



PROPOSED AGENDA

KITTY HAWK TOWN COUNCIL

Monday, January 5, 2026
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 December 1, 2025, Regular Session Council Minutes** – Approval of the consent agenda will approve these minutes.
 - b) **Resolution- Revised 2026 Town Council Meeting Dates** – Adjusting the time of the March 2, 2026 Council Meeting to 5 pm to accommodate the primary election set up
 - c) **FY 2026-2027 Budget Calendar**
 - d) **Budget Amendment #8 - Insurance Claim**
 - e) **Budget Amendment #9 - OBX Jeep Donation**
 - f) **Budget Amendment #10 - Cybersecurity Grant**
 - g) **Budget Amendment #11 - Public Works Replacement Truck**
 - h) **Budget Amendment #12 - Icarus monument funding**
6. **Items Removed from Consent Agenda** –
7. **Planning** –
8. **Public Hearing** –
 - a) **Special Use Permit – 4352 B The Woods Rd – RV Park**. Applicant proposes expansion of existing RV park onto adjacent vacant parcel.
9. **New Business** –
 - a) **Appointment of New Member to Recreation Committee**
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

***To Watch Livestream on YouTube:** <https://youtube.com/live/igfic-9Ay8?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@kittyhawkncc.gov. If you would like your question or comment read at this meeting, please send it by 2:30 PM on January 5, 2026, 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.

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Minutes
KITTY HAWK TOWN COUNCIL
Monday, December 1, 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. **Remarks by Departing Mayor Craig Garriss**
5. **Oaths of Office**
 - a) **Mayor-Elect Charlotte Walker**
 - b) **Council-Elect Jeff Pruitt and Council-Elect Peter Mantz**
6. **Election of Mayor Pro Tempore**
7. **Mayor Pro Tem Oath**
8. **Presentation to Former Mayor Craig Garriss**
9. **Brief Recess/Reconvene**
10. **Remarks by Newly Elected Mayor, Mayor Pro Tem and Councilmember**
11. **Presentation –**
 - a) **Outer Banks Jeep Invasion Presentation to Police and Fire Departments**
 - b) **FY 2025-2026 First Quarter Financials**
12. **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.
13. **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 November 1, 2025, Regular Session Council Minutes** – Approval of the consent agenda will approve these minutes.
 - b) **Planning Board Work Plan** – updates with new task
 - c) **Financial Reports as of September 30, 2025**



14. Items Removed from Consent Agenda –

15. Public Hearing –

- a) **Special Use Permit – 5416 N Croatan Hwy – Gas station.** Applicant proposes a gas station/convenience store.

Note: Public Hearing for Special Use Permit – 4352 B The Woods Rd – RV Park is scheduled for the January 5, 2026 Town Council Meeting.

16. New Business – Appointments to Board/Committee

- a) Tourism Board
- b) Government Education Access Channel Committee
- c) Recreation Committee Liaison

17. Old Business –

18. Reports/General Comments from Town Manager

19. Reports/General Comments from Town Attorney

20. Reports/General Comments from Town Council

21. Adjourn

1. Call to Order

2. Moment of Silence/Pledge of Allegiance

3. Approval of Agenda

Garriss: Good evening, everyone. I'd like to call the Kitty Hawk Town Council meeting to order. It's Monday, December 1st, 2025, at 6 p.m. We're in the Smith meeting room at the Kitty Hawk Town Hall. Thank you all for joining us tonight. We've got a big turnout and it's a big night. Thank you all for being here. Folks and Council, before I'd like to deviate just a little bit from the agenda, we all lost a very good friend in the community on Thanksgiving Day, Mr. Terry Gray. Terry was a former mayor of Kill Devil Hills and was serving as a Kill Devil Hills Town Commissioner when he passed away. Terry's service to this community was outstanding. You cannot talk about what he did as far as charities, fundraising, and so forth. There are two sentences, if y'all bear with me, in his obituary that I thought fit Terry perfect. I'd like to read it if it's okay with you folks. If not, I'm going to read it anyway. Terry Gray's life was defined by service to his town, his county, and the people he loved. His impact on Kill Devil Hills and the Outer Banks will be long lasting, and his memory will be cherished by all who knew him. I think that it fits Terry perfectly. I'd like to ask everyone to keep Terry, his family, and the town of Kill Devil Hills in your thoughts and prayers. Thank you everyone. Council, for one last time, I will entertain a motion to approve tonight's agenda.

Tillett: So moved, Mr. Mayor.

Garriss: Motion made by Dylan. Second?

Pruitt: Second.

Garriss: Second by Jeff. All in favor say, "aye".

All Council: Aye.

4. Remarks by Departing Mayor Craig Garriss



Garriss: All opposed? None. Thank you very much. I have a few remarks to make to the public, to Council before I step down from up here and we swear in a new mayor. So y'all bear with me. I've served this Town Council for a total of 12 years. Eight as a Council member and four years as your mayor. I also served on the Board of Adjustment and Planning Board before that time. Jeff and I kind of started that together years ago. My time as mayor has gone by quickly, although at times the days seemed like they would never end. Aside from my family, my friends, and my law enforcement career, this has been one of the highlights of my life. Through my service to Town Council, I was afforded the opportunity to meet so many great people. I believe the role of mayor is more than just sitting up here running these meetings. A mayor must get out in the community and attend those important functions, take part in those ribbon cuttings, and serve on those committees. That is why I tried to do as much as possible. The Town of Kitty Hawk is a great place to live, work, and visit. We have such rich history here. It is up to us to preserve that history while at the same time keeping up with times to stay current. Contrary to what some people may think, this is not just little old Kitty Hawk anymore. Things have changed. But that doesn't mean we can't work hard to control that change and keep some of those things in places that make Kitty Hawk special. There are a lot of people I would like to thank. First, my wife Karen, who had to experience some of those frustrating phone calls and conversations when things were not so good, but she was also there to hear those positive comments and stories where things were going well. Trust me, good times far outweigh the bad. My daughters and their families find themselves as part of my sounding board. Thank you to the department heads, our wonderful town staff and anyone serving on committees in this town. A huge thank you to serve, volunteer, and serve on a committee. You dedicate a lot of time when you could be doing other things. That means so much. We cannot operate this time without our citizens stepping up to help. Thank you so much to our wonderful Town Manager, Melody. Thank you. We've had some interesting and stressful conversations over the years. You kept me grounded and I will forever be grateful. Sometimes we kept each other grounded. I think some of you have no idea what she does for this town, but Melody, you are a great town manager. To this Town Council, thank you. It has been an honor to serve with you. To Mayor Elect Charlotte Walker, thank you and thanks for having the courage to step up and run for mayor. You will be great in your new position. Remember, I'm always available if needed. We know where the Front Porch Cafe is, right? We know exactly. Jeff, congratulations again on your re-election. You and I started out together years ago. We've seen a lot. I know you will continue to be a strong advocate for Kitty Hawk. To Pete Mantz, congratulations to you, sir. You're going to be a great addition to this council. I look for good things out of you. Dylan Tillet, David Hines, thank you both for your service. It's been an honor to sit up here with both of you. To the citizens of Kitty Hawk who have voted for me for 12 years, thank you. I could not have done it without your support. I was very fortunate to never have any opposition. Trust me, it's a lot easier and a lot cheaper that way. I want to pass something on to our new council. At the end of each council meeting, usually one of us, if not all of us, thanks our time staff for what they do every day. Here's a thought. When you start to have those budget discussions in a few months, remember all those good things that you've said about our staff. If they are as good as we have all said they are and they are, then they deserve to get paid what their peers are doing for doing the same job. They don't deserve to be at or near the bottom of the pay scale as they have been for so long. It's past time for this council to come together as a unit, and I know you will, and pay these people what they're worth. You have a responsibility to do the right thing, not only for staff, but for the citizens of Kitty Hawk. That's enough for me. It's time to swear in a new mayor. Thank you.

5. Oaths of Office

a) Mayor-Elect Charlotte Walker

b) Council-Elect Jeff Pruitt and Council-Elect Peter Mantz

Garrett, Lauren: Please raise your right hand. I, please state your name.

Walker: I, Charlotte Deloatch Walker,

Garrett, Lauren: Do swear that I will well and truly execute the duties as mayor for the town council of Kitty Hawk according to the best of my skill and authority according to the law, so help me God.



Walker: I do.

Garrett, Lauren: I, state your name.

Walker: I, Charlotte Deloatch Walker,

Garrett, Lauren: Do solemnly swear that I will support and maintain the Constitution and the laws of the United States and the Constitution and the laws of North Carolina, not inconsistent therewith, and that I will faithfully discharge the duties as mayor for the town of Kitty Hawk, so help me God.

Walker: I do.

Garrett, Lauren: Jeff and Peter, both of you together. Left hand on the Bible, raise your right hand. I, state your name.

Mantz: I, Peter McLaren Mantz.

Pruitt: I, Jeff Pruitt.

Garrett, Lauren: Do swear that I will well and truly execute the duties of town council for the Town of Kitty Hawk according to the best of my skill and authority, so help me God.

Mantz: I do.

Pruitt: I do.

Garrett, Lauren: I, state your name.

Mantz: I, Peter McLaren Mantz.

Pruitt: I, Jeff Pruitt.

Garrett, Lauren: Do solemnly swear that I will support and maintain the Constitution and the laws of the United States and the Constitution and the laws of North Carolina, not inconsistent therewith, and that I will faithfully discharge the duties as town council member of the Town of Kitty Hawk. so help me God.

Mantz: I do.

Pruitt: I do.

Walker: Next, we have the election of the mayor pro Tim. Do I have a nomination?

6. Election of Mayor Pro Tempore

Tillett: Mayor, I'd like to nominate Councilman Jeff Pruitt for mayor pro tem.

Walker: Are there any other nominations? Do I have a second?

Hines: Second.

Walker: Okay. All in favor say, "aye".

All Council: Aye.

Walker: Congratulations, Jeff. I look forward to working with you.

7. Mayor Pro Tem Oath

Garrett, Lauren: I, please state your name.

Pruitt: I, Jeff Pruitt.

Garrett, Lauren: Do swear that I will well and truly execute the duties of mayor pro tempore for the Town of Kitty Hawk according to the best of my skill and authority according to the law, so help me God.

Pruitt: I do.

Garrett, Lauren: I, state your name.

Pruitt: I, Jeff Pruitt.

Garrett, Lauren: Do solemnly swear that I will support and maintain the Constitution and the laws of the United States and the Constitution and laws of North Carolina not inconsistent therewith and that I will faithfully discharge the duties as mayor pro tempore for the Town of Kitty Hawk, so help me God.

Pruitt: I do.

Garrett, Lauren: Thank you.

Walker: Thank you. Melody?

8. Presentation to Former Mayor Craig Garriss

Clopton, Melody: It's been a pleasure working with you. Today we offer you a heartfelt thank you for your outstanding service to the Town of Kitty Hawk. You have been serving our community for many years



through the Board of Adjustment, the Planning Board, eight years on Town Council, four years as mayor. You've led us with grace, good humor, and an easygoing steadiness that has kept us all grounded. Throughout your tenure, you've consistently supported me and our entire staff. Your steady guidance has helped us better align our staff compensation and navigate significant transitions in our Town including changing of the town manager. Property transfer with Dare County so that we could have an EMS station in Kitty Hawk and then the successful completion of the police station. An achievement that will benefit our community for years to come. You're leaving a great legacy and of course we can't forget one of Craig's greatest passions outside of public service, and that is breakfast and lunch. He loves a good cup of coffee, a good meal, and good conversation. Now that he'll finally have a little more time on his hands, I hope that many of you will treat him either to a cup of coffee, a meal, or a good conversation. We want him to stay busy, and he is always welcome here at the Town Hall. Mayor Garriss, thank you for your leadership, your humor, and your unwavering support. Kitty Hawk is a better place because of you, and we are grateful for the time, care, and the heart you've given this town. Again, please don't be a stranger. This is a plaque to commemorate your time as mayor. Serving honorably Kitty Hawk Town Council 2013 to 2025, mayor from 2021 to 2025. Thank you so much. I was asked by Chairman Bob Woodard of the Dare County Commissioners to present this on his behalf. He made the presentation in person to Craig at the mayor's luncheon that they had last week or the week before. He could not be here tonight, but he presented on behalf of Dare County Commissioners Awards Certificate to Mayor Craig Garriss in grateful recognition of this dedicated public service to the Town of Kitty Hawk during which his leadership strengthened public safety, enhanced community spaces, and improved quality of life for residents, visitors, and property owners. The Dare County Board of Commissioners honors Mayor Craig Garriss for his commitment to fiscal responsibility, transparency, and community engagement, which have left a legacy on the Town of Kitty Hawk and set a strong foundation for its future success. Robert L. Bob Woodard, Chairman of the Dare County Board of Commissioners.

