

**TOWN OF DUCK
MUNICIPAL PROPERTY MASTER PLAN ADVISORY COMMITTEE MEETING
March 14, 2008**

The Municipal Property Master Plan Advisory Committee for the Town of Duck convened at the Duck Municipal Offices at 10:00 a.m. on Friday, March 14, 2008.

MEMBERS PRESENT: Chairman Paul Keller, Charlie Pratt (via conference call), Donna Black, Avery Harrison, Town Manager Christopher Layton and VHB Project Manager Chris Dewitt.

MEMBERS ABSENT: None.

OTHERS PRESENT: Director of Community Development Andy Garman, Public Relations Coordinator Kathy McCullough-Testa, and Town Clerk Lori Kopec.

OTHERS ABSENT: None.

Chairman Keller called the meeting to order at 10:04 a.m.

APPROVAL OF AUGUST 7, 2007 MINUTES

Avery Harrison moved to approve the August 7, 2007 minutes as presented. Donna Black seconded.

Motion approved 4-0.

CONSTRUCTION PROGRESS UPDATE

Town Manager Layton stated that the Town was in the final stages of construction of Phase II. He stated that a portion of the boardwalk would be opened by the end of the day. He stated that the north and south entrances to the boardwalk would be open to the public; however the main entrance will remain closed as the contractors were still working on the main deck. He stated that staff hoped to have a May 1, 2008 ribbon cutting ceremony for the boardwalk.

Chairman Keller asked if the boardwalk opening would be announced on the Park marquee. Town Manager Layton stated it would be. He stated that invitations would be sent out for the ribbon cutting ceremony. Chairman Keller asked if the temporary opening would be announced. Town Manager Layton stated it would not. He stated it would just be opened. He suggested that a notice be put up on the main platform to the boardwalk informing people that the north and south side entrances would be open. Chairman Keller thought it was a good idea.

OVERVIEW OF PHASE III

Town Manager Layton stated that Phase III was the amphitheater construction. He stated that a \$125,000 grant has been secured from the Tourism Bureau for the project. He stated that he expected the cost of the amphitheater to be approximately \$250,000 and that the funds would be available July 1, 2008. He noted that the amphitheater could be designed without having to take any trees out. He stated that the difficult task will be determining where the stage/dressing room would be located.

Chris Dewitt showed photographs to the Committee of various types of amphitheatres. Town Manager Layton stated that grass was not a viable option. He stated that chips were not a good choice as it could cause bees' nests and critter nests. Director Garman pointed out that there were terrace options and built in bench options in the photographs. He noted that there would be pros and cons to both, but thought terraces would have a significant impact on trees. Chairman Keller agreed.

Chairman Keller asked if the stage/dressing area could be put over the water. Town Manager Layton stated the location of the amphitheater would not be near water. Avery Harrison asked if there would be plumbing and restrooms at the amphitheater. Public Relations Coordinator McCullough-Testa stated there would need to be restrooms. Town Manager Layton stated that there would not be any restrooms as a drainfield would need to be put in. Public Relations Coordinator McCullough-Testa suggested Port O Johns for the performers. Town Manager Layton stated that they would be public restrooms.

Director Garman showed the Committee a general area at the Park that would be cleared for the amphitheater. Town Manager Layton felt the amphitheater should be oriented for views of the Sound. Director Garman pointed out that one of the photographs showed seating with removable back walls. Donna Black asked if sunsets needed to be considered with how the amphitheater was oriented. Public Relations Coordinator McCullough-Testa felt it should.

Chairman Keller asked how people would sit with the incline of the slope of the amphitheater. Town Manager Layton stated it will need to be discussed. He stated that there could be actual seating in sections as well as lawn seating in sections. He thought there could be a combination of set seating with lawn seating closer to the stage.

Director Garman asked how many people the amphitheater should accommodate. Town Manager Layton thought it would be between 100 to 150 people. Chris Dewitt agreed. Town Manager Layton stated that the question was if it was 100-150 seated or just 100-150. Director Garman thought it could be researched. He asked if two (2) acts could perform at once in the Park. Public Relations Coordinator McCullough-Testa stated it would be too close to have something like that happen. Chris Dewitt suggested that Tai Chi or reading could happen while an act was performing at the amphitheater. Town Manager Layton thought the amphitheater would open things up for lectures, theater, etc. Chairman Keller thought the Town should consider hiring an acoustic consultant for the design of the stage. Donna Black and Avery Harrison agreed. Town Manager Layton thought the Town could consult with someone regarding lighting and electric as well. Donna Black felt that it should be done first.

