

**RECORD OF MINUTES**  
DARE COUNTY TOURISM BOARD MEETING  
THURSDAY, AUGUST 21, 2014  
9:00 A.M.  
OUTER BANKS WELCOME CENTER ON ROANOKE ISLAND  
MANTEO, NC

**ATTENDING:** Monica Thibodeau, Chair; Tim Cafferty, Vice Chair; Jodi Hess, Secretary; Ervin Bateman, Assistant Treasurer; Tonia Cohen, Jamie Daniels, Sheila Davies, Ernie Foster, Natalie Kavanagh, Donny King, Susie Walters, and Dwight Wheless, Legal Counsel.

**EXCUSED ABSENCE:** Dorie Fuller, Treasurer; and Virginia Tillett.

**STAFF:**

Lee Nettles, Executive Director  
Diane Bognich, Director of Administration  
Lorrie Love, Tourism Sales and Events Manager  
Amy Wood, Clerk to the Board/Administrative Specialist

**OTHERS:** Terry Moore, Outer Banks Blue Realty; Cliff Ogburn, Town of Nags Head; Chris DeWitt and John Jennings, VHB; John DeLucia, Albemarle and Associates; and Mark Kasten, Cahoon and Kasten.

The meeting was called to order at 9:01a.m. The Board then recited the pledge of allegiance, followed by a moment of silence.

**APPROVAL OF AGENDA:** Mr. Cafferty moved to approve the agenda. Ms. Hess seconded. There was no discussion and the motion passed unanimously (11 to 0).

**APPROVAL OF MINUTES:** Ms. Hess moved to approve the minutes from the June 19, 2014 meeting. Ms. Walters seconded. There was no discussion and the motion passed unanimously (11 to 0).

**OUTER BANKS EVENT SITE:** VHB presented an up to date plan for the Outer Banks Event site (attachment A). Following the presentation and discussion, Mr. Daniels moved to authorized bidding for phase 1. Ms. Davies seconded. Mr. Wheless asked that Lee Nettles be present when the bids are opened. VHB, along with staff, will review the proposals and bring back the one that is the best, or call for more bids. There was no further discussion and the motion passed unanimously (11 to 0).

The Board took a 15 minute break. The meeting resumed at 10:15 a.m.

**CHAIRMAN'S REPORT:** The Chair reviewed the recommendation from the Steering Committee to award \$25,000.00 from the Natural, Historic, and Cultural Resources Line Item to the North Carolina Aquarium Society for the new *USS Monitor* exhibit. Mr. Bateman moved to award \$25,000 from Natural, Historic, and Cultural Resources to the North Carolina Aquarium Society. Ms. Walters seconded. There was no further discussion and the motion passed unanimously (11 to 0).

The Chair reviewed proposed amendments to the bylaws. Ms. Walters made a motion to adopt the bylaws as amended. Ms. Davies seconded. There was no further discussion and the motion passed unanimously (11 to 0).

**BUDGET AND FINANCE REPORT:** Diane Bognich reviewed the meals and occupancy receipts received. Receipts for fiscal year 2014-2015 to date are up 3.95% from the same time period in fiscal year 2013-2014.

The Board discussed the accuracy of the receipts and how they did not appear to reflect what was happening in some businesses around the Outer Banks. Staff will work with the County to have someone speak to the Board about how receipts are collected and analyzed.

**OUTER BANKS VISITORS BUREAU UPDATES:** Lee Nettles reviewed:

- Quarterly Newsletter released and contains the County by County numbers. Dare County remains fourth in ranking.
- Attendance of DMAI and ESTO Conferences.
- Thank you letter from Sail NC (attachment B).
- Beach closures, NPS meetings and Hurricane Arthur.
- Inquiry fulfillment and visitation, including a brief review of the marketing plan and featured listings on the website.

Jamie Daniels was excused at 10:48 a.m.

Lorrie Love reviewed tradeshow attendance and upcoming events. Lee Nettles reviewed recent media efforts and press coverage.

**OLD BUSINESS:** There was no old business before the Board.

**NEW BUSINESS:** Lee Nettles and Lorrie Love reviewed an event request from the American Kiteflier Association to use the Outer Banks Event Site for six days instead of three [which requires Tourism Board and Nags Head Board agreement]. The (Tourism) Board agreed to allow the event to use the site for six days.

