

**TOWN OF DUCK  
MUNICIPAL PROPERTY MASTER PLAN ADVISORY COMMITTEE MEETING  
September 18, 2008**

The Municipal Property Master Plan Advisory Committee for the Town of Duck convened at the Duck Municipal Offices at 9:30 a.m. on Thursday, September 18, 2008.

**MEMBERS PRESENT:** Chairman Paul Keller, Charlie Pratt, Donna Black, Avery Harrison, Town Manager Christopher Layton, VHB Project Manager Chris Dewitt and Tymoff & Moss Architect Barry Moss.

**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 9:41 a.m.

**APPROVAL OF MARCH 14, 2008 MINUTES**

Charlie Pratt moved to approve the March 14, 2008 minutes as presented. Avery Harrison seconded.

Motion approved 4-0.

**OVERVIEW OF TOWN HALL DESIGN**

Town Manager Layton stated that the Committee would have less to do with the plans than how the two (2) buildings fit into the park. He stated that he also wanted them to have an idea of what would be going on. He noted that everything was still very preliminary and Council was at the point that they only agreed on the general location and concept of two (2) separate buildings. He stated that everything else was still in the works. He explained that there was a general look with the porches, but everything else was still very flexible. He stated that over the next three (3) months, Council would be trying to work on it concurrently with staff getting the amphitheater ready for bidding to achieve a full schematic version of what will be done. He stated that the interior layout was important to the Committee in that the functions will have an impact on what's happening around the park. He stated that the Committee will need to figure out how to fit them together, but that there could be some issues to deal with.

Town Manager Layton stated that for the amphitheater, the Committee would have to figure out conceptually how a vehicle could get to it to unload and where the vehicle would come through. Chris Dewitt stated that the Town Hall effort to date was how to scale and size the buildings to meet the needs of its function and make it fit on the site. He stated that Barry Moss and his staff have been working and going through a series of iterations to try to make it happen. He stated that the next step with regard to overall Town Hall planning was to figure out the interior and how the spaces would be arranged and sized.

Donna Black clarified that it was Council's consensus to have two (2) buildings. Town Manager Layton stated she was correct.

Chris Dewitt stated that there would be soil analyses and geo-technical testing done on the property to determine the drainfield location and how it would need to be sized. He stated that the Committee would continue discussions on green building design ideas. Town Manager Layton stated that there were cisterns planned for the property. He stated that the Committee may need to come up with some thoughts if it is decided that wind turbines would be put on the site.

Chairman Keller asked if the Committee was up against any time constraints relative to getting the Town Hall to the public. Town Manager Layton stated there wasn't a timeframe for the construction of the Town Hall. He noted that the present Administrative Offices had a three (3) year lease and thought he could work with the landlord to extend it if need be.

Donna Black asked if there would be a formal sit down with staff to help guide things along. Town Manager Layton stated there would.

Barry Moss of Tymoff & Moss Architects gave a short presentation on the Town Hall design to the Committee.

Town Manager Layton reminded the Committee that the towers in the concepts would allow light in and would be important for the green aspect. Barry Moss agreed and stated there was a method to bring in light in a building that was used in the calculation for LEED certification. Town Manager Layton stated that the Committee should plan to explore redesigning the front parking area to make it more functional.

Town Manager Layton stated that the purpose of the presentation was to give an idea of where things were going.

### **DISCUSSION OF AMPHITHEATER DESIGN**

Chris Dewitt stated that the Committee had sample photographs of an amphitheater as well as a sample drawing of the amphitheater. He stated that it was not a design that was done for the park site but one that was similar to one that existed. He thought it could be used as a starting point for discussions with regard to scale, layout, type of seating, materials and backstage area. He stated that a construction plan would not be applied at this time with regard to the Town Hall; but with regard to the amphitheater, the Committee would be taking things to the final construction plan so the Town could use the existing grant funds to build it. He stated that the Committee would be meeting monthly over the next few months. Town Manager Layton added that the Committee should anticipate meeting around mid-month of each month. He stated that the next meeting would on Wednesday, October 15, 2008. Chris Dewitt stated that the reason for the monthly meetings was due to the items being presented to Council at their mid-month meetings. He stated that once the Committee decides that the concept works, they could focus on the type of seating that would be needed.

