



Minutes
KITTY HAWK TOWN COUNCIL
Monday, April 6, 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 March 2, 2026, Regular Session Council Minutes** – Approval of the consent agenda will approve these minutes.
 - b) **Budget Amendment #17** – Grant Award – Dare County Government Education Access Channel
 - c) **Budget Amendment #18** – UNC Supervisory Management Training reimbursement from towns participants
 - d) **Resolution Declaring April as Fair Housing Month**
 - e) **Proclamation Declaring April as Child Abuse Prevention Month**
 - f) **Proclamation Declaring April 10th at Local News Day**
 - g) **Resolution Supporting Great Trails State Program Grant Application**
6. **Items Removed from Consent Agenda** –
7. **Schedule Public Hearing** –
 - a) **Zoning text amendment** – Division 5.- Emergency and Governmental Services District
 - b) **Zoning text amendment** – Sec 42-250(d)1; Sec. 42-251(d)1 – Dimensional Requirements, BC-1 & BC-2
8. **Public Hearing** –
 - a) **Zoning Text Amendment** – Sec. 42-528. Accessory dwelling units - size and setback requirements
 - b) **Zoning Text Amendment** – Sec. 42-504 (i) Setbacks associated with pool decking
9. **New Business** –
10. **Old Business** –



11. Reports/General Comments from Town Manager

12. Reports/General Comments from Town Attorney

13. Reports/General Comments from Town Council

14. Closed session- Pursuant to N.C.G.S. § 143-318.11(a)(3) to consult with the town attorney regarding matters protected within the attorney-client privilege and to preserve that privilege.

15. Adjourn

Council Members Present: Mayor Charlotte Walker, Mayor Pro Tem Jeff Pruitt, Councilman David Hines, Councilman Peter Mantz, Councilman Dylan Tillett

Staff Members Present: Town Manager Melody Clopton, Finance Director Liliana Noble, Police Lieutenant Jimmy Helms, PIO/Town Clerk Lauren Garrett, Administrative Services Director Laura Walker, Planning Director Rob Testerman, Public Works Director Willie Midgett, Police Chief Palkovics, Fire Chief Talley, Town Attorney Casey Varnell

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Moment of Silence/Pledge of Allegiance

Mayor Walker led the moment of silence and Pledge of Allegiance.

3. Approval of Agenda

Motion: Councilman Tillett moved to approve tonight's agenda. Second: Councilman Mantz seconded the motion. Vote: All in favor. Motion carried.

4. Public Comment

Town Clerk Lauren Garrett confirmed that several individuals had signed up to speak during public comment.

Jan Collins, President of the Dementia Friendly Coalition, addressed the council regarding their proposal to repurpose the vacant former police station into a dementia friendly community center. Collins explained that the Dementia Friendly Coalition has operated for 13 years with over 20 volunteers serving families across Dare County but currently operates without a permanent home with scattered program locations and limited schedules. She emphasized that the proposal is for conditional use only, with the town retaining full ownership and control, and the building could be reclaimed at any time if municipal needs arise. Collins noted that there has been no expressed opposition to the proposal and requested the council schedule a public hearing to allow community input. She highlighted the benefits including consistent support for families, reduced strain on emergency services, and a centralized resource for education and outreach.

Noel Preston, a board member of the Dementia Friendly Coalition and retired Navy helicopter pilot, shared his personal experience as a full-time caregiver for his wife who was diagnosed with frontal temporal dementia. Preston detailed how the coalition provided three crucial services: education about caring for specific types of dementia, respite care allowing caregivers time for essential activities, and community



education to make establishments dementia friendly. He emphasized that many families don't have the resources he was blessed with and that the coalition helps fill those gaps.

Corinne Saunders from Outer Banks Insider extended an invitation to celebrate Local News Day on Friday from 9-11 a.m. at Wave Riders in Nags Head. She thanked the council for considering the local news proclamation and explained that this is the first time Local News Day has been celebrated, starting with Montana Free Press and expanding across North Carolina.

Dare County Commissioner Rob Ross expressed support for the Dementia Friendly Coalition, describing the volunteers as selfless individuals who sacrifice their time and energy to help those suffering from dementia-related illnesses and their caregivers. The commissioner stated the motives are sincere and it's a noble cause, offering 100% support and hoping for a beneficial resolution for the cause and community.