**BOARD MEMBER COMMENTS:** There were no Board member comments made.

**PUBLIC COMMENTS:** There were no public comments made.

**SET TIME, DATE AND PLACE OF NEXT MEETING:** The meeting was set for Thursday, September 18, 2014 at 9:00 a.m., at the Spa Koru in Avon.

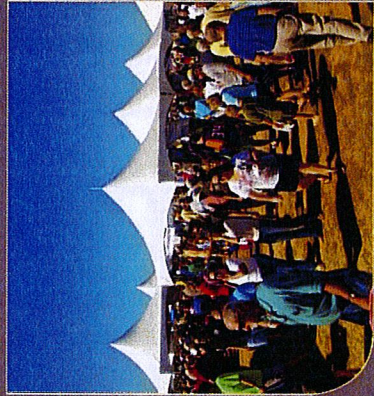
With no further business before the Board, the Chair moved to adjourn. Mr. Bateman seconded. There was no discussion and the motion passed unanimously (11 to 0). The meeting was adjourned at 11:11 a.m.

Attested:

  
\_\_\_\_\_  
Chair, Dare County Tourism Board



# Outer Banks Event Site Design and Permitting Update



Photos above from other applications at festivals.org & abvcompetition.com.



Presented by

Cahoon & Kasten Architects  
Albemarle & Associates

August 21, 2014



## Agenda

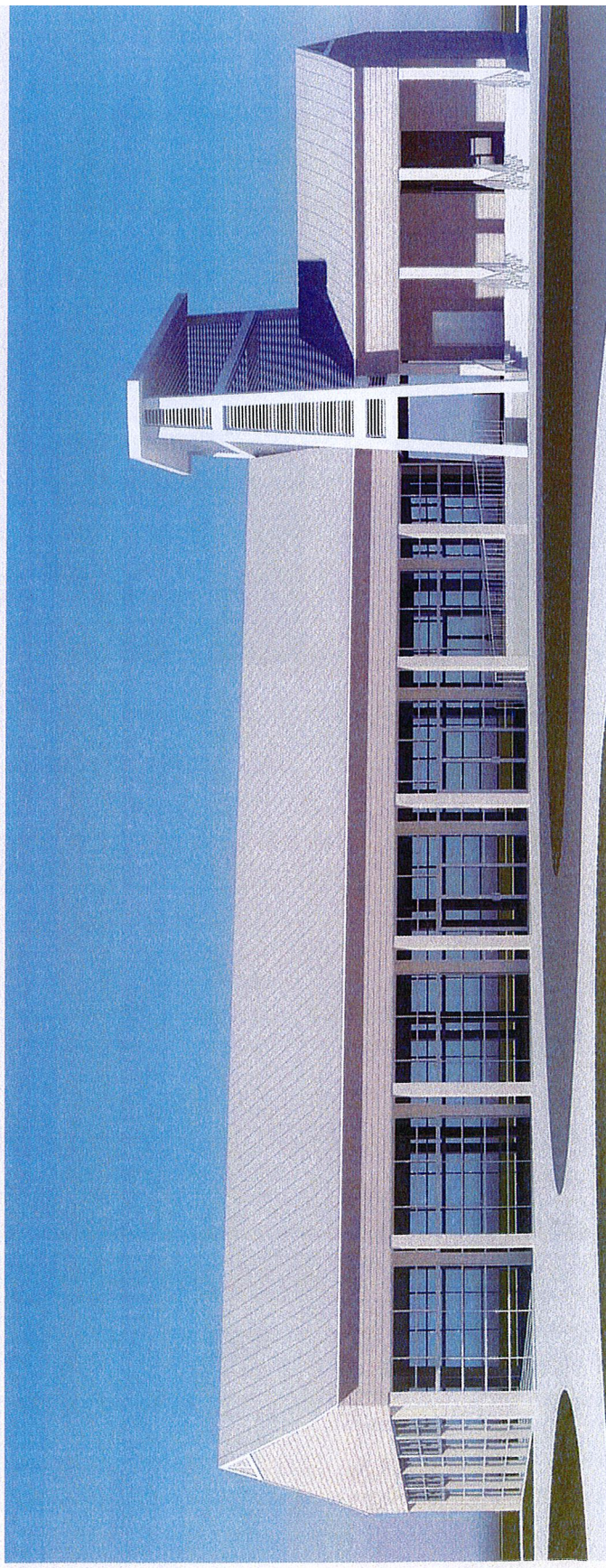
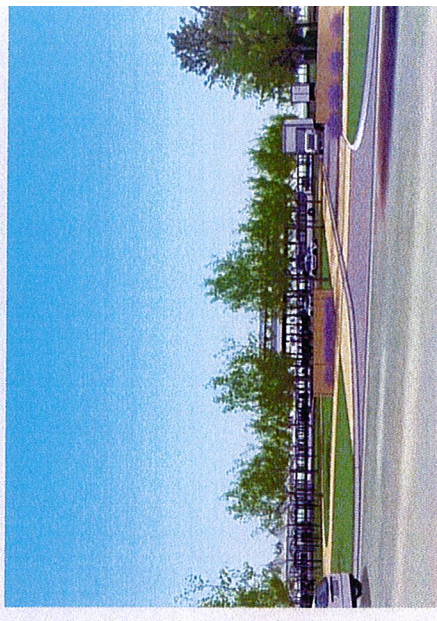
- Progress update
- Overall design details
- Phase I details
- Next steps