Chief Palkovics: I didn't write anything formally out, but I get the honor to represent the police department here tonight and recognize you for what you have done for the town, but specifically for the police department. With your background in law enforcement, obviously, you've been very involved with what we're doing and the business we conduct, and you've provided a tremendous amount of guidance and support. I don't think anybody can understand how staunch a supporter you are of this police department. I don't mean just saying in agreeing with what we're doing and how we're doing things, but you're out for every event, every swearing in, and we've had a few of those in the past several years. You support our officers day in and day out. We can't thank you enough for all that you've done. You've left a lasting impact on all of us. So, we try to figure out the best way to recognize you. There's an award that the police department has for nonsworn personnel outside of the department and it's the exceptional service award. We are here to present you tonight on behalf of the Kitty Hawk Police Department for your dedication, your dedicated service, leadership and guidance to the Kitty Hawk Police Department while serving as mayor of Kitty Hawk, North Carolina from December 2021 through December 2025. You are hereby awarded the exceptional service award. We wanted to commemorate the occasion with something else you can display proudly in your office. This crystal award recognizes your exceptional service, congratulations.

Garriss: Thank you so much.

9. Brief Recess/Reconvene

Walker: At this time, we're going to take a brief recess so we can switch our chairs. We'll be back in about five minutes.

10. Remarks by Newly Elected Mayor, Mayor Pro Tem and Councilmember

Walker: I have a few remarks. Good evening. I am so proud to serve our town as your mayor. I would like to thank my wonderful husband for empowering me to take risks and the confidence you had that I could succeed. Thank you to my family for all the love and support. You are my light and my inspiration. I am very proud of each one of you. I would also like to thank all the voters, not just the ones that voted for me, but



TOWN OF KITTY HAWK

all the voters that participated in this process. That is what makes democracy work. You had a choice, and you made your voice heard. This election proved that every vote counts. I am especially grateful to all the three votes that it took to win this election. It is one of the largest municipal elections ever in Kitty Hawk. It's incredible to me that 739 people cast their votes and it came down to a difference of three votes. That is amazing. Four years ago, Amanda Gentry asked me if I would come and talk to her Cub Scout meeting and speak about what it was like to be a woman in the government. I accepted and when I decided to run for mayor, I called her and asked if I would win, would you bring your Cub Scouts to watch my swearing in as a part of the next step of government? She and her Cub Scouts are here tonight I would like to introduce our future leaders from Pack 117, Troop 517 in Kitty Hawk. Would you please stand and be recognized? Thank you. Thank you. This week I have had productive meetings with Council Members Jeff Pruitt, Dylan Tillett, and our newest member Pete Mantz to plan our path forward as a team. We focused on positive, regular conversations and communication as well as educational opportunities that are available to us. We want to be informed and be prepared to be the best that we can be for you. On the original plans for our Town Hall, the area behind us to the left was decided as it was dedicated as the mayor's office. That is where I will be on a regular basis and I have an open-door policy. So, please let me know if I can help. I met many wonderful people during my campaign that have experience and ideas to share with our community. At each regular meeting, there will be applications on the table just as you come inside the door for people that might be interested in joining a board or a committee. I encourage your participation. Let's get to work together. Thank you. Jeff, do you have a few things you'd like to say?

Pruitt: It was a beautiful day, election day, and we had a good turnout. It was good to see everybody that showed up to express their vote. It was nice to know that over 700 people took the Town of Kitty Hawk very seriously. I'm going to go back to Mayor Craig Garriss. Craig and I have served together for 19 years. I'm sure a lot of those phone calls he talked about were with me. I've never met a man that has so much care for our town. For 19 years I've served with Craig side by side. It's hard to go that long without a little growl. I respect him. He's one of my friends and I wish you the best with your grandkids. Have fun, buddy. I'd also like to thank my family, my wife's here and I think she was but anyway for their support and their shoulders to lean on when, as Craig says it's not all rosy. But most of all I want to thank the people of Kitty Hawk. It's been an honor to serve you and work for you, and I will continue to do the best I can for the 700 and some people that showed up and those that didn't. You should have. But anyway, I'm here to serve you. That's all.

Walker: Pete, do you have anything to say?

Mantz: Well, I'm going to quote Mayor Garriss, too. I believe earlier today he told me I have 20 minutes to say something tonight. It's a great honor and opportunity to have the ability to serve Kitty Hawk in a new capacity. One that's very humbling and one that I look at as serving is in the ideal of serving something greater than yourself. I'm very excited for 2026 and what lays ahead. Especially given the rich history and culture and heritage of this town. Looking back before the Revolutionary War and all this town and this area has been through and recognizing as all Americans come together this year for the 250th celebration of this great nation. So having the opportunity to sit on this council means a whole lot to me because this is where it all starts in government and with civic duty and responsibility. I'd like to thank very quickly my wife and my family for all your dedicated support and being there for me through all these years and especially on this new journey. So, thank you and my daughters who can't be here tonight. I'd like to thank the mayor for all your guidance and your mentorship over the years and more recently as we headed into this election. It's helped me tremendously and it's meant a whole lot to me. Mayor Garriss, again, I can't thank you enough for your leadership of this town for the last four years and keeping a steady hand on the till the whole time, along with this council. Thank you to the staff. It wouldn't have been possible without the staff being there to pull everything together and make this town as great as it is. But most importantly to all the citizens of Kitty Hawk and all that you've done. As everybody said, it was a record turnout and that engagement is unbelievable. The civic responsibilities we saw from the Dare County League of Women



Voters, all those people that volunteered to come in here the day of the election and do their part was tremendous in getting that turnout so thank you to the citizens of Kitty Hawk and beyond. It's a great and humbling experience to be up here. I know there's plenty of challenges ahead and all I can say is I will endeavor to do my best.

Walker: Thank you. Steve House, I believe you have a presentation you'd like to make tonight.

11. Presentation –

a) Outer Banks Jeep Invasion Presentation to Police and Fire Departments

House, Steve: Thank you, Madame Mayor. Before I get started with this, I do want to say as an elected official, I know what each one of you goes through daily. I also know it's not just you are serving, your whole family serves. I do want to recognize that as well. I want to thank you all for volunteering to put and being brave enough to put your name on a ballot and to serve the great citizens of Kitty Hawk. I come before you today as the President of the Jeep Charities and as you know each year we've come to you and asked you to open your beaches and let us ride on the beach which is something you don't normally allow to happen. On behalf of the OBX Jeep Charities, we have our secretary, Kim Jones, our treasurer, Gary Coulson, our junior vice president, Jared Rodley, and our senior vice president, Rich Paul, and me as the president of the charity group. Each year we put on the Outer Banks Jeep Invasion and each year we have come before this board and asked for let us ride on your beaches and we do limit that to two trips on the beach 100 jeeps each and I will say it is the highlight of the Outer Banks Jeep Invasion and I'll say that in reference to give you some idea that's only 200 Jeeps that we can allow for the two days. We opened registration this past year at midnight. By 1:30 in the morning, both Jeep rides were full. To give you some more insight on the Outer Banks Jeep Invasion is all up and down the east coast. There are several Jeep events. The OBX Jeep Invasion has now become one of the top five Jeep events on the East Coast and that is mainly due in part to the community in which we do this event in and the community in which you all allow us to do what we do. For us to be able to ride on the beach is phenomenal. I can't thank you all enough for doing that. This year over 800 Jeeps came to the Outer Banks. So you can imagine what the overall economic impact is of all those people coming into the to the Outer Banks on a September weekend. It has afforded us to donate quite a few dollars to a lot of our charities which we want to give to. To give a rundown, The Room at the Inn, we gave them \$10,000 worth of monetary value and in donations. The Hearts of Hope will receive approximately \$10,000 worth of toys that they give to underprivileged children during Christmas. Also, synonymous with jeeps is of course our veterans, Wounded Warriors in Action. They come to the Outer Banks one week out of the year and all those wounded warriors are Purple Heart recipients, and they come together for camaraderie so they can discuss between them the problems they've had and the stress they're going through with their injuries and give them some enjoyment. They get to go duck hunting and fishing while they're here. We gave Wounded Warriors in Action \$10,000 which will give them the opportunity so that the people that are coming to the Outer Banks once they leave the front door of their house, they don't have to spend a single dime until they get back home. Their whole trip is paid for through that. I cannot thank our corporate sponsors enough. OBX Jeep is our corporate sponsor, and we cannot thank them enough for allowing their help in getting us done. Also, with the Tourism Bureau and the Town of Nags Head for having it at the event site with the permitting and all that has been flawless. Jolly Rogers, they have the opening benefit party for us when we start to open. Shipwrecks here in Kitty Hawk where we had an after party for the Jeep event and a Jeep light display show. So if you saw the flashing lights of Jeeps, you saw what was going on. I cannot thank the town of Kitty Hawk enough. You have helped really make this a special event for all of us. If I could please have our faithful police chief and our fire chief come in front. These gentlemen and their crews help us so much. The fire department comes out, and ocean rescue comes out, police department comes out, and they escort us down the beach. I can't tell you how much we appreciate their presence there. I cannot tell you how many times y'all have been thanked while you were out there by all other jeepers that that showed up. I'll let them know that this is Kitty Hawk's beach and they don't allow driving on the beach. This is special just for them. When we first



doing this, Craig, you told us not to mess up your beach. We haven't. The only thing we left was tire tracks. In our driver's meeting before we go out there, I'll let them know that, you know, our ocean rescue is taking us on the beach and they're going to escort us through along with the police department. The ocean rescue lifeguards that are there. I let them know that's their beach. They know every grain of sand by their first name. On behalf of the Outer Banks Jeep Charities, Chief Talley, we would like to donate a check to you for ocean rescue for \$3,500. Also our police department like to block the traffic as we go across the beach road and guide us down the beach. But Chief, on behalf of the OBX Jeep Charities, we donate \$3,500. As we said in closing, we are growing. We have the Jeep Invasion which has been going on. Like I said, we're now one of the top five events on the east coast and we are growing with even another event that will be in the spring of 2027. Pam Weibley has been named the director for our Outer Banks Overlander event which is for all makes and models that like to go out and camp not on the campground but out in the boondocks. So, we're looking forward to that event coming soon and we look forward to hopefully working with the Town of Kitty Hawk in next coming September. We're going to do it all over again.

Walker: Thank you so much. We have a presentation from Liliana with our first quarter financial report.

b) FY 2025-2026 First Quarter Financials

Noble, Liliana: Good evening, council. Now I'm going to present the first quarterly financial report for this fiscal year. The quarter starts in July and ends September 30th. I'm going to start with Fund 10, the operational fund. We'll start with the revenues. Property taxes are the largest source of revenue for the town. That represents 50% of the revenues followed by other taxes which represent 43% of our revenues. In this first quarter, the property taxes have a collection of 16% and the reason is because the property tax bills were sent out late in July. Those are due in September. So, we're going to see these collections in the next quarter. Same thing with the other taxes. We just started the fiscal year and some of the collections are quarterly. The next revenue source, permits and fees, has a 20% collection followed by intergovernmental. Intergovernmental revenues are what we receive from other agencies like grants or allocation from North Carolina Department of Revenue. We have 20% collection at this point. Fines and forfeits. There are some fines that we have here. They represent 24% collection right now. Interest earnings exceed the budget at this point. The big question now is whether the Federal Reserve is likely to cut interest rates in December. We don't know yet. Back when we had a meeting in October with the North Carolina Capital Management and Trust representatives, the expectation was that the interest would go down. However, recent meetings and official statements from the government might indicate that things will change. What that means, maybe we're not going to see a decrease in interest earnings, but we don't know yet. For us, the most important part is that we met already our collections. Moving forward with other revenues, which are sales, donations, building rents that we have and other miscellaneous revenues, we have 29% collections at this point. Fund balance, we appropriate the fund balance this year because there's certain things that we must pay this year with purchase orders. They are from the previous fiscal year. We must pay in this fiscal year. So, we amend the budget for that reason. But there are obligations that were from the previous fiscal year. In this display, you're going to see the original budget, which is the budget that we adopted. The next column is the amended budget. The amended budget is basically the budget amendments that we make during the fiscal year. So we're going to be more in detail than this. This quarter includes a transfer from the capital reserve for beach nourishment. We transferred \$358,000 for the permitting and design contract for the 2027 beach nourishment project. Then we had to transfer \$19,000 for repair of the backhoe. Also, we amended the budget for \$6,000 for the matching funds for the development of the bicycle and pedestrian plan for the town. In addition, we have an amendment for \$8,300 for installation of the fiber internet service in several locations. I'm going to point out that all these amendments come from our capital reserve fund, meaning a fund that we have for savings. We bring money from the savings for these projects. The expenditure side what we have displayed here is the expenditure by department. We have just started the fiscal year, and departments are within the normal operational activities. However, you might notice that non-departmental has 50% use. That is because in



the beginning of the fiscal year, we paid the insurance bills for liability insurance, property insurance, workers compensation and that's quite a bit of money. We have kept a very close look into the shared revenues since last year and we are monitoring very closely. Our shared revenues have noticed a positive change this fiscal year as you can see compared to the previous fiscal year and that is due to an adjustment in our participation percentage that we did this year. The last report is for the police department, Capital Project 41. We are not closing this fund yet. We have not closed this fund because we must pay a few invoices in October and we are currently waiting for the contractor's sale tax report to refund the retainage. Additionally, there are some items under warranty that are currently being completed. My expectation is that we can close this fund by December 31st. So at this point, I will answer any questions that you have.

Pruitt: I don't have any.

Walker: Well, thank you very much. Now it is time for the public comment section. Lauren, has anyone signed up to speak?

12. Public Comment

Garrett, Lauren: Yes, ma'am. We do. Alan Stegner.