Barry Moss gave a short presentation on the amphitheater design to the Committee.

Public Relations Coordinator Kathy McCullough-Testa was recognized to speak. Public Relations Coordinator McCullough-Testa asked why there was a ramp at the front of the stage. Barry Moss stated it was for ADA reasons as well as a function of the stage for handicapped performers. Public Relations Coordinator McCullough-Testa stated that she preferred the ramp to be closer to the back stage area instead. Barry Moss thought it could be done.

Town Manager Layton stated that it will be a challenge to keep the trees in place while having the amphitheater symmetrical. He thought the concept was a great starting point. Chris Dewitt stated that not just the symmetry but the scale would need to be considered. Barry Moss thought that the wings back stage may have to be taken in a bit. Chris Dewitt agreed. Town Manager Layton thought it was safe to have the assumption of keeping the trees and shrinking the stage by a third. Mr. Moss stated that this was the type of thing he would be doing along the way.

Charlie Pratt asked what could be done to minimize a mildew problem like Festival Park has in Manteo with their stage. Town Manager Layton stated he wasn't sure. Barry Moss stated that he could help with the issue by suggesting that the dressing room be ventilated. Charlie Pratt asked if the roof would be flat. Town Manager Layton thought it would be. Barry Moss suggested adding solar vents. Town Manager Layton thought it was a good idea.

Charlie Pratt pointed out that the Town Hall building furthest to the southwest would infringe on the upper corner of the amphitheater. Town Manager Layton didn't think it would. Barry Moss stated the Town Hall would be off the right of the amphitheater.

Chairman Keller stated he would like the Committee to have a list of all of the potential uses for the amphitheater so each element would be covered. Donna Black suggested that the Committee be told what the minimum stage area will be.

Chris Dewitt asked the Committee if the concept was working for them. It was *consensus* of the Committee that the concept was fine.

Public Relations Coordinator McCullough-Testa suggested having a drive up ramp to the dressing room and storage and sitting areas for the dressing room as well as a space for a bathroom. Town Manager Layton noted that the Town would not be in a situation to have the space or desire to have an individual drainfield for the amphitheater. He stated that it would be tied into the Town Hall once that is constructed. Chairman Keller stated that port-o-johns could be rented in the interim and added that some have dressing rooms attached to them. Barry Moss noted that the dressing room was a big space. Town Manager Layton agreed. Public Relations Coordinator McCullough-Testa suggested a small changing room for the performers as well as a roof over the stage to accommodate curtains and lighting.

Town Manager Layton stated that staff discussed having trusses run across the stage to attach lights and curtains. Barry Moss wasn't sure if a solid roof would be the answer. He suggested a retractable awning instead. Town Manager Layton thought it was a great idea. Avery Harrison agreed. Mr. Moss thought it should be one that could be retracted so it wouldn't blow away. Donna Black thought the awning would be distracting to performers on windy evenings. Town Manager Layton thought the trees would help buffer the wind. Director Garman noted that big winds could be distracting.

Barry Moss asked if performances would be held on bad weather days. Town Manager Layton thought that if it was bad enough that it was distracting, the wind would also come across the microphones, causing more distraction. However, he noted that it would be somewhat protected with the trees. Mr. Moss suggested some sort of hybrid such as building a large trellis with a retractable awning.

Charlie Pratt asked if there was any problem with folding in the wings of the stage. Barry Moss thought it would be more efficient to make the space more square. Public Relations Coordinator McCullough-Testa agreed. She stated that the sound and lighting area would need to be

considered. She stated that she liked wood for the stage floor. Mr. Moss stated that the floor could be tongue and groove with treated wood. Town Manager Layton agreed. Director Garman asked if a tongue and groove floor would push the need for a roof due to drainage. Mr. Moss didn't think so and thought there would have to be some sort of slope to accommodate the drainage.

