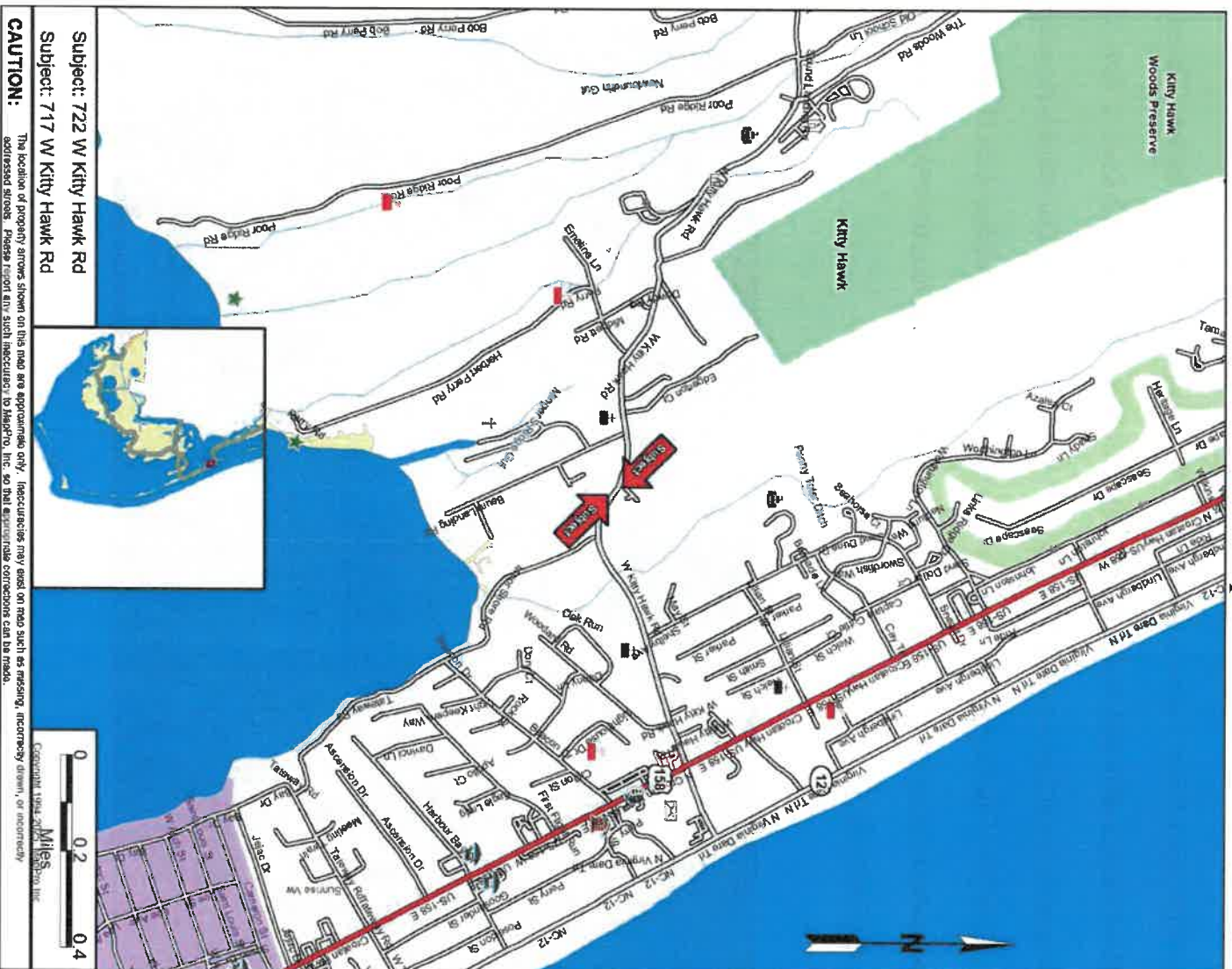


### IDENTIFICATION OF THE PROPERTY

The Kitty Hawk Police Station is located at 722 W. Kitty Hawk Road while the lot is situated at 717 W. Kitty Hawk Road, both in Kitty Hawk, Dare County, North Carolina (Postal Zip Code: 27949). The lot's legal description is Parcel 2 on the Lloyd F. & Margaret A. Tuttle Subdivision Plat which is recorded at Plat Cabinet E, Slide 754 in the Dare County Registry. The Police Station is identified in the Dare County Real Estate Assessor's Office by tax pin map 9875.06 48 1537 and parcel number 018030-000 while the lot is known as Pin # 9875.06 48 1337 and Parcel # 018156-001.



# Location Map



Subject: 722 W Kitty Hawk Rd

Subject: 717 W Kitty Hawk Rd

## CAUTION:

The location of property arrows shown on this map are approximate only. Inaccuracies may exist on maps such as missing, incorrectly drawn, or incorrectly addressed streets. Please consult with such inaccuracies to the best of your knowledge and discretion.

**SUBJECT PHOTOGRAPHS**

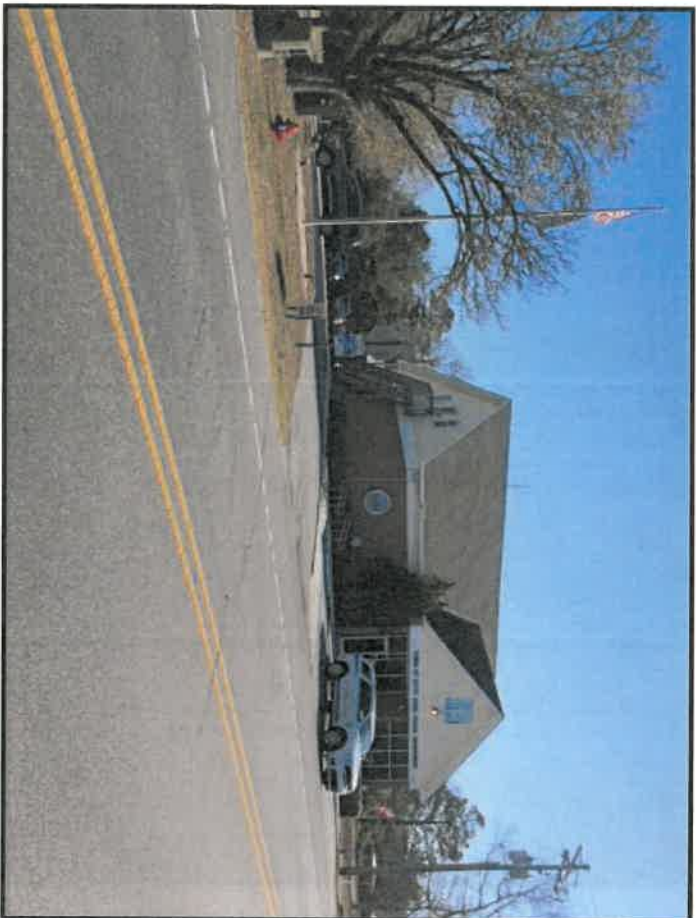


**Kitty Hawk Police Station Facing Northwest**



**Kitty Hawk Police Station Facing North**





**Kitty Hawk Police Station Facing Northeast**



**Kitty Hawk Police Station Facing Southeast**



**Kitty Hawk Police Station Facing South**



**Generator and Storage Shed**





**Entry Lobby**



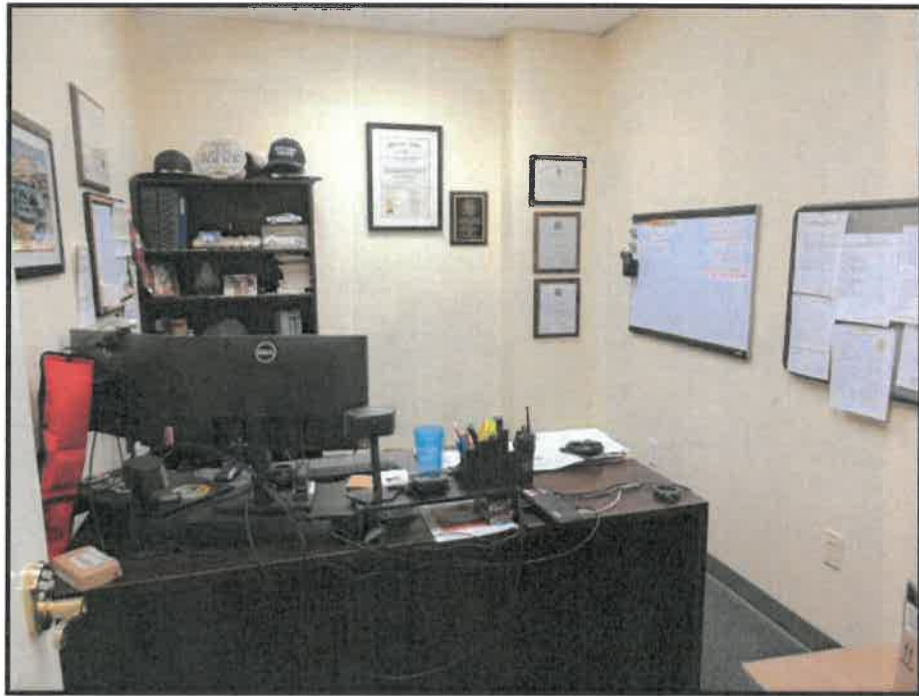
**Front Desk**



**Dispatch Stations**



**File Storage Room**



**Office**



**Restroom**

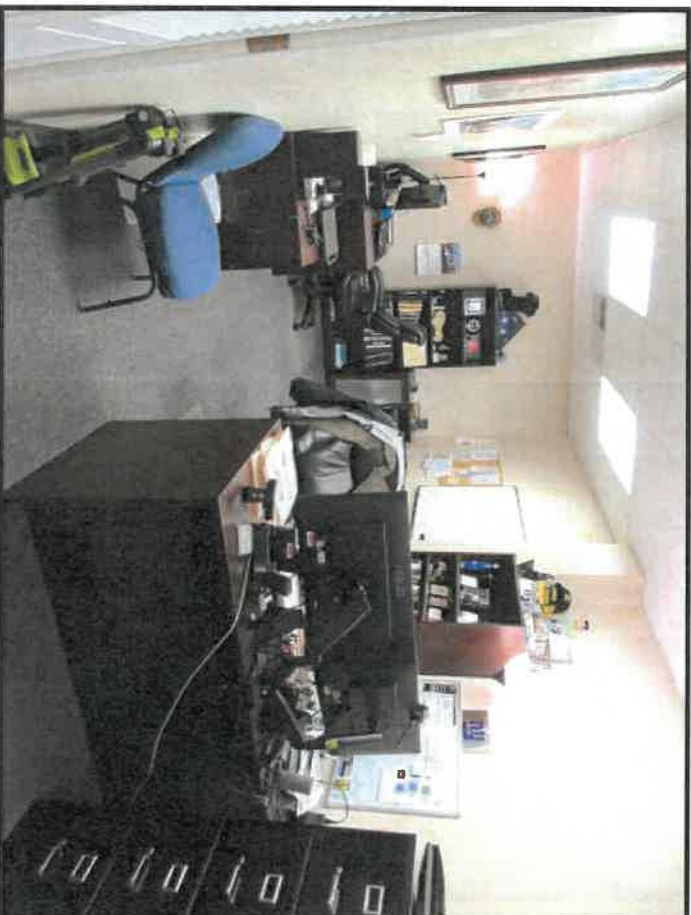


**Break Room**

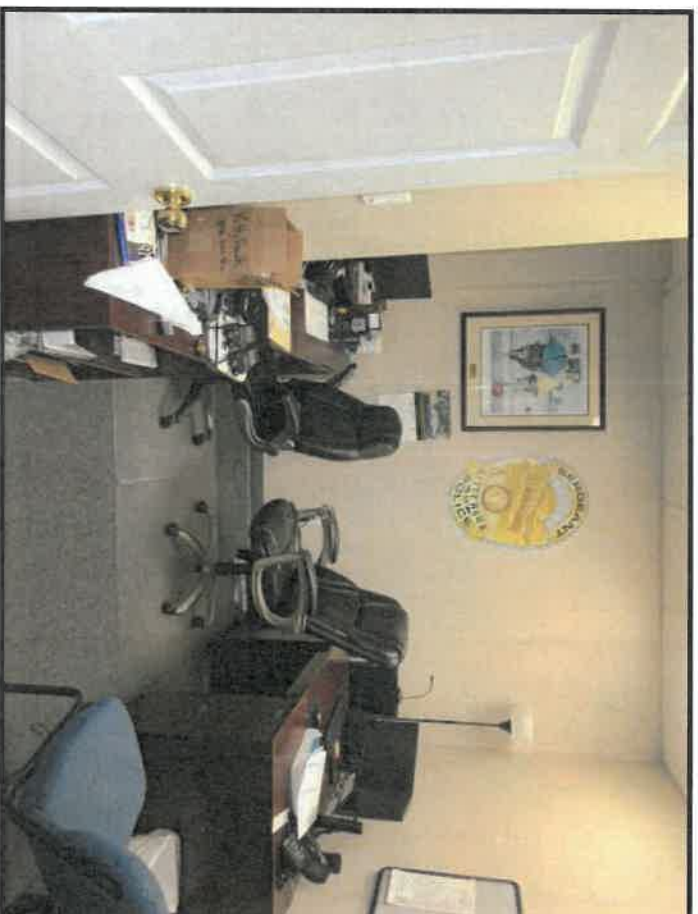


**Electronics Room**





Office



Office





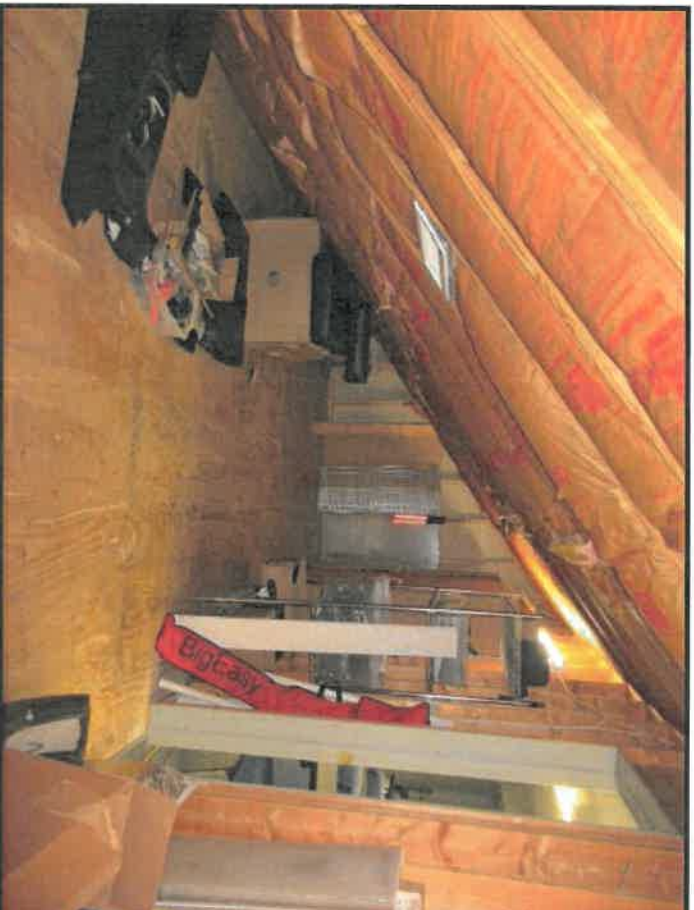
**Second Floor Locker Room**



**Second Floor Meeting/Class Room**



**Second Floor Conference Room**



**Attic Storage with HVAC**

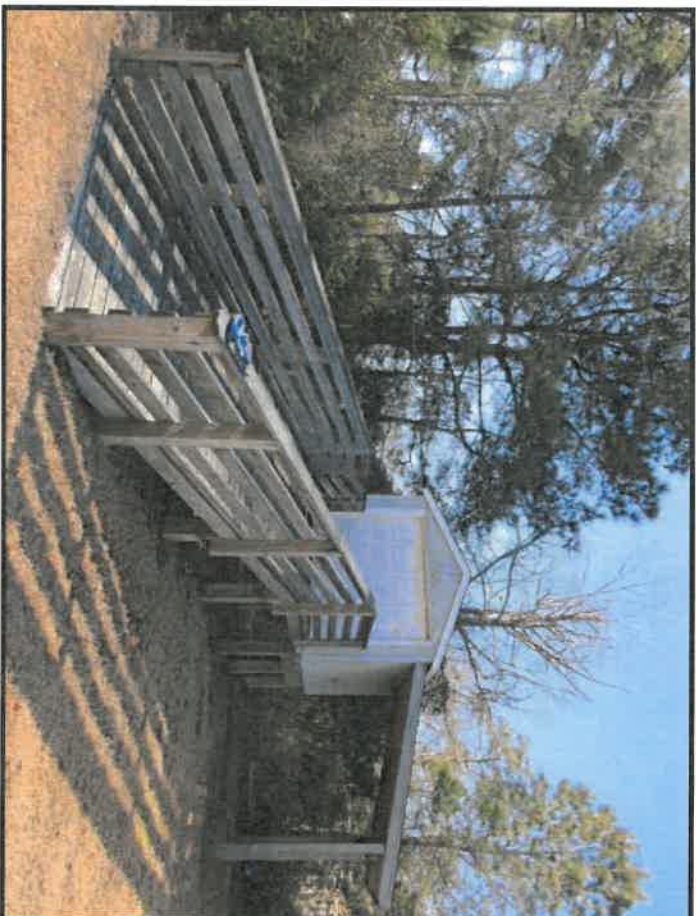


**Overflow Parking Lot Facing Southeast**



**Overflow Parking Lot Facing Southwest**

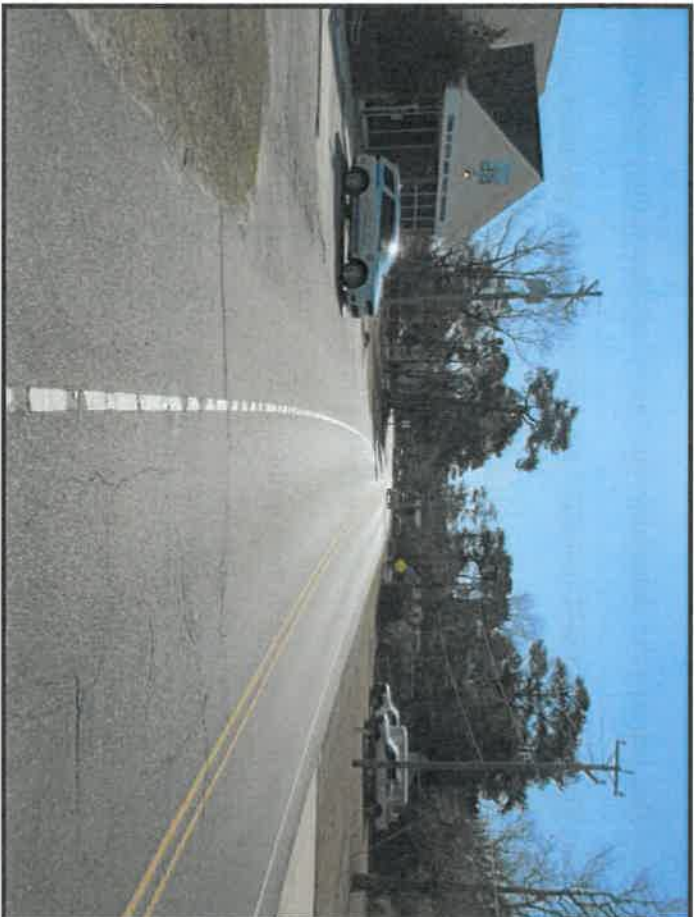




**Storage Building on Overflow Parking Lot**



**Parking Lot Entrance to Police Station Facing North**



**W. Kitty Hawk Road View Facing East**



**W. Kitty Hawk Road View Facing West**



## **PURPOSE, USE AND DATE OF THE APPRAISAL**

The purpose of this report is to determine the “as is” market values of the Police Station and Overflow Parking Lot. The appraisal will be used for asset management purposes and/or to establish a reasonable asking price for the property in a potential future sale. The intended users include Ms. Melody C. Clopton, Town Manager, Kitty Hawk Town Council and the Town’s employees and administrative staff. The effective date of appraisal is March 12, 2025 which is the date of my property inspection. The date of appraisal, which reflects the date on which the appraisal is transmitted to the client, is April 4, 2025.