Stegner, Alan: Alan Stegar, 4608 Seascape Drive, Kitty Hawk. Madame Mayor, I don't know if I can do this on such a happy evening. I hate to be party pooper. Ladies and gentlemen, I'm very much against the proposed Royal Farms gas station coming into our community. I do understand they have met our zoning requirements. However, today on our 158 bypass alone from the new 7-Eleven down The Woods Road all the way down to the causeway, not including any of Highway 12, we have 16 gas stations. Within those gas stations, we have 134 gas pumps. So, we don't have to wait in line. Enough is enough. We already know that another commercial chain store coming here is another step to becoming just another Myrtle Beach or Ocean City. I stopped in the new Royal Farm Station up near Grandy and it takes four to five employees minim per shift depending on the season. So, a new staffing challenge as well. I love fried chicken. However, we already have many great places right here already. Thank you.

Walker: Thank you. Anybody else?

Garrett, Lauren: No, mayor, but I do have someone who would like their comment read into the record.

Walker: Would anyone else like to speak? Thank you, Lauren, is that concerning Royal Farms?

Garrett, Lauren: No.

Walker: Okay, good. Just making sure.

Garrett, Lauren: This email came from Marilyn Canning at 4041 Tark Ridge Drive. She sent the email to our general inbox and asked that this be read into the record. I see that there is a meeting on Monday night and comments will be read. I'm hoping that this matter will be addressed. I live on Tarkle Ridge Drive and when I am driving out to the bypass, I have noticed several trees that are dead or just about dead along the way. This is on Twiford Road, Kitty Hawk Road and The Woods Road. I have brought this up to the highway department in the past but never get much of a response. I have a granddaughter who had a dead tree fall on her when she was 11 years old. She spent two weeks on a vent, then several months in rehab and totally missed sixth grade. Until something like this happens, you have no idea the impact a tree can have when it falls. Even falling on a car can cause a fatality. I would like to bring this to your attention with the hope that someone will look into this. Hopefully, now that it is on record at a town meeting, this will happen. I have in the past written the letter as well as spoken to a few people about it to no avail. Hopefully, this will make a difference. This happened to my granddaughter in 2016. She is doing well, but there will always be deficits, and it has been said that another traumatic brain injury would be disastrous. I hope this never happens to someone else, especially a child, due to negligence. As an aside, the tree that fell on my granddaughter was at a campsite and the state had told them two years before those trees needed to come down. They did take them down a few months later, but it was too late for my granddaughter. Thank you.

Walker: Thank you, Lauren. Council, we need to approve the Consent Agenda. Do I hear a motion?

13. Consent Agenda



Pruitt: So moved.

Walker: Thank you, Jeff. Second?

Tillett: Second.

Walker: Okay. Thank you. All in favor?

All Council: Aye.

14. Items Removed from Consent Agenda

Walker: All opposed? None. Okay. That's approved. Next is the Public Hearing. Council, do we have a motion to go into Public Hearing?

15. Public Hearing –

a) Special Use Permit – 5416 N Croatan Hwy – Gas station.

Pruitt: So, moved.

Clopton, Melody: Do we need to swear in people first?

Varnell, Casey: I think we can go ahead into it and then just we can swear at that point.

Walker: So, we need a second now?

Tillett: Second.

Walker: All in favor?

All Council: Aye.

Varnell, Casey: Perfect. Now, anybody who is going to speak tonight will need to be sworn in. However, you can come up and do it all at once.

Swearing in of Speakers: Rob Testerman, Director of Planning & Inspections, Town of Kitty Hawk; Ben Gallop, applicant's attorney; Greg Schmidt, Representative from Kimley Horn; Larry Colorito, Senior Managing Director, Valbridge Property Advisors; Tom Ruszin, Royal Farms; Bill Mortorff, Ratcliffe Architects; Bruce Williams, property owner of 5416 N Croatan Highway.

Garrett, Lauren: Do you swear that the evidence you shall give in this action shall be the truth, the whole truth, and nothing but the truth?

All speakers: (Rob Testerman, Director of Planning & Inspections, Town of Kitty Hawk; Ben Gallop, applicant's attorney; Greg Schmidt, Representative from Kimley Horn; Larry Colorito, Senior Managing Director, Valbridge Property Advisors; Tom Ruszin, Royal Farms; Bill Mortorff, Ratcliffe Architects; Bruce Williams, property owner of 5416 N Croatan Highway) responded affirmatively.

Garrett, Lauren: Thank you.

Testerman, Rob: I'll give a little background, then I'm going to turn it over to the applicants to present their evidence for town council. As you heard, the proposal is for a gas station and associated convenience store. This is a special use permit in BC1 district. The accompanying convenience store is approximately 4,173 square ft. It's located at 5416 North Croatan Highway. As I mentioned, gas stations are permitted in the BC1 district as a special use. The subject property zone BC1 currently contains a vacant bank building. The surrounding land use to the north in Southern Shores across 158 is a bank and a fast-food restaurant, to the west is Carowan Seafood, also zone BC1, to the east is the Atlantic Union Bank zone BC1 and to the south is the Walmart development zone BC3. The future land use plan designates this area as an invest and improve character area. This designation is primarily in high traffic corridors where levels of commercial or employment activity are greatest or where conditions create potential for higher intensity uses. Following policies and objectives relevant to the plan stated relevant to the applications stated in the land use plan. Policy 3.1, manage land use and development to minimize primary and secondary impacts on resources and existing residents through standards for development. Policy 3.2 encourages commercial development at appropriate scales and areas zoned for commercial DC and BC districts. Encourage larger scale commercial development to be along with US 158. Policy 5.1, utilize the future land use maps, storm surge maps, flood exposure maps, wetlands assessments, and projected sea level rise and flood vulnerability data when considering rezoning and development requests. I didn't go through all the different zoning requirements that are listed in the staff report. If you have any specific questions on those, I'll be happy to answer them.



Per section 42-100B8, in order to approve the application, town council must make findings of the proposed special use does not materially endanger the public health or safety, does meet all the required conditions and specifications, will not substantially injure the value of adjoining property or be a public nuisance, and will be in harmony with the area in which it's located and be in general conformity with the comprehensive plan. The Planning Board reviewed this application at its October 30th meeting and unanimously recommended approval of the proposed special use and commercial site plan. With that, if you have any specific zoning related questions, I'll be happy to answer that and I'll turn it over to the applicant where they will provide their evidence that they are meeting those criteria that just laid out.

Walker: Thank you, Rob.

Varnell, Casey: Do you guys have any questions of Rob? Ben may have some questions of Rob.

Gallop, Ben: I would ask one real quick question after I introduce myself and introduce my folks. Good evening, Madame Mayor. Congratulations. Thank you. Mr. Mantz, congratulations, Mr. Pruitt, congratulations again for your many years of service. My name is Ben Gallop. I'm an attorney here on the Outer Banks. My office is currently in Manteo. Some of you may know me, some of you may not, but I've been doing local government practice for about 20 years, and I've represented at times every town on the beach, for various things. One of my favorite things to see is an organizational meeting. I was pleased to be able to be here tonight and see you all dressed up with families and being able to be seated. I think that's a real honor and I just wanted to tell you how much I appreciate having the opportunity to see that tonight. I'm here on behalf of Royal Farms tonight. As you saw, we have a whole crew or team of folks who are here. We've got everybody from engineers to architects to Royal Farms folks to an appraiser. Our primary evidence will be from our engineer and appraiser. My first thing will be to ask Rob just one quick question and then I will have our engineer come up and we'll go through the presentation from him. Guess we can just share the mic for a moment, you've got your own mic. I looked at your staff report, it said that we had met all the requirements in the ordinance other than the four standards that were put in evidence tonight, right?

Testerman, Rob: The staff report I didn't go through line by line, but it did indicate that all the minimum zoning requirements that are applicable in this case were being met by the site plan.

Gallop, Ben: Great. Thank you. So that's all I have for Mr. Testerman unless you all have any other questions.

Varnell, Casey: This would be the time to ask Rob if you have any specific questions.

Gallop, Ben: All right. Well, I will call Greg Schmidt up. Greg is our engineer, and he designed the plans. I will just let him go through the process and explain to you and hit the expert opinions that he needs to hit that are part of his role in the process. I may have a couple questions for him at the end, but I'll let him go ahead and talk to you if that's okay with you.

Schmidt, Greg: Thank you, Ms. Mayor, members of the council here. I appreciate the opportunity to be here. My name is Greg Schmidt. I'm a professional engineer out of Virginia Beach for a company called Kimley Horn. We work with Royal Farms up and down the east coast helping them to design these sites to be code compliant. I know specifically what we're here tonight to talk about is the special use permit and the different criteria that are stated in the ordinance for your ability to be able to approve said use permit with the first one being materially does not materially endanger public health or safety. There are several things that we are doing with Royal Farms in this development to improve the current condition. I will start by stating the obvious, but I'll state that this is a redevelopment project. This is an out parcel to the Walmart shopping center which is the largest shopping center in the Town of Kitty Hawk. We will be tearing down the vacant bank facility and installing a new convenience store and gas station as Mr. Testerman had alluded to the fueling station itself does feature modern dual walled fuel tanks with leak monitoring systems. If there is an incident that requires a response, the Royal Farms operations staff is notified of that immediately and has a protocol to address that. The access to the site does feature a right-in, right out that is already installed as a commercial entrance with a right turn deceleration lane. It also has a shared access



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agreement with the Walmart Shopping Center to the two signalized intersections to the east and west of the property. The site is located within 400 ft of two public fire hydrants for adequate fire coverage for service to the building and the fuel station. In addition to the access when we develop these sites in accordance with the codes as they allow, we do install directional signage that allows for visible demarcations for visitors and customers as they enter and exit the property to help make that clear delineation of where those access points are. We will be preparing a site lighting photometric plan. There was one included in the package that is in conformance with the code. These site lighting photometrics are there to provide safety to the customers and employees of the property. They are designed in a way where they have a zero uplighting, designation from the manufacturer, which means they're very directional down to the parking lot and you don't get that uplighting like you do on some of the older establishments. They will have security camera systems as well again to make sure that the customers and visitors to the town of Kitty Hawk are safe when they're utilizing the establishment. One of the big points I think to make here is in the report, but you kind of got to read into the details and we will be vacating the previous on-site sewer disposal drain field and we will be connecting into the wastewater treatment plant that serves the shopping center. We've been in close coordination with the operator for that facility to determine adequate capacity and they've gotten a letter from Dare County stating adequate capacity for the Royal Farms gas station. While we still must finalize the permitting with Dare County Health, that that determination has been made available. What that means is the wastewater treatment plant obviously is treating the sewer waste to a much higher level than a traditional septic tank and drain field. It also falls under much higher level of scrutiny from the state and from the county in terms of inspections and maintenance and operations. That is one of the benefits as well. The site will have private trash collection. It employs a trash enclosure that will have private trash collection for lawful removal of any refuse from the property. The site and its location up and down the east coast, where if Harris Teeter had wanted to put a fuel center, they probably would have. It is common in these shopping centers of such scale to see a gas station, a convenience store, as accessories to what that larger shopping center is. Given the scale of the store relative to what's around it, it does not promote any public nuisance or endangerment to the public health and safety of the community. Moving on, you know, as Mr. Gallop had asked Mr. Testerman, does it meet all required conditions and specifications? We have worked diligently with Mr. Testerman and reviewing the ordinances to make sure that we brought to you all a plan that does meet the requirements of the town and the county and NCDEQ for storm water. We've run through those calculations and have prepared the package in conformance with those. I know in the staff report in some of the discussions there was a note about the finished floor elevation for the structures relative to the flood plain. The site sits within flood plain X so outside of the flood plain. The finished floor elevations are at elevation 12 and I know the town has a minimal elevation of eight. We far exceed that in addition to just again endangerment to public safety and welfare, we do have our fuel canopy and our fuel tank pad, our fuel lids where they fill the tanks. Those are all at elevation 10.5 or higher. So again, well above any flood plain elevations. Related to a public nuisance, we work very hard with Royal Farms and again I stated we work with them up and down the east coast, but you know, they bring a product that is architecturally more appealing than traditional gas stations. They really work hard to bring nice materials, things that require low maintenance, but are presentable and match their brand certainly. They work with a programmatic architect that works on all their sites. They've worked hard to develop a nice architectural pattern that pays homage to their business as a family-owned dairy farm back in the day. This is represented in high-quality materials and then secondly, given the site's location, the nearest residential property is over 700 feet away. There are not typically audible sounds coming from these gas stations. Royal Farms specifically, the lighting has an uplighting rating of zero, which means no uplighting, all directional downward lighting. It would be hard to imagine a case where this would be deemed a public nuisance to any of the residents or visitors of Kitty Hawk. Lastly, we'll be in harmony with the area in which the site is located and general conformance with the comprehensive plan. As Mr. Testerman had alluded to, the land use plan states this as an invest and



improve, character area in the future land use area map. That focuses on keeping commercial properties in high traffic areas. I couldn't think of a better property as it relates to invest and improve than a redevelopment project in the larger shopping center in the Town of Kitty Hawk as an out parcel. It also talks to preservation and sustainability. We will be implementing infiltration basins for storm water quality and quantity treatment as I had mentioned earlier about the change in the way the sanitary waste is disposed of and treated. Then in addition to the code requires that 25% of the poral area remain in open space, there is a small stand of mature vegetation in the southeast corner that we will be preserving in addition to any future plantings that we will be installing in that open space required. So you know with that and the and the harmony of the area employment opportunities it alludes to that in the land use plan and the location of it. I couldn't think of a better spot to locate a facility such as this to serve the visitors and residents of the Town of Kitty Hawk. With that, I'll open it up to any questions that you all may have and council have any questions?