## Progress Update

- Site Plan review
  - Technical Review July 1
  - Planning Board July 15
  - Board of Commissioners Public Hearing Sept 3





## Progress Update

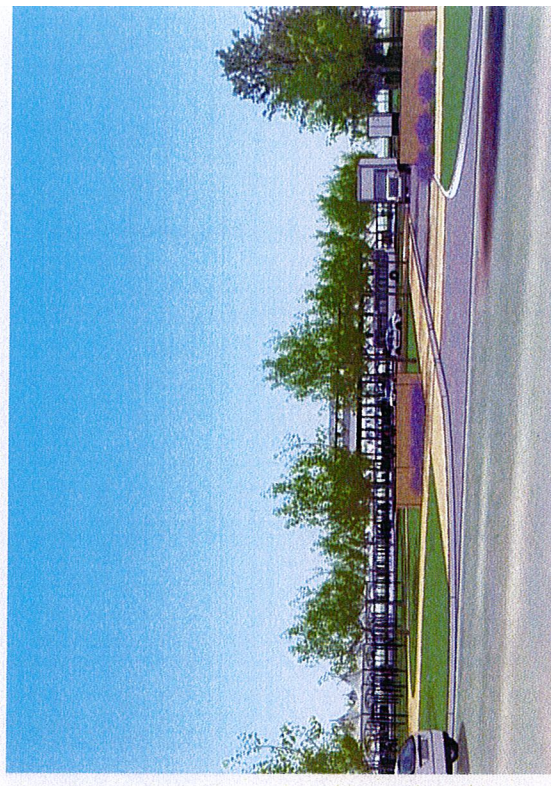
- Permitting
  - Erosion and Sediment
  - Stormwater
  - Health
  - CAMA





## Progress Update

- DOT coordination
  - Traffic Impact Analysis
  - Signal Warrant
  - Entrance and turn lane
  - Bus turnout





## **Progress Update**

- Phase I
  - Logical extents
  - Construction cost
  - Final plans
  - Approval to bid



# Outer Banks Event Site

## Overall Site Plan





## Overall Site Plan

- Pervious materials
  - Green space
  - Pervious concrete
  - Pervious asphalt
  - Grass pavers