Donna Black asked how big the stage would be. Town Manager Layton stated it was another issue. Public Relations Coordinator McCullough-Testa pointed out that the gazebo stage was bigger than what was needed for some performers. Chris Dewitt stated he would research the issues and bring them back for discussion at the next meeting.

Charlie Pratt asked if there was only one (1) grant that was applied for. Town Manager Layton stated he was correct. Mr. Pratt asked for a progress report on the kayak launch. Town Manager Layton stated it was completed. Mr. Pratt asked if the kayak launch received any damage after the last storm. Town Manager Layton stated it didn't.

UPDATE ON TOWN HALL DESIGN

Chris Dewitt stated that an architect has been on board developing some preliminary concepts for the Town Hall design. He stated that the architect has been through two (2) rounds of presentations to Town Council. He stated that the input received was contrary as he came forward with an original concept, obtained feedback and came back with a second concept based on the feedback, only to have Council be more in favor of the original concept. He thought there was conflicting input, but thought the design was moving forward. He stated that after the last Council retreat, he, Town Manager Layton and the architect met on-site to look at the topography and needs for a Town Hall building. He added that they were looking at a building that was of high quality but not a monument of any sort. He thought additional direction was given to move forward with a concept that would be acceptable. He went on to show the Committee a few concepts that could be used with regard to the Town Hall building.

Chris Dewitt stated that he did not have any new concepts of the Town Hall building to show the Committee. He stated that work is under way to see if the concepts would work on the site. Town Manager Layton stated that he expected to have new concepts available at the April mid-month Council meeting. Chairman Keller clarified that having the building in an L-shape would give a bigger footprint. He asked if there was enough footprint to do all the functions that would be needed. Town Manager Layton stated that it was going into the design. He thought there would be enough space to accomplish what will be needed. He noted that there are constraints on the site with regard to wetlands and the Town green.

Chris Dewitt stated that now that the uses were separate, there was more flexibility in terms of making the space work. Town Manager Layton added that from a security aspect, the municipal offices would not be disturbed when other events were going on.

Chairman Keller clarified that a second story was not allowed to overhang above a wetland area for shading. Director Garman thought it would be possible. Chris Dewitt thought it would depend on where it was put. Town Manager Layton stated that he still envisioned the municipal building to have a wrap-around porch to fit in with the boardwalk. He thought a higher deck could be worked in with the final design to give a nice view. Donna Black thought it was a great idea. Town Manager Layton stated that he anticipated showing the building in relation to the entire property at the Council's mid month meeting in April.

Chris Dewitt asked when the Council's mid month meeting would be held in April. Town Manager Layton stated it would be held on Wednesday, April 23, 2008 at 1:00 p.m.

DISCUSSION OF INTERPRETATIVE SIGNAGE

Town Manager Layton stated that the Committee was at the point where they could discuss interpretative signage for the Park. He went on to review the chapter on interpretative signage produced by the U.S. Forest Service as well as samples of signage that was in the Committee's packet.

Chris Dewitt stated that he had received a suggestion to put up a sign entitled "What's Biting Me?" which would describe all the various insects that bite. Town Manager Layton stated that there were several things going on such as the flora and fauna, as well as the various wildlife at the Park that would need some type of signage.

Chairman Keller asked how the whole project would be handled. Town Manager Layton stated he had not gotten to the point of needing help yet. He thought speaking to the Cooperative Extension staff as well as staff at the Currituck Estuary would help the Town learn about the

wetlands. He suggested that he and Public Relations Coordinator McCullough-Testa speak to them to see what type of help they would be willing to provide the Town. He thought the Committee needed to think about whether they wanted to have large storyboards or small signs that would identify certain items in the Park. Donna Black felt the resources should be used. Avery Harrison agreed. Ms. Black felt things should be kept simple. Avery Harrison agreed.

Town Manager Layton stated that he would like to have a new sign of the Park property put up that would be more of a directional sign. He thought the north and south entrances would be perfect spots as well as the entrance to the boardwalk. Director Garman suggested having the master plan replicated as a painting. He thought it would tie in with the art that was done for the Jazz Festival. Town Manager Layton stated he didn't have a problem with it, but pointed out that outdoor signs were very expensive.

OTHER ISSUES

None.

ADJOURNMENT

There being no further discussion, Donna Black moved to adjourn the meeting. Avery Harrison seconded.

Motion carried 4-0.

The time was 11:17 a.m.

/s/ Lori Kopec, Town Clerk