Gallop, Ben: I just like to ask him just a couple of questions to summarize the points of the opinions that he's providing tonight. Am I clear in the summary that you would say that it would be your opinion that this proposed use does not materially endanger the public health or safety?

Schmidt, Greg: That is correct.

Gallop, Ben: And that the proposed special use does meet all the conditions and specifications.

Schmidt, Greg: That's correct.

Gallop, Ben: And that public that the proposed use will not be a public nuisance.

Schmidt, Greg: That's correct.

Gallop, Ben: And that the proposed use is in harmony with the area and in general conformity with the town's comprehensive plan use plan.

Schmidt, Greg: That's correct. I don't have any more questions for Mr. Schmidt unless the council has any questions.

Mantz: Quick one. Just that there is going to be a multi-use path that's going to be placed by the street there I think in the next year or so. I don't know if that was taken into consideration or not but looks like there's plenty of offset there to about a 6' wide multi-use path will be placed right along the 158 bypass there. So, just FYI, looks like there's plenty of room. I don't know if that's a drainage ditch in the front. I think it kind of dips down but just know that that'll be there.

Schmidt, Greg: Certainly, I appreciate that. Yeah. No, there is roughly 50 ft from the edge of pavement to the property line. There's plenty of room to sneak in a little exit.

Walker: Has everybody that wishes to speak had an opportunity to do that? Thank you.

Gallop, Ben: I've got one more witness and then and then I'll be done. I'll give you the list of people who are here. If you want to hear from any of them, I'll be glad to bring them up, but I can call Larry Colorito. Okay. He's our appraiser. Thank you. If I could ask that the plans, the application, the narrative and the site plan and the elevations that were provided with the application be considered as evidence and placed in the record. Thank you. State your name for the record.

Colorito, Larry: My name is Lawrence John Colorito Jr. here. I go by Larry and I am a certified general real estate appraiser in the state of North Carolina. I've been practicing well, I hate to admit it, but this is my 37th year.

Gallop, Ben: Did you prepare a report for tonight's meeting?

Colorito, Larry: Yes, sir.

Gallop, Ben: In that report, do you provide opinions on whether the proposed use will be injurious to the adjoining properties and whether it would be in harmony with the adjoining property or location?

Colorito, Larry: Yes, I do.

Gallop, Ben: What was your opinion on both of those?

Colorito, Larry: It will be in harmony, and it will not diminish the value of the surrounding property.

Gallop, Ben: Does your report include all your analysis and bases for how you reached those opinions?



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Colorito, Larry: Yes, it does.

Gallop, Ben: Can you just give us a summary of that information, how you got there?

Colorito, Larry: So, as an appraiser, my expertise is obviously in the value of properties and valuation is a synonym for real estate appraisal. As I mentioned, I've been doing this for 37 years. I've appraised over those about 30 years or so active here on the Outer Banks. I've appraised the shopping center in front of which this property is located two or three times. I've done some work across the street on some of the commercial properties there. I've done work up and down the highway between here and Nags Head and up to Corolla. So, as you can see, I've got a general understanding of the marketplace. What we did, and I say we, my staff and I, determine whether and I'll speak specifically right now to the possibility of injuring or diminishing value of the surrounding properties. We looked at it from both a commercial standpoint, in other words, the surrounding commercial properties and the residential properties because it's a two-fold issue. As has been stated numerous times already tonight, the property is an out parcel out of Walmart and Harris Teeter anchored shopping center across the street from more retail shopping center anchored by Food Lion and Marshalls and there's some other scattered retail up and down an office up and down the highway as you come across the causeway. This type of gas station, convenience store, be it Royal Farms, WaWa, Sheetz, anything that you're familiar with in the area is generally very synergistic with those types of uses. That means that it creates more value, not less, with the surrounding retail office for obvious reasons. You're bringing customers to a market that already feeds off the customers that want to come to that location because it's buffered by the retail behind it and the retail office in front of it. It does not injure any of the surrounding commercial property in any way, shape or form. In fact, in looking at the stuff, the new Wawa here on the Outer Banks is too new to really have any data to look at. The newer Royal Farms in Grandy on the mainland, also too new to really have commercial data readily available. But if you look around those properties and you look around the stuff up in Hampton Roads, specifically in Chesapeake, as you come across the state line, there are numerous Wawas there. Not only has it not injured any of the surrounding retail, but it's enhanced the retail value, created more synergy in that node, that's enhanced the commercial real estate values around it. Now, let's talk a little bit about the residential. Okay, I know that there obviously if you put a commercial use that is incompatible right up against or very near a residential use, you could injure the value of that property. That's not what's going on here. I think the gentleman before me said 700 ft. I'll go with his 700 ft. I didn't measure it from the nearest residential property. You are surrounded on all four sides by commercial property. But that not being enough, what we did we went to the Wawa in Kill Devil Hills, and we looked at properties in the residential neighborhood behind me. We've looked. Now, that's not to say that what they're selling for is what the stuff in the town of Kitty Hawk and Southern Shores that are near the Royal Farms would necessarily sell for. What we were looking for is a market trend. I won't belabor the details because they're all in my report, but if you we found three sales that were indicative of a sale and a resale since the WAWA was public knowledge, and they indicated value appreciation similar to the value appreciation across the board in in Kitty Hawk, excluding of course the stuff that has emotion influence. So what that tells us is that the value of the properties in and around and this this is in the neighborhood immediately behind the WaWa did not suffer any injury from the Wawa being there and so we would assess that that would be the case for the Royal Farms. Do you have any questions?

Hines: I do. Being 22 years in the brokerage business myself, I don't disagree that it's not going to hurt the property value. But my question is, why would you go to Edinburgh, though? It's a totally different market. Well, I mean, I see the travel lane why you might have done that, but I'm very familiar with that area, too, working with Bank of Hampton Roads on some nonperforming assets. So, just curious.

Colorito, Larry: Yeah, it's not a perfect comp. I mean, there really being here on the Outer Banks, there really aren't a lot of perfect comps. So, I admit that the one in Edinburgh is not as strong a comp as the one on Kempsville Road between Greenbrier and Great Bridge because the one on Kempsville Road is much more like the situation here on the highway. But what I was trying to show is that in any gas station



convenience store like that in a commercial node like that and in that respect, Edinburgh is very similar to what is going on as you come across the causeway here. It's a commercial node with a lot of large anchors that was creating synergy not taking away from it that's all.

Gallop, Ben: Anybody else have any questions from? Thank you.

Colorito, Larry: Thank you very much and congratulations everybody.

Gallop, Ben: We don't have any other witnesses unless you'd like to hear from somebody from Royal Farms or from the architect or from somebody who's done some of the wastewater analysis. We've got folks here who do all that. There's also a gentleman here who is a representative of the property owner who would be leasing the land to Royal Farms. If you have any interest in hearing from them, I'll be glad to bring them up. But if not, we will be done. I would just like an opportunity to briefly summarize to you, our position.

Walker: Okay. Thank you. Okay, is everybody content with that? Do I have a motion to go out of public hearing?

Varnell, Casey: I think Ben wanted to just okay summarize got to give a little closing. Perfect.

Gallop, Ben: Thank you, Madam Mayor. I'll be brief. One thing first is I've asked for everything to be included in the record except for Mr. Colorito's curriculum which is attached to his report and his report. If I could have those be included as evidence in the record, I would appreciate that as well. The big question here was the four standards that we must show for the special use permit tonight. Mr. Schmidt testified to his opinion that this will not materially endanger public health or safety. Mr. Schmidt and Mr. Testerman pointed out that it did not meet all the requirements of the town. Mr. Colorito showed you that it would not injure the adjoining property. Mr. Schmidt pointed out that it would not be a public nuisance. Additionally, strangely enough, there's case law in North Carolina going back to 1929 and 1930 that says that by definition, gas stations are not public nuisances, per se, back at the point where everybody wanted to keep them out of town, but the court said cars are here to stay, folks, and , you're going to have to put gas in them. So, you can regulate those as you have done, but otherwise they're not just a public nuisance by being a gas station. Similarly, the question of harmony with the neighboring area, Mr. Schmidt and Mr. Colorito testified to that. But there's also case law that says that there's a presumption that if it's in the list of special uses or uses for a particular district, then it is to be in harmony with that area, absent evidence to the contrary. The general conformity with the land use plan. Mr. Schmidt testified to you that that was his opinion and Mr. Testerman also to numerous sections of the land use plan that relate to this project. In conclusion, I believe that we've met all the requirements of the town code, and we would appreciate and appreciate having you all hear us tonight. Especially on a special night like this, I was a little worried. I talked to Mr. Varnell before. You know, sometimes these things don't get heard on nights like this because it's more important what's going on before than our hearing. But in that regard, meeting all the requirements, we'd appreciate it if you'd follow North Carolina law and provide us with approval of the special use permit. Thank you very much.

Walker: Thank you. Now, council, do I have a motion to go out of public hearing?

Pruitt: So, moved. Thank you.

Walker: Second?

Mantz: Second.

Walker: Okay. Thank you. All in favor?

All Council: Aye.

Walker: All opposed? None. Okay. Do you have any questions for Rob or the applicant? Are you all good? Any questions? Any discussions you'd like to have?

Tillett: No questions. I just want to thank the applicant for submitting a well put-together design submittal application package with everything included. That was very helpful. So greatly appreciated. I thought it was very nicely put together package. Very thorough.

Pruitt: No. Well, I will let you know the forefathers just going back to public comment. The forefathers of the town did set that section aside for Kitty Hawk for our commercial area. It was kind of a corridor.



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Whether people, you know, think we're adding that it was designated years ago for such uses as this. So that's all I have.

Mantz: I would just think I would add to that assumption first. Great report. Thank you. Very thorough as you would imagine, so I appreciate that. Alan, I appreciate your comments too. Well taken. I would say that, you know, it is a commercial corridor and you're swapping one commercial building for another. I would add that, as you know, when we're looking at the resilience of the Outer Banks and the coastal community, gas stations are huge as part of our resilience and ability to get fuel. Swapping a bank for a gas station, I think it's probably not bad play. Some people argue with me, but yeah, thank you.

Hines: I mean, I don't have a problem with it, and you know, obviously the revenue is good for the town.

Walker: Okay. Do I have a motion?

Hines: I'll make a motion.

Walker: Do we have to ask anybody in the public to speak first?

Varnell, Casey: We're outside. We're outside now. That's good. We're Okay.

Hines: I move to grant approval of the special use permit to allow a gas station associated convenience store located at 5416 North Croatan Highway. Town council finds that the proposal was consistent with the CAMA land use plan and meets the conditions of section 42-100B8.

Walker: Do I have a second?

Pruitt: I'll second.

Walker: All in favor?

All Council: Aye.

Walker: All opposed? None Okay. Welcome, Royal Farms. Thank you. I'd also like to remind everyone that the public hearing for special use permit for 4352B The Woods Road RV Park was set for last month's meeting is now scheduled for January 5th, 2026, town meeting. Moving on to new business. We have appointments to boards and committees. Do I have a nomination for the Outer Banks Tourism Board?

16. New Business – Appointments to Board/Committee

- a) Tourism Board
- b) Government Education Access Channel Committee
- c) Recreation Committee Liaison

Mantz: I'll make a motion to appoint Jeff Pruitt as a member of the Dare County Tourism Board.

Hines: I'll second that. I think it's a nomination though to the Dare County Board of Commissioners. County Board of Commissioners.

Walker: All in favor?

All Council: Aye.

Walker: All opposed? None. Do I have a nomination for the Government Education Access Channel Committee?

Mantz: I'll make a motion to appoint Charlotte Walker as a member of the Government Education Channels Committee.

Hines: Second that.

Walker: Thank you. All in favor?

All Council: Aye.

Walker: All opposed? Do I have a nomination for the recreation committee liaison?

Tillett: Madame Mayor, I'd like to make a motion to nominate Councilman Mantz as Recreation Committee Council Liaison.

Pruitt: I'll second that.

Walker: All in favor?

All Council: Aye.

17. Old Business

Walker: Thank you. There being no old business, Melody, do you have a report for us tonight?