## **DEFINITION OF MARKET VALUE**

Per 12C.F.R. § 323.2-(g) of Rules and Regulations of the FDIC and Interagency Appraisal and Evaluation Guidelines (December 2, 2010), “Market Value” is defined as “the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. buyer and seller are typically motivated;
2. both parties are well informed or well advised, and each acting in what he considers his own best interest;
3. a reasonable time is allowed for exposure in the open market;
4. payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.”

In this appraisal assignment, your appraiser has assumed that the market value estimate is based on a cash sale or typical financing which could be secured through a commercial lending institution. Typical mortgage financing can be secured at a 6.50 to 7.50 percent annual interest rate with a 15 to 20 year amortization period and a three (3) to seven (7) year call. The typical loan to value ratio is 70 to 80 percent with an one (1) point loan fee. Construction loan financing is typically based on a prime plus basis (usually 0.0 to 2.0 points). With the typical prime interest rate at 7.50 percent, construction loan financing ranges between 7.50 to 9.50 percent.

#### **MARKETING PERIOD AND EXPOSURE TIME**

From interviews with brokers and knowledgeable market participants and sales of Outer Banks commercial, residential, industrial, special purpose and mixed use properties, it appears the typical marketing period is 12 months provided the property is offered at a reasonable asking price. The marketing period is a function of the asking price for the property. If an owner lists a property at an unrealistically high value, it will have an extended marketing period unless the asking price is adjusted to reflect current market return rates and expectations. The subject's "as is" market value estimates are based on a 12 month marketing period. The subject's reasonable exposure time, which reflects the days on the market prior to a hypothetical sale on the effective date of appraisal, is estimated at 12 months. Sales figures for 2024 provided by the Outer Banks MLS portray an average marketing time for improved commercial and industrial properties of 277 days (161 days median) and currently active listings show the average days on the market for these improved properties being 239 days (136 days median). The typical brokerage fee for a property similar to the subject is four (4) to six (6) percent and within Dare County, the seller pays a 1.00 percent land transfer tax which is based on the gross sales price.

## PROPERTY RIGHTS APPRAISED

The fee simple estate is valued in this appraisal report. The term fee simple estate can be defined as an "absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, escheat, police power, and escheat."<sup>1</sup>

## STATEMENT OF OWNERSHIP

The subject is owned by the Town of Kitty Hawk.

## SCOPE OF WORK RULE

Under the Scope of Work Rule, "an appraiser must: 1. identify the problem to be solved; 2. determine and perform the scope of work necessary to develop credible assignment results; and 3. disclose the scope of work in the report."<sup>2</sup> In this assignment, the "as is" market values of the Police Station and Overflow Parking Lot have been estimated. Most of the elements of the Scope of Work Rule are discussed throughout this appraisal report while some issues are considered in this section. **In this appraisal, it is assumed the reader is familiar with most appraisal concepts as well as the subject's general market area and as such, boiler-plated descriptions have been minimized while a detailed analysis is made in the valuations sections. Furthermore, minimal demographic data have been included while greatest emphasis has been placed on current economic trends and analysis.**

The scope of the appraisal defines how and where the data sources are collected and the extent that these data are applied to standard appraisal practices and procedures. In this appraisal assignment, area and

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<sup>1</sup> Appraisal Institute, The Dictionary of Real Estate Appraisal, 7<sup>th</sup> Edition, p. 73.

<sup>2</sup> Uniform Standards of Professional Appraisal Practice, 2024 Edition, Appraisal Standards Board, The Appraisal Foundation, page 15.

neighborhood data are collected from the North Carolina Office of State Budget and Management, the North Carolina Department of Revenue, North Carolina Department of Transportation, North Carolina Power Company, Outer Banks Chamber of Commerce and a physical inspection of the neighborhood. Also, local government officials are interviewed about zoning and real property assessment issues.

Single family lot and improved sales are collected from transfers of residential and commercial properties located in Dare and Currituck Counties. Sales data are assembled by researching tax records, transfer data and the Outer Banks MLS. These sales are confirmed with either a real estate agent involved in the transaction, the grantee, the grantor or other knowledgeable market participant. Market rent and leasing information is obtained from interviews with owners and leasing agents of similar properties located within the subject's general market area. In the appraisal assignment, the sales comparison and income approaches will be utilized to value the improved property. Due to the age of the improvements, the cost approach is not deemed an appropriate or reliable measure of the Kitty Hawk Police Station's "as is" market value and along with its land value estimate, it has been omitted. In the income approach, I have used the direct capitalization method to estimate value. **On the Outer Banks, investors in the subject's property class seldom use a discounted cash flow analysis (DCF) and as such, it has been omitted.** A sales comparison approach will be employed to value the Overflow Parking Lot. Although this lot is improved with a storage shed, its location on the site may be problematic for placement of building and site improvement and these small structures typically add no value to the underlying land.

#### AREA ANALYSIS - OUTER BANKS (SUMMARIZED)

The subject is located in a seasonal resort area known as the Outer Banks. In recent years, Dare and Currituck Counties had strong growth in all economic sectors. Building activity and real estate sales have increased significantly while the traditional measures of the tourist trade, including occupancy tax

collections, retail sales and food/beverage sales, have risen dramatically. Overall, the Outer Banks economy had displayed consistent growth patterns. **Please refer to the Current Market Outlook on page 32.**

#### NEIGHBORHOOD ANALYSIS (SUMMARIZED)

The subject is a public service facility located in commercial/business area extending westward from N. Croatan Highway to the intersection of The Woods Road and W. Kitty Hawk Road in Kitty Hawk Village. In addition to the subject, nearby uses include Northeastern Marine, Cozy Kitchens, Kitty Hawk Painting, Town of Kitty Hawk Repair/Service Garage, an apartment building, concrete contractor's warehouse, a small strip commercial building known as Village Plaza, Fred Smith Company Complex, Town of Kitty Hawk Fire Station and single family dwellings. As of the effective date of appraisal, there were considerable upward pressures on residential, commercial, industrial and land values and brokers have reported that due to strong demand, rates for vacation rentals have increased considerably in the past year.

The subject's neighborhood contains the largest concentration of light industrial uses on the Outer Banks and besides a few industrial zoned parcels on the west side of Kill Devil Hills and in Kitty Hawk Village, there are no other beach areas that would permit industrial uses. The businesses located in the subject's neighborhood provide services and products to tourists, permanent residents as well as other Outer Banks businesses. Competing industrial districts are situated on Roanoke Island near the Dare County Regional Airport and in Lower Currituck County and these areas are situated five (5) to 15 miles from the Outer Banks. Typically, businesses in these second tier markets serve the beach communities and Outer Banks light industrial properties have a distinct locational advantage.

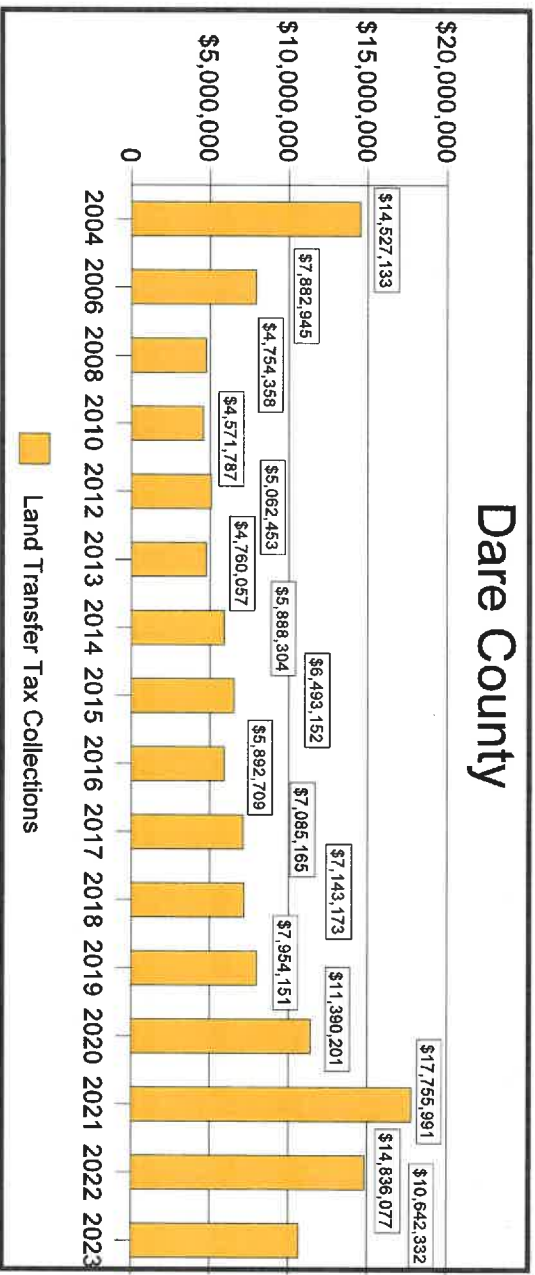
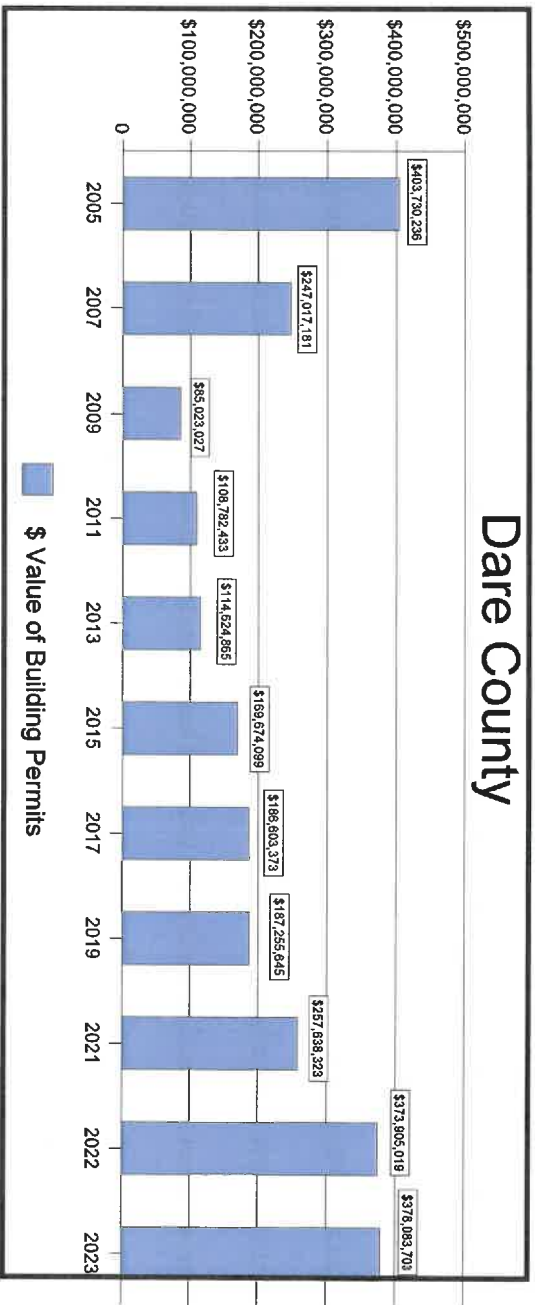


## CURRENT MARKET OUTLOOK

Over the years, Dare, Currituck and Hyde Counties have experienced tremendous growth and despite slowdowns during recessions, the upward trend continues. The Outer Banks and Northeastern North Carolina Markets are not immune to national economic cycles and certain sectors, especially real estate and construction, have a boom and bust character. In this section, we have focused on those factors that impact the health of the local economy and unless it has a direct effect on the local market, demographic statistics are not emphasized. In the following sections, we will describe the drivers of the subject's unique market.

### Land Transfer Taxes and Building Permits

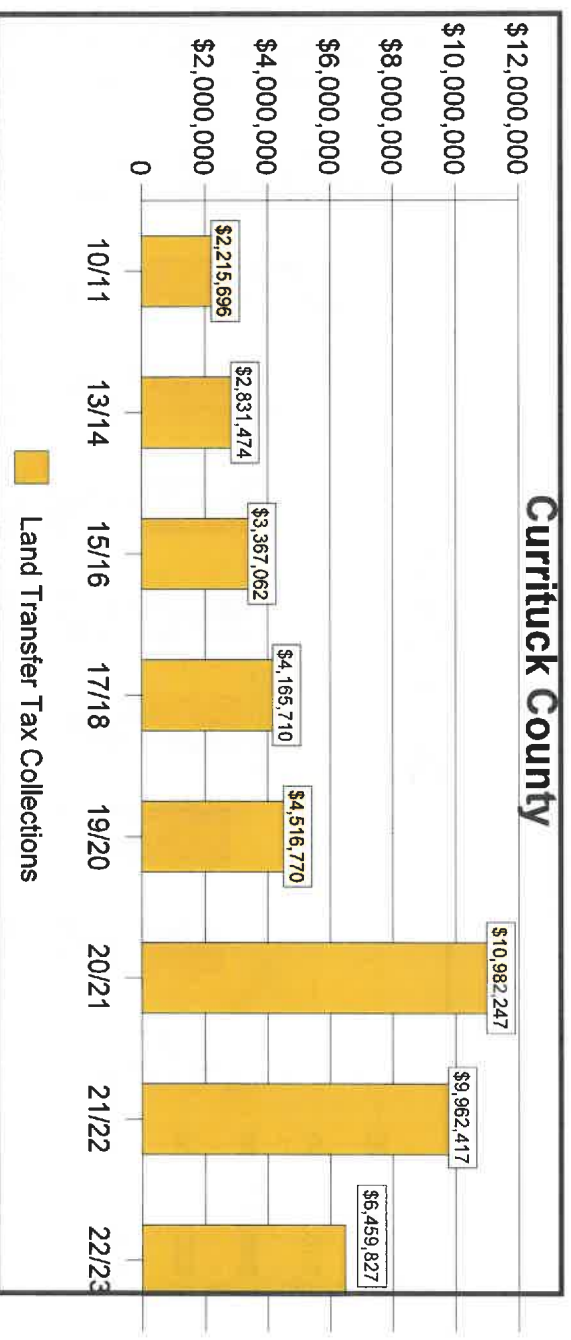
Land transfer taxes are a good proxy for real estate sales while the dollar value of building permits portrays the health of the construction sector. Jobs in real estate and construction represent a large share of the local employment base. Despite increasing steadily after the trough in 2009, the dollar value of building permits in 2023 are still below the peak construction activity achieved in 2005 although they have more than quadrupled since the depths of the Great Recession (2009). With the explosion in real estate sales during the Covid-19 Pandemic, real estate sales have surpassed the pre-Great Recession height achieved during 2004. The current period portrays a more sustainable level for building construction while real estate sales have slowed as interest rates have risen. During 2020 and 2021, both real estate sales and construction grew rapidly due to the unexpected good fortune the local market experienced from the coronavirus pandemic. However, the impact of increasing interest rates has slowed sales during 2022 and 2023 even though they are still greater than the pre-pandemic past.