5. Consent Agenda

Motion: Councilman Pruitt moved to approve the consent agenda. Second: Councilman Mantz seconded the motion. Vote: All in favor. Motion carried.

6. Items Removed from Consent Agenda

No items were removed from the consent agenda.

7. Schedule Public Hearing

a) Zoning text amendment – Division 5.- Emergency and Governmental Services District

Motion: Councilman Pruitt moved to set a public hearing at the Town Council Meeting on May 4, 2026, to consider the proposed text amendment to section 42-528. Second: Councilman Tillett seconded the motion. Vote: All in favor. Motion carried.

b) Zoning text amendment – Sec 42-250(d)1; Sec. 42-251(d)1 – Dimensional Requirements, BC-1 & BC-2

Motion: Councilman Mantz moved to set the public hearing of the town council meeting on May 4, 2026, to consider the proposed text amendment to sections 42-250 and 42-251. Second: Councilman Hines seconded the motion. Vote: All in favor. Motion carried.

8. Public Hearing

a) Zoning Text Amendment – Sec. 42-528. Accessory dwelling units - size and setback requirements

Motion: Councilman Mantz moved to go into public hearing. Second: Councilman Hines seconded the motion. Vote: All in favor. Motion carried.

Planning Director Rob Testerman explained that this amendment clarifies how large an ADU can be and applies consistent setback standards to make rules easier to understand and administer. The current ordinance limits ADUs to 800 square feet or 50 percent of the primary dwelling, whichever is less, but doesn't clearly define what counts toward that square footage. Staff have been counting only conditioned living space, excluding unheated areas like garages or storage, but some ADUs include full living area plus large unheated spaces that could potentially be converted later without permits.

The second issue involves side yard setbacks, where the ordinance doesn't address whether ADU square footage should be included in calculating setback requirements for the primary structure. Testerman noted the planning board presented multiple options and made recommendations based on their review.

The proposed amendment would clarify that only conditioned living space counts toward ADU size limits, introduce a non-conversion agreement requirement for unheated spaces, remove the 50 percent limitation



tied to primary dwelling size (retaining just the 800 square foot cap), and establish a fixed 15-foot side yard setback for detached ADUs rather than tying it to primary dwelling size.

Duke Gerahty spoke about affordable housing challenges, noting that 800 square feet is small and likely temporary housing rather than a permanent home. He advocated for larger ADUs, suggesting 1,200 square feet like Dare County adopted with increased lot coverage to 38 percent. Gerahty emphasized the need for 2-bedroom units for families and stressed that ADUs are just one tool in addressing housing problems.

Grace Anlauf supported the 800 square foot flat rate versus the 50 percent rule, particularly for smaller homes in VR zoning districts. She noted that for a 1,000 square foot house, the 50 percent rule would only allow 500-600 square feet, making it challenging to accommodate long-term occupancy or justify building costs for such small units.

Councilman Mantz questioned the purpose of the 800 square foot cap, noting potential state legislation (Senate Bill 495) that might require minimums of 800 square feet. He expressed concern about allowing unlimited unconditioned space while restricting conditioned space to 800 square feet, suggesting this defeats the purpose of keeping units small. Mantz preferred seeing larger conditioned space rather than massive structures with mostly garage space.

Councilman Pruitt supported the 800 square foot cap, explaining the original intent was for mother-in-law suites before Airbnb proliferation. He worried that increasing size in VR1 zoning could lead to multiple families in what should be couple-oriented accommodations, making it feel like VR3 density. Pruitt favored different sizes by zoning district but supported maintaining the current cap unless restructured differently.

Councilman Mantz noted the planning board's intent to remove guesswork with the simplified approach but remained concerned about the unlimited unconditioned space issue, feeling it was incongruent with size limitation goals.

Motion: Councilman Pruitt moved to go out of public hearing. Second: Councilman Hines seconded the motion. Vote: All in favor. Motion carried.

After discussion about the unconditioned space concerns, council determined additional review was needed.

Motion: Councilman Mantz moved to deny the proposed text amendment to section 42-528, finding the proposal inconsistent with the town's adopted land use plan and for the purpose of consideration of maximizing square footage of the unconditioned space. Second: Councilman Hines seconded the motion. Vote: All in favor. Motion carried.

b) Zoning Text Amendment – Sec. 42-504 (i) Setbacks associated with pool decking

Motion: Councilman Pruitt moved to go into public hearing. Second: Councilman Mantz seconded the motion. Vote: All in favor. Motion carried.

