

**TOWN OF DUCK**  
**MUNICIPAL PROPERTY MASTER PLAN ADVISORY COMMITTEE MEETING**  
**December 17, 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 Wednesday, December 17, 2008.

**MEMBERS PRESENT:** Chairman Paul Keller, Charlie Pratt (via conference call), Avery Harrison (via conference call), Town Manager Christopher Layton, VHB Project Manager Chris Dewitt and Tymoff & Moss Architect Barry Moss.

**MEMBERS ABSENT:** Donna Black.

**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 9:37 a.m.

**APPROVAL OF NOVEMBER 21, 2008 MINUTES**

Charlie Pratt moved to approve the November 21, 2008 minutes as presented. Avery Harrison seconded.

Motion approved 3-0.

**DISCUSSION OF AMPHITHEATER DESIGN**

Chris Dewitt stated that Barry Moss had changes to the floor plan of the amphitheater and would be giving a presentation. Mr. Dewitt stated he wanted to go through the plans with the Committee before the Council meeting in the afternoon. He stated that the idea was to wrap things up in January 2009 so the Town could get the project out to bid.

Barry Moss went on to give a short presentation to the Committee on the changes from the last meeting.

Town Manager Layton asked what that height of the amphitheater would be. Barry Moss stated that it would be approximately twelve (12) feet. Public Relations Coordinator Kathy McCullough-Testa stated that she would prefer it to be eighteen (18) to twenty (20) feet.

Chris Dewitt stated that he would look at the grading in order to change the orientation of the ramp on the side of the building as well as ADA accessibility from the parking lot, around the Town Hall structure and towards the amphitheater. He thought it would be easy to span it with minimal grading.

Chairman Keller asked if people coming from the parking area would enter on the left side or go around to access the amphitheater seating. Town Manager Layton stated that the proposed entrance would be on the left. Chris Dewitt noted that there would be pedestrian and vehicular access to the rear of the stage with people parking at the gravel pave area.

Chairman Keller asked how many trees would be removed. Chris Dewitt thought it would be only a handful. Barry Moss noted that the trees at the top of the hill have already been removed.

Chris Dewitt stated that for the month of December, a few things would be accomplished, such as geo-technical analysis, soil borings, electrical work, working with the sound technician, finishing up architectural plans, going to final grading, designing the seating, landscaping and irrigation. He stated that they were shooting for an end of January 2009 completion, which will allow him to come back to the Committee in mid-January to give an update before the project goes out to bid.

Chairman Keller asked what the timeframe would be from the final drawings to the bidding phase. Chris Dewitt stated that once the drawings are finalized and the bid documents were in place, it would be simply a matter of advertising the bids. He guessed it would take approximately one (1) month. Town Manager Layton guessed that contractors would want to start very quickly. He stated that he was looking at breaking ground for the amphitheater around March 2009.

Town Manager Layton clarified that the revised height on the amphitheater would be presented at the January meeting. Chris Dewitt stated he was correct. Town Manager Layton felt that twenty (20) feet for the height may be pushing it. Barry Moss agreed and thought fourteen (14) feet would be pushing it as well. Chairman Keller thought it was important to have it look right from a spectator's standpoint. He added that if events had to be passed on, then so be it. Mr. Moss stated that putting it any taller would mean using steel which would significantly affect the budget. Town Manager Layton stated that it should be fourteen (14) feet in the front and thought there will have to be a compromise for the height.

Director Garman asked if the height was raised, would the pitch be adjusted. Barry Moss thought the pitch could be raised slightly as well as raising the roof. Director Garman asked what the height would be at the rear of the stage. Mr. Moss stated that it was ten (10) feet to the ceiling. Chairman Keller asked what the pitch was. Mr. Moss stated that it was 3:12 but could be raised to 4:12. He recommended 3:12 as a minimum slope with asphalt shingles.

Town Manager Layton asked if there was a cost difference between wood and asphalt shingles. Barry Moss stated that asphalt shingles were very cheap and wood shingles were approximately three (3) times the cost of asphalt. Town Manager Layton thought the roof would be less visible than the other structures and that mold and mildew would have to be taken into consideration. He thought asphalt shingles would be better. Barry Moss suggested sand colored ones to emulate the wood color.

