



February 15, 2024

Dear Rental Property Management Company,

We are asking that you convey the following information to all of your equipment set-up vendors as well as your vacation renters.

This past fall and winter, and following a stakeholder survey and meetings, the Town Council for the Town of Duck adopted several revisions to our beach and dune management ordinance which impacts beach equipment set-up. This notice is intended to inform you, your staff, your vendors, and your vacation renters of our dune protection regulations and inform you of the changes made. Beach tents, umbrellas, chairs, etc. must be removed entirely from the beach daily or risk being collected as litter. Please see a list of regulations regarding beach equipment below.

- Tent/chair, etc. setups may not occur before 6:30 am (changed from 8 am) and must be removed daily from the beach by 6:30 pm if unattended (changed from 5 pm).
- Removal from the beach does not mean laying them in or on the dune, under or beside beach stairs, etc. They must be removed entirely from the beach and dune system.
- Tent/chair, etc. setups must allow for a 15' travel lane at the base of the dune for emergency access and may not be any closer than 10' to dune vegetation or a turtle nest.
- Beach tents or commercial beach equipment may not be located any closer than 50 feet in any direction from a lifeguard stand, or emergency or community beach accessway (this is new).
- Tents may not be any larger than 12x12 or any taller than 9 feet, and guy wires may not extend beyond the 12x12 maximum size limit.
- Two tents and/or sunshades may be tied together provided they are perpendicular to the shore. Tents and/or sunshades parallel to the shore may not be tied together nor may they be spaced any closer than 10 feet from each other (this is a change).
- All shade structures must be properly secured.
- Leaving unattended items on the beach between 6:30 pm and 6:30 am will subject you to the loss of your equipment as well as a civil penalty. These items may include, but shall not be limited to, volleyball, badminton and tennis nets, poles, tents, chairs, cabanas, sunshades, horseshoe stakes, croquet courses, umbrellas or any other personal property items.
- Business license and fee, with a deposit, and signage requirements and limitations are now required for vendors.

**Unattended items will be collected from the beach and disposed of as litter. It is also unlawful to store items on private property without the owner's permission.**

We would also like to remind you that the Town only has use of two vehicular beach access locations. These access locations are intended for **emergency vehicle access only** between December 1 and March 15. Driving up these access locations is a violation of our beach driving regulations. Please be sure that your staff do not block any emergency access during the process of setting up or breaking down equipment. Violations of the beach driving ordinance may result in police enforcement action and towing.

We ask that you inform your existing and new staff of these regulations. Your cooperation will ensure that we all have a successful summer.

We want to thank you and your vendors that actively participated in the discussions and meetings to amend our beach and dune management ordinances. In anticipation of the season, I would encourage you to have your vendors reach out to Sandy Cross to submit their business license registration and associated fees.

Should you have any questions related to this matter, please feel free to contact me. Thank you for your time and cooperation in this matter.

Sincerely,

*Drew Havens*

Drew Havens  
Town Manager

cc: Town of Duck Town Council  
Department of Community Development  
Public Safety Department  
Duck Surf Rescue