



TOWN OF KILL DEVIL HILLS
Land Where Flight Began

MEMORANDUM

August 12, 2024

TO: Mayor and Board of Commissioners
FROM: Debora P. Díaz, Town Manager 
REF: New Business

2. Baum Tract – Survey and Wetland Delineation Services (Attached NB-2)

Since the Town’s purchase of 322 undeveloped acres in 1983, the property has been used for its original purpose, for the “benefit of the citizens of Kill Devil Hills.” The Thomas A. Baum Senior Center, Dare County Water Department, KDH Library, Dare County Family Recreation Park, First Flight Schools Complex, Town Hall Complex, Aviation Park, and Casey R. Logan Disc Golf Course have all been developed to serve the citizens of our community.

Following an almost two-year exhaustive review of all town parks and recreational areas west of US 158, the West-side Recreation Group (WRG), chaired by Commissioner Gray, presented its recommendations for the remaining “undeveloped” 44-acre parcel (which includes the Casey R. Logan Disc Golf Course) at the Board’s May 10, 2021, meeting. Composed of community citizens and Town Staff, the WRG conducted an in-depth review of all previous studies and information on the Baum Tract, including the Community Development Group of North Carolina State University (1984), the Baum Tract Site Study Committee (2013), and the Surface 678 Marketing Study and Operational Planning (2014).

At the Board’s June 8, 2024, Retreat, the Board directed Staff to move forward with the development of a plan to establish additional recreational opportunities and possible infrastructure at the Baum Tract site. With the recent extensive research and review by the WRG, Staff will be anchoring its recommendations and direction from that group’s thorough analysis.

To begin the process of further development, a new survey of the Baum Tract will be required. The Planning Department’s meeting memorandum highlights response from the Request for Services (RFS):

- Surveying Services: \$16,000.00
- Wetland Delineation Environmental Services
 - Two proposals provided:
 - Stage 1 Service to confirm that the wetland areas have not changed and coordinate U.S. Army Corps of Engineers (USACE) review and approval; OR \$ 2,700.00

- Stage 2 If Stage 1 determination that significant change has occurred, all wetlands on site would be completely delineated and coordinate USACE review and approval. \$ 9,450.00

Maximum estimated project cost \$25,450.00

Staff recommends approval of the proposals for the surveying and environmental services, along with authorization of Staff to contract for the recommended providers up to \$25,450.00, and any budget amendments necessary for the completion of those services. A motion will be in order.

Director of
Planning and Inspections
MEREDITH GUNS

Building Inspector
MARTY SHAW
CHARLES THUMAN

Code Enforcement Officer
JORDAN BLYTHE



Assistant Director of
Planning and Inspections
CAMERON RAY

Senior Planner
RYAN LANG

Zoning Administrator
DONNA ELLIOTT

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

PLANNING DEPARTMENT

August 12, 2024

Memorandum

To: Debbie Diaz, Town Manager

From: Cameron Ray, Assistant Planning Director 

Subject: Baum Tract – Surveying and Wetland Delineation Services

At the recent Board of Commissioners Retreat, Staff was given direction to begin the process to plan for future improvements at the Town's 44-acre Baum Tract, including a review of all previous plans and documentation for future development. In order to begin development of a conceptual plan, the Town will need an updated survey; the last survey was completed in 2007 and is no longer accurate. This new survey will show all improvements/operations, refresh boundaries, show elevations and trees, and identify all protected wetlands on site.

Staff has reached out to surveying and environmental services for request for services and are prepared to have these services executed within the next few months. Below are the proposal cost for the services needed to start the planning process;

- Surveying Services: \$16,000.00
- Environmental Services (Wetland Delineation): Two proposals were provided
 - \$2,700.00: This service would be to confirm that the wetland areas have not changed and to have this approved by the USACE.
 - \$9,450.00: If it is determined that there is significant change, this service would be to completely the delineate all wetlands on site and coordinate with USACE.

Staff request authorization to move forward with the proposals above.