

**TOWN OF DUCK
MUNICIPAL PROPERTY MASTER PLAN ADVISORY COMMITTEE MEETING
January 11, 2012**

The Municipal Property Master Plan Advisory Committee for the Town of Duck convened at the Duck Meeting Hall at 10:00 a.m. on Wednesday, January 11, 2012.

MEMBERS PRESENT: Chairman Paul Keller; Avery Harrison; Tim McKeithan; and Town Manager Christopher Layton

MEMBERS ABSENT: Charlie Pratt and Ben Vorndran

OTHERS PRESENT: Director of Community Development Andy Garman; Public Relations Coordinator Kathy McCullough-Testa; Fire Chief Donna Black; Angie Bradley of Coinjock Farms; and Town Clerk Lori Kopec.

OTHERS ABSENT: Police Chief Phillip Ferguson.

Chairman Keller called the meeting to order at 10:05 a.m.

APPROVAL OF NOVEMBER 16, 2011 MINUTES

Avery Harrison moved to approve the November 16, 2011 minutes as presented. Tim McKeithan seconded.

Motion approved 3-0.

OVERVIEW OF PROPOSED TOWN HALL – COMMUNITY/MEETING HALL LANDSCAPE PLAN

Town Manager Layton stated that the project was at the point where the landscaping would need to be started. He expected a lot of discussion on the landscape plan due to the scope of the project. He stated that the landscaping portion of the project was over budget and was due largely to the green and bollard lights getting torn up more than anticipated during the Town Hall construction. He stated that he would be going before Council to ask for additional funds to implement the plan and didn't think the majority of the Council members would have an issue with it. He stated that the plan was robust and could be implemented over several fiscal years, but added that the cost was not so expensive that it couldn't be implemented.

Chairman Keller asked what percentage of the total project was comprised of the landscape plan. Town Manager Layton thought it was approximately 3% of the entire project.

Angie Bradley of Coinjock Farms was recognized to speak. Ms. Bradley went on to review the proposed landscape plan with the Committee, showing photographs of the various plants that would be used.

Chairman Keller asked if the landscaping would be complete by May 1, 2012. Angie Bradley stated that it could be done. Chairman Keller strongly urged that it be completed by May 1, 2012 in time for the Town's tenth anniversary celebration. Town Manager Layton stated that he wanted Council to sign off on the plan and the tenth anniversary will play into it. Angie Bradley continued her presentation to the Committee.

Town Manager Layton noted that the landscape plan would cost approximately \$16,000. He asked the Committee to endorse the plan.

Chairman Keller thought the park would continue to increase the value of homes in Duck. Avery Harrison added that people would be more willing to stay in Duck because of the park.

Tim McKeithan moved to endorse the landscape plan and have it move forward to the Town Council as presented. Avery Harrison seconded.

Motion carried 3-0.

Chairman Keller called for a short recess. The time was 11:40 a.m.

Chairman Keller reconvened the meeting.

DISCUSSION OF USAGE POLICIES RELATED TO THE TOWN HALL – COMMUNITY/MEETING HALL FACILITIES

Town Manager Layton reviewed the revised draft policy with the Committee.

Chairman Keller asked if the Town Hall – Community/Meeting Hall could be referred to as the Town Hall Complex. Town Manager Layton stated that it could. Avery Harrison felt the way it was in the draft policy was a mouthful and confusing. Chairman Keller suggested that they be referred to as “building facilities”. Fire Chief Black thought it was time to have a shorter name for the buildings. Chairman Keller suggested that Town staff come up with a new name. Town Manager Layton suggested that it be kept as Town Hall – Community/Meeting Hall under the Purpose and then the rest of the policy would have the building referred to as Town Hall Facilities. It was *consensus* of the Committee to make the change.

Avery Harrison noted that Memorial Day and Labor Day were left out of the holidays listed on the policy. Town Manager Layton stated he would add them.

Fire Chief Black asked if the homeowner associations would have to specify the use of alcohol on the application. Town Manager Layton stated that the Town has to have a general policy that alcohol is not permitted at all times.

Tim McKeithan suggested that signage be defined on the application. Town Manager Layton stated that he wanted to have control over whether someone will put up a sign on the side of the road, adding that he didn't want to violate the Town's sign ordinance. Mr. McKeithan thought it should be made clear on the application. Town Manager Layton suggested the following language: “Description of Group or Entity Activity including signs proposed”. Fire Chief Black suggested coming up with a template holder for a small sign that people could use to direct people. Avery Harrison liked the idea. Town Manager Layton suggested that a wait and see approach be taken for now.

Chairman Keller felt that the usage policy had come together very well. Fire Chief Black agreed.

DISCUSSION ON TOWN COUNCIL RETREAT

Town Manager Layton stated that the issue of weddings at the Town Hall – Community/Meeting Hall may come up at the Council Retreat. He stated that the Committee needed to be prepared to say why they didn't think weddings would be an appropriate use at this point. Fire Chief Black asked if it would help to have a succinct list of concerns from the Committee. Town Manager Layton thought it was a good idea. He added that the issue could be revisited at a later date. He stated that he would present the draft usage policy to Council at their Retreat in order to receive their input.

Town Manager Layton reviewed with the Committee what would be presented at the Council Retreat.

ADJOURNMENT

There being no further discussion, Tim McKeithan moved to adjourn the meeting. Avery Harrison seconded.

Motion carried 3-0.

The time was 12:30 p.m.



Lori Kopec, Town Clerk