18. Reports/General Comments from Town Manager

Clopton, Melody: I sure do. Good evening, mayor, council, and the members of the public. I would once again like to thank former Mayor Garris for his dedication to town. It's been a pleasure working with you, and I hope you will still come for our Monday morning meeting so I can rant and rave at you. Secondly, I'm so excited to begin work with our new council. We've already made so much progress, and we are off to such a positive start already. Mayor, Councilman Tillett and Councilman Mantz are attending an essentials of government class this month and Mayor Pro Tem Pruitt has also expressed interest in doing some classes in 2026. Under their leadership, the town will continue to be on a positive trajectory with all of you as part of our team. So, I appreciate it very much. I would like to provide some additional information about the public comment that was raised by Mrs. Canning about the trees. She has reached out to Willie previously and as a result Willie has coordinated with NC DOT to have four large dying oaks removed along West Kitty Hawk Road. Additionally, the town has engaged previously with contractors to cut down multiple dead trees and leaning trees within the right of way. Our public works crew has also removed several smaller trees as they can. We do understand her concern, and we empathize with her family. We will continue to keep watch on the situation. It needs to be noted, however, that we cannot go on private property and cut down people's trees and that we must coordinate with NC DOT. All the roads that she mentioned in her comment are NC DOT roads. So, we must work with them in making sure that they are aware and mostly doing the work. Santa's Motorcade is coming to town on Wednesday, December 17th. It's probably one of the town's most popular events. We'll be stopping at West Tateway at Windgrass Circle, West Lillian at Kitty Hawk Baptist Church, Angler Way in San Piper Cay, Hilton Garden, and Winsor Place in Kitty Hawk Estates, and Ridge Road at Rogers Street. You can check out our social media pages or call Town Hall for more information. I believe we also have an app you can download and follow the parade and know when we're approaching your stop. So, I hope that everyone will join us. The town is also currently participating in our local Toys for Tots drive. We have collection boxes at the police station, the fire station, and town hall. Please bring unwrapped toys before December 10th as that's when they will be collecting the boxes. Council, I wanted to also follow up with you on a request you approved several weeks ago from the Tim Brooks family regarding the donation of a memorial bench. The bench was purchased and Willie has installed it on the Wright Brothers multi-use path north of Windgrass Circle Park. The family surprised Mr. Brooks's wife over Thanksgiving and we hope to get some photos soon. And this bench does replace one that was damaged previously in a hurricane. So if you're walking along the path, feel free to have a seat. The multi-use path sidewalk update was mentioned earlier. NC DOT's project to construct a townwide multi-use path on the west side of the bypass was originally supposed to begin this fall. Many of you know that the cost of the project increased over the 10 years that it was being planned. Due to these increased costs and additional approvals the project start date was moved to next fall. It pushed everything back to get those approvals. We will see hopefully as far as I know the start date in the fall of 2026 for the townwide multi-use path. We're also making progress with our multimodal planning grant for the townwide pedestrian and bicycle plan. The town's match has been sent to NC DOT and Three Oaks Engineering from Raleigh have been assigned to work with us on designing our plan. Also, this is a special day even though I know it's special. It's Rob's 11th anniversary with the Town of Kitty Hawk. That's all I have.

Walker: Okay, Casey, did you have anything for us tonight?

19. Reports/General Comments from Town Attorney

Varnell, Casey: Congrats to you three. You guys have done it before, but not you, Mr. Mantz. Welcome to the council. Thank you. That's it.

Walker: Dylan, did you have anything tonight?

20. Reports/General Comments from Town Council

Tillett: I sure do. I just want to say one more time to Craig Garris, thank you so much. It can't be said enough. The time and effort you put into this town will never be forgotten and are very much appreciated. Thank you. Congratulations to Mayor Walker, Mayor Pro Tem Pruitt and Councilman Mantz. Welcome back.



I was going to talk about trees, but you've already covered that. Lastly, with the holidays coming up, Merry Christmas everybody. That's all I have.

Pruitt: I have a few, it was mentioned earlier about Terry Gray. It was a tremendous loss to our community and please keep him in your thoughts and prayers as family. Steve House, we can't thank you enough for all the things you've done for our community and the volunteers that work in your organization. Be sure to pass along to your members how much we appreciate all the hard work that you do and your contribution back to our town. We appreciate it very much. Happy anniversary, Rob. Also congratulations, Mayor Walker. Thank you. And congratulations to you. Looking forward to meeting you. I'd like to also thank all the once again thank all the people that came out to support us in the election. I'd also like to thank this council for having faith in me to be your mayor pro tem. It's an honor to serve this council and the people of the town and thank you very much for your support. That's all I have.

Walker: Councilman Mantz, do you have a report?

Mantz: Yes, ma'am. Great report on the finances tonight. I appreciate that. Very well organized as usual. So, thank you to the staff for all the handholding, making me prepared for tonight in the future. So, there'll be more to come, and I'll ask a lot of questions, but that's not because I'm questioning, it's because I don't know and I'm learning. Thank you in advance for that. I guess I'm still on the Recreation Committee. So, Paul, take a bow. Thanks to the Recreation Committee, it has been doing a phenomenal job. At our last meeting we talked about a whole lot of great ideas. Looking forward to 2026. The trails are open around the town here and its wintertime, so get out there and use them, it's a great opportunity. Also learned last week that the Outer Banks Visitors Bureau approved the grant for the life-saving memorial, the Kitty Hawk life-saving memorial. So, we'll get moving out hard on that and make sure it gets built as soon as possible and ideally for the summertime. Thank you for your help on that. Mayor Garriss, I can't say enough. I know everybody's taking their turn but thank you for all your leadership.

Walker: Excellent, David?

Hines: Well, when you go last there's not a whole lot left to say. Now, Craig, we're going to miss you. I've only served with you for six years, but it's been a good six years. Welcome everybody. That's all I have.

Walker: Okay. Well, I appreciate the support and I'm honored to be the mayor for your town. Thank you. Is that everything? Everybody? Okay. Well, I'll entertain a motion to adjourn.

21. Adjourn

Pruitt: Mayor, I'd like to make a motion to adjourn.

Walker: Second?

Mantz: Second.

Walker: All in favor?

All Council: Aye.

Walker: We are adjourned.

Adjourn at 7:35 pm.

The Minutes of the December 1, 2025, Kitty Hawk Town Council Meeting are approved at the January 5, 2026, Kitty Hawk Town Council Meeting.

Charlotte Deloatch Walker, Mayor

Lauren Fox Garrett, Town Clerk



**Resolution
Establishing the Kitty Hawk Town Council
Regular Monthly Meeting Dates
for Calendar Year 2026**

BE IT RESOLVED that the Town Council of Kitty Hawk will meet on the following dates at 6:00 pm at the Kitty Hawk Town Hall, 101 Veterans Memorial Drive, Kitty Hawk, NC. In calendar year 2026 there will be three regular meeting exceptions. In September when the meeting is held on Tuesday following the Labor Day holiday. In March and then November when Town Hall is used by the Dare County Board of Elections the day after the Council meeting and those meetings will then begin at 5:00 PM.

Monday, January 5, 2026

Monday, July 6, 2026

Monday, February 2, 2026

Monday, August 3, 2026

Monday, March 2, 2026 (5:00 PM)

Tuesday, September 8, 2026

Monday April 6, 2026

Monday, October 5, 2026

Monday, May 4, 2026

Monday, November 2, 2026 (5:00 PM)

Monday, June 1, 2026

Monday, December 7, 2026

BE IT ALSO RESOLVED that the Town Council may hold recessed, special, or emergency meetings on other dates and times and when properly called and advertised.

Adopted this 5th day of January 2026.

Lauren Fox Garrett, Town Clerk

Charlotte Deloatch Walker, Mayor



TOWN COUNCIL BUDGET CALENDAR FY 2026-2027

January 9, 2026,	Department Heads receive budget worksheets from Finance.
February 12, 2026,	Draft Department Budgets due to the Finance Director.
February 16 - 20, 2026	Meetings with Department Heads, Town Manager, and Finance Director.
March 18, 2026	Budget work session with Town Council.
	Location: Kitty Hawk Fire Department Time: 9:00 a.m.
April 15, 2026	2nd Budget work session with Town Council (as needed).
	Location: Kitty Hawk Town Hall Time: 9:00 a.m.
May 4, 2026	Budget draft presentation FY 2026 -2027/set public hearing.
	Location: Kitty Hawk Town Hall Time: 6:00 p.m.
June 1, 2026	Final budget presentation FY 2026-2027.

AGENDA ITEM # Consent 5D

DATE: January 5, 2026

SUBMITTED BY: Finance Director

SUBJECT: Budget Amendment #8

REF: Insurance Claim Reimbursement

Interlocal Risk Financial Fund of North Carolina check for \$500 for the claim on the repair of the Police Department's 2018 Ford Explorer.

Consent Agenda Item

BACKGROUND:

DISCUSSION:

RECOMMENDED MOTION:

Consent Agenda Item

**Town of Kitty Hawk
Budget Amendment Number #8 (FY 2025-2026)
General Fund Operations**

INCREASE

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
FUND 10- GENERAL FUND		
REVENUES (Increase)		
10-0000-3839-4850	Insurance Claims/ Reimbursements	\$500
EXPENDITURES (Increase)		
10-4310-5353-0000	Police Department Maintenance and Repairs Vehicles	\$500
TOTAL		

Explanation: to recognize the insurance reimbursement for the claim on the repair of the 2018 Ford Explorer (Police Department)

Recommended by :

Liliana Noble- Finance Director _____

Approved by:

Charlotte Walker - Mayor _____

Date _____

AGENDA ITEM # Consent 5E

DATE: January 5, 2026

SUBMITTED BY: Finance Director

SUBJECT: Budget Amendment #9

REF: Donation from OBX Jeep Invasion

OBX Jeep Invasion has donated to the Fire Department Ocean Rescue the amount of \$3,500 that will be used for Maintenance and Repairs of Ocean Rescue Equipment

OBX Jeep Invasion donated to the Police Department \$3,500 that will be used for Community Outreach programs

Consent Agenda Item

BACKGROUND:

DISCUSSION:

RECOMMENDED MOTION:

Consent Agenda Item

TOWN OF KITTY HAWK
Budget Amendment Number #9 (FY 2025-2026)
 General Fund Operations

INCREASE

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
REVENUES (Increase)		
10-4310-3434-0000	General Donations Police	\$3,500
10-4340-3434-0000	General Donations Fire	\$3,500
EXPENDITURES (Increase)		
10-4310-5497-0000	Community Outreach	\$3,500
10-4370-5352-0000	OR. Maintenance and Repairs Equipm	\$3,500
	TOTAL	

Explanation: To recognize the donation to the Police department and Fire Department by OBX Jeep Invasion

Recommended by :

Liliana Noble- Finance Director _____

Approved by:

Charlotte Walker - Mayor _____

Date _____

AGENDA ITEM # Consent 5F

DATE: January 5, 2026

SUBMITTED BY: Finance Director

SUBJECT: Budget Amendment # 10

The North Carolina Department of Public Safety - Emergency Management Division has awarded the Town a Cybersecurity grant in the amount of \$86,275.

This grant requires a 30% matching contribution, totaling \$36,975. These matching funds will be transferred from the Capital Reserve for IT Development.

Shoshin Technologies will lead this project in collaboration with the Town's Administration. The project is expected to be completed within three years.

BACKGROUND:

DISCUSSION:

RECOMMENDED MOTION:

Consent Agenda Item

TOWN OF KITTY HAWK
Budget Amendment Number #10 (FY 2025-2026)
General Fund Operations and Capital Reserve Fund

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
FUND 10- GENERAL FUND		
REVENUES (Increase)		
10-0000-3633-0000	State Grant Revenues - Cybersecurity Grant	\$86,275
10-0000-3900-0000	Interfund transfer in from Capital Reserve Fund - IT development	\$36,975
	TOTAL REVENUES FUND 10	\$123,250
EXPENDITURES (Increase)		
10-4100-5383-0000	Information Technology (IT) Services	\$123,500
	TOTAL EXPENDITURES FUND 10	\$123,500
FUND 21- CAPITAL RESERVE FUND		
REVENUES (Increase)		
21-0000-3991-0000	Capital Reserve Fund Appropriated	36,975
	TOTAL REVENUES FUND 21	36,975
EXPENDITURES (Increase)		
21-4100-5921-0000	Transfer out to General Fund	36,975
	TOTAL EXPENDITURES FUND 21	36,975

Explanation: The purpose of this amendment is to recognize the Cybersecurity grant award of \$86,975 from the North Carolina Department of Public Safety Emergency Management. This grant requires matching funds of 30% in the amount of \$36,975. The matching funds will be transferred from the Capital Reserve Capital Fund 21 (IT development).

Recommended by :

Liliana Noble- Finance Director _____

Approved by:

Charlotte Walker - Mayor _____

Date _____

AGENDA ITEM # Consent 5G

DATE: January 5, 2026

SUBMITTED BY: Finance Director

SUBJECT: Budget Amendment # 11

The NCLM Interlocal Risk Financing Fund provided the Town **\$32,082** to cover the loss of the 2022 Ford F-150 Super Cab 4WD (Public Works).

Willie Midgett has obtained two quotes for the replacement vehicle:

- 1- Southern Chevrolet Chesapeake: 2025 Chevrolet Silverado 1500 Custom 4x4 Crew Cab - **\$41,748.75****
- 2- Capital Chevrolet of Wake Forest: 2026 Chevrolet Silverado 1500 Crew Cab 4WD - \$42,617.40

To proceed with purchasing the **lower-priced vehicle**, a budget amendment will be necessary to appropriate an additional \$ 9,667 from the fund balance.

This budget amendment will recognize the insurance claim reimbursement and add an additional \$9,667 to the revenues to purchase the replacement vehicle.