We were unable to obtain historic building permit values from Currituck County but land transfer data was available for a number of fiscal years ending on June 30<sup>th</sup> and the data are listed in the following table. Over the past decade, land transfers have increased steadily from the depths of the Great Recession although with the onset of the coronavirus pandemic, sales exploded during the 2020/2021 and 2021/2022

fiscal years although they declined significantly during 2022/2023 fiscal year. **In the long-run**, the Outer

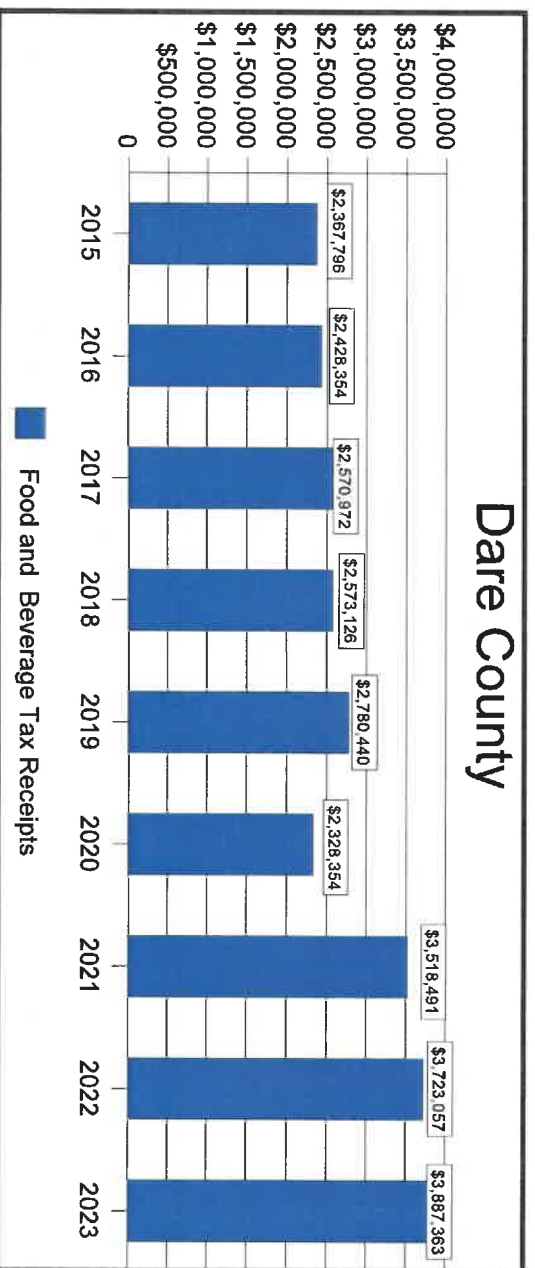
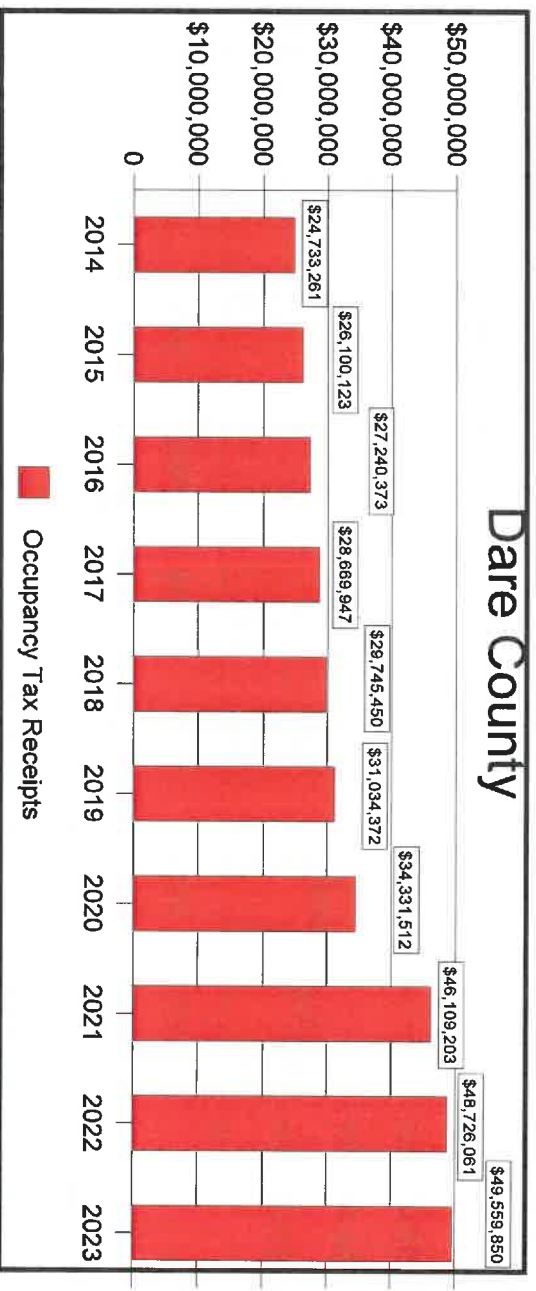
Banks is anticipated to experience moderate growth along with increasing property values and rental rates.

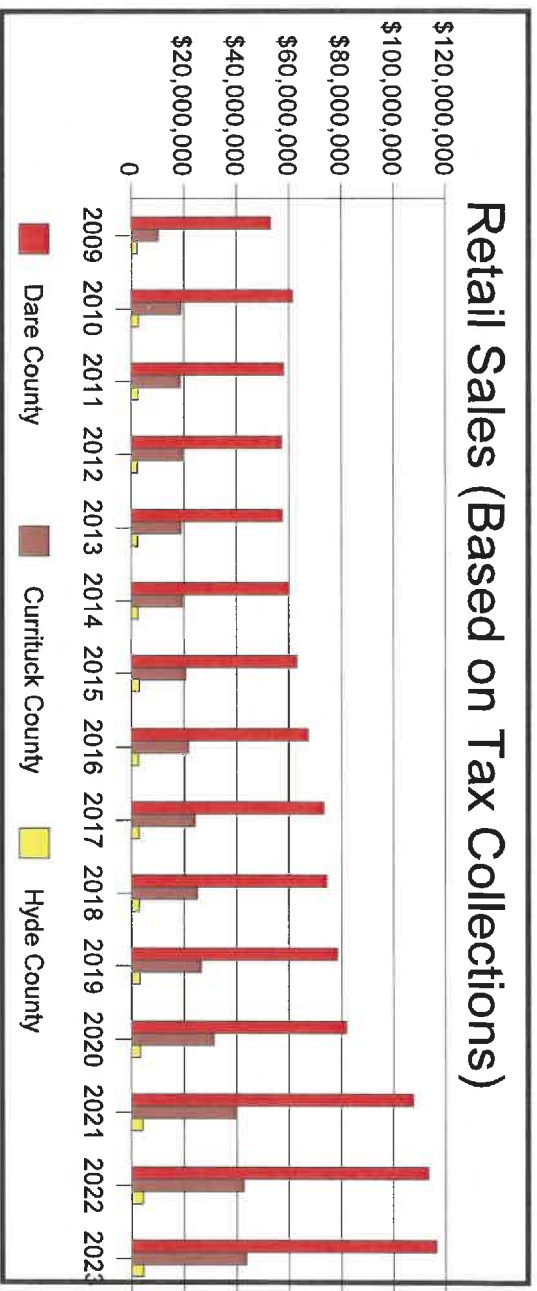


#### Occupancy, Food and Beverage and Retail Sale Taxes

Occupancy tax and food and beverage receipts from Dare County as well as retail sales from Dare, Currituck and Hyde Counties are summarized in the following charts. These measures of the local economy show the level of visitation to the Outer Banks and the tourist dollars spent in local restaurants and stores. Since the tax rate for the Dare County Occupancy Tax increased from 5.00% to 6.00% on January 1, 2014, only post 2013 annual figures are included in the table while Food & Beverage Tax Receipts reflect 1.00% of food and beverage sales. Figures for the past few years have been trending steadily upward and they are indicative of a healthy tourism market. Occupancy tax collections for 2021, 2022 and 2023 portray the dramatic increase in visitation to the Outer Banks while the decline in food and beverage tax receipts during 2020 reflects the impact of restaurant closures and limited indoor seating capacity due to State Mandates. The subsequent rebound in 2021, 2022 and 2023 can be attributed to the lifting of all Mandates during June

of 2021 although some of the increase reflects the increase in food and beverage costs after the recent spike in inflation. Retail sales continued their historic march upward despite the Covid-19 Pandemic and in fact, 2021, 2022 and 2023 portray the positive impact the epidemic has had on the Outer Banks.





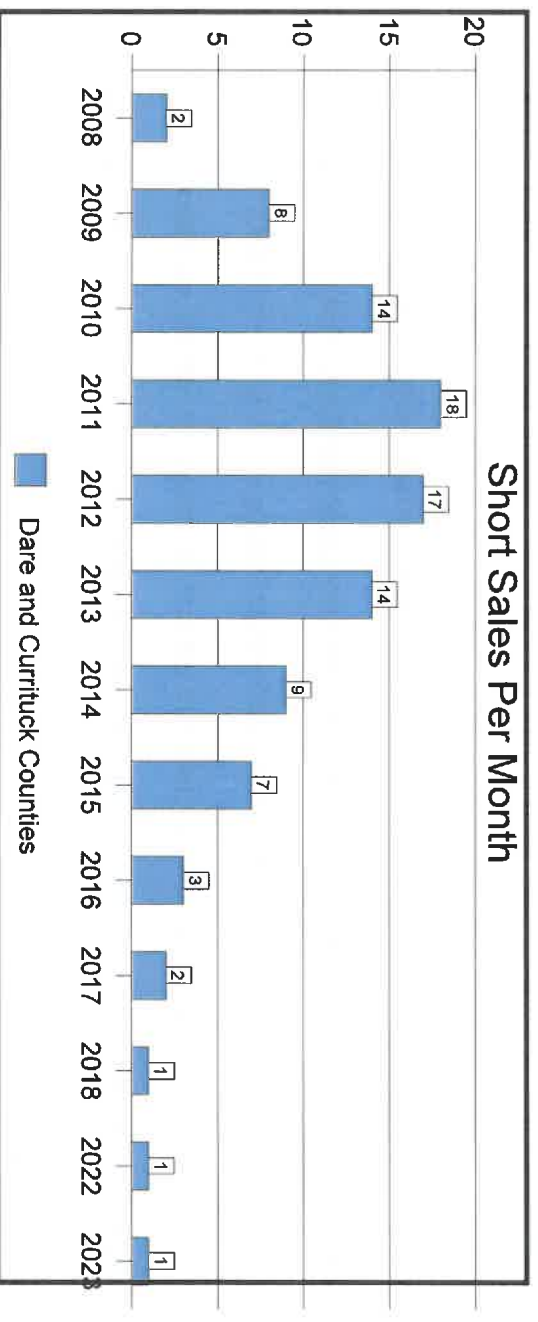
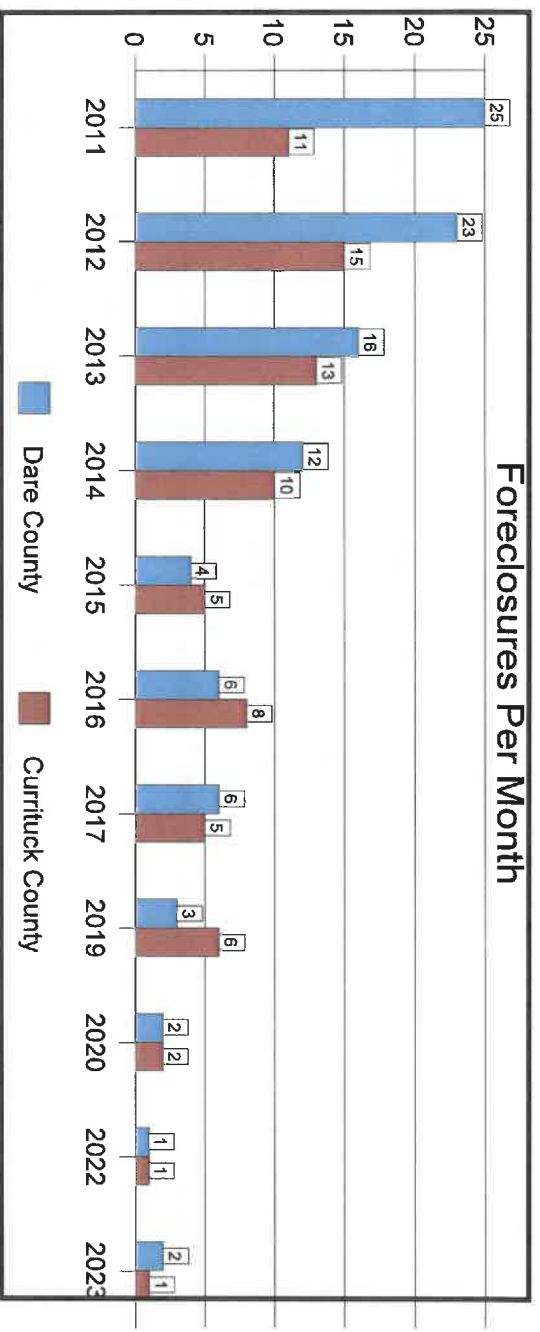
Tourists may curtail their purchases and dining-out but overall visitation to the Outer Banks does not drop dramatically even in the worst of economic times. In fact, the overall trend portrays steady growth with only modest fluctuations due to national economic conditions.



### Foreclosure Rates and Short Sales

The following table and charts summarize foreclosures (including Deeds In Lieu) and short sales which are based on the average monthly rate (rounded to nearest whole number). As lenders liquidated their inventories of troubled properties after the Great Recession, distress property sales and foreclosures have steadily been falling and they have remained relatively stable for the past five (5) years. In fact, short sales are becoming rarer in today's healthy real estate market, especially after the onset of the Covid-19 Pandemic.

	Foreclosures (Per Month)		Short Sales (Per Month)
Year	Dare County	Currituck County	Dare and Currituck
2008	18	n/a	2
2009	30	n/a	8
2010	53	n/a	14
2011	25	11	18
2012	23	15	17
2013	16	13	14
2014	12	10	9
2015	4	5	7
2016	6	8	3
2017	6	5	2
2018	4	5	1
2019	3	6	1
2020	2	2	1
2021	1	1	1
2022	1	1	1
2023	1	2	1



## MARKET PARTICIPANT INTERVIEWS

In addition to published sources which tend to have a two (2) to four (4) month lag time, we have interviewed market participants about current economic conditions. Individuals contacted during March of 2024 include owners of brokerage firms which have considerable commercial/industrial sales and rental experience, local investors, seasonal rental managers, building contractors, retail business owners, restaurateurs and lodging managers/owners. Virtually all market participants are hopeful about the coming 2024 Season. Reservations for vacation rentals are strong although they will likely not top the highs reached during the Pandemic. Due to increasing interest rates, real estate sales and construction are starting the year somewhat slower while restaurateurs are reporting reasonable revenues despite a lack of employees. A high volume real estate broker who has a large team of agents reported that her sales were down about twenty seven (27) percent for 2023 as compared to 2022.

As portrayed by the various economic indicators, the Outer Banks actually benefited from the Covid-19 Pandemic. Real estate sales and construction were very strong post Covid while visitation set records. Retail sales have held up reasonably well and after indoor seating restrictions were lifted, the food service sector experienced strong demand. In fact, the greatest hindrance to serving customers is a lack of employees. As the impact of the Pandemic recedes, the Outer Banks has stabilized with real estate sales declining and construction activity has stabilized at a relatively high level. Many market participants view the present economic climate as a return to “normalcy” after the explosion in visitation that occurred during the Covid years.

## SITE DATA

**Size:**

The Police Station site contains 14,000 s.f. or 0.3214 acre per the Dare County Tax Department while the Overflow Parking Lot is a 10,043 s.f. (0.231 acre) site; however, a canal extends along the rear property line such that about 2,300 s.f. of the parcel reflects water. The usable land area is estimated at 7,743 s.f. (10,043 s.f. - 2,300 s.f.)

**Shape, Access and Dimensions:**

The improved parcel has an irregular shape (105' x 120' x 100' x 150') and it has about 105 front feet along W. Kitty Hawk Road. The property depth ranges from 120 to 150 feet. The Overflow Parking Lot has approximately 110 front feet on W. Kitty Hawk Road and it also has an irregular shape (110' x 114.18' x 116.65' x 69.54'). Both parcels are accessed via W. Kitty Hawk Road.

**Comments on Size and Shape:**

The subject's sizes and shapes limit their usage to a single family dwelling or small commercial uses such as an office, retail store or specialty store.

**Corner Influence:**

None

**Plottage:**

None

**Excess/Surplus Land:**

None

**Topography:**

The subject's sites are level, mostly cleared and adequately drained and they have suitable surface and subsurface soil characteristics. The properties are at street grade.

**Utilities:**

Water: Dare County

**Public:**

Sewer: Septic system

**Private:**

Standard: Electric; telephone; cable TV

Other: Propane

**Site Improvements:**

The Police Station's site improvements include a concrete parking lot with 15 lined spaces, septic system, modest landscaping, flag pole, wooden fencing, miscellaneous site improvement plus an additional three (3) parking space in front of the building of which a portion is likely situated in the right-of-way. The site improvements have a useful life of 30 years and they have an effective age of 15 years. Also, in the rear of the lot, there is a wood frame storage building that contains 80 s.f. and it is placed on a block foundation. The exterior walls are vinyl siding and the roof cover is composition asphalt shingles. The storage shed has electric service but no plumbing. The Overflow Parking Lot is improved with an 120 s.f. wooden storage shed that has a wood piling foundation as well as a lean-to storage shelter and access ramp. The exterior walls are T-111 wood sheet siding and the roof cover is composition asphalt shingles. This building only has electric service. Generally, both storage structures are average quality products in average condition for their ages.

**Location:**

Adequate for the usage

**Flood Zone:**

The subject is situated in the AE (EL 4) and X Shaded Flood Zones as portrayed on flood map 370439 9875 K, dated June 19, 2020. The subject is located in the 100 year flood plan and in the past, the building has sustained damage due to flood waters. The X Shaded Flood Zone reflects "0.2% Annual Chance Flood Hazard, Areas of 1% Annual Chance Flood with Average Depth Less Than One Foot or with Drainage Areas of Less Than One Square Mile."

**Easements and Encroachments:**

Other than typical utility easements, no encroachments or easements have been uncovered. There are no known external nuisances, hazards or other negative factors affecting the property.

**Comments:**

The subject's flood map, enlarged GIS map for the Police Station and recorded plat follow.



# Flood Map

**Kitty Hawk Police Station**

Apr 2, 2025



North Carolina Floodplain Mapping Program

- Legend**
- Pavement
  - Political Areas
  - Stream Centerline
  - Cross Section
  - Levee
  - Flood Hazard Areas
  - AE
  - Floodway (AE)
  - 0.2% Chance Annual Flood Hazard
  - Future Conditions 1% Annual Chance Flood Hazard



## Kitty Hawk Police Station



**Survey Plat Details:**

- Plat Title:** LLOYD F. & MARGARET A. TUTTLE
- Location:** ATLANTIC TOWNSHIP, DARE COUNTY, NORTH CAROLINA
- Subdivision:** S.R. #1206
- Parcel 1:** 52,482 sq. ft.
- Parcel 2:** 10,243 sq. ft.
- Parcel 3:** 83.33 sq. ft.
- Dimensions:**
  - Top: 118.00'
  - Right: 118.00'
  - Bottom: 118.00'
  - Left: 118.00'
- Adjacent Owners:**
  - North: EDNA B. HARRIS
  - East: K. TUTTLE
  - South: KITTY HAWK RD.
  - West: ROBBIN BRIGGS
- Surveyor:** William T. Robbins, Professional Land Surveyor
- Scale:** 1" = 100'
- North Arrow:** Indicated pointing towards the top right.

