



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

February 20, 2019

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager 

REF: New Business

1. Shoreline Access – Permanent Restroom Facilities Feasibility (Attached NB-1)

At the last meeting, Staff was asked to provide the Board with an inventory of facilities at the Town's beach accesses, and to continue its research on providing permanent restrooms. Individual research came together in a team approach, which is summarized in Planning Director Meredith Guns' attached memorandum.

At the end of our discussions, Staff was in agreement with a long-term approach that will result in a more comprehensive study of the accesses to determine the most appropriate site(s) for new facilities. Continual funding of the Shoreline Access Capital Reserve Fund will minimize use of the undesignated fund balance, and, a long-term approach will allow Kill Devil Hills to apply for grant funding to offset the costs of an improvement project. Staff recommends the Board of Commissioners move this matter forward as follows:

- Update the Shoreline Access Plan, in-house
 - Update existing accesses and features to the Board of Commissioners in March/April;
 - Staff will identify accesses that may be able to accommodate permanent restroom facilities with little to no loss of parking;
 - Board of Commissioners to prioritize the accesses for improvement in April/May
 - Present final plan to the Board in May.
- Board of Commissioners begin funding the Shoreline Access Capital Reserve Fund in the 2019/2020 Fiscal Year budget, and continue annual funding.

Board guidance will be appreciated.

Director of
Planning and Inspections
MEREDITH GUNS



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**THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA**

PLANNING DEPARTMENT

February 20, 2019

Memorandum

To: Debbie Diaz, Town Manager

From: Meredith Guns, Planning Director. *MBG*

Subject: Shoreline Access – Permanent Restroom Facilities Feasibility

At the January 14, 2019, Board of Commissioners meeting the board directed staff to look into the feasibility to install permanent restroom facilities at Town beach access points. Since that time Building and Grounds, the Town Clerk and the Planning Department have been researching several possibilities to accomplish this goal. The research explores the many regulatory aspects of such a project including zoning regulations, flood regulations, CAMA regulations, North Carolina Building Code requirements and Dare County Health Department requirements.

The initial idea was to look into prefabricated structures that potentially could be put in place quickly and easily. However, once the various regulations were applied this idea became problematic. The majority of these units are “pump and haul” systems meaning that they do not require any additional waste disposal systems. However, the units would have to meet flood regulations, which requires a structure to be one-foot above grade in the VE Flood Zone. The units are also quite expensive compared to stick built units. Additionally, the ongoing cost for the pump and haul system is not a good alternative in perpetuity. Therefore, staff does not recommend the prefabricated units.

Next staff explored custom built structures. This would allow the Town to control design and dimension. Additionally, the structure could be customized to meet Town regulations. Three alternatives were considered for waste disposal: pump and haul, central wastewater, and traditional onsite septic tank and drain field. The pump and haul was not the favorable method for several reasons including ongoing costs to pump the systems, it does not deviate much from a port-o-john except it is permanent and there are also concerns about proximity of the structure to ocean over wash events. Staff inquired with KDHWTP, LLC about the cost to connect to the central sewage system. This would require a lift station be installed for each facility, and the initial tap fees could cost as much as \$90,000+ and the ongoing cost for the service made this option not economically practical. Therefore, staff focused on the traditional onsite septic tank and drain field. In discussion with the Dare County Health Department the size of the tank and drain field will be determined once the design is complete. Onsite wastewater regulations require 10’ setbacks from the property lines and 5’ from all structures. There is uncertainty if the size of the drain field will require removal of parking in our access until some additional work is complete.

ATTACHMENT NB-1

CAMA regulations require all work including excavation to be west of the toe of the primary dune and all structures must be at least 60 feet from the first line stable natural vegetation. This regulation limits the number of accesses that a permanent facility could be located with a septic tank and drain field without loss of significant parking at the access.

Staff has identified three possible accesses that may be able to accommodate all of the above requirements. The accesses are Glenmere Access (which was rebuilt last year), Carlow Access and Woodmere Access. Glenmere Access would be the most favorable in the short term.

The next step in this feasibility study will require funding. The Town would need a survey completed on a site to include dune topography for building location, updated CAMA AEC limits and water usage data from a similar site to determine the size of the drain field. Once this work is complete, there is no guarantee that any site will have enough land to accommodate wastewater without the loss of parking.

Staff would offer the following recommendation to move forward with this proposal:

- Update the Shoreline Access Plan (In house)
 - Update existing access and features (to the Board of Commissioners in March/April)
 - Staff identify accesses that may be able to accommodate permanent restroom facilities with little to no loss of parking.
 - Board of Commissioners prioritize the accesses for improvement (April/May)
 - Present final plan to Board of Commissioners (May)
- Board of Commissioners begin funding the *Shoreline Access Capital Reserve Fund* in the 2019-2020 FY budget and continue annually.

This is more of a long-term approach with the same goal. This recommendation would allow a more comprehensive study of the accesses to determine the most appropriate site for new facilities. Funding the capital reserve fund over time will serve to minimize use of the undesignated fund balance. Additionally, this will allow the Town to apply for grant funding in the future to offset the cost of the project.

Staff requests guidance on how the Board of Commissioners would like to proceed.