## Overall Site Plan

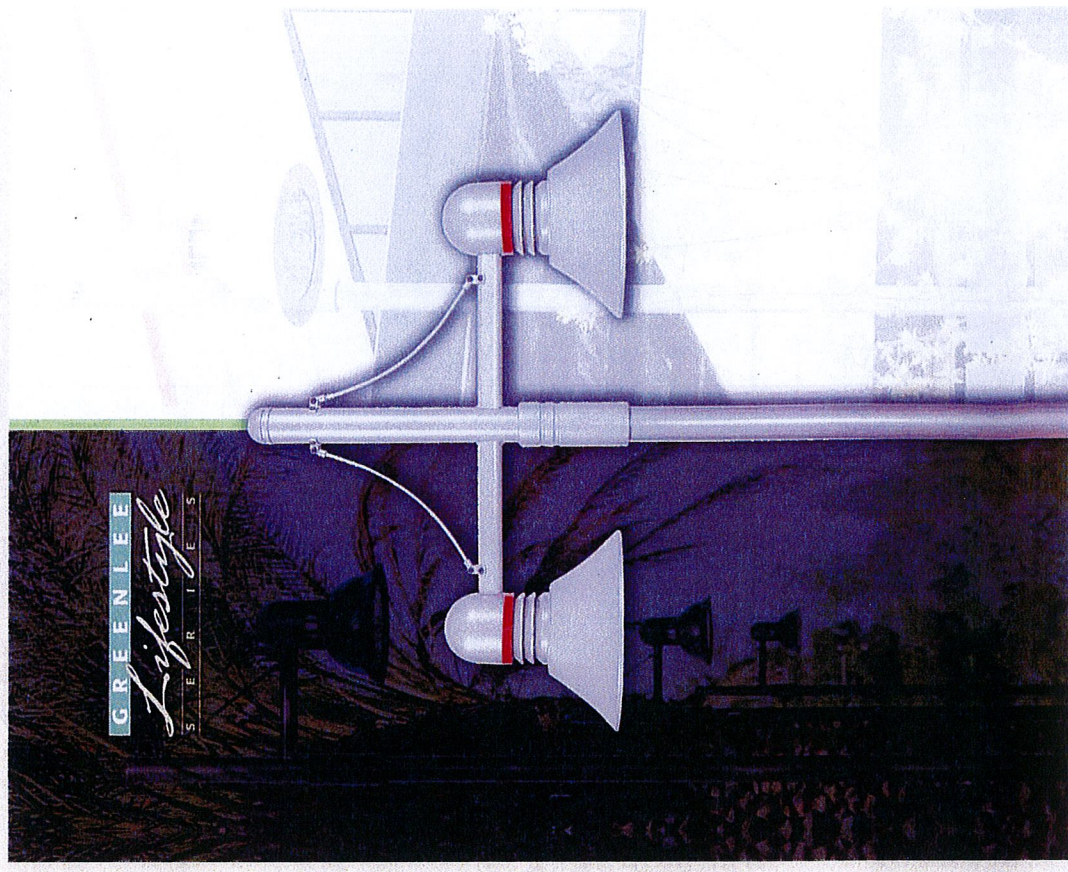
- Landscaping
  - Town requirements
  - Local species
  - Preserve views
  - Infiltration basins