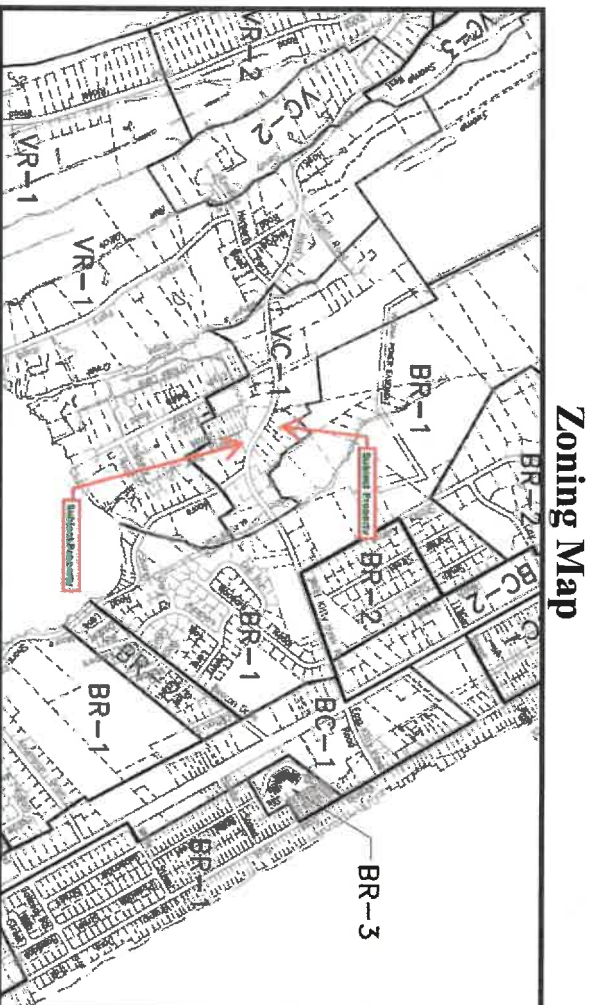
## ZONING AND LEGAL RESTRICTIONS

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setbacks are 15 feet and 20 feet, respectively. The VC1 zoning ordinance did not list a minimum side yard setback. For new developments, the minimum lot size for commercial uses and single family dwellings is 15,000 s.f. while the minimum lot size for a duplex is 25,000 square feet. Any single family dwelling must comply with the dimensional requirements of the VR1 Village Residential District and as such, the minimum front and side yard setbacks are 25 feet. The side yard setback is based on the dwelling size: 10 feet (3,000 s.f. and under), 12.5 feet (3,001 s.f. to 3,500 s.f.), 15 feet (3,501 s.f. to 4,000 s.f.), 17.5 feet (4,001 s.f. to 5,000 s.f., 20 feet (5,001 s.f. to 6,000 s.f.) and 25 feet (6,001 s.f. and over).

As a Town owned facility, the Police Station is deemed a permitted use although due to changes in setback and potentially other zoning requirements, it may be deemed a legally nonconforming use. Under the Town of Kitty Hawk's Zoning Ordinance - Division 4. - Nonconformities, "it is the intent of this chapter to permit these nonconformities to continue until they are removed. It is further the intent of this chapter that nonconformities shall not be enlarged, expanded, or extended, nor be used as grounds for adding other structures or uses prohibited elsewhere in the same district. However, the town policy is to encourage the maintenance and improvement of property within the provisions of this section." "The Nonconformity Section of the zoning code has a provision that states: 'any lawfully established, nonconforming structure or structure containing a nonconforming use can be rebuilt in the event it is damaged or destroyed whether in whole or in part, by fire, wind, flood or other calamity or catastrophic event'" and the subject's present use can continue indefinitely. Many older commercial properties do not conform with current zoning requirements and the nonconforming status has little or no impact on a property's value or marketability.

At 14,000 s.f., the Police Station site as well as the 10,043 s.f. Overflow Parking Lot are substandard size; however, they are grandfathered sites that can be developed subject to approval by the Dare County Environmental Health Department for a wastewater disposal system. Dare County Health Department Regulations do not permit waste water drain fields to be located within 50 feet of bodies of water or protected wetlands.



## ASSESSMENTS AND TAXES

The Kitty Hawk Police Station is identified by tax pin map 9875.06 48 1537 and parcel number 018030-000 while the Overflow Parking Lot is known as Pin # 9875.06 48 1337 and Parcel # 018156-001. The historic assessments and tax liabilities are listed below.

Kitty Hawk Police Station			
	Tax Year		
	2022	2023	2024
Land Assessment	\$185,000	\$185,000	\$185,000
Improvement Assessment	559,800	559,800	559,800
Total Assessment	\$744,800	\$744,800	\$744,800
Tax Rate per \$100	\$0.7005	\$0.7005	\$0.7005
Tax Liability	\$5,217.32	\$5,217.32	\$5,217.32

Overflow Parking Lot			
	Tax Year		
	2022	2023	2024
Land Assessment	\$101,400	\$101,400	\$101,400
Improvement Assessment	7,600	7,600	7,600
Total Assessment	\$109,000	\$109,000	\$109,000
Tax Rate per \$100	\$0.7005	\$0.7005	\$0.7005
Tax Liability	\$763.55	\$763.55	\$763.55



Please note that as publicly owned property, the Police Station and lot are not subject to local taxation but the potential tax liability is listed for informational purposes. During 2019, Dare County under went a complete tax reevaluation whereby assessments were updated to January 1, 2020 market values. The next reevaluation is scheduled to become effective on January 1, 2025. Given past trends in assessments and tax rates, real estate taxes should increase below the annual inflation rate during the foreseeable future. Dare County reassesses properties at least every eight (8) years. At that the time of reassessment, properties were assessed at 100% of their fair market value and unless changes are made to the improvements (i.e. additions, renovations, etc.), the assessments remain unchanged until the next reevaluation. A change in ownership does not result in a property being reassessed. **Property values have surged in the past couple years and it is not unusual for assessments to be well below prevailing market values. Due to the Assessor's mass appraisal methodology, assessed values can sometimes be either significantly above or below prevailing market values and oftentimes, there is no consistency in assessments, especially for atypical properties.**

In order to address beach erosion and flooding issues in the Town of Kitty Hawk, the "Municipal Service District (MSD) is established with a tax rate of an additional 10 cents (\$0.10) for each one hundred dollars (\$100) valuation of taxable property in the Town of Kitty Hawk for the purpose of a Beach Nourishment Capital Project to repay debt service on special obligation bonds, as listed for taxes for the current tax year by the Dare County Tax Department." The subject property is not assessed a beach nourishment tax which basically applies to the oceanfront, parcels between N. Croatan Highway and N. Virginia Dare Trail and commercial areas fronting the west side of N. Croatan Highway.

## HISTORY

Research of the applicable public records, private data services and an interview of the current owner, revealed that the subject property is not under current agreement or option and is not offered for sale on the open market. Additionally, according to these sources, the subject property has not been transferred during the past three years.

## DESCRIPTION OF THE IMPROVEMENTS

Property Type:

Public Use Building

Current Use:

*Kitty Hawk Police Station*

Size:

4,501 square feet of which 2,851 s.f. reflects first floor space and 1,650 s.f. is located on a second level. A 80 s.f. covered entry provides access to the building and the subject has three (3) conditioned attic storage spaces with a total area of 588 s.f. The gross building areas are based on my physical measurements on the date of inspection. The first floor is composed of a lobby, front desk, patrol room, record room, two (2) restrooms, break room, electronics room, evidence storage room, firearms room, five (5) offices and ample storage/closet space while a conference room, meeting/class room, locker room, server room and storage areas are situated on the second floor.

Year Built:

Although the building was originally constructed during 1961 as a US Post Office, it was converted into its present use after the Town of Kitty Hawk acquired the property in 1995. Formerly an one (1) story building, the Town added a second floor and the building has been modernized and upgraded over the years.

Exterior Description:

Substructure:

Concrete slab and footers as well as brick piers and walls.

Superstructure:

Framing:

One (1) and two (2) story, wood and masonry frame

Insulation:

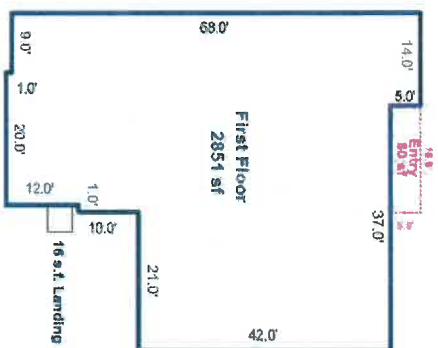
Adequate

Ventilation:	Adequate
Exterior Walls:	Brick and vinyl siding
Exterior Doors:	Typical of grade
Windows:	Vinyl windows and plate glass in a metal frame.
Facade:	Typical of grade
Roof:	Asphalt shingle roof cover
Interior Floors, Walls & Ceilings:	The interior finishes include mostly carpeted floors while the walls are either painted drywall or masonry block. The ceilings are drop acoustical tiles. The entrance lobby, break room and electronics room have composition tile floors while the restrooms have ceramic tile floors and ceramic tile wainscot with painted block above. The attic storage spaces have plywood floors and the ceilings are open to the batt insulation. Both restrooms have a commode and sink and one bathroom has a shower.
Interior Supports:	Masonry block and wood frame
Finish:	Typical of grade
Insect Damage:	None noted
Mechanical Components	HVAC: Heat pumps (2 zones) Electric: Average grade Plumbing: Average grade Other: None
Quality and Condition:	An average quality building in good condition for its age.
Immediate Repair Items:	I found no significant items of deferred maintenance on the date of inspection.
Effective age and economic life:	The subject has an estimated economic life of 50 years. The effective age is 20 years and the remaining economic life is 30 years.
Comments:	Given its layout, the Police Station could easily be converted into general purpose office space with little or no retrofit.

SKETCH

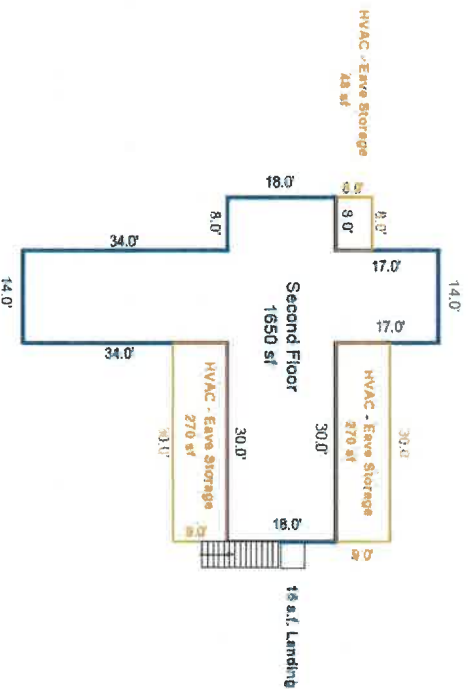
# Kitty Hawk Police Station

Not To Scale  
Areas Approximate



## Gross Building Area

First Floor	2,851 s.f.
Second Floor	1,650 s.f.
Total GBA	<u>4,501 s.f.</u>
HVAC - Eave Storage	588 s.f.



Sketch by ApexSketch

## AREA CALCULATIONS SUMMARY

Code	Description	Factor	Net Size	Perimeter	Net Totals	Name	Base x	Height x	Width =	Area
GBA1	First Floor	1.0	2851.0	240.0	2851.0	First Floor	52.0 x	21.0 =		1092.0
GBA2	Second Floor	1.0	1650.0	240.0	1650.0		42.0 x	12.0 =		882.0
OTH	HVAC - Eave S	1.0	270.0	78.0			20.0 x	5.0 =		240.0
	HVAC - Eave S	1.0	270.0	78.0			5.0 x	9.0 =		25.0
	HVAC - Eave S	1.0	48.0	28.0			68.0 x	14.0 =		612.0
P/P	Entry	1.0	80.0	42.0		Second Floor	34.0 x	18.0 =		476.0
							52.0 x	14.0 =		936.0
							17.0 x			238.0

Net BUILDING cnt 2 (rounded) 4,501

8 total Items

(rounded)

4,501

## HIGHEST AND BEST USE ANALYSIS

Highest and best use is the reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value. The four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility and maximum profitability. In this appraisal assignment, the highest and best use of the property as if the land were vacant and the highest and best use of the property as improved are examined. Each of these scenarios will be analyzed in the following sections.

### Highest and Best Use of Land as Though Vacant

To determine the highest and best use as though vacant, the land is assumed to be vacant, or any improvements, which are located on the site, can be demolished and the site can be made ready for development. In order to be at its highest and best use, as if vacant, the proposed use must be physically possible, legally permissible, financially feasible and maximally productive. These four criteria will be examined sequentially so that the highest and best use can be selected from the array of potential uses.

The Police Station site and Overflow Parking Lot are level parcels which have adequate drainage, access to all available public utilities (water, electric, telephone and cable TV), ample street frontage and suitable surface and subsurface soil characteristics. However, their development potential is restricted due to their small sizes, especially for the overflow parking lot which also is impacted by the 50 foot septic from the canal required by the Dare County Environmental Health Department. Although the subject is zoned VC1 - Village Commercial District, the surrounding properties, which have similar zoning, have been developed into single family dwellings. For example, a 22,500 s.f., vacant lot located at 731 W. Kitty Hawk Road was improved with a single family dwelling during 2024 and despite its commercial zoning, it used as a new home site. Given the subject's location and development trends within the immediate area, the



highest and best use of the Police Station site and Overflow Parking Lot is a house site which reflects a financially feasible and maximally productive use of the sites.

#### **Statement of Highest and Best Use of Land as Though Vacant**

The subject's highest and best use as though vacant of the Kitty Hawk Police Station and Overflow Parking Lot is a single family home site.

#### **Highest and Best Use as Improved**

The highest and best use as improved is analyzed to identify the use of the property that can be expected to produce the highest overall return for each dollar of capital invested and to help identify comparable properties. At the present time, the subject has an estimated remaining economic life of approximately 30 years; subsequently, in future years, the improvements will contribute significant value to the unimproved site. However, the improvements could be modified to increase the property's return during its remaining economic life. Similar to the highest and best use as though vacant analysis, all potential uses are studied to determine if they are physically possible, legally permissible, financially feasible and maximally productive.

The site is fully developed and therefore, physically possible uses of the improvements are limited to continuing the existing use as presently configured. Although the subject is currently used as the Kitty Hawk Police Station, it could easily be converted into a general purpose office building with little or no modification to the existing floor plan. Under its VC1 - Village Commercial Zoning, office buildings are permitted uses. In the present economic climate, it is unlikely that an extensive renovation (i.e. a change of use) would be warranted or financially feasible.

#### **Statement of Highest and Best Use as Improved**

The highest and best use as improved is a general purpose office building.

## METHOD OF VALUATION

The appraisal process typically involves three approaches in estimating value which consists of the cost approach, sales comparison approach and income capitalization approach. A brief description of each technique is as follows:

**The Cost Approach** - An appraisal procedure using depreciated replacement or reproduction costs of improvements plus land value as a basis for estimating market value. The underlying assumption is most reliable when the improvements are relatively new and are the highest and best use of the land.

**The Sales Comparison Approach** - An appraisal method which uses sales prices of whole properties similar to the subject property as a basis for estimating market value. The nature and condition of each sale are analyzed, making adjustments for dissimilar characteristics. This approach offers a good indication of value when a sufficient quantity and quality of sales exists in the marketplace.

**The Income Capitalization Approach** - An appraisal procedure using capitalization of expected future benefits as a basis for estimating market value. In this approach, there is a direct relationship between the amount of income a property earns and its value. The reconstructed net operating income is processed into value using a capitalization rate. Also, utilizing a discounted cash flow analysis, future benefits can be converted into a present estimate of value. Factors such as risk, time, interest on the capital investment, and recapture of the depreciating asset are considered in deriving an overall rate and a discount rate. The underlying assumption in this approach is that an informed purchaser will pay no more for the subject property than he would pay for another property with an income stream of comparable amount, duration, and quality.

The final step in the appraisal process is the reconciliation of value indications and the final estimate of value. The appraiser considers and weighs each approach according to its appropriateness in view of the peculiarities of the property being appraised and the quantity and quality of the information available. The result is a final indication of market value for the subject.

## COST APPROACH

The cost approach is based on the principle of substitution such that no prudent investor would pay more for a property than the cost to acquire the site and construct improvements of equal desirability and utility without undue delay. This approach provides a useful indication of value when the site value can be measured accurately, the improvements represent the highest and best use and the improvements are new or relatively new. Also, the cost approach is useful in valuing proposed or new construction, special-purpose properties and other properties that are not frequently exchanged [or leased] in the market. Given the subject's effective age (20 years), it contains considerable accrued depreciation which is difficult to measure and as such, the cost approach along with the land valuation have been omitted in this appraisal assignment.

## LAND VALUE ANALYSIS

In order to determine the land value (fee simple) of the Overflow Parking Lot, the site must be appraised as if it is vacant and utilized at its highest and best use, which in this appraisal assignment, is a small dwelling lot. In this analysis, your appraiser has utilized the sales comparison approach which has four distinct steps.

1. Sales of parcels which exhibit similar characteristics are analyzed and compared to the subject. Also, current listings, offers, and contracts must be researched to support the transfer data.
2. From the market data, an appropriate unit of comparison must be selected to facilitate the comparison process.
3. Utilizing the elements of comparison, the comparable sales are compared to the subject and, if necessary, adjustments are made. Elements of comparison are the characteristics of properties and transactions that cause the prices paid for real estate to vary. The most common elements of comparison are real property rights conveyed, financing terms, condition of sale, market conditions (date of sale), location, and physical characteristics.

4. Finally, after considering the market data and the adjustments made, the appraiser selects the value indication(s) which will most accurately reflect the subject's market value.

#### **Market Data**

The following land sales offer a representative indication of residential sites situated on the “West Side” and the sales selected represent arms-length transactions with a similar highest and best use as the subject. Despite its commercial zoning, the highest and best use of the Overflow Parking Lot is a single family dwelling which is the predominately use within the immediate area. After reviewing recent sales data, researching the Outer Banks MLS and Flexmls.com MLS for active listings, pending contracts, failed transactions, withdrawn or expired listings and interviewing market participants, I found no additional sales data in valuing the subject's land. The following data reflects the best information available as of the effective date of appraisal.

***Residential Lot Sale No. 1***

Deed Date of Sale:	September 21, 2023
Grantor:	Patrick W. Branley et ux
Grantee:	Jimmy Rivera Construction, LLC
Location:	804 Dean Street, in Kill Devil Hills, Dare County, North Carolina.
Legal Description:	Lot 12, Block 4, Section 3, Kill Devil Beach Extended
Sales Price:	\$155,000
Verification:	Ali Ammini, broker
Condition of Sale:	Arms-length
Marketing Time:	Two (2) days
Prior Sale:	There have been no arms-length sales of this individual building site in the past year.
Financing:	Cash sale
Deed Reference:	Deed Book 2700, page 306
Tax Reference:	Pin # 9883.16 84 0418 and Parcel # 004790-001
Drainage:	Adequate
Size:	7,500 square feet; This site has 50 front feet on Dean Street and it has a rectangular shape (50' x 150').
Topography:	Level with native grasses, shrubs and trees
Zoning:	RL - Residential Low Density District
Improvements:	None
Highest and Best Use:	A single family building site.
Comments:	The lot sold for its full listing price of \$155,000.