Planning Director Testerman explained this proposal addresses inconsistencies in pool-related setback regulations. Current ordinance defines setbacks as areas that must remain open and unobstructed by structures above 30 inches in height, meaning ground-level improvements under 30 inches can extend to property lines. However, pool decking under 30 inches still requires 5-foot setbacks from side property lines, while identical decking elsewhere on properties without pools has no such restriction.

The proposed changes would maintain front yard setback requirements for all pools and the 5-foot setback requirement for pools themselves but allow pool decking and aprons under 30 inches to be treated like other ground-level improvements, eliminating the minimum setback requirement. Decking over 30 inches



would still meet standard district setbacks. The planning board also recommended allowing pool equipment within 5 feet of side and rear property lines, consistent with HVAC equipment regulations.

No public hearing comment was received on this item.

Councilman Tillett asked about enclosed pool equipment structures, confirming that enclosures over 30 inches would require building setbacks, while those under 30 inches would not.

Motion: Councilman Tillett moved to come out of public hearing. Second: Councilman Mantz seconded the motion. Vote: All in favor. Motion carried.

Motion: Councilman Pruitt moved to approve the text amendment to section 42-504, finding the proposal consistent with the town's adopted land use plan. Second: Councilman Hines seconded the motion. Vote: All in favor. Motion carried.

9. New Business

No new business was presented.

10. Old Business

No old business was presented.

11. Reports/General Comments from Town Manager

Town Manager Melody Clopton thanked 30 volunteers who participated in the community trash collection event, noting the positive atmosphere and beautiful weather. She announced that brush chipping has begun with public works handling it internally throughout the month, with guidelines available on the town website. Debris piles should be placed within 10 feet of roadside in front of properties, avoiding utilities, fire hydrants, and low-hanging branches. Contractor and landscaper debris remains their responsibility to remove.

The Town Manager announced a 45th anniversary celebration on Monday, April 13th from 4-7 p.m., featuring a historic video premiere recognizing both the town's history and America's 250th anniversary. The kid-friendly event will include refreshments, guided tours of the new town hall trail, and representatives from all departments.

A second budget workshop was scheduled for Tuesday, April 14th at 10 a.m., open to the public. She announced Dare County's America's 250th Fair on April 18th from 11 a.m.-4 p.m. in downtown Manteo, featuring vendors, live music, art displays, and educational programs. The Police Department skate event was scheduled for April 26th from 12-2 p.m. at Kitty Hawk Park's skate park.

12. Reports/General Comments from Town Attorney

The Town Attorney Casey Varnell had no comments.

13. Reports/General Comments from Town Council

Councilman Tillett stated that he had no comments.

Councilman Hines congratulated Police Lieutenant Jimmy Helms on 15 years of service with the town. Town Manager Melody Clopton mentioned that Finance Director Liliana Noble recently completed 10 years of service and Deputy Fire Chief Jasper Rogers completed 15 years of service. Councilman Hines congratulated Noble and Rogers as well.

Councilman Mantz mentioned an upcoming trail and walkability study involving multiple participants to examine safety, trails, and bike functionality. He emphasized its importance for the recreational community and enhancing local business advancement and investment opportunities, noting future participation opportunities for the public.



TOWN OF KITTY HAWK

Mayor Walker recognized Planning Director Rob Testerman for his hard work on ordinance development and his informed responses to council questions.

14. Closed session

Motion: Councilman Hines moved to go into closed session pursuant to N.C.G.S. § 143-318.11(a)(3) to consult with the town attorney regarding matters protected within the attorney-client privilege and to preserve that privilege. Second: Councilman Mantz seconded the motion. Vote: All in favor. Motion carried.

Following the closed session, Town Attorney Casey Varnell stated that the town council went into closed session to discuss matters subject to attorney-client privilege and to preserve that privilege.

15. Adjourn

Motion: Councilman Hines moved to adjourn. Second: Councilman Pruitt seconded the motion. Vote: All in favor. Motion carried.

The Minutes of the April 6, 2026, Kitty Hawk Town Council Meeting are approved at the May 4, 2026, Kitty Hawk Town Council Meeting.

Handwritten signature of Charlotte DeLoatch Walker in cursive script.

Charlotte DeLoatch Walker, Mayor

Handwritten signature of Lauren Fox Garrett in cursive script.

Lauren Fox Garrett, Town Clerk