Chris Dewitt cautioned the Committee to keep the construction budget in mind. Town Manager Layton agreed and noted that there was \$250,000 for everything, including construction and site work.

Director Garman asked if there could be a combination for the stage, such as a slatted deck. Barry Moss stated there could be. He thought the back stage area could be concrete.

Barry Moss asked the Committee for their thoughts on the bench seating. He asked if they liked the simple wood bench seats. Donna Black stated she liked it. It was *consensus* of the Committee that they were happy with bench seating for the amphitheater. Ms. Black asked if the benches would be flat or akin to stadium seating. Chris Dewitt stated that it was natural stadium seating. Town Manager Layton stated that the Committee would need to discuss that as well as what type of surface would be needed. Ms. Black suggested the same material that was used for the paths at the park. Town Manager Layton cautioned the Committee to not leave out drainage.

Chris Dewitt asked if it was assumed whether the hillside would be terraced or not. Town Manager Layton stated that it was discussed briefly but beyond his determination. Chairman Keller asked if there was an architectural standard with regard to how much slope would be needed without steps. Barry Moss stated there was.

Director Garman noted that the bench seating at Wolf Trap State Park had timbers under the benches to help with erosion. Chris Dewitt agreed and noted that the benches sat on the slope with a small terrace for people to walk on. He stated that it was more of a fill than a cut. Town Manager Layton stated that there would be more fill needed to put the benches further to the north. Chris Dewitt asked if the terracing was small enough, could mulch such as what was at the playground be used instead of fill for the walking surface. Town Manager Layton stated he would be concerned about burrowing insects such as bees. Donna Black noted that growth will still occur in the bench area and could become a weeding nightmare. Town Manager Layton agreed, but noted that the landscaper would take care of it.

Chairman Keller asked if there would be lighting for the audience to find their seats. Town Manager Layton stated there would be. Chairman Keller suggested having volunteer ushers with flashlights. Town Manager Layton stated that it could eventually be worked in with the Town Hall. Chairman Keller asked if seating assignments would be needed. Public Relations Coordinator McCullough-Testa stated that they would be needed eventually. Town Manager Layton suggested stenciling the benches if they were made of wood.

Donna Black cautioned the Committee to keep accessibility logistics in mind. Town Manager Layton agreed. He noted that there will have to be handicap access for the audience.

Town Manager Layton suggested convening the meeting and having the Committee meet at the picnic shelter at the park and coming back to the Administrative Offices when the tour was complete. The time was 10:52 a.m.

Chairman Keller reconvened the meeting. Town Manager Layton stated that Barry Moss would come back with concepts on the amphitheater at the next meeting. Chris Dewitt added that the stage needed to be tweaked to fit into the space.

Charlie Pratt asked if the stage needed to be scaled down. Chris Dewitt stated that he hoped the stage could stay the same size. Town Manager Layton added that the overall structure would need to be halved.

Chairman Keller thought the Committee was in agreement that the bench seating was right and would not be in contiguous rows. Town Manager Layton added that they would be fit in as the views allowed. Charlie Pratt thought the seating would not be a problem. Chris Dewitt agreed and noted that the question would be the surface material that would be needed. He stated he would research some options for it.

Chris Dewitt stated that there still needed to be discussion on how to gain vehicular access to the backstage area. Town Manager Layton stated that the location of the side structures would have to wait until Barry Moss comes back with the new concepts to make sure everything will line up.

Chairman Keller thought the entry would still be at the southeast corner. Town Manager Layton disagreed and thought it would be at the northeast corner for the seating. He explained that the Committee would need to discuss changing the rules for the park regarding crabbing and fishing as it could become an issue. Chairman Keller agreed. Town Manager Layton noted that the Committee would have to discuss interpretative signs eventually.

#### **OTHER ISSUES**

Town Manager Layton stated that the next meeting will be Wednesday, October 15, 2008 at 9:30 a.m.

#### **ADJOURNMENT**

There being no further discussion, Charlie Pratt moved to adjourn the meeting. Donna Black seconded.

Motion carried 4-0.

The time was 11:56 a.m.

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/s/ Lori Kopec, Town Clerk