

TOWN OF DUCK
MUNICIPAL PROPERTY MASTER PLAN ADVISORY COMMITTEE MEETING
January 22, 2009

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, January 22, 2009.

MEMBERS PRESENT: Chairman Paul Keller, Charlie Pratt (via conference call), Avery Harrison, Donna Black, 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; Building Inspector Cory Tate; Public Relations Coordinator Kathy McCullough-Testa; Cherwa-Ewing Electrical Engineer Stephen Johnston; and Town Clerk Lori Kopec.

OTHERS ABSENT: None.

Chairman Keller called the meeting to order at 9:41 a.m. Town Manager Layton noted that Avery Harrison would be late to the meeting.

APPROVAL OF DECEMBER 17, 2008 MINUTES

Charlie Pratt moved to approve the December 17, 2008 minutes as presented. Chairman Keller seconded.

Motion approved 3-0.

DISCUSSION OF AMPHITHEATER DESIGN

Chris Dewitt stated that since the Committee's last meeting, they have been working to progress the plans and trying to get them closer to a stage where they could go out to bid.

Barry Moss went on to give a short presentation to the Committee on the changes from the last meeting. Chris Dewitt reviewed the revised site plan with the Committee.

Chairman Keller asked if there would be enough lighting for people to see in the seating area. Chris Dewitt stated that there would.

Public Relations Coordinator McCullough-Testa asked what the anticipated capacity would be for the seating. Chris Dewitt stated that it had not changed from the original figure of approximately two hundred (200) people.

Chris Dewitt stated that they were working with the electrical engineers, would be meeting with the sound technician soon, working on the utility plan and finalizing the seating arrangement to get everything finished up.

Town Manager Layton asked what the timeline would be to send the project out to bid. Chris Dewitt stated that he needed to talk with the rest of the team but thought it could be done quickly. Barry Moss added that everything was in good shape. Town Manager Layton stated that he was

hoping to award a bid in March. Chairman Keller asked if there were any time restrictions on the grant. Town Manager Layton stated that practically, there weren't. He added that he could obtain an extension if need be.

Chris Dewitt asked the Committee what their feeling was regarding the path in terms of decking versus crushed blue stone around the seating area. It was *consensus* of the Committee to have crushed blue stone.

Chairman Keller asked how many people would fit in each row. Chris Dewitt stated that the rows widen from front to back so it could be fifteen (15) through twenty-five (25) people.

Chris Dewitt stated that they were now down to the nitty-gritty with the details and specifications. Town Manager Layton stated that he would like to make contact with Dominion Power immediately. He asked if there was anything out of the ordinary with regard to powering the amphitheater. Stephen Johnston stated that there wasn't. He added that it was small enough that it should be a single phase service.

Building Inspector Tate asked what was envisioned for the size of the service. Stephen Johnston stated that it would be a 400 amp service for a single phase. Barry Moss noted that it was a lot of power. Building Inspector Tate added that there was presently one (1) service ladder that runs to the property that was a single phase and would handle 400 amps, but added that there was some load on it. He added that the engineer had indicated that they would have to come across NC 12 to be able to provide additional power. Mr. Moss asked what the 400 amp was servicing. Building Inspector Tate stated that it serviced the well pump, the gazebo, the lighting for the marquee sign and the picnic shelter.

Chairman Keller asked if the service would be put underground. Building Inspector stated it would have to be underground on the park property. He added that Dominion will want to run an overhead across Duck Road to a pole. Town Manager Layton asked if there was an existing overhead. Building Inspector Tate stated there wasn't.

Barry Moss asked if the Town could deal with using the existing service. Building Inspector Tate stated that it could be used but cost may be an issue. Stephen Johnston noted that with Virginia Power, if the meter is on the power company's meter side, the conductors do not have to follow the National Electrical Code. He added that they would look at the demand and use of the property and determine if the existing service could be used or if a new one would be needed. Building Inspector Tate stated that it would be good if Dominion would run something big enough that it would support the future Town Hall building. Stephen Johnston explained that he could have his contractor put it into the contract to run the feeder for Dominion Power underground and then have Dominion run it down the pole to the conduit and pull the wire into the building. He asked if separate services were desired or an upgrade to the existing service with one (1) meter for both buildings. Town Manager Layton thought it could be an upgrade. Building Inspector Tate stated that it could be under one (1) meter.

Town Manager Layton stated he would push forward on finalizing everything and will plan to give a project update to Council at their Retreat. He stated he was planning to do the update on the afternoon of February 18, 2009. Chris Dewitt and Barry Moss stated they would be attending the Retreat on that day.

DISCUSSION/CONSIDERATION OF AMENDMENTS TO THE PARK USAGE POLICIES

Town Manager Layton noted that he had amended the park usage policies with regard to the prohibition of fishing and crabbing. He stated that it would now be allowed in designated areas only. He stated that the Town would be limiting the activity to the canoe/kayak launch and/or the canoe/kayak tie-off platform. He stated that the areas would be watched to see if a conflict occurred between kayakers and people fishing.

Chairman Keller had a grammatical change to item G and a clarification on item K. Director Garman had a grammatical change to item I. Donna Black noted that people do drink alcohol in the park even though it is prohibited. Town Manager Layton stated that he has the authority to relax the rules for special events and allow alcohol. Chairman Keller had a change to item S. Town Manager Layton stated he would put the amendments on the Council's February agenda.

Donna Black moved to modify the draft ordinance to reflect the changes the Committee made. Charlie Pratt seconded.

Motion carried 4-0.

OTHER ISSUES

Barry Moss gave a short presentation to the Committee on changes that were made to the Town Hall building.

Town Manager Layton stated that the next steps would be more work on the site plan and figuring out how everything fits.

Chairman Keller asked if it was anticipated that there would be issues with CAMA. Director Garman stated that the assistant director of CAMA would be coming to the Council Retreat. Town Manager Layton stated that staff expected to speak to the CAMA director about the boardwalk and any other issues. He added that the biggest issue would be with the North Carolina Division of Water Quality.

Charlie Pratt asked if the amphitheater design was on schedule to be wrapped up after presenting it to Council at the Retreat. Town Manager Layton stated that Council had given staff the go ahead to keep going. He stated that while it would be presented to the Council, it would be more of a project update and not an approval. He added that he hoped to be at the bidding process by the time of the Retreat. Mr. Pratt thanked Stephen Johnston for his input at the meeting.

ADJOURNMENT

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

Motion carried 4-0.

The time was 11:01 a.m.

/s/ Lori Kopec, Town Clerk