**Lot Sale No. 1 (continued)**



***Residential Lot Sale No. 2***

Deed Date of Sale:	October 25, 2023
Grantor:	Hersey McCoy Knight et ux
Grantee:	Kebin Ruben Gomez et al
Location:	901 W. Durham Street, in Kill Devil Hills, Dare County, North Carolina.
Legal Description:	Lot 678, Avalon Beach Annex 2 & 3
Sales Price:	\$152,500
Verification:	Madonna VanCuren, broker
Condition of Sale:	Arms-length
Marketing Time:	Six (6) days
Prior Sale:	There have been no arms-length sales of this individual building site in the past year.
Financing:	Cash sale
Deed Reference:	Deed Book 2704, page 913
Tax Reference:	Pin # 9884.05 08 8285 and Parcel # 001383-000
Drainage:	Adequate
Size:	5,000 square feet; This site has 50 front feet on W. Durham Street and it has a rectangular shape (50' x 100').
Topography:	Level with native grasses, shrubs and trees.
Zoning:	RL - Residential Low Density District
Improvements:	None
Highest and Best Use:	A single family building site.
Comments:	The list price was \$160,000. During 2024, a 2,148 square foot single family dwelling was constructed on this lot and it has 4-bedrooms and 3-full bathrooms.

**Lot Sale No. 2 (continued)**



***Residential Lot Sale No. 3***

Deed Date of Sale:	August 19, 2024
Grantor:	Sharon L. Wright
Grantee:	Pelivan Ceta et ux
Location:	606 W. Sportsman Drive, in Kill Devil Hills, Dare County, North Carolina.
Legal Description:	Lot 223, Avalon Beach
Sales Price:	\$157,000
Verification:	Samantha Lauric, broker
Condition of Sale:	Arms-length
Marketing Time:	Two (2) days
Prior Sale:	None in the past three (3) years.
Financing:	Cash sale
Deed Reference:	Deed Book 2748, page 433
Tax Reference:	Pin # 9885.17 00 5104 and Parcel # 001581-000
Drainage:	Adequate
Size:	5,000 square feet; This lot has 50 front feet on W. Sportsman Drive and it has a rectangular shape (50' x 100').
Topography:	Level with native grasses, shrubs and stunted trees.
Zoning:	RL - Residential Low Density District
Improvements:	None
Highest and Best Use:	Residential usage
Comments:	The lot was listed for sale at \$169,000.

**Lot Sale No. 3 (continued)**





***Residential Lot Sale No. 4***

Deed Date of Sale:	January 7, 2025
Grantor:	Jack Cook, LLC
Grantee:	Sothel Street, LLC
Location:	This lot is located along the south side of W. Sothel Street, near Ocean Park, in Kill Devil Hills, Dare County, North Carolina.
Legal Description:	Lot 18, Block 43, Virginia Dare Shores
Sales Price:	\$155,000
Verification:	Clinton Baron, broker
Condition of Sale:	Arms-length
Marketing Time:	209 days
Prior Sale:	On April 12, 2021, Jack Cook, LLC purchased this lot from Celia Walston White et ux for \$97,500 and the 2025 sales reflects a 58.97% increase in market value in about four (4) years. This sale demonstrates the dramatic increase in property values post Covid.
Financing:	Cash sale
Deed Reference:	Deed Book 2768, page 809
Tax Reference:	Pin # 9885.17 02 1130 and Parcel # 000575-001
Drainage:	Adequate
Size:	6,425 square feet; This lot has 150.00 front feet on W. Sothel Street and it has a triangular shape.
Topography:	Level with native grasses, shrubs and trees.
Zoning:	RL - Residential Low Density District
Improvements:	None
Highest and Best Use:	Residential usage
Comments:	The lot was listed for sale at \$210,000 on May 22, 2024 and the price was reduced to \$171,000 on January 8, 2025. Despite its small size and irregular shape, this site can support a 4-bedroom dwelling. On February 26, 2008, the Town of Kill Devil Hills approved a variance request reducing the front and rear yard setbacks to 15 feet and without this variance, the lot would be unbuildable.

**Lot Sale No. 4 (continued)**



### Units of Comparison

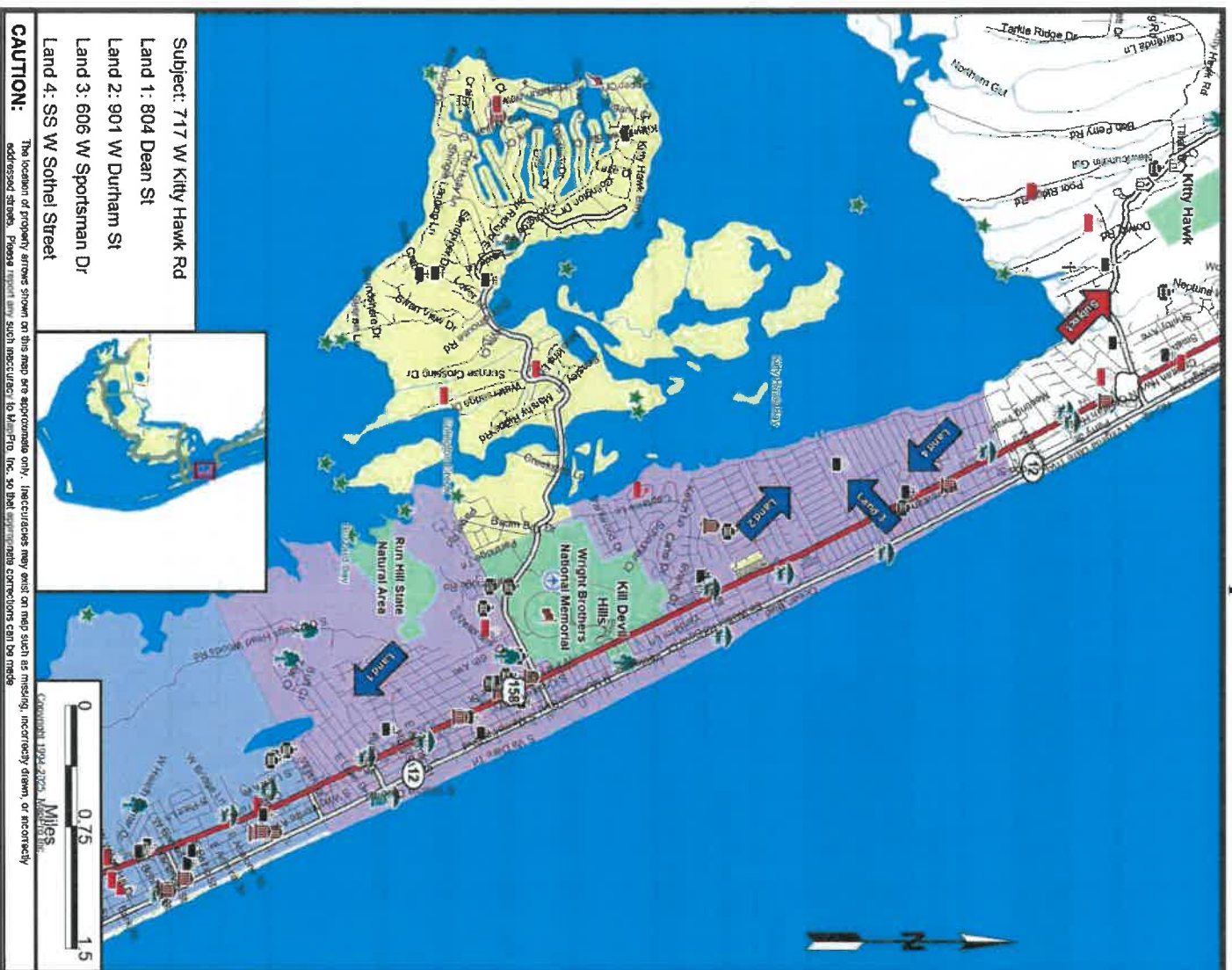
In this appraisal assignment, price per single family building site is deemed the most appropriate and reliable unit of comparison.

### Adjustments

Similar to the subject, all of the comparable sales have their fee simple property rights conveyed and they are arms-length transactions with typical market financing terms. The subject and lot sales reflect prevailing market values and they have similar “West Side” locations. **Please note that on the Outer Banks, market values usually increase or decrease in steps as opposed to a continuous change in value. Typically, values rise or fall and then remain stable for a period of time.** The adjustments are summarized in the following table.

MARKET DATA GRID: LOT VALUE ANALYSIS					
	Subject	Sale No. 1	Sale No. 2	Sale No. 3	Sale No. 4
Sales price		\$155,000	\$152,500	\$157,000	\$155,000
Real property rights conveyed	Fee Simple	Fee Simple	Fee Simple	Fee Simple	Fee Simple
Condition of sale	Arms-length	Arms-length	Arms-length	Arms-length	Arms-length
Financing terms	Market	Market	Market	Market	Market
Adjustment		0.00%	0.00%	0.00%	0.00%
Adjusted price		\$155,000	\$152,500	\$157,000	\$155,000
Date of sale	Mar 12, 2024	Sep 21, 2023	Oct 25, 2023	Aug 19, 2024	Jan 7, 2025
Adjustment		0.00%	0.00%	0.00%	0.00%
Adjusted price		\$155,000	\$152,500	\$157,000	\$155,000
Number of SF building sites:	1	1	1	1	1
Adjusted price per:					
Single family building site		\$155,000	\$152,500	\$157,000	\$155,000
Location	Kitty Hawk West Side	KDH West Side	KDH West Side	KDH West Side	KDH West Side
Location adjustment		0.00%	0.00%	0.00%	0.00%
Site size	7,743 s.f.	7,500 s.f.	5,000 s.f.	5,000 s.f.	6,425 s.f.
Size adjustment		0.00%	0.00%	0.00%	0.00%
Lot quality	Typical	Typical	Typical	Typical	Typical
Lot quality adjustment		0.00%	0.00%	0.00%	0.00%
Indications of value:					
Price per SF building site		\$155,000	\$152,500	\$157,000	\$155,000

# Lot Sales Map





The statistical characteristics of the adjusted sales data, which reflect a sample of a total population, are listed in the following table.

Statistical Analysis of Adjusted Sales Data			
Mean		\$154,875	
Standard Deviation		\$1,843	
		Minimum	Maximum
Data Range		\$152,500	\$157,000
68% Probability Range		\$153,032	\$156,718
95% Probability Range		\$151,189	\$158,561

In addition to the statistical analysis, each sale is compared to the subject on an individual basis. In this analysis, the value of the subject, as vacant and utilized to its highest and best use, is estimated at \$155,000 per lot - most weight is given to Lot Sale No. 4 since it is a recent sale of an irregular shaped lot that has development challenges.

Land Value Estimate					
1	Lot	@	\$155,000	=	\$155,000
					Rounded to: \$155,000

## SALES COMPARISON APPROACH

The sales comparison approach is usually a reliable indicator of market value when an ample supply of sales data are available. After the market data are confirmed and analyzed, the resulting estimate of value reflects the actions and reactions of buyers and sellers in the market. The market value estimate is based on the principle of substitution that states that when several similar or commensurate commodities, goods, or services are available, the one with the lowest price will attract the greatest demand and widest distribution. At any point in time, the market value estimate is influenced by the supply of and demand for similar improved properties and external economic conditions.

### Market Data

The following sales represent improved properties which are reflective of current sales activity for standard Outer Banks office buildings. After reviewing recent sales data, researching the Outer Banks MLS for active listings, pending contracts, failed transactions, withdrawn or expired listings and interviewing market participants, no additional market information was found. The following data reflects the best information available as of the effective date of appraisal.

### *Improved Sale Number 1*

Property:	Sothel Street Square
Location:	113 E. Sothel Street, Kill Devil Hills, Dare County North Carolina.
Deed Date of Sale:	December 9, 2021
Grantor:	Sothel Square Partnership
Grantee:	113 Sothel Street, LLC
Deed Reference:	Deed Book 2580, page 382
Condition of Sale:	Arms-length
Confirmed Sales Price:	\$715,000
Verification:	Cory Taylor, broker
Financing:	Cash to seller
Prior Sale:	None in the past three (3) years.
Tax Reference:	Pin # 9885.13 12 0559 and Parcel # 000431-000
Land Area:	16,500 square feet; Land to building ratio: 4.14 to 1
Building Description:	
Gross Building Area:	3,984 s.f.
Foundation:	Concrete slab and footer foundation
Structural Members:	Two (2) story, wood frame
Exterior Walls:	Typical
Year Built:	1990; effective age: 20 years after recent upgrades.
Quality:	Average
Condition:	Good
Gross Income:	\$53,100 (contract rent)
Vacancy/Collection Losses:	\$ 3,186 (estimated at 6%)
Effective Gross Income:	\$49,914
Operating Expenses:	\$12,148 (actual)
Net Operating Income:	\$37,766
Price per S.F. of GBA:	\$179.47; Price per S.F. of NLA: \$179.47
Effective Gross Income Multiplier:	14.32 times effective gross income
Overall Capitalization Rate:	5.28 percent
Comments:	

The marketing time was 82 days and the original list price was \$795,000. Each floor has five (5), 398 s.f. office suites although some units have been combined to create larger offices. At the time of sale, there were seven (7) tenants and the building was 100% occupied. In recent years, the building had many upgrades and it was in good condition at the time of sale.

**Improved Sale No. 1 (continued)**



## ***Improved Sale Number 2***

Property:	Kill Devil Hills Office Building
Location:	111 W. Carlton Avenue, in Kill Devil Hills, Dare County, North Carolina.
Deed Date of Sale:	February 27, 2023
Grantor:	M&E Arnold LLC
Grantee:	Little Sand, LLC
Deed Reference:	Deed Book 2668, page 239
Condition of Sale:	Arms-length
Confirmed Sales Price:	\$625,000
Verification:	David Weybright, broker
Financing:	Cash sale
Prior Sale:	On October 21, 2021, this property sold for \$435,000 and the sale is recorded in Deed Book 2256, page 838. Although the listing was withdrawn on February 1, 2021, the office building had been marketed at \$510,000 for 108 days.
Tax Reference:	Tax Pin # 9883.07 79 2982 and Parcel # 029822-007.
Land Area:	11,000 square feet; Land to building ratio: 3.97 to 1
Building Description:	2,773 s.f.; (NLA = GBA)
Gross Building Area:	Masonry with brick veneer and crawl space.
Foundation:	Two (2) story, wood frame
Structural Members:	Cedar shakes and vertical wood board.
Exterior Walls:	1998; effective age: 25 years after upgrades.
Year Built:	Good
Quality:	Average
Condition:	
Gross Income:	\$48,000 (contract rent, modified gross)
Vacancy/Collection Losses:	\$ 2,880 (estimated at 6%)
Effective Gross Income:	\$45,120
Expenses:	\$11,280 (25% estimated)
Net Operating Income:	\$33,840
Price per S.F. of GBA:	\$225.39
Effective Gross Income Multiplier:	13.85
Capitalization Rate:	5.41 percent (overall cap rate)
Comments:	The property was listed in the Outer Banks MLS on October 5, 2022 at \$625,000 and the marketing time was 24 days.



**Improved Sale No. 2 (continued)**



**Improved Sale Number 3**

Property:	Former Well Fargo Mortgage Building
Location:	5121 N. Croatan Highway, in Kitty Hawk, Dare County, North Carolina.
Deed Date of Sale:	October 13, 2022
Grantor:	Nils Ladenburg
Grantee:	CCPS Holdings, LLC
Deed Reference:	Deed Book 2652, page 783
Condition of Sale:	Arms-length
Confirmed Sales Price:	\$850,000
Verification:	Deeds and Courthouse Records
Financing:	Cash sale
Prior Sale:	There have been no arms-length sales of this property in the past three (3) years.
Tax Reference:	Pin # 9877.17 10 3187 and Parcel # 026489-000.
Land Area:	14,000 square feet; Land to building ratio: 4.86 to 1
Building Description:	2,880 s.f. (NLA/GLA = GBA)
Gross Building Area:	Concrete slab and footings
Foundation:	Two (2) story wood frame
Structural Members:	Composite siding
Exterior Walls:	1980; Effective age: 20 years
Year Built:	Average
Quality:	Good
Condition:	
Gross Income:	\$57,600 (market rent @ \$20 / s.f., triple net)
Vacancy/Collection Losses:	\$ 3,456 (estimated at 6%)
Effective Gross Income:	\$54,144
Operating Expenses:	\$ 2,166 (estimated at 4%)
Net Operating Income:	\$51,978
Price per S.F. of GBA:	\$295.14
Effective Gross Income Multiplier:	15.70 times effective gross income
Overall Capitalization Rate:	6.12 percent
Comments:	

The sale was negotiated directly between the buyer and seller and the marketing time was less than 12 months. Although this property was originally constructed as a single family residence, it was converted into a commercial use and in recent years, the structure has undergone a number of renovations.

**Improved Sale No. 3 (continued)**



#### ***Improved Sale Number 4***

Property:	Clark Street Corner
Location:	1001 S. Croatan Highway, Kill Devil Hills, Dare County North Carolina.
Deed Date of Sale:	February 11, 2022
Grantor:	1001 S. Croatan Highway, LLC
Grantee:	Robinson Tech, LLC
Deed Reference:	Deed Book 2591, page 889
Condition of Sale:	Arms-length
Confirmed Sales Price:	\$555,000
Verification:	John Head, broker
Financing:	Cash to seller
Prior Sale:	There have been no <b>arms-length</b> sales of this property in the past three (3) years.
Tax Reference:	Pin # 9883,08 87 7997 and Parcel # 027929-000
Land Area:	13,398 square feet; Land to building ratio: 3.51 to 1
Building Description:	
Gross Building Area:	3,814 s.f.; Gross leasable area = GBA
Foundation:	Concrete slab
Structural Members:	One (1) and two (2) story wood frame
Exterior Walls:	Lap wood siding
Year Built:	1981; effective age is estimated at 30 years.
Quality:	Average
Condition:	Fair
Gross Income:	\$54,000 (contract rent)
Vacancy/Collection Losses:	\$ 3,240 (estimated <b>stabilized</b> at 6%)
Effective Gross Income:	\$50,760
Operating Expenses:	\$12,690 (estimated at 25%)
Net Operating Income:	\$38,070
Price per S.F. of GBA:	\$145.52; Price per S.F. of GLA: \$145.52
Effective Gross Income Multiplier:	10.93 times effective gross income
Overall Capitalization Rate:	6.86 percent

#### **Comments:**

The one (1) story section of this building reflects a 1,302 s.f. retail unit while the 2,512 s.f. two (2) story segment is office space. At the time of sale, the building was about 92% occupied. On the upper floor, individual office suites were leased. The roof was recently replaced although the building will require new windows and siding. The asking price was \$499,000 which was bid-up to \$555,000 by multiple buyers. The marketing time was 373 days.

**Improved Sale No. 4 (continued)**





## Units of Comparison

Price per square foot of gross building area (GBA) is considered in this analysis.