## Overall Site Plan

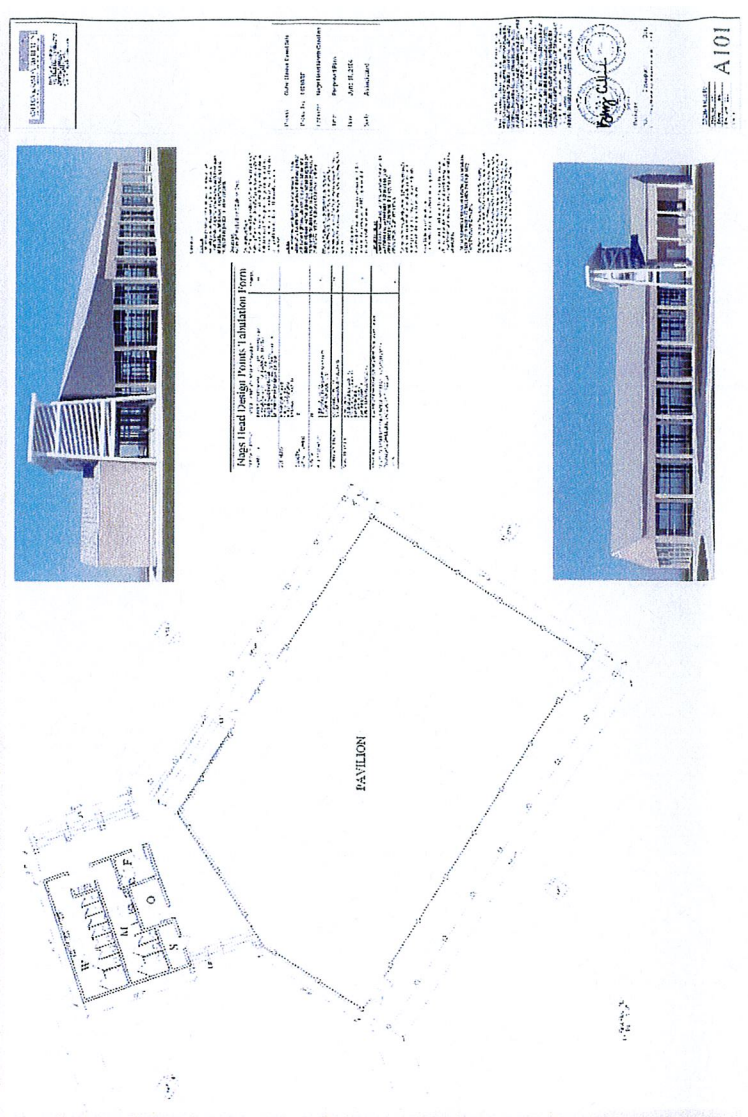
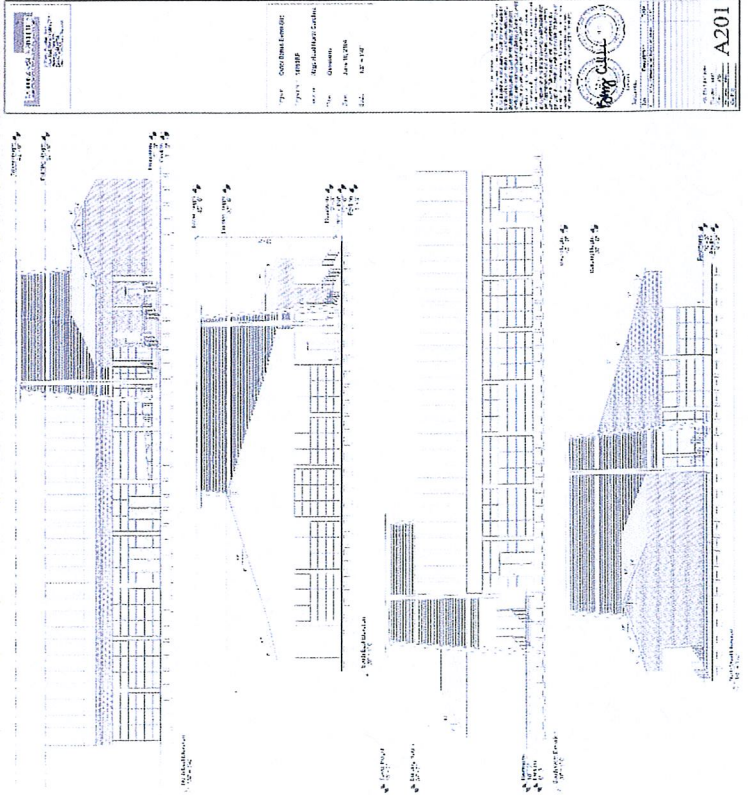
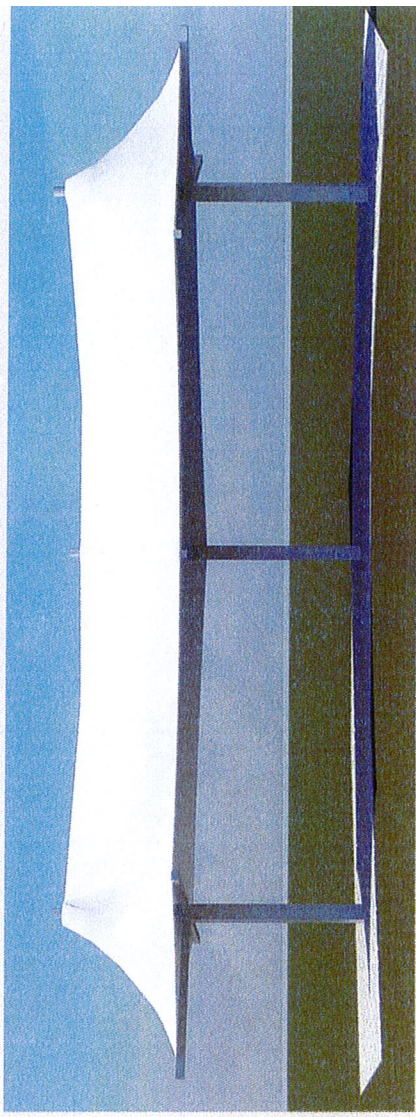
- Lighting and electrical
  - Town requirements
  - Complement architecture
  - Electrical outlets
  - Event lawns