BACKGROUND:

DISCUSSION:

RECOMMENDED MOTION:

Consent Agenda Item

TOWN OF KITTY HAWK
Budget Amendment Number #11 (FY 2025-2026)
General Fund Operations

INCREASE

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
REVENUES (Increase)		
10-0000-3991-0000	Fund Balance Appropriated	\$9,667
10-0000-3839-4850	Insurance Claims	\$32,082
	TOTAL REVENUES	\$41,749
EXPENDITURES (Increase)		
10-4270-5540-0000	Capital Outlay Vehicles	\$41,749
	TOTAL EXPENSES	\$41,749
	TOTAL	

Explanation:

To recognize the funds received from the insurance claim in the amount of \$32,082,
in addition to appropriate \$9,667 from fund balance to purchase a replacement vehicle for Public Works.
The vehicle is a 2025 White Chevrolet Silverado 1500 price: \$41,749

Recommended by :

Liliana Noble- Finance Director _____

Approved by:

Charlotte Walker - Mayor _____

Date _____ January 5, 2026

AGENDA ITEM # Consent 5H

DATE: January 5, 2026

SUBMITTED BY: Finance Director

SUBJECT: Budget Amendment # 12

To recognize the Outer Banks Community Foundation's \$20,000 funding for the FY 2025-2026 project at the monument to the First Flight, "Icarus":

- cleaning the pylons and the copper dome.

BACKGROUND:

DISCUSSION:

RECOMMENDED MOTION:

Consent Agenda Item

TOWN OF KITTY HAWK
Budget Amendment Number #12 (FY 2025-2026)
 General Fund Operations

INCREASE

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
REVENUES (Increase)		
10-4270-3839-0110	Icarus Monument	\$20,000
	TOTAL REVENUES	\$20,000
EXPENDITURES (Increase)		
10-4270-5295-0000	Maintenance & Repair B& Grounds Project Code (B00110)	\$20,000
	TOTAL EXPENSES	\$20,000
	TOTAL	

Explanation:

FY 2025-2026 Funding from the Outer Banks Community Foundation for the monument of a century of flight "Icarus" maintenance: Cleaning the Pylons and the copper dome.

Recommended by :

Liliana Noble- Finance Director _____

Approved by:

Charlotte Walker - Mayor _____

Date _____ January 5, 2026

GA

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



Phone (252) 261-3552
Fax (252) 261-7900
www.kittyhawknc.gov

MEMORANDUM

TO: Mayor Walker and Members of the Town Council
FROM: Rob Testerman, AICP, CFM, CZO
DATE: January 5, 2025
RE: **Special Use Permit: RV Park – 4352 B The Woods Rd**

Proposal

The applicant is requesting approval of a special use permit to develop an expansion of the existing Preserve RV Park, on their vacant parcel located at 4352 B The Woods Rd.

Attachments

- Exhibit A-** Accommodate and Adapt character area description
- Exhibit B-** Acknowledge and Conserve character area description
- Exhibit C-** Future Land Use Character Area Table

Exhibits Submitted by Applicant

- Exhibit D-** Project Narrative
- Exhibit E-** Narrative for Sheet C204
- Exhibit F-** Full Site Plan Packet
- Exhibit G-** Sheet C204 – indicating buffer areas and size of RV spaces

Staff Analysis

Zoning: VR-3. RV Parks are permitted as an SUP, regulated by the standards of Chapter 42, Division 4 of Town Code.

Lot Area: 6.21-acres

Access: The park expansion is proposed to be accessed via the interior drive aisle of the existing portion of the Preserve RV Park, which ultimately feeds out to The Woods Rd.

Flood Zone: The subject property is located nearly entirely within an AE(4') flood zone. The Flood Damage Prevention Ordinance [Sec 14-82(8)] requires that recreational vehicles in a SFHA shall either be on site for fewer than 180 consecutive days; or be fully licensed and ready for highway use at all times (ready for highway use means it is on wheels or a jacking system, is attached to the site only by quick disconnect type utilities, and has no permanently attached additions)

RV Park Specifications (Division 4)

Sanitary facilities, water supply, sewerage, refuse disposal and utilities

42-619(2) – A supply of pure running water for domestic purposes, from a source approved by the County health department, shall be provided for every park.

- The site plan indicates a proposed waterline to tap into an existing 6” Dare County water main that runs through the subject property. The proposed line would provide water to the individual RV sites.

42-619(3) – Common sanitary and laundry facilities consisting of at least one flush toilet, one shower and one lavatory for each sex for every 20 RV spaces.

- Site plan indicates a proposed bathhouse. The project narrative indicates that there would be 2 toilets and 2 showers for each sex. It is not stated in the narrative, but 2 lavatories (sinks) for each sex are required as well. This would be verified during the building permit review.

42-619(4) – Sets standards for the bathroom design that would be verified during building permit review. Additionally, it states that “every toilet room, shower room and lavatory room shall be kept clean, well-lighted, screened with a wire mesh, adequately heated at all times, and shall be disinfected periodically, but at least once a day”, This would be an ongoing condition of approval.

42-619(5) – Requires an approved community sewage disposal system.

- Applicant has proposed separate septic systems, one for the bath house, and one for every two RV spaces. Dare County Environmental Health has indicated that this approach would be suitable.

42-619(6) – All garbage and refuse shall be stored in suitable watertight and flytight receptacles

- Ongoing condition of approval

Sec 42-622 Specifications for RV Parks

- Minimum of 10 spaces, with a minimum of 1,500 square feet each. The proposal is for 32 spaces.
 - The applicant has submitted an updated plan that verifies compliance with the size requirement.
- Minimum 15’ separation between RV’s and 15’ separation from any RV and an exterior property boundary line.
 - Site plan indicates compliance.
- One parking space per RV pad is required.
 - Site plan indicates two parking spaces per pad.
- Spaces to be graded to prevent water from ponding or accumulating within the park. Each space to be properly graded to a reasonably flat surface and provide adequate drainage away from the space.
 - Grading plan indicates compliance.
- All RV spaces to abut an interior drive no less than 20 wide for two-way traffic. Interior drive to be graded and paved or improved with eight inches of ABBC or STBC type 3 base course materials. Recycled asphalt or millings may be used.
 - Site plan indicates compliance.

- Park to be developed with proper drainage ditches, banks to be sloped and seeded.
 - Site plan indicates compliance.
- Cul-de-sacs or dead end roads shall not exceed 1,000 ft in length, measured from the entrance to the center of the turnaround. Any road designed to be permanently closed shall have a turnaround at the closed end with a minimum right-of-way diameter of 80 feet.
 - New access road is approximately 675 ft, measured from property boundary. If measured from park entrance, the length of the existing access road plus proposed is approximately 1,090 ft.
 - Rather than a 80' diameter ROW turnaround, the applicant has proposed a T shaped terminus. Site plan has been forwarded to the Fire Department for review, no concerns about the plans were indicated.
- Each park shall have a central structure or structures that will provide separate toilet facilities for each sex, in accordance with Sec 42-619.
 - Site plan and project narrative indicate compliance.
- Each park shall provide recreation areas to serve the needs of anticipated users.
 - The site plan indicates an open space area approximately 70'x75' labeled as 'recreation area'.
- Mobile homes/manufactured homes are not permitted in RV parks.
 - Ongoing condition of approval.
- RV Parks shall provide at least one sewage dumping station, approved by the County Environmental Health Department.
 - Septic systems have been proposed throughout the park instead of a sewage dumping station, effectively serving as multiple sewage dumping stations.
- Maximum lot coverage in an RV park is 60%.
 - Proposed lot coverage is 23.22% or 55,329.8 sq. ft.
- Ownership of the camping spaces shall be retained by the property owner. Camping spaces shall not be individually conveyed or sold in fee simple title, as condominiums, fractional ownership or interval ownership.
 - Ongoing condition of approval.
- Camping units shall be used as temporary quarters or shelter during periods of recreation, vacation, leisure time or travel and shall not be used for permanent living quarters.
 - Ongoing condition of approval.
 - The project narrative indicates that the intent is to "rent spaces on a long term (monthly) basis so that their patrons can leave their RV for longer periods of time for convenient visits to the area".
 - As long as the RVs are not in one place for greater than 180 days, or remain highway ready, this will be compliant with the FDPO.
 - Section 42-620 requires park operator to keep an accurate register containing a record of all RVs, owners and occupants of the park. The register shall contain:
 - Name and address of owner and each occupant
 - License number and state of issue of each licensed vehicle (RV)

- Space number in which the RV is parked
- Date of entering the park (check-in)
- Date of exiting the park (check-out)

See potential conditions of approval.

Land Use Plan

This property appears to be located in both the “Accommodate and Adapt” and the “Acknowledge and Conserve” character areas. The “Accommodate and Adapt” character area is described by the Plan as an area “highly vulnerable to flooding, but may occasionally include new elevated structures”. “Acknowledge and conserve” is described as low-lying areas that are not suitable for development or areas that are susceptible to natural hazards and inundation.

The following policies and objectives relevant to this application are stated in the CAMA Land Use Plan:

Policy 3.1: Manage land use and development to minimize primary and secondary impacts on resources and existing residents through standards for development.

Policy 4.1: Encourage the preservation of maritime forest, floodplains, marshes and wetlands through development regulations and land protection initiatives.

Policy 4.3: Enhance tree cover in the Town of Kitty Hawk

Policy 5.1: Utilize the future land use map, storm surge maps, flood exposure maps, wetlands assessments and projected sea level rise and flood vulnerability data when considering rezoning and development requests.

Policy 12.1: Continue to be a destination for family-oriented tourism.

Special Use Findings

Per the standards of Section 42-100(b)(8), to approve this application, the Town Council must make findings that the proposed special use:

- a. does not materially endanger the public health or safety,
- b. does meet all required conditions and specifications,
- c. will not substantially injure the value of adjoining property or be a public nuisance, and
- d. will be in harmony with the area in which it is located and be in general conformity with the comprehensive plan.

Potential Conditions of Approval

- Prior to issuance of any permits, submit copy of Dare County Water Department approval.
 - Park operator periodically (monthly, quarterly, or other) submit park register to Town to review for compliance with occupancy requirements.
-

Planning Board Recommendation

At the October 30 meeting Planning Board meeting, a motion to recommend approval failed by a vote of 3-2.

Town Council Recommended Motion

Action by the Town Council may include approval, denial, approval with modifications, or tabling of the proposed special use permit.

If approval of the proposed special use permit is sought, then the following motion can be used:

“I move to grant approval of the special use permit to allow an RV park 4352 B The Woods Rd. Town Council finds that the proposal is consistent with the CAMA Land Use Plan, and meets the conditions of Sec 42-100(b)8.”

If **denial** of the proposed conditional use permit is sought, then the following motion is recommended:

“I move to deny the proposed conditional use permit for an RV Park at 4352 B The Woods Rd. [Insert reasoning].”

Directions to the Subject Property

(from Kitty Hawk Post Office, N. Croatan Highway & Kitty Hawk Road)

Drive approximately 1.6 miles west on W Kitty Hawk Rd.

Turn right on The Woods Rd. and travel 0.5 mile north,

The entrance to The Preserve RV will be on your left, before you reach Twiford St.

ACCOMMODATE AND ADAPT

Living on a barrier island means understanding that flooding and natural hazards are a part of life. Hazards like flooding from stormwater, tides, or storm surge will continue to occur and are projected to get worse. The areas covered by this designation are important to the community, but will continue to be more impacted as time goes on. The existing uses in these areas should be aware of these projected changes and take incremental steps to adapt and increase their relative safety. This might include elevating buildings, enhanced stormwater management, or floodproofing as structures are upfitted or sites are improved. Accommodations will also likely be necessary to ensure proper functioning septic systems and avoid polluting nearby water bodies. Future uses should be primarily single family homes and reuse of existing buildings. Water-oriented commercial uses and isolated small-scale attached residential may be permitted with appropriate site and building design to fit character of area. Structures should be designed to be resilient against rising seas, flooding, storms and other hazards.

TYPICAL USES

- » Single family homes
- » Reuse of existing buildings
- » Water-oriented commercial businesses
- » Limited small-scale attached residential



A

ACKNOWLEDGE AND CONSERVE

This character area includes beach front properties and low-lying lands that have not been developed because they are generally not suitable for development. As seas continue to rise, these areas will be the most heavily impacted and may eventually become periodically or permanently inundated. People and structures in these areas should consider how to incrementally remove their assets to more safe locations. This will happen on a property-by-property basis and the Town may be able to leverage funding to help people voluntarily relocate.

TYPICAL USES

- » Single Family Homes
- » Recreation Facilities



PARKS AND CONSERVATION

These areas include parks and conservation lands and those parts of Town that may not be suitable for future development due to environmental constraints or exposure to natural hazards--primarily flooding. Parks and conservation lands including Kitty Hawk Woods Nature Preserve, Sandy Run Park and Kitty Hawk Park are included in this character area. Recreation facilities, trails and associated uses (i.e. parking and bathroom) are acceptable uses in these areas.