## Adjustments

In the sales comparison approach, several potential adjustments are examined. All of the improved sales are arms-length transactions which transferred either the fee simple or leased fee interest. Also, the sales are financed at typical market terms and rates; consequently, adjustments for rights conveyed and financing are not required. With the explosion of visitation to the Outer Banks post Covid, there have been strong upward price pressures on both rental rates and property values. To reflect changes in market conditions, Improved Sale No. 1, a December 9, 2021 transaction, is adjusted upward by 35 percent while a positive 25 percent adjustment is applied to Improved Sale No. 4, which sold on February 11, 2022. Selling in either late 2022 or early 2023, Improved Sale Nos. 2 and 3 are considered reflective of prevailing market conditions. **Please note that on the Outer Bank, market values usually increase or decrease in steps as opposed to a continuous change in value. Typically, values rise or fall and then remain stable for a period of time.**

On the Outer Banks, the primary commercial corridor runs along US 158 from Kitty Hawk to Nags Head. The subject is situated well off US 158 in primarily a residential area while Improved Sale Nos. 1, 3 and 4 have good locations along either N. Croatan Highway in Kill Devil Hills or Kitty Hawk. These three (3) sales are vastly superior to the subject in overall location and they are adjusted downward by 20 percent. Improved Sale No. 2 has a destination commercial location just off S. Croatan Highway in Kill Devil Hills and to a lesser degree, the subject is inferior to this sale which is adjusted downward by 10 percent.

Typically, a larger commercial building sells for less per square foot than an otherwise similar smaller structure due to the economies of scale associated with constructing a larger building. Also, as the size of a building rises, the difficulty of securing a single tenant and vacancy risk increases. To varying degrees, the subject is larger than the improved sales and based on the relative size differences, negative adjustments are made.

Also, adjustments are applied for variations in building effective age. A one percent positive adjustment is made for each year that the subject's effective age is less than that of a comparable sale while a one percent negative adjustment is made for each year that the subject's age is greater than a comparable sale.

The subject contains 4,501 square feet and given its 14,000 square foot site, the land to building ratio is 3.11 to 1. The improved sales have land to building ratios of 3.51 to 1 to 4.86 to 1. Typically, properties with small buildings relative to their site sizes have large land to building ratios and their prices per square foot of gross building area are skewed upward. However, given the placement of the improvements on the subject and comparable sales, which greatly limits their potential for expansion, the surplus land or lack thereof has minimal utility and value and as such, an adjustment is not made to the sales data. The adjustments are summarized in the market data grid which follows:

MARKET DATA GRID: SALES COMPARISON APPROACH					
	Subject	Sale No. 1	Sale No. 2	Sale No. 3	Sale No. 4
Sales price		\$715,000	\$625,000	\$850,000	\$555,000
Real property rights conveyed	Fee Simple	Leased Fee	Leased Fee	Fee Simple	Leased Fee
Adjusted price		\$715,000	\$625,000	\$850,000	\$555,000
Condition of sale	Arms-length	Arms-length	Arms-length	Arms-length	Arms-length
Financing terms	Market	Market	Market	Market	Market
Adjustment		\$0	\$0	\$0	\$0
Adjusted price		\$715,000	\$625,000	\$850,000	\$555,000
Date of sale	Mar 12, 2025	Dec 9, 2021	Feb 27, 2023	Oct 13, 2022	Feb 11, 2022
Adjustment		35.00%	0.00%	0.00%	25.00%
Adjusted price		\$965,250	\$625,000	\$850,000	\$693,750
Gross building area (GBA)	4,501	3,984	2,773	2,880	3,814
Price per sq. ft. of GBA		\$242.28	\$225.39	\$295.14	\$181.90
Location	Average -	Good	Average	Good	Good
Location adjustment		-20.00%	-10.00%	-20.00%	-20.00%
Quality and Condition	Avg./Good	Avg./Good	Avg./Good	Avg./Good	Avg./Fair
Adjustment		0.00%	0.00%	0.00%	20.00%
Gross leasable area (GBA)	4,501	3,984	2,773	2,880	3,814
Adjustment (size)		-5.00%	-10.00%	-10.00%	-5.00%
Building effective age	20 years	20 years	25 years	20 years	30 years
Adjustment		0.00%	5.00%	0.00%	10.00%
Land to building ratio	3.11 to 1	4.41 to 1	3.97 to 1	4.86 to 1	3.51 to 1
Land to building ratio adjustment		0.00%	0.00%	0.00%	0.00%
Functional utility	Typical	Typical	Typical	Typical	Typical
Adjustment		0.00%	0.00%	0.00%	0.00%
Adjusted price per:					
SF gross building area (GBA)		\$181.71	\$191.58	\$206.60	\$190.99

**CAUTION:** The location of property arrows shown on this map are approximate only. Inaccuracies may exist on maps such as missing, incorrectly drawn, or incorrectly addressed streets. Please report any such inaccuracies to MapPro, Inc. so that accurate corrections can be made.

**Subject:** 722 W Kitty Hawk Rd  
**Sale 1:** 113 E Sothel St  
**Sale 2:** 111 W Carlton Ave  
**Sale 3:** 5121 N Croatan Hwy  
**Sale 4:** 1001 S Croatan Hwy

The statistical characteristics of the adjusted sales data, which reflect a sample of a total population, are listed in the following table.

Statistical Analysis of Adjusted Sales Data			
Mean		\$192.72	
Standard Deviation		\$10.30	
	Minimum		Maximum
Data Range		\$181.71	\$206.60
68% Probability Range		\$182.42	\$203.02
95% Probability Range		\$172.13	\$213.31

In addition to the statistical analysis, each sale is compared to the subject on an individual basis. Given the subject's size, condition, quality, product type and location, its market value is estimated at \$192.72 per square foot - equal weight is given to all the sales. Based on the adjusted sales data, a value estimate via the sales comparison approach is made below.

Sales Comparison Approach Value Estimate					
4,501	SF	@	\$192.72	=	\$867,433
					Rounded to:
					\$870,000



## INCOME APPROACH

The income capitalization approach is based on the premise that the value of a property is the present worth of anticipated benefits during the projected holding period. Typically, investors will pay no more for a property than the cost of purchasing a substitute property with similar risk and income characteristics. Along with the general economic climate, the local supply of and demand for similar properties has a direct influence on the amount of income generated, and ultimately, the property's value. In the this approach, the subject's value is based on the **fee simple estate** and typical market equity and debt financing terms and rates.

### Income Estimates

In this analysis, the subject's potential gross income, effective gross income and net operating income are estimated. Market rent for the property is derived by examining the rental rates and terms from other similar properties within the area. The market rent will be used to postulate lease terms for the subject that are representative of its market and its product type. Since the subject's **fee simple estate** has been valued, current market rent will be considered.

### Potential Gross Income

Potential gross income is the total income attributable to a real property at 100% occupancy before operating expenses are deducted. Since the subject's **fee simple estate** is valued in this analysis, market rent is utilized to estimate the potential gross income. The potential gross income of vacant units, if applicable, is based on current market rent.

### **Market Data - Office Space**

The following comparable rentals offer a representative indication of commercial rental rates within the subject's trade area. **Please note that within the subject's general market area, some retail complexes contain both retail and office tenants and historically, rental rates for these product types have been relatively similar.**

### *Office Rent Comparable Number 1*

Property:	Carlton Avenue Office Building
Location:	111 W. Carlton Avenue, in Kill Devil Hills, Dare County, North Carolina.
Tax Reference:	Pin # 9883.07 79 2982
Building Description:	
Square Feet:	2,560
Foundation:	Poured concrete
Structural Members:	Two (2) story wood frame
Exterior Walls:	Wood shake and board siding
Year Built:	1988
Quality:	Good
Condition:	Average
Price per Square Foot:	\$18.75 per square foot (average of 5 tenants for 2022).
Utilities and Expenses:	
Electric:	On tenant
Water and Sewer:	On landlord
Real Estate Taxes:	On landlord
Building Insurance:	On landlord
Repairs & Maintenance:	On landlord
Leasing/Management:	On landlord
Common Area Maintenance (CAM):	On landlord
Cleaning/Janitorial:	On tenant
Lease Terms:	One (1) year leases.
Renewal Options:	None
Overage Rents:	None
Rent Escalators:	None
Unleased Space:	0 square feet
Vacancy Rate:	0.00 percent
Comments:	This building is currently listed for sale at \$625,000 or \$244.14 per square foot and it has been on the market for 24 days.

**Office Rent Comparable No. 1 (continued)**



## Office/Retail Rent Comparable Number 2

Property:	Seagate North Shopping Center
Location:	3105 North Croatan Highway, Kill Devil Hills, Dare County, North Carolina.
Tax Reference:	Tax pin number 9885.13 03 5418
Building Description:	
Square Feet:	30,400
Foundation:	Concrete slab
Structural Members:	One story masonry frame
Exterior Walls:	Brick veneer
Year Built:	1980
Quality:	Average
Condition:	Average
Price per Square Foot:	\$15.00 average for new tenants (2023).
Utilities and Expenses:	
Electric:	On tenant
Water and Sewer:	On tenant
Real Estate Taxes:	On landlord
Building Insurance:	On landlord
Repairs & Maintenance:	On tenant for minor; Major on landlord
Leasing/Management:	On landlord
Common Area Maintenance (CAM):	On landlord
Cleaning/Janitorial:	On tenant
Lease Terms:	One (1) to three (3) years typical
Renewal Options:	None
Overage Rents:	None
Rent Escalators:	None
Passthroughs:	None
Turnover Characteristics:	N/A
Unleased Space:	0 square feet
Vacancy Rate:	0.00 percent
Comments:	A 2,424 square foot branch bank is located on an out-parcel within this shopping center.



**Rent Comparable No. 2 (continued)**



### ***Office Rent Comparable Number 3***

<b>Property:</b>	<b>Confidential Office Building</b>
<b>Location:</b>	Located off Croatan Highway, Outer Banks, Dare County, North Carolina.
<b>Tax Reference:</b>	N/A
<b>Building Description:</b>	8,548
<b>Square Feet:</b>	Concrete slab
<b>Foundation:</b>	One (1) story wood frame building
<b>Structural Members:</b>	Hardi-Plank siding
<b>Exterior Walls:</b>	1995
<b>Year Built:</b>	Average
<b>Quality:</b>	Average
<b>Condition:</b>	Average
<b>Price per Square Foot:</b>	\$17.50; The most recent lease in this project and it reflects a 2022 rental rate.
<b>Utilities and Expenses:</b>	
<b>Electric:</b>	On tenant
<b>Water and Sewer:</b>	On landlord
<b>Real Estate Taxes:</b>	On landlord
<b>Building Insurance:</b>	On landlord
<b>Repairs &amp; Maintenance:</b>	On tenant for minor; Major on landlord
<b>Leasing/Management:</b>	On landlord
<b>Common Area Maintenance (CAM):</b>	On landlord
<b>Cleaning/Janitorial:</b>	On tenant
<b>Lease Terms:</b>	Three (3) years
<b>Renewal Options:</b>	Three (3), 3-year renewals
<b>Rent Escalators:</b>	For every renewal period lease year, the rent increases by 3.00%.
<b>Unleased Space:</b>	0 square feet
<b>Vacancy Rate:</b>	0.00 percent
<b>Comments:</b>	None

***Retail Rent Comparable Number 4 (A Confidential Freestanding Building)***

Property:	Confidential
Location:	Croatian Highway, Outer Banks, Dare County, North Carolina.
Tax Reference:	N/A
Building Description:	
Square Feet:	6,136
Foundation:	Concrete slab and footers
Structural Members:	One (1) story masonry frame
Exterior Walls:	Typical Outer Banks commercial
Year Built:	Mid 1990s
Quality:	Average/Good
Condition:	Average
Price per Square Foot:	\$15.48 which reflects a 2023 negotiated rate; The tenant pays \$95,000 per year and has occupied the building since 2011.
Utilities:	
Electric:	On tenant
Water and Sewer:	On tenant
Real Estate Taxes:	On landlord
Building Insurance:	On landlord
Repairs & Maintenance:	Interior on tenant; Exterior and major on Landlord
Leasing/Management:	N/A
Common Area Maintenance (CAM):	On tenant
Cleaning/Janitorial:	On tenant
Lease Terms:	One (1) year renewal term.
Renewal Options:	None
Rent Escalators:	Flat rent
Rent Concessions:	None
Unleased Space:	0 square feet
Vacancy Rate:	0.00 percent
Comments:	The building has good exposure and visibility.

### Units of Comparison

Rent per square foot of net leasable area is considered the most reliable indicator of market rent. Within the subject's market area, most good quality retail and office spaces are typically leased on a triple net basis while older strip centers and offices normally have modified gross leases. Triple net terms require the tenants to pay most operating expenses. On the other hand, tenants pay virtually no operating expenses except for electric and janitorial costs under modified gross lease terms.

### Adjustments

After analyzing the individual comparable rents, the leased fees are deemed arms-length leases. Subsequently, no adjustments for legal rights being appraised or condition of rental are necessary. Based on the market data, the rental data are representative of prevailing market conditions.

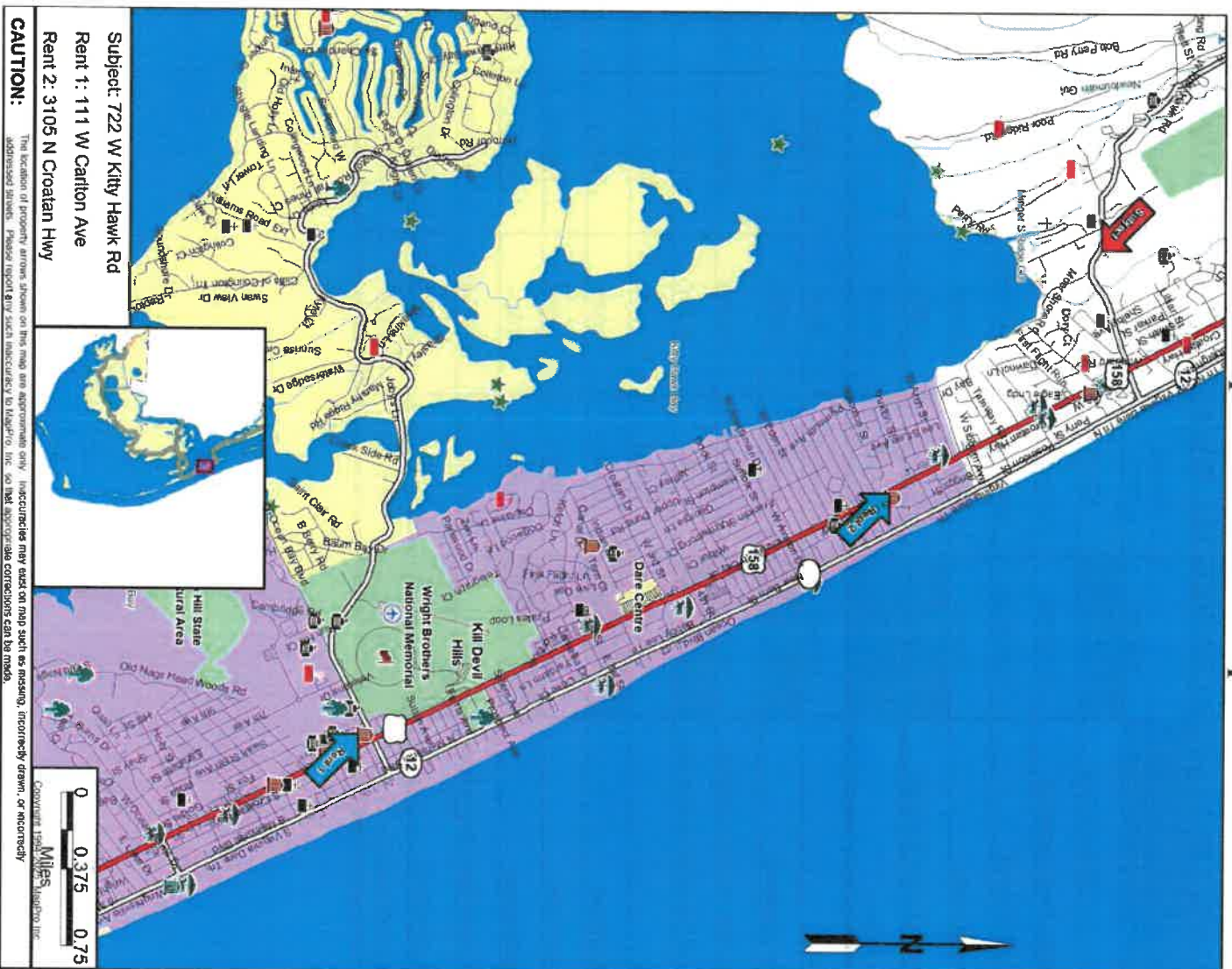
Rental Nos. 2 and 4 have good locations within their respective areas while Rental Nos. 1 and 3 are situated just off Croatian Highway and they have some visibility from US 158. The subject is inferior to all the rentals in location and the two (2) properties with good locations are adjusted downward by 20 percent while a 10 percent negative adjustment is applied to the rentals with average locations.

Most Outer Banks older office buildings are rented on a modified gross basis whereby the tenants are responsible for utilities and janitorial while for superior quality, newer properties, many leases have triple net terms in which the tenant also pays real estate taxes, property insurance, the grounds upkeep cost as well as most repairs & maintenance expenses. Given its layout, the subject would primarily be utilized by a single tenant/owner. In this analysis, I have made the assumption that the subject would be rented on a triple net basis. The comparable rental properties are leased on various terms and adjustments are made, if necessary, to these properties so that their rental rates reflect triple net terms. The adjustment chart follows. **Please note that your appraiser's mapping program lists comparable properties sequentially and as such, some rentals are placed in the ocean to maintain their confidentiality.**



MARKET DATA GRID: COMMERCIAL MARKET RENTAL ANALYSIS - OFFICE					
	Subject	Rental No. 1	Rental No. 2	Rental No. 3	Rental No. 4
Rent per s.f. of NLA (annual):		\$18.75	\$15.00	\$17.50	\$15.48
Legal rights being appraised	Fee Simple	Leased Fee	Leased Fee	Leased Fee	Leased Fee
Conditions of rental	Arms-length	Arms-length	Arms-length	Arms-length	Arms-length
Market conditions	Market	Market	Market	Market	Market
Market conditions adjustment		0.00%	0.00%	0.00%	0.00%
Adjusted price:		\$18.75	\$15.00	\$17.50	\$15.48
Location	Average -	Average	Good	Average	Good
Location adjustment		-10.00%	-20.00%	-10.00%	-20.00%
Quality, build-out and condition	Avg./Good	Avg./Good	Average	Average	Avg./Good
Quality and condition adjustment		0.00%	0.00%	0.00%	0.00%
Size	Typical	Typical	Typical	Typical	Typical
Size adjustment		0.00%	0.00%	0.00%	0.00%
Functional utility	Typical	Typical	Typical	Typical	Typical
Utility adjustment		0.00%	0.00%	0.00%	0.00%
Income producing characteristics	N-N-N	Mod. Gross	Mod. Gross	Mod. Gross	Net
Income adjustment		-20.00%	-20.00%	-20.00%	-10.00%
Indication of rental (per s.f.)		\$13.13	\$9.00	\$12.25	\$10.84

# Comparable Rental Map



The statistical characteristics of the adjusted rental data, which reflect a sample of a total population, are listed in the following table.