Director Garman asked if the siding would be lap siding. Barry Moss stated that the rendering was shown with cedar shingle, but noted that it could be horizontal lap siding. He stated he would like to see it match the Town Hall building and noted that cedar lap siding was done on the picnic shelter and gazebo. Chairman Keller asked if the Council will have an opinion on the siding. Town Manager Layton wasn't sure that they would be looking at it to that level.

Town Manager Layton asked how the seats would fit in on the site plan. Chris Dewitt stated that he needed to get in and begin the actual layout of the structure and put it on the plan. He stated that it was planned to start in late December or early January. Town Manager Layton asked if it was advisable to put in gutters or cisterns for rain coming off the amphitheater. Barry Moss stated it was advisable to have a gutter on the sound side of the building. Chris Dewitt noted that a cistern was an easy retrofit if it was decided to wait to install until after the Town Hall buildings

were constructed. He stated he would brief Council on the plans and highlight the next steps as well.

### **UPDATE ON TOWN HALL CONCEPTS**

Chris Dewitt stated that Barry Moss would be giving a presentation to show the Committee the revised floor plans. He stated that as they were working through the grading and site work for the amphitheater, they would also focus on how the two (2) Town Hall buildings would fit within the existing site. He stated that as they are siting the building, it was becoming a very tight fit causing some adjustments.

Barry Moss went on to give a short presentation on the Town Hall concepts to the Committee.

Chairman Keller pointed out that for events, most people would park behind the playground area. He asked if a walkway of some sort would be installed to help people get from the parking lot to the building. Barry Moss thought it would be desirable but noted that there were wetlands to contend with. Director Garman noted that there was a drainage channel that could be bridged. Town Manager Layton stated that it wasn't a long walk from the parking lot to the building. Chris Dewitt pointed out a small walkway between two (2) wetlands that could probably connect the playground area to the gazebo area. Town Manager Layton noted that people would end in the drive aisle and there would need to be something to alert people of that. Mr. Dewitt suggested a crosswalk across the drive aisle.

Chairman Keller asked if there would be enough parking spaces by the Town Hall building to accommodate contractor traffic that the Town gets. Town Manager Layton noted that the rear parking lot would be for staff parking and the front would be for the general public. Chairman Keller asked if the Town Hall building would be open for homeowner association meetings. Town Manager Layton stated that the first floor would.

Director Garman noted that turnarounds would need to be provided for the two (2) parking aisles. Barry Moss stated that one would not be needed if there were a minimum number of spaces as a back up space could be provided. Director Garman stated that per the Town's ordinance, if there are more than ten (10) spaces, then a turnaround would be needed. Mr. Moss pointed out that the staff parking area had a total of ten (10) space and the existing parking area had approximately fourteen (14) with a turnaround to leave. Town Manager Layton thought roll out trash cans could be used instead of dumpsters to help with the flow of traffic. Director Garman noted that the parking would have to be approved by the Planning staff.

Barry Moss noted that there would be a lot of shingles on the building between the siding and the roof. He thought it would be a nice upgrade to do the main building in cedar shake siding. Town Manager Layton agreed.

Town Manager Layton hoped that the Committee could explore the options in more detail at their January meeting. Barry Moss went on to review the minor changes that would be made to the building with the Committee.

Charlie Pratt asked if the layout of the Town Hall building was the result of staff input. Town Manager Layton stated that staff had a discussion and came up with the layout. Avery Harrison noted that the layout looked great. Mr. Pratt asked if staff was happy with the layout. Town Manager Layton stated they were. Chairman Keller pointed out that it was now up to Council on what to do inside the buildings. Mr. Pratt stated that he wanted to make sure that staff was happy.

## **OTHER ISSUES**

Town Manager Layton asked if the Committee wanted to plan a meeting for January. Chairman Keller thought it would be good. Town Manager Layton stated that the Committee could meet on Wednesday, January 21, 2009. Town Clerk Kopec noted that she would not be available. Chairman Keller felt that Town Clerk Kopec should be at the meeting. Town Manager Layton noted that Permit Coordinator Sandy Cady could attend in Town Clerk Kopec's absence. Town Clerk Kopec agreed. It was *consensus* of the Committee to hold their next meeting on Wednesday, January 21, 2009 at 9:30 a.m.

## **ADJOURNMENT**

There being no further discussion, Avery Harrison moved to adjourn the meeting. Charlie Pratt seconded.

Motion carried 3-0.

The time was 11:06 a.m.

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/s/ Lori Kopec, Town Clerk