B

FUTURE LAND USE CHARACTER AREA TABLE

The table below outlines residential and nonresidential building types to encourage or discourage in the Future Land Use Character Areas

Future Land Use Character Area	Residential Uses			Nonresidential Uses		
	Attached Residential (Apartments, Condos, Townhomes)	Detached Medium Density Residential (Single-Family, Small-scale Townhomes, Duplex, Triplex, Quads)	Detached Low Density Residential (Single-Family)	Small-Scale Commercial	Large-Scale Commercial	Maritime Recreation and Industry
Invest & Improve	☑	☑	*	☑	☑	-
Maintain & Enjoy	*	☑	☑	☑	-	☑
Accommodate & Adapt	-	*	☑	*	-	☑
Acknowledge & Conserve	-	-	*	-	-	*

Legend:

☑ = Allowed/Encouraged

* = If Contextually Appropriate, Potential Limitations, Design Criteria

- = Discouraged



September 16, 2025

Town of Kitty Hawk Department of Planning and Inspections
101 Veterans Memorial Drive
Kitty Hawk, NC, 27949

ATTN: Robert Testerman, Director of Planning and Inspections

RE: The Preserve RV Park

Dear Mr. Testerman:

Please find the attached submittal for The Preserve RV Park at 4253 B The Woods Road in Kitty Hawk. The parcel is in the Town of Kitty Hawk VR-3 (High Density Village Residential) zoning district, which allows RV Parks to be permitted under a Special Use Permit. The campground has been designed to meet the requirements of article VI, division 4 of the town code. The proposed RV Park contains 32 campsites with a 26' wide gravel or asphalt access road. All campsites have water, septic and electrical hooks ups. Each campsite is provided with 2 parking spaces, portions of which will be constructed with either turf stone or reinforced turf. The RV Park intends to rent spaces on a long term (monthly) basis so that their patrons can leave their RV for longer periods of time for convenient visits to the area. A single water service is proposed with individual hookups at each site through a freeze proof hose bibb.

Campsites are served by individual septic systems with a tank and bed drainfield which mostly are shared by 2 campsites. A bathhouse with 2 toilets and 2 showers in each of the men's & women's portion is also provided in accordance with Town zoning code. A larger LPP septic system is provided for the bathhouse. We have met with the Dare County Health Department who has indicated they can approve this approach. Formal applications have been submitted for each of the 18 septic systems and the Health Department is conducting their site evaluation this week. Previous site investigations by the Health Department on this parcel have resulted in approvals for similar concepts.

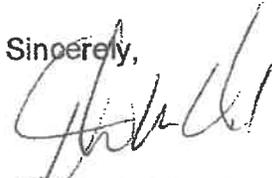
Drainage for the RV Park consists of sheet flow to shallow infiltration basins along the perimeter of the campsites. The basins have been designed to manage the 1.5" and 4.3" rainfall events. The drainage system has been design to allow for runoff in excess of the design storm to overflow into the adjacent Ash Swamp Pond, partially located on the parcel.

This submittal is provided for review by the Town prior to review by the planning board at their October meeting. Included with this submittal is the following:

- Town of Kitty Hawk Development Permit Application
- \$300 Special Use Permit Review Fee
- Plans (15 copies)
 - Coversheet – Overall Site Plan
 - C101 – Existing Conditions, Demo and E&S Control Plan
 - C102 – Demolition and E&S Control Notes and Details
 - C201 - Site Plan and Utility Plan
 - C202 - Site Plan and Utility Plan
 - C203 - Site Details
 - C301 - Grading and Drainage Plan and Notes
 - C302 - Grading and Drainage Plan and Details

We look forward to working with you on this project. If you have any questions, please do not hesitate to contact me at 252-441-2113.

Sincerely,



John DeLucia, PE
Vice-President

cc: File 06652T
Preserve Capital Partners LLC



Town of Kitty Hawk Planning & Inspections

Development Permit Application

P.O. Box 549
101 Veterans Memorial Dr.
Kitty Hawk, NC 27949
Phone: 252-261-3552
Fax: 252-261-7900
www.kittyhawknc.gov

Project Title: The Preserve	
Project Location/Address: 4352 B The Woods Rd	
Owner(s): Preserve Capital Partners LLC	
Owners Mailing Address: 120 W Parrish St	
City, State, Zip: Durham, NC, 27701	
Phone: 252-441-2113	Cell: 919-621-6750
Email: chris@bootstrapadvisors.com	Fax:
Authorized Agent: Albemarle & Associates, Ltd	Title: Engineer
Mailing Address: PO Box 3989	
City, State, Zip: Kill Devil Hills, NC, 27948	
Phone: 252-441-2113	Cell: 252-599-6441
Email: chris@bootstrapadvisors.com	Fax:

Application Requested:

- | | |
|--|--|
| Commercial Site plan <input checked="" type="checkbox"/> | Home occupation <input type="checkbox"/> |
| Commercial Site plan amendment <input type="checkbox"/> | Preliminary Subdivision <input type="checkbox"/> |
| Conceptual Review <input type="checkbox"/> | Rezoning <input type="checkbox"/> |
| Conditional Use <input checked="" type="checkbox"/> | Sketch Plan <input type="checkbox"/> |
| Final Subdivision <input type="checkbox"/> | Text amendment <input type="checkbox"/> |

Planned Unit Development (PUD):

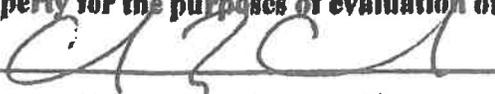
- | | | | |
|--|-----------------------------------|---|--|
| Preapplication conference <input type="checkbox"/> | Rezoning <input type="checkbox"/> | Preliminary Plan <input type="checkbox"/> | Final Site Plan <input type="checkbox"/> |
|--|-----------------------------------|---|--|

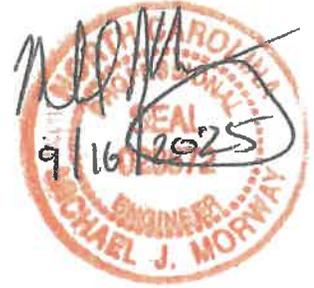
Planned Commercial Development (PCD):

- | | | | |
|--|-----------------------------------|---|--|
| Preapplication conference <input type="checkbox"/> | Rezoning <input type="checkbox"/> | Preliminary Plan <input type="checkbox"/> | Final Site Plan <input type="checkbox"/> |
|--|-----------------------------------|---|--|

The undersigned requests approval of this application and certifies that all requirements set forth in the Kitty Hawk Zoning Ordinance, the Subdivision Ordinance, other appropriate ordinances, and the Land Use Plan are complied with in the application.

I, the landowner of the above listed property do hereby authorize the Town staff or any Town official to enter the property for the purposes of evaluation of this application request.

Owner:  Contract Purchaser: Preserve Capital Partners, I
 Authorized Agent: Albemarle & Associates, Ltd Date: 9/15/25



The Preserve Stormwater Management Narrative

September 16, 2025

Existing Conditions: Preserve Capital Partners LLC intends to develop a 6.21-acre site owned by Maroon Capital LLC in the Town of Kitty Hawk in Dare County. The site is mostly undeveloped and is adjacent to an existing campground owned by Maroon Capital LLC on the east side. The majority of the site is wooded, with an open area on the north end and a grassed access road traveling to the south. The west side of the site extends along part of Ash Swamp (not classified). Ash Swamp at this location is an open water pond which discharges into an unnamed ditch along Bob Perry Road which conveys runoff to Kitty Hawk Bay (classified as SC with stream index 30-19). The majority of the site is 2.5 – 4.0 feet above sea level (NAVD 1988). The property is within a flood zone AE-4.

Soils: The Natural Resource Conservation Service Soil Survey for Dare County has mapped the soils on the site to consist primarily of Ousley fine sand (OuB) and Fripp fine sand (FrD) as well as a fringe of Conaby muck (can) along the west side along Duck Pond Canal. On August 7, I performed 4 soil borings in the vicinity of the infiltration basins. The soils encountered generally matched the descriptions within the NRCS Dare County Soils Survey, although small layers of organics were encountered. The ground elevations at soil boring locations ranged between 2.5' and 3.5' above mean sea level and the water level in the adjacent pond is approximately at sea level based upon the topographic survey obtained by Sea Level Consulting. With the high porosity of the soils and adjacent pond, it would be expected that groundwater would be only slightly above the adjacent water level. Based upon these observations, the seasonal high-water table is estimated on be 0.5 above sea level.

Proposed Development: Preserve Capital Partners LLC intends to develop the parcel with a RV campground. The project will include access roads for 32 campsites and a bathhouse, water and electrical services, septic systems and security lighting along the access roads. Drainage for the parcel will consist of sheet flow to three infiltration basins and an infiltration swale on the site.

Stormwater Management: Stormwater management for The Preserve includes 3 infiltration basins as well as an infiltration swale. All these stormwater management features have been design to utilize shallow depths (12" max) with gentle slopes to allow the areas to be utilized in dry weather and easily maintained. Runoff from the majority of the site will be directed into infiltration basin #1 to the east or the infiltration swale to the west. These two management features aye hydraulically connected by swales and a 15" pipe with identical elevations along the top (elev = 3.50) and bottom (elev = 2.50), allowing them to act as a single basin. Any runoff in excess of the

available storage volume in this basin will be routed through the overflow spillway along the Infiltration swale where it will be directed towards the Ash Swamp pond via overland flow and follow the existing drainage to Kitty Hawk Bay.

Infiltration basin #2 will manage stormwater from the southern edge of the site. This basin maintains to same top of bottom elevations as basin #1 and will also allow runoff in excess of the available storage volume to be routed through the overflow spillway and directed into the Ash Swamp pond. Infiltration basin #3 is a much smaller basin located on the north edge of the site adjacent to the bathhouse. This basin will only manage runoff from a portion of the access road, parking and bathhouse. The basin maintains a storage elevation of 3.4 and bottom elevation of 2.75.

Compliance with Town Codes: The Kitty Hawk town code requires stormwater BMP's to *"be designed to retain onsite the calculated run-off from the design storm of a 1.5" rainfall event"*, which has been calculated to be 7,401 cf. The infiltration swale & basins have been designed to provide 9,438 cf of open (above-grade) volume, or about 126% of the runoff from 1.5" rainfall.

In addition, the town code requires the project to *"manage the calculated runoff from a 4.3" rainfall"* and allows for interstitial volume (void space below grade) to be included below the basin if 2' of separation is maintained between the basin bottom and the seasonal high-water table. When accounting for the interstitial volume (20% void space) beneath the basin and immediate area along the perimeter of the basin, the basin volume capacity is calculated to be a total of 21,216 cf or 108% of the 4.3" runoff volume without direct discharge into the pond.

Included with this narrative are stormwater runoff volume calculations (performed using the "Simple Method" in accordance with NCDEQ standards) and stormwater management volume calculations as well as soils mapping and boring chart.

Volumetric Runoff Calculations Simple Method

Project Name : The Preserve

Existing Site		existing	existing (to remain)	proposed (additional)
Basin Information				
Drainage Area	229,684	SF	0	600
Existing Impervious Area	0	SF	0	22,249
Proposed Impervious Area	53,025	SF	0	29,189
% Impervious Area (total)	23.1%		0	0
Impervious Surface Area				
On-site Buildings or Lot BUA	600	SF	0	0
On-site Streets	22,249	SF	0	0
On-site Parking	29,189	SF	0	0
On-site Sidewalks	0	SF	0	0
Other on-site	987	SF	0	987
Future	0	SF	0	0
Off-site	0	SF	0	0
Total:	53,025	SF	0	53,025

Runoff Calculations (Simple Method)		Kitty Hawk
Design Runoff (in)	1.5	4.3
Total Area (sf)	229,684	229,684
Coverage	23.1%	23.1%
R(V)	0.258	0.258
Rainfall Volume	7,401	21,216

Stormwater Management Requirements

1.5"

4.3"