Statistical Analysis of Rental Data			
Mean		\$11.30	
Standard Deviation		\$1.80	
	Minimum		Maximum
Data Range		\$9.00	\$13.13
68% Probability Range		\$9.50	\$13.10
95% Probability Range		\$7.70	\$14.91

In addition to the statistical analysis, each rental is compared to the subject on an individual basis. Given the subject's quality, condition, location, floor plan, size and prevailing economic conditions with strong demand for office space, its market rent is estimated at \$13.00 per square foot on a triple net basis which reflects the upper end of the potential range. The potential gross income for the office space is forecasted below:

4,501	SF	@	\$13.00	=	\$58,513
-------	----	---	---------	---	----------

#### Contract Rent

Since the subject is fully owner occupied, there are no arms-length leases to consider.

### Effective Gross Income

Effective gross income is the anticipated income from all operations of the real property after allowance for vacancy and collection losses. Based on my inventory analysis, I have calculated the current vacancy rate and inventory of general purpose offices within Nags Head, Kill Devil Hills, Kitty Hawk and Southern Shores. The data are listed in the following table.

Inventory Analysis Kitty Hawk, Nags Head, Southern Shores and Kill Devil Hills Office Space					
Property Type	Number	S.F.	Average Size	Vacancy in S.F.	Vacancy Rate
Office-Single Tenancy	53	227,387	4,290	9,194	4.04%
Office-Multiple Tenancy	32	204,744	6,398	15,084	7.37%
Totals	85	432,131	5,084	24,278	5.62%

As portrayed by the data, single tenant and multi-tenant office buildings have vacancy rates of 4.04% and 7.37%, respectively, and the overall office vacancy is 5.62 percent. Overall, there has been good demand for Outer Banks office space especially for single tenant properties while the vacancy rate of multi-tenant buildings is concentrated in a few older projects. In this analysis, a **stabilized** vacancy allowance of three (3) percent is deemed appropriate. Depending on the risk character of the property, collection losses typically range from 0.50 to 4.00 percent. Similar to the vacancy allowance, collection losses are stabilized at a nominal 1.00 percent of potential gross income as a risk factor.

### **Net Operating Income**

Net operating income is the anticipated net income remaining after all operating expenses are deducted from effective gross income but before mortgage debt service and depreciation are deducted. Operating expenses are usually divided into fixed and variable expenses. Fixed expenses are operating expenses that generally do not vary with occupancy and have to be paid whether the property is occupied or vacant while variable expenses are all operating expenses that generally vary with the level of occupancy.

### **Fixed Expenses**

The subject property has two (2) fixed expenses, property taxes and property insurance. In this analysis, it is assumed that the subject is leased on a triple net basis; therefore, the tenant pays all the real estate taxes and insurance. For single tenant buildings, the tenant normally pays taxes directly to the taxing authority while insurance premiums are paid to the insurance carrier.

### Variable Expenses

In addition to these fixed expenses, the subject has variable expenses which include the following categories.

**Management** - A management fee of two (2) percent of effective gross income is reasonable for this size property and occupancy type (i.e. likely single tenant or owner occupancy). This rate is based on interviews with commercial management firms and the landlord is responsible for managing the property. For small office buildings such as the subject, the landlord and tenant typically negotiate leases without the service of a commercial broker and as such, a leasing fee is not considered in this analysis.

**Repairs and maintenance (landlord's portion)** - The landlord's portion of the repairs & maintenance cost is projected at 3.00 percent of EGI.

**Grounds Maintenance** - For a small single tenant building, the tenant is normally responsible for the upkeep of the grounds and site improvements.

**Replacement Allowance** - With Outer Banks commercial properties, replacement items are generally expensed as they occur and a reserve is not set aside. Due to the size and classification of the property, the repairs and maintenance allowance is considered sufficient to cover the necessary repairs over the next ten years and a replacement reserve amount is not deducted from the income.

A reconstructed operating statement and estimate of net operating income can be found on the following page.



**Kitty Hawk Police Station**

***Operating Income and Expense Schedule***

Number of Square Feet of NLA:	4,501	Per SF	Percent
	Year 1	of NLA	of PGI
Income			
Office rent at market	\$58,513	\$13.00	100.00%
Other income	0	0.00	0.00%
Potential gross income	\$58,513	\$13.00	100.00%
Vacancy loss	\$1,755	0.39	3.00%
Collection loss	585	0.13	1.00%
Effective gross income	\$56,172	\$12.48	96.00%
Operating expenses			
Real estate taxes (on tenant)	\$0	\$0.00	0.00%
Property insurance (on tenant)	0	0.00	0.00%
Grounds maintenance (on tenant)	0	0.00	0.00%
Repairs and maintenance (landlord's)	1,685	0.37	2.88%
Management fee	1,123	0.25	1.92%
Replacement allowance	0	0.00	0.00%
Total operating expenses	\$2,809	\$0.62	4.80%
<b>NET OPERATING INCOME</b>	<b>\$53,364</b>	<b>\$11.86</b>	<b>91.20%</b>

## DIRECT CAPITALIZATION

Direct capitalization is a process in which a single year's income is converted into an estimate of value. In this analysis, the overall capitalization rate is utilized to estimate the subject's value. This rate is equal to the net operating income divided by the sales price. From the sales data, contained in this report, several capitalization rates are calculated and listed below.

Property	Overall Capitalization Rate
Improved Sale No. 1	5.28%
Improved Sale No. 2	5.41%
Improved Sale No. 3	6.12%
Improved Sale No. 4	6.86%
Mean	5.92%
Median	5.77%

To further support an overall cap rate estimate for the subject, nationwide and regional capitalization and yield rates for various types of office properties will be analyzed. Nationwide real estate yields and return rates are estimated from the *Situs Real Estate Report* [4Q 2024], published by Situs and the *PwC Real Estate Investor Survey* [First Quarter, 2025], published by Price Waterhouse Coopers. The data listed in the survey reflect suburban products and per these publications, several market return rates are listed in the following table.

Suburban Office Market			
	<i>Situs Real Estate Report</i>	<i>PwC Real Estate Investor Survey</i>	
Pre-tax IRR (yield)			
Average	9.0%	9.03%	
Going-In Capitalization Rate			
Range	6.5% - 10.0%	5.00% - 9.50%	
Average	7.8%	7.95%	
Terminal Capitalization Rate			
Range	7.0% - 10.0%	6.25% - 10.00%	
Average	8.2%	8.07%	

As portrayed by the National data, market wide overall capitalization rates range from 5.00 percent to 10.00 percent for office properties. Given the subject's effective age, size, product type, condition, and current market trends, the going-in capitalization rate is estimated at 6.25 percent. Please note that the local comparable sales sold in a more favorable interest rate environment than the one that exists today and overall cap rates have risen by 50 to 75 basis points.

Income Approach Value Estimate					
NOI of	\$53,364	/	6.25%	=	\$853,822
					Rounded to:
					\$850,000

## RECONCILIATION OF VALUE AND FINAL VALUE ESTIMATE

A résumé of the foregoing indications of value are as follows:

<b>KITTY HAWK POLICE STATION</b>	
	“As Is” Market Value Estimate
Effective Date of Appraisal	March 12, 2025
Marketing Time	12 months
Property Rights Appraised	Fee Simple Estate
<b>Land Value Estimate - Lot Located at 717 W. Kitty Hawk Road</b>	<b>\$155,000</b>
Cost Approach	Omitted
Sale Comparison Approach	\$870,000
Income Approach	\$850,000
<b>Final Value Estimate</b>	<b>\$870,000</b>

The final step in the appraisal process is the reconciliation of the data and indicated values resulting from the application of the three approaches. This step correlates the facts and involves the careful reviewing and evaluation of each estimate of value. Upon analysis, a conclusion of final value is formed.

### Cost Approach

The cost approach is usually a good indicator of value for new or proposed projects since they have little or no accumulated depreciation. The cost approach is mainly utilized as a check on the financial feasibility of an existing project and when all forms of depreciation are deducted, it can yield an accurate indication of value for the property. Due to the age of the improvements and the difficulty in measuring accrued depreciation from its three (3) components, physical deterioration, functional obsolescence and economic or external obsolescence, the cost approach **is not** deemed a reliable or appropriate measure of current market value and along with the land value analysis, it has been omitted in this appraisal assignment.

### Sales Comparison Approach

The sales comparison approach is considered a reliable indicator when there is an ample supply of market data. Given the quality of the sales data, the sales comparison is a reasonable measure of market value.

### Income Capitalization Approach

The income capitalization approach is typically an appropriate measure of market value for properties that are held for income generation. Typically, small office/retail buildings such as the subject are purchased by owner occupants and the property's net income potential is not considered in the purchase decision. Stability of occupancy, pride of ownership and tax consequences are usually the motivation for purchasing this class of property.

After careful consideration of the approaches to value and the definition of value sought (**i.e. fee simple**), most weight is given to the value estimate via the sales comparison approach; therefore, it is my opinion that the subject's "as is" market value, as defined herein, in **fee simple title** and as of March 12, 2025, was:

**EIGHT HUNDRED SEVENTY THOUSAND DOLLARS**

**(\$870,000)**

Furthermore, I estimate that the "as is" market value of the *Lot located at 717 W. Kitty Hawk Road*, in fee simple title and as of March 12, 2025, was:

**ONE HUNDRED FIFTY FIVE THOUSAND DOLLARS**

**(\$155,000)**

At the appraised values, the marketing time is 12 months while the reasonable exposure time, which reflects the days on the market prior to a hypothetical sale on the effective date of appraisal, is also estimated at 12 months.



# QUALIFICATIONS OF GREGORY L. BOURNE, MAI

Post Office Drawer 1687  
Nags Head, North Carolina 27959

## PROFESSIONAL DESIGNATIONS AND CERTIFICATIONS

Member Appraisal Institute (MAI) - The Appraisal Institute, Certificate Number 8805, 1991

State-Certified General Real Estate Appraiser - NC License Number A215, VA License Number 4001 001251 (inactive), SC License Number CG 2447 (inactive)

## PROFESSIONAL EXPERIENCE

Bourne Appraisal Service, 1996 - Present  
Real Estate Appraisers and Consultants

Bourne & Culpepper Appraisals, 1990 - 1995  
Real Estate Appraisers and Consultants

Sauter, Pheilan & Associates, 1987 - 1989  
Real Estate Appraisers and Consultants

Robert B. Miller & Associates, 1986  
Real Estate Appraisers and Consultants

## EDUCATIONAL BACKGROUND AND TRAINING

B.S. Degree in Finance, Virginia Polytechnic Institute and State University, Blacksburg, Virginia, 1984

Real Estate Appraisal Principles,

Exam 1A-1/8-1, 1986

Basic Valuation Procedures, Exam 1A-2, 1986

Capitalization Theory & Technique, Part A,

Exam 1B-A, 1986

Capitalization Theory & Technique, Part B,

Exam 1B-B, 1986

Standards of Professional Practice, 1987

Case Studies in Real Estate Valuation,

Exam 2-1, 1986

Residential Valuation, Exam 8-2, 1987

Market Analysis, Examination 10, 1987

Report Writing and Valuation Analysis, Exam 2-2, 1990

## BUSINESS AND PROFESSIONAL AFFILIATIONS

Appraisal Institute - Member

Alpha Kappa Psi, Professional Business Fraternity

Dare County Board of Realtors - Broker Member

## TYPES OF PROPERTIES APPRAISED

Multi-Family Residential, Residential Condominium Developments, Commercial Condominium Developments, Office Properties, Retail Properties, Feasibility Studies, Convenience Stores, Gas Stations, Acreage, Residential Subdivision Analyses, Highest and Best Use Studies, Shopping Centers, Commercial Condominium Conversions, Restaurants, Special Purpose Buildings, Trailer Parks, Day Care Centers, Apartments, Motels, Cottage Courts, Martinis, Warehouse Properties, Resort Developments and Ocean Beach Properties, Highway Right-of-way Acquisitions, State Park Acquisitions, Timberland, Wetland, Conservation Land, Residential Subdivision Lots, and Planned Communities

## INSTITUTIONAL CLIENTS

North Carolina State Property Office  
North Carolina Department of Transportation  
North Carolina Nature Conservancy  
North Carolina Rural Rehabilitation Corporation  
North Carolina Department of Commerce  
Religious Institutions  
County of Currituck and Dare  
U.S. Fish & Wildlife Service  
General Administration Services (GSA)

## FINANCIAL CLIENTS

Bank America  
United Bank  
PNC Bank  
Southern Bank  
Wells Fargo Bank  
First Bank  
Nomura, New York, New York  
BB & T  
Southern Community Bank  
Capital Bank  
the little bank  
Chesapeake Bank  
North State Bank  
Royal Bank America  
First Citizens Bank  
TowneBank  
Atlantic Union Bank  
Bank of Kansas  
Four Oaks Bank  
First National Bank

## APPRAISAL EXPERIENCE - NORTH CAROLINA

Dare County, Currituck County, Pasquotank County, Hyde County, Chowan County, Gates County, Camden County, Tyrrell County, Perquimans County

## COURT EXPERIENCE - EXPERT WITNESS

United States Bankruptcy Court - Wilson, New Bern, Greenville, Raleigh, NC  
Tax Appeal Hearings - Dare and Currituck County, North Carolina  
Superior Court - Dare, Currituck, Perquimans and Pasquotank Counties

## CONTINUING EDUCATION COURSES (Past 5 Years)

Appraising Convenience Stores (9/2018)  
National USPAP Update (4/2024)  
Business Practices and Ethics (4/2021)  
Evaluating Commercial Construction (2/2014)  
Analyzing Operating Expenses (8/2014)  
Advanced Internet Search Strategies (9/2014)  
Case Law 7 (1/2019)  
Appraisal FAQ's 2019 (1/2019)  
Forecasting Revenue (8/2016)  
Rates and Ratios: Making Sense of GIMs, OARs, and DCF (8/2016)  
Fundamentals of Separating Real Property, Personal Property, and Intangible Business Assets (4/2019)  
Case Law 8 (1/2020)  
The DCF Model: Concepts, Issues and Applications (4/2021)  
Data Verification Methods (4/2021)  
Appraisal of Medical Office Buildings (2023)  
Excel Applications for Valuation (2023)  
Fundamentals of Apartment Appraising (2023)

## **ADDENDA**

- A. State License Certificate
- B. Tax Abstracts



**NORTH CAROLINA  
APPRAISAL BOARD**

**APPRAISER QUALIFICATION CARD**

REGISTRATION / LICENSE / CERTIFICATE HOLDER

**GREGORY L BOURNE**

24  
A215  
APPRAISER NUMBER

G  
TYPE

Y  
NATIONAL REGISTRY

25

*Gregory L. Bourne, MAI*

Appraiser's Signature

*[Signature]*

Executive Director

**EXPIRES JUNE 30, 2025**



# Dare County - Property Records

Dare County - Property Records

018030000  
722 W KITTY HAWK RD, KITTY HAWK, NC,  
27949

TOWN OF KITTY HAWK  
PO BOX 549  
KITTY HAWK, NC,27949, USA

Assessed Value  
\$744,800

## PARCEL INFORMATION

Parcel ID	018030000	PIN	987506481537
Land Use Code	9600	Land Use Description	TOWN OF KITTY HAWK
District	KITTY HAWK	Neighborhood	08620055
Zoning Code	VC-1	Zoning Desc.	VILLAGE COMMERCIAL 1
Subdivision Code	0000	Subdivision	SUBDIVISION - NONE
Legal Desc.	LOT: 1-2 BLK: SEC:		
Plat Cab Slide	PL: SL:		
Deed Date	11/17/1995	Book / Page	1019 / 0244
Tax Status	Exempt		

## SECONDARY OWNERS

No data to display

## ASSESSMENT DETAILS

### REAL ESTATE ASSESSED VALUE

Land Value	\$185,000
Building Value	\$548,700
Other Improvements	\$11,100
Total Assessed	\$744,800

### BILLING VALUE

Land Value	\$185,000
Building Value	\$548,700
Other Improvements	\$11,100
Total Value	\$744,800

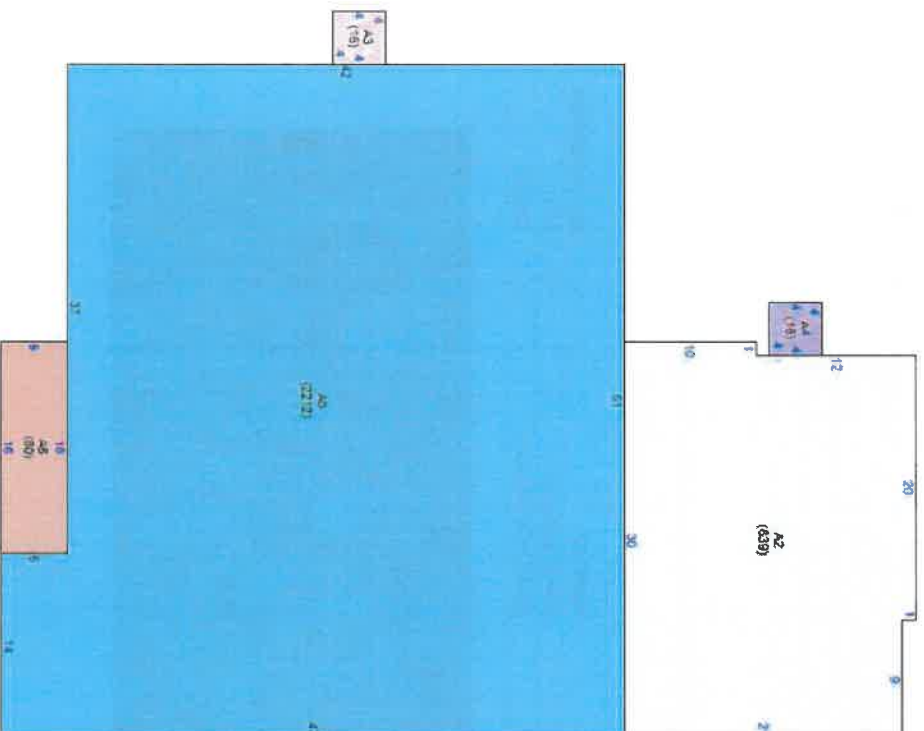
## LAND

LAND DESCRIPTION	SQFT	ACRES
1 H62-08-Commercial Village Primary	14,000	0.3214
Total	14,000	0.3214

## BUILDINGS

## BUILDING #: 1

Year Built	1961
Finished Area	3,558 SqFt
Stories	1
Style	POLICE/FIRE STATIONS
Exterior Wall	BRICK OR STONE
Heating / Cooling	CENTRAL - HEAT PUMP
Fuel Type	N/A
Bedroom(s)	N/A
Full Bath(s)	N/A
Half Bath(s)	N/A
Fireplace(s)	N/A
Attached Garage	N/A
Units	N/A



AREA INDEX		AREA
+	1	16
WD1 - WOOD DECK		
+	2	16
WD1 - WOOD DECK		
+	3	80

## AREA INDEX

## AREA

PR5 - PORCH COVERED

## OTHER IMPROVEMENTS

BUILDING #	DESCRIPTION	YEAR BUILT	QTY	SIZE / COUNT
1	PC1 - PAVING CONCRETE AVERAGE	1975	1	6000
2	RS1 - FRAME UTILITY SHED	2013	1	80

## RECENT SALES HISTORY

The sales history includes only qualified sales made since January 1, 2016. A sale is qualified when it has been verified, by the appraiser, as an arm's length transaction for fair market value. Only qualified sales are considered in the appraisal process.