7,401

21,216

STORMWATER MANAGEMENT CALCULATIONS - INFILTRATION BASIN DESIGN

Project
Drainage Area

The Preserve
Entire Site

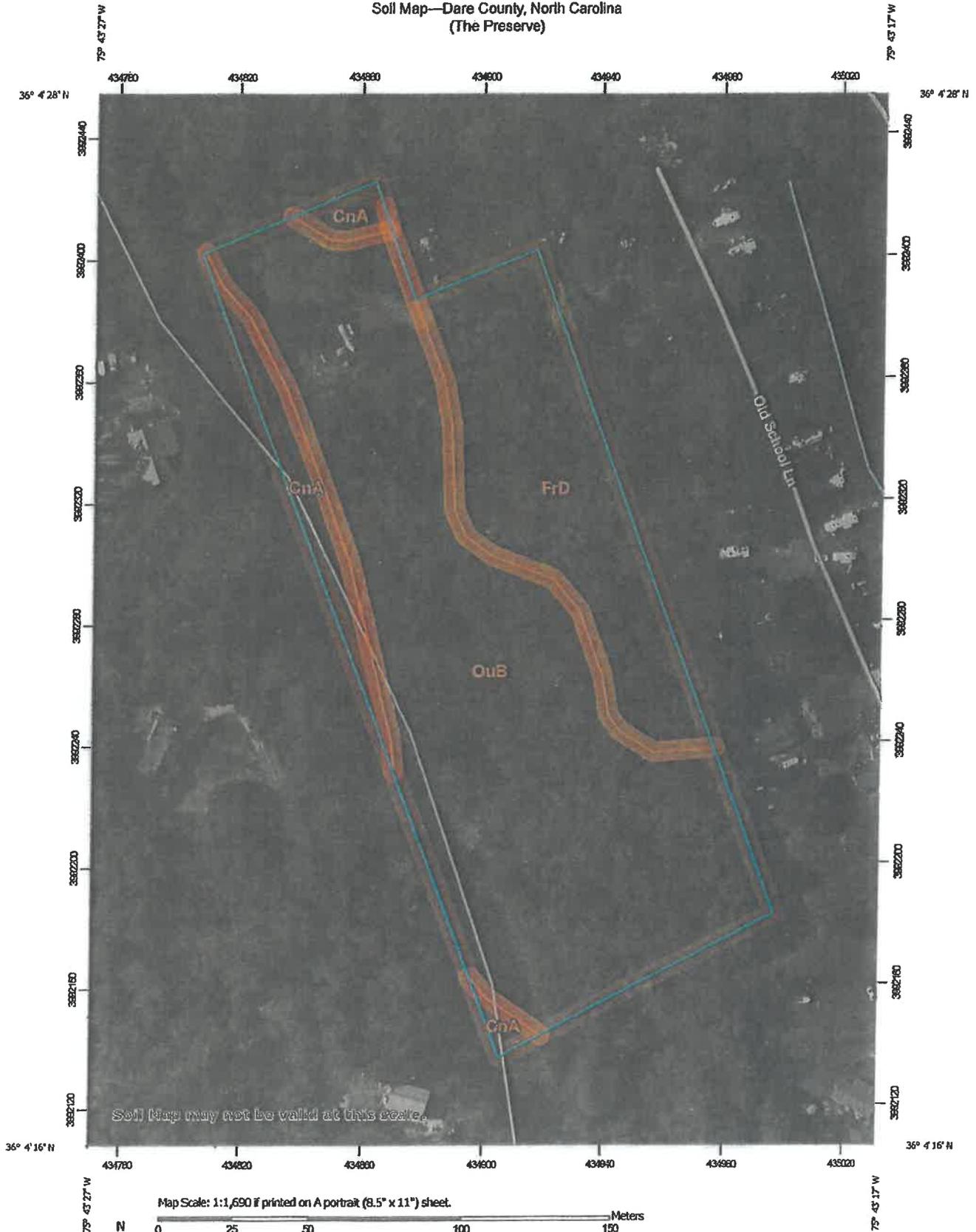
By: mjm
Date: 09/15/25

<u>Infiltration Basin #1</u>				<u>Infiltration Swale</u>			
	elevation (msl)	area (sf)	Volume (cf)		elevation (msl)	area (sf)	Volume (cf)
Storage Elevation:	3.5	7,299		Storage Elevation:	3.5	5,089	
Bottom:	2.5	2,168	4,734	Bottom"	2.5	257	2,673
			4,734				2,673
Perimeter Length:	614	(ft)		Perimeter Length:	1041	(ft)	
Interstitial Width:	5	(ft)		Interstitial Width:	5	(ft)	
ESHWT Elev.:	0.5	(msl)		ESHWT Elev.:	0.5	(msl)	
Permeability:	10.0	(in/hr)		Permeability:	10.0	(in/hr)	
Void Space:	20.0%	%		Void Space:	20.0%	%	
Available Storage Volume:	4,734	(cf)		Available Storage Volume:	2,673	(cf)	
Interstitial Storage Volume:	5,275			Interstitial Storage Volume:	5,642		
<u>Additional Stormwater capacities</u>				<u>Infiltration Basin #2</u>			
	diameter (in)	length (ft)	storage (cf)		elevation (msl)	area (sf)	Volume (cf)
Pipe	15	60	74	Storage Elevation:	3.5	2,636	
				Bottom"	2.5	937	1,787
							1,787
				Perimeter Length:	354	(ft)	
				Interstitial Width:	5	(ft)	
				ESHWT Elev.:	0.5	(msl)	
				Permeability:	10.0	(in/hr)	
				Void Space:	20.0%	%	
Total			74	Available Storage Volume:	1,787	(cf)	
				Interstitial Storage Volume:	2,286		
<u>Total Stormwater Management Capabilities</u>				<u>Infiltration Basin #3</u>			
<u>Kitty Hawk Stormwater Management Summary</u>					elevation (msl)	area (sf)	Volume (cf)
Total Basin Volume:	9,390			Storage Elevation:	3.4	394	
Total Pipe Volume:	74			Bottom"	2.8	212	197
Total Interstitial Volume:	13,624						197
Total Volume Managed:	23,088	(cf)		Perimeter Length:	80	(ft)	
				Interstitial Width:	5	(ft)	
1.5"				ESHWT Elev.:	0.5	(msl)	
Total Volume Required:	7,401			Permeability:	10.0	(in/hr)	
Percent of Volume Managed:	312.0%			Void Space:	20.0%	%	
				Available Storage Volume:	197	(cf)	
4.3"				Interstitial Storage Volume:	421		
Total Volume:	21,216						
Percent of Volume Managed:	108.8%						

Soil Boring Log The Preserve

Soil Boring				
Depth	B-1	B-2	B-3	B-4
0" to 6"	greyish brown fine sand	tan fine sand	dark brown fine sand	tan fine sand
6" to 12"	brown fine sand	tan fine sand	tan fine sand	tan fine sand
12" to 18"	greyish tan fine sand w/ traces of clay	tan fine sand	tan fine sand	tan fine sand
18" to 24"	greyish tan fine sand w/ traces of clay (moist)	tan fine sand (moist)	tan fine sand	tan fine sand
24" to 30"	greyish tan fine sand w/ traces of organics (moist)	brown sand with organics (moist)	grey fine sand (moist)	brown fine sand
30" to 36"	greyish tan fine sand w/ traces of organics (saturated)	grey sand (moist)	(boring terminated at wood debris/root)	brown fine sand
36" to 42"	greyish tan fine sand w/ traces of organics (saturated)	grey sand (saturated)		brown fine sand (wet)
42" to 48"				brown fine sand (saturated)
Soil Type	Ousley fine sand (OuB)	Ousley fine sand (OuB)	Fripp fine sand (FrD)	Fripp fine sand (FrD)
Date of Boring	8/7/25	8/7/25	8/7/25	8/7/25
Ex. Ground Elevation (ft. above MSL)	2.5	3.0	3.5	3.5
Depth to ESHWT (in)	24	30	not reached	36
ESHWT Elevation	0.5	0.5		0.5
Depth to Water table (in)	30	36	not reached	42
Estimated Water table Elevation (ft)	0.0	0.0		0.0

Soil Map—Dare County, North Carolina
(The Preserve)



Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
CnA	Conaby muck, 0 to 2 percent slopes, rarely flooded	0.5	7.2%
FrD	Fripp fine sand, 2 to 30 percent slopes	1.6	24.6%
OuB	Ousley fine sand, 0 to 5 percent slopes, rarely flooded	4.5	68.1%
Totals for Area of Interest		6.7	100.0%



November 21, 2025

Town of Kitty Hawk Department of Planning and Inspections
101 Veterans Memorial Drive
Kitty Hawk, NC, 27949

ATTN: Robert Testerman, Director of Planning and Inspections

RE: The Preserve RV Park

Dear Mr. Testerman:

Please find the attached 8 copies of the drawing "C204 – RV Park Site and Buffer Plan" (dated 11/21/2025) for The Preserve RV Park at 4253 B The Woods Road in Kitty Hawk. The drawing was prepared to clearly illustrate individual campsite boundaries and includes a table of each campsite area. The combined campsite, service area and access roads accounts for approximately 49% of the total parcel area, leaving 51% of the total parcel area as open space. In addition, approximately 25% of the upland area will remain undisturbed and additional trees in the disturbed area are shown to remain. We appreciate your assistance with you on this project. If you have any questions, please do not hesitate to contact me at 252-441-2113.

Sincerely,

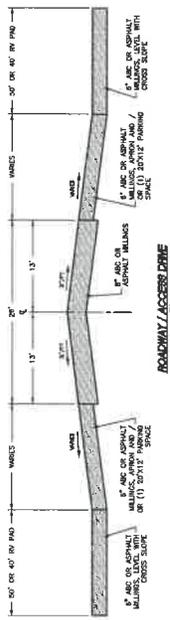
A handwritten signature in black ink, appearing to read "Michael J. Morway", with a stylized flourish at the end.

Michael J. Morway, PE
Engineer

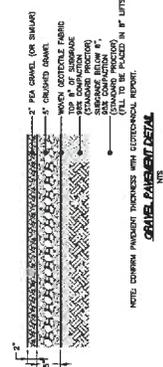
enc: C204 – RV Park Site and Buffer Plan (dated 11/21/2025) – 8 copies

cc: File 06652T
Preserve Capital Partners LLC

**PRELIMINARY ONLY
NOT FOR
CONSTRUCTION**



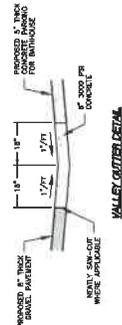
ROADWAY ACCESS DETAIL
NTS



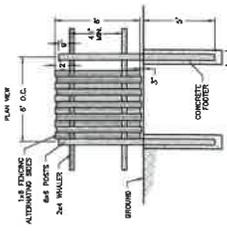
GRAVEL PAVEMENT DETAIL
NTS



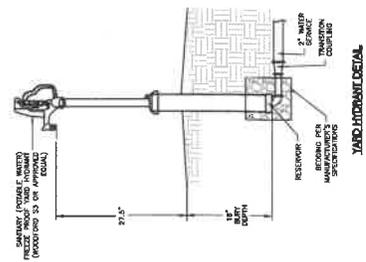
CONCRETE PAVEMENT DETAIL
NTS



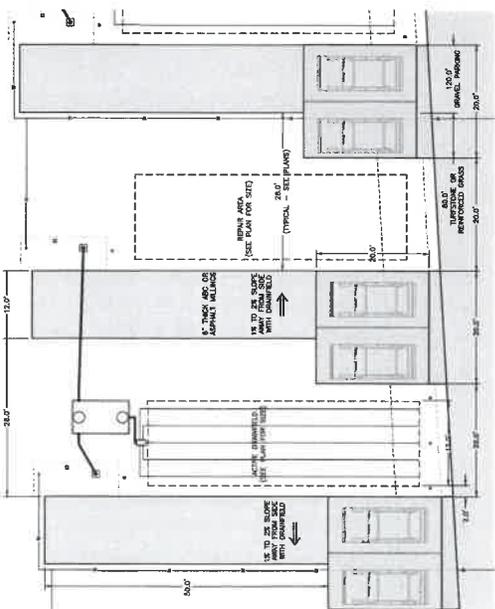
VALLEY CURB AND GUTTER
NTS



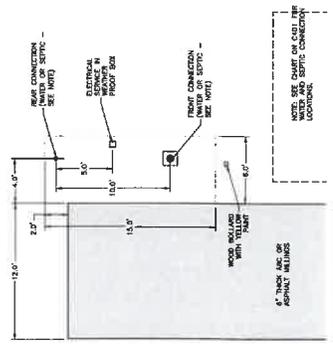
SCHEDULED DRIVE DETAIL
NTS



YARD HYDRAULIC DETAIL
NTS



TYPICAL SITE LAYOUT
SCALE: 1" = 10'



TYPICAL WALKER ACCESS
SCALE: 1" = 4'

Agenda Item 9A

January 5, 2026

To: Mayor and Town Council

From: Town Clerk, Lauren Garrett

Subj: Appointment to Recreation Committee

Recreation Committee

The Recreation Committee has one open member position due to a vacancy. The motion below may be used.

I make a motion to appoint _____ as a member of the Recreation Committee with a term of office to expire June 30, 2026.

Board and Committee Volunteer List

Received	Name	Planning	Board of Adjustment	Recreation
1/18/2022	Amy Davalos 3817 Elijah Baum Rd. 252-489-0566 adavalos76@yahoo.com	3	2	1
11/2/2021	Catherine Heath 512 W. Kitty Hawk Rd. 252-301-6403 (h) 919-649-9154 (c) cmheath@mindspring.com	1	1	
2/7/2022	Margaret Caldwell 4000 Tarkle Ridge Dr. 252-202-1231 (h) 252-255-2090 (w) beachgirlyobx@yahoo.com			1
9/13/2023	Ben Alexander 2806 Seahorse 252-207-3572 benalexander7533@gmail.com	1		
9/12/2022	David Morton 3880 Elijah Baum Rd. buddaman920@gmail.com	1		
3/14/2023	Sam Barker 4604 Seascape Dr. P.O. Box 2888 449-6796 (w) sam@seasidebuildersinc.com	1		
4/24/2024	Ron Tumolo 3916 Ivy Lane Kitty Hawk, NC 27949 703-309-0395 (Cell) rvtum522@gmail.com	1		2
12/27/2024	Fran Dunn 9800 Capri Terrace Kitty Hawk, NC 27949 252-996-8070 fdunn262@gmail.com			2
6/4/2025	David Foster 4326 Shady Lane Kitty Hawk, NC 27949 703-399-1613 tdfoster63@gmail.com	1		
6/24/2025	Linda Algood 4032 Tarkle Ridge Drive Kitty Hawk, NC 27949 252-207-3049 kandalalgood@gmail.com			1
6/25/2025	Jamie Hines Jr. 1148 West Kitty Hawk Road Kitty Hawk, NC 27949 252-996-0659 jshinesjr@gmail.com	2		3