No data to display

## VALUE CHANGES

The value change history shows only changes in appraised value; it does not show exemptions, exclusions or deferrals that could reduce a property's taxable value. If any of these are in effect for a particular tax year, it will be shown on the property tax bill for that year. It is also possible that some previous value changes might be missing from this list or listed in the wrong order.

REVALUATION EFFECTIVE DATE	ASSESSED VALUE
01/01/2025	\$744,800
01/01/2020	\$400,500
01/01/2013	\$349,600
01/01/2005	\$350,800

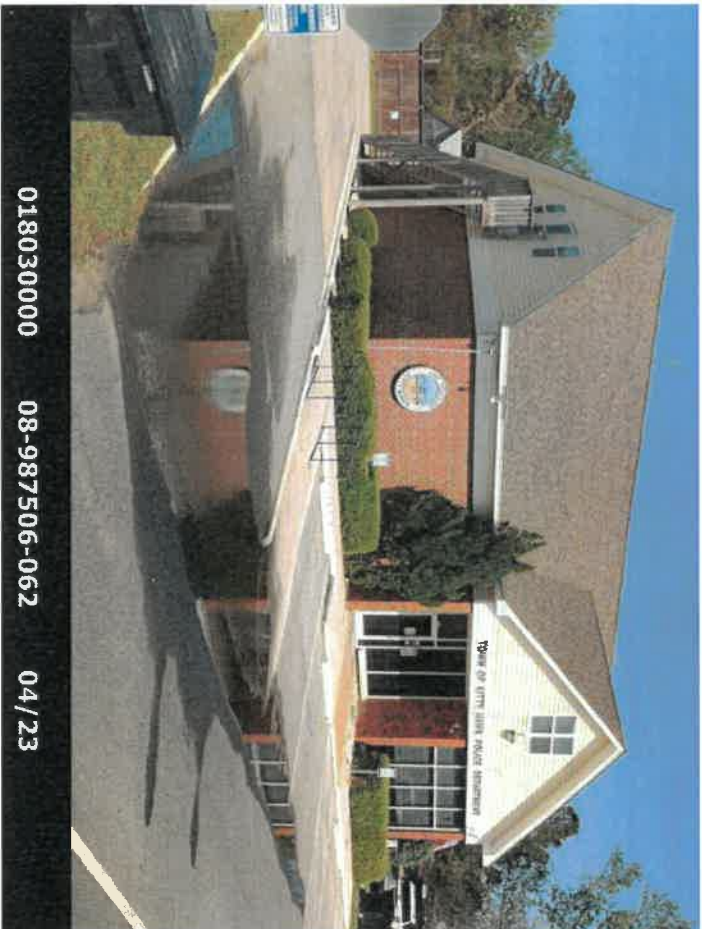
## PERMITS

Permits issued in the past 6 years. All information deemed reliable but not guaranteed. For more information, please visit Dare County's [searchable Permit site](#).

DATE	PERMIT #	PURPOSE	PERMIT AMOUNT
03/27/2013	COM-3-13-3227	COMM NEW MISC	\$500
09/01/2011	COM-8-11-1950	COMM REMODELING	\$10,000







018030000

08-987506-062

04/23

Data last updated: 04/01/2025



# Dare County - Property Records

Dare County - Property Records

018156001  
717 W KITTY HAWK RD, KITTY HAWK, NC,  
27949

TOWN OF KITTY HAWK  
-  
PO BOX 549  
KITTY HAWK, NC,27949, USA

Assessed Value  
\$109,000

## PARCEL INFORMATION

Parcel ID	018156001	PIN	987506481337
Land Use Code	0085	Land Use Description	VACANT LAND (KITTY HAWK)
District	KITTY HAWK	Neighborhood	08330355
Zoning Code	VC-1	Zoning Desc.	VILLAGE COMMERCIAL 1
Subdivision Code	N500	Subdivision	NORA BAUM E W BAUM ETAL REV
Legal Desc.	LOT: PARCEL 2 BLK: SEC:		
Plat Cab Slide	PL: E SL: 754		
Deed Date	03/26/2003	Book / Page	1484 / 0392
Tax Status	Exempt		

## SECONDARY OWNERS

No data to display

## ASSESSMENT DETAILS

### REAL ESTATE ASSESSED VALUE

Land Value	\$101,400
Building Value	\$0
Other Improvements	\$7,600
Total Assessed	\$109,000

### BILLING VALUE

Land Value	\$101,400
Building Value	\$0
Other Improvements	\$7,600
Total Value	\$109,000

## LAND

LAND DESCRIPTION	SQFT	ACRES
1 H33-08-Village	10,000	0.2296
Total	10,000	0.2296

## BUILDINGS

No data to display

## OTHER IMPROVEMENTS

BUILDING #	DESCRIPTION	YEAR BUILT	QTY	SIZE / COUNT
1	RS1 - FRAME UTILITY SHED	2005	1	120
2	CP5 - CANOPY ONLY	2015	1	120
3	WD1 - WOOD DECK OR RAMP	2015	1	224

#### RECENT SALES HISTORY

The sales history includes only qualified sales made since January 1, 2016. A sale is qualified when it has been verified, by the appraiser, as an arm's length transaction for fair market value. Only qualified sales are considered in the appraisal process.

No data to display

#### VALUE CHANGES

The value change history shows only changes in appraised value; it does not show exemptions, exclusions or deferrals that could reduce a property's taxable value. If any of these are in effect for a particular tax year, it will be shown on the property tax bill for that year. It is also possible that some previous value changes might be missing from this list or listed in the wrong order.

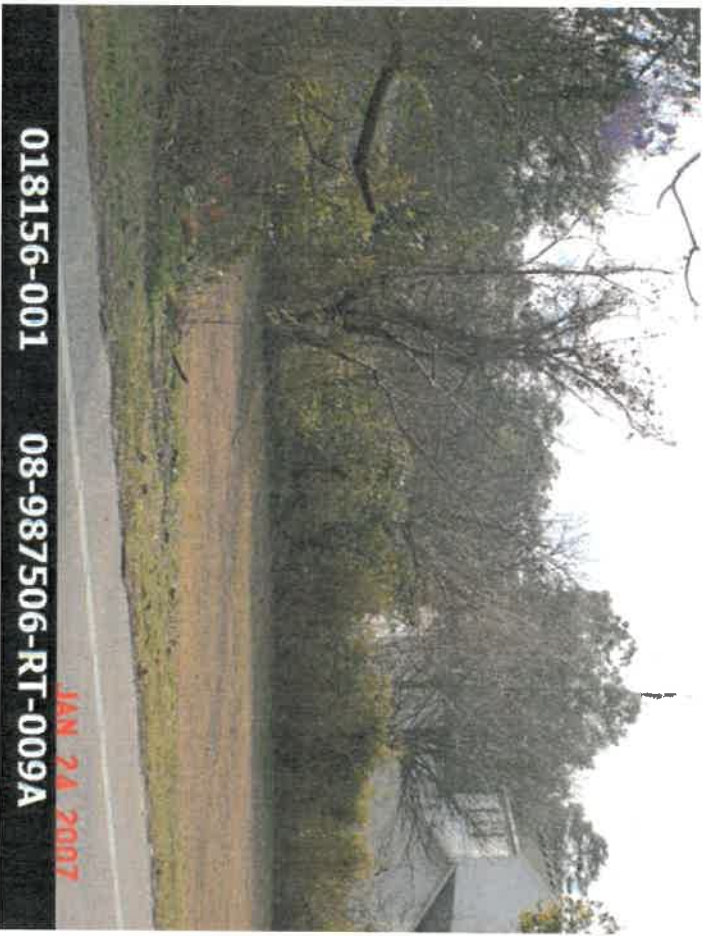
REVALUATION EFFECTIVE DATE	ASSESSED VALUE
01/01/2025	\$109,000
01/01/2020	\$77,900
01/01/2013	\$57,000
01/01/2005	\$82,000

#### PERMITS

Permits issued in the past 6 years. All information deemed reliable but not guaranteed. For more information, please visit Dare County's [searchable Permit site](#).

DATE	PERMIT #	PURPOSE	PERMIT AMOUNT
04/30/2015	COM-4-15-5016	COMM NEW MISC	\$5,000
01/23/2015	COM-1-15-4846	COMM MISC CHANGE	\$500





018156-001

08-987506-RT-009A

JAN 24 2007

Data last updated: 04/01/2025

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## MEMORANDUM

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**TO:** Mayor Garriss and Members of the Town Council

**FROM:** Rob Testerman, AICP, CFM, CZO, Director of Planning & Inspections

**DATE:** August 4, 2025

**RE:** Text Amendment: Lot coverage/permeable pavement

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### Proposal

Note: red text is proposed new language, black text is existing, strikethrough is proposed for deletion from town code

### Sec 42-1.- Definitions

*Lot coverage* means a measure of the developed intensity of land use. The term "lot coverage" includes, but is not limited to, all areas covered by buildings, accessory structures, improved driveways (**gravel used for driveways and parking shall be considered to be improved**), roads, sidewalks, decks and any area of concrete or asphalt.

(1) The "wet" or water area of a swimming pool shall be exempt from the lot coverage calculations up to 500 square feet. Any pool water area in excess of 500 square feet will count towards lot coverage calculations.

(2) For single-family residential applications, **the following are exempt from lot coverage calculations:**

(a) artificial turf, plastic turf reinforcing grids (PTRGs or geocells) ~~shall be exempt from lot coverage calculations~~, provided that the materials and construction methods have been certified by a state licensed engineer to be 100 percent pervious and will remain so for the life of the installation.

~~(b) Uncovered open-slatted decks that allow water to penetrate through to open, pervious material shall be exempt from lot coverage calculations.~~

~~(c) (b) Gravel or loose stone used for walkways, patios or landscaping shall be exempt from lot coverage calculations.~~

(3) For single-family residential applications, **uncovered open-slatted decks that allow water to penetrate through to open, pervious material are calculated as 'lot coverage physical area'.**

*Lot coverage physical area* means the total area of all areas physically covered by buildings, parking areas, accessory structures, driveways, roads, sidewalks, **decks as described in Sec. 42-1**, and any area of concrete or asphalt including impervious areas and permeable coverage. Lot



coverage physical area shall not exceed the limits set out in the dimensional requirements of each zoning district.

*Permeable pavement* means pedestrian or vehicular pavement materials installed, operated, maintained, tested and repaired to permit passage of water through the pavement, including porous concrete, porous asphalt, permeable interlocking concrete pavers, concrete grid pavers (e.g., turfstone), reinforced turf, pavement edge restraints, and other similar proven technologies. All permeable paving systems shall comply with the criteria of the North Carolina Division of Water Quality Stormwater Best Management Practices Manual (current edition); for permeable pavement not evaluated by the NC DEQ Stormwater Design Manual, as confirmed by NC DEQ Stormwater Section upon evaluation. *Documentation verifying that the material and installation methods are consistent with the standards of the Stormwater Design Manual must be submitted in order to be considered permeable pavement or lot coverage physical area.*

**Sec. 42-247(d)4; Sec. 42-248(d)4; Sec. 42-249(d)4 ; Sec. 42-273(d)4 ; Sec. 42-274(d)4 ; Sec 42-275(d)4**

The maximum allowable lot coverage by principal use and all accessory structures is 30 percent. Maximum lot coverage physical area of 38 percent, provided that any lot coverage physical area in excess of 30 percent is comprised of permeable pavement, *or as otherwise defined in Sec. 42-1. Permeable pavement failure shall require that the failed permeable pavement is removed and replaced by a pavement meeting the definition of permeable pavement herein with design pavement performance equal to, or better than, the represented performance of the approved pavement.*

#### **Background & Analysis**

In August 2024, the Town Council approved a staff-initiated text amendment to the Zoning Ordinance that provided relief in lot coverage calculations for specific permeable features, including uncovered, open-slatted decks; artificial turf (astroturf); and plastic turf reinforcement grids (PTRGs). These features were excluded from lot coverage calculations to encourage the use of permeable materials and promote stormwater management.

At the time of adoption, staff intended for the uncovered decks to be recognized as part of the “lot coverage physical area”—a broader category that informs how intensely a property is developed. However, the adopted language did not clearly express this intent.

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#### **Issue**

Due to the lack of clarity in the original amendment, questions have arisen about how these exempted features should be treated. This ambiguity could lead to inconsistent interpretations during permitting and plan reviews.

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### **Proposed Solution**

Staff is proposing a follow-up amendment to clarify that while uncovered, open-slatted decks, with permeable materials below are exempt from lot coverage calculations, they are still to be included in the “lot coverage physical area.”

Staff proposes to continue to allow artificial turf, and features such as landscaping gravel to not count towards either lot coverage or ‘lot coverage physical area’. It is staffs opinion that these features do not increase the intensity of the development of a lot, while a deck (a physical structure) does increase the intensity of the development of a lot, even if uncovered and permeable beneath.

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### **Rationale**

This clarification maintains the original intent of the 2024 amendment:

- To provide flexibility in how property owners develop their lots using permeable, low-impact materials.
- To preserve a consistent and measurable standard for limiting the intensity of development on residential lots.

Recognizing these features in the physical coverage of a lot ensures a balanced approach between usability, environmental considerations, and community development goals.

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### **Questions Raised at 7/7 Public Hearing and Staff Responses**

- **Didn't we already vote on uncovered decks not counting as stormwater?**

**A:** Stormwater and lot coverage are two separate things. We do not have any stormwater regulations that apply to single-family residences.

Town Council previously voted to exclude uncovered decks from lot coverage calculations. Under the existing language, uncovered decks are not counted at all—meaning, in theory (though unlikely), a property owner could cover their entire lot with uncovered decking.

The proposed language would classify uncovered decks as “lot coverage physical area.” While they still would not count against the 30% lot coverage limit, they would be subject to the 38% cap for lot coverage physical area. This change is intended to provide a reasonable check on development intensity, helping to maintain a balance between flexibility for property owners and the overall character and environmental health of the community.

- **Why is it coming back?**

**A:** As noted in the staff report, the language approved in 2024 inadvertently created some ambiguity. This proposal is an effort to clarify that.

- **"The state counts it one way and we count it another way."**

**A:** It is believed that this statement refers to SL 2024-49 which states that "for purposes of implementing State or local stormwater programs" slatted decks cannot be considered "built upon area". This applies to stormwater management regulations. We do not have a stormwater program for single-family residences. This is for zoning regulations. SL 2024-49 does not apply.

- **"It doesn't talk about where the decks are cantilevered. It just says a deck is considered a space."**

**A:** The regulations do not distinguish between cantilevered and non-cantilevered decks—and they never have. Under the current proposal, the surface area of any uncovered deck, whether cantilevered or not, would count toward the 38% "lot coverage physical area" maximum. This is intended to help regulate the overall development intensity of a lot.

As it stands now, uncovered decks—regardless of how they're supported—are not counted at all. Prior to the first amendment in 2024, however, all decks (cantilevered or not) were included in the lot coverage calculation and subject to the 30% impervious surface maximum.

- **"It's over-complicating it"**

**A:** The concept of "lot coverage physical area" was adopted by Council in 2018 to allow for additional coverage using permeable pavement. Initially, this applied only to commercial properties. In 2024, Council expanded its use to include residential properties as well.

The current proposal would apply the same approach to uncovered decks—treating them like permeable pavement by counting their surface area toward the 38% "lot coverage physical area" limit, rather than the 30% lot coverage cap. This aims to strike a balance between flexibility and responsible development.

- **Concerns raised over counting gravel driveways as lot coverage**

**A:** Prior to the 2024 amendment, driveways made of any material—including natural surfaces—were counted as lot coverage. The amendment updated this by specifying that only "improved driveways" should be included in lot coverage calculations.

The current proposal clarifies that gravel driveways are considered "improved" because, over time, they become compacted by vehicle traffic and accumulate debris, making them effectively

impervious. As a result, gravel driveways would count as lot coverage under the proposed language.

However, decorative or landscaping gravel is not included, as it is not typically driven on, remains uncompacted, and continues to allow water to pass through.

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**The following goals and policies relevant to this application are stated in the CAMA Land Use Plan:**

Policy 2.4: Require stormwater management systems in new development that mimic pre-development runoff conditions.

»Consider additional incentives for green stormwater infrastructure including pervious pavements, bioswales, rain gardens and green roofs

Policy 3.1 Manage land use and development to minimize primary and secondary impacts on resources and existing residents through standards for developments.

Policy 3.4: Encourage residential that fits Kitty Hawk's character.

» Maintain zoning regulations that protect the character of Kitty Hawk's neighborhoods.

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**Planning Board Recommendation**

At its May 15, 2025 meeting the Planning Board unanimously recommended approval of the proposed text amendment.

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**Town Council Recommended Action**

Action by the Town Council may include approval, denial, approval with modifications or tabling of the proposed text amendment.

If **approval** of the proposed text amendment is sought, then the following motion can be used:

"I move to approve the proposed text amendments to the sections listed in this staff report related to permeable pavement, lot coverage and lot coverage physical area. Town Council has found this proposal to be consistent with the Town's adopted land use plan."

Should Council wish to **deny** the proposed text amendment to Sec 42-1, the following motion could be used:

"I move to deny the proposed text amendments. Town Council finds that the proposal is inconsistent with the Town's adopted land use plan."