## Overall Site Plan

- Architecture
  - Flood elevation
  - Possible expansion





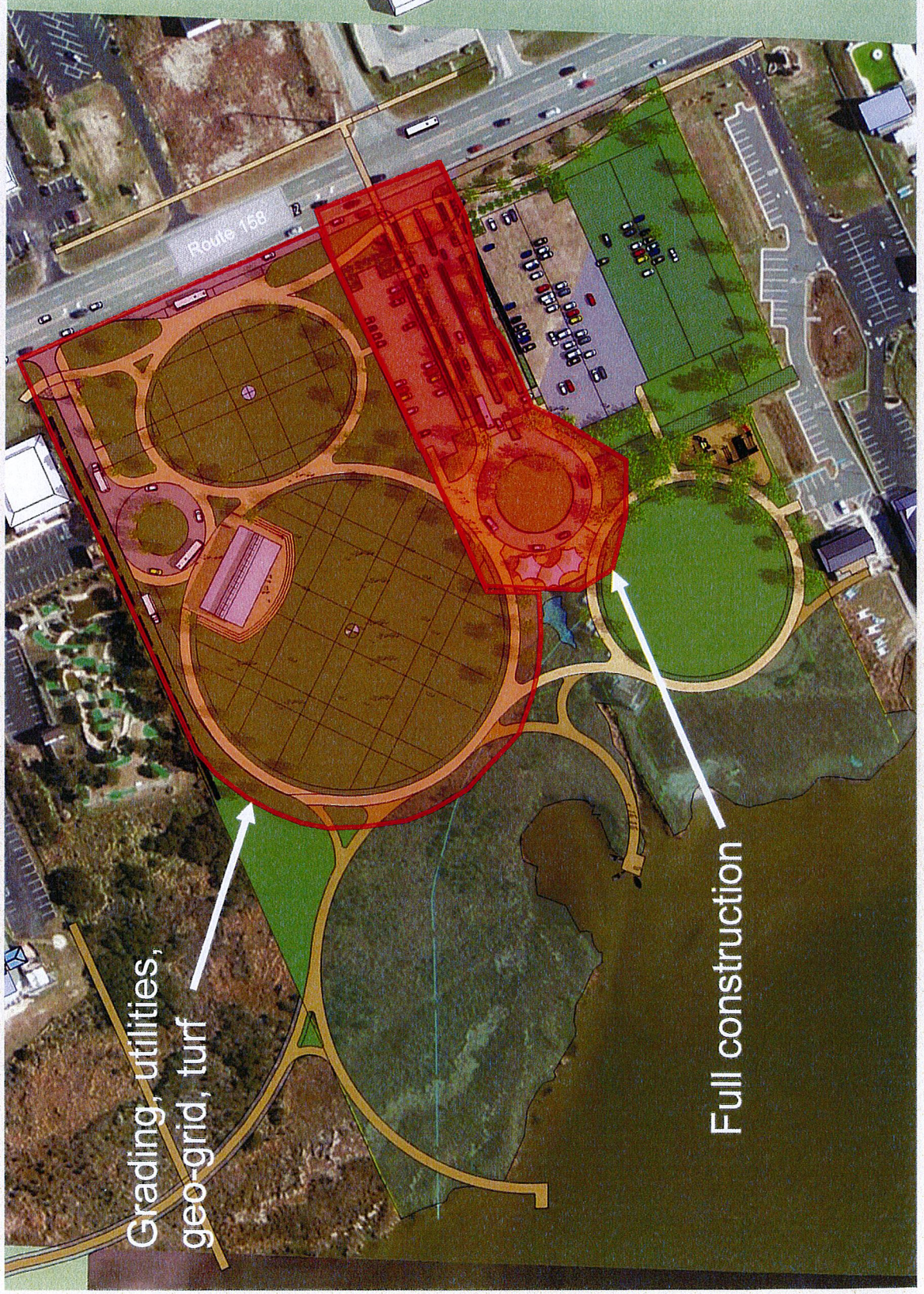
## Overall Estimate of Probable Cost

	<u>Master Plan</u>	<u>Revised</u>
• Demolition and site prep	\$ 1,017,000	\$ 1,463,000
• Drainage and utilities	\$ 598,000	\$ 348,000
• Parking and walks	\$ 1,032,000	\$ 1,648,000
• Electrical and lighting	\$ 432,000	\$ 207,000
• Amenities	\$ 221,000	\$ 221,000
• Planting and irrigation	\$ 814,000	\$ 779,000
• Tensile structure	\$ 396,000	\$ 203,000
• Pavilion/Restrooms/office/maint. bldg	\$ 1,117,000	\$ 1,113,000
• Boardwalk	\$ 507,000	\$ 517,000
• Public art	\$ 153,000	\$ 153,000
• Offsite	\$ 440,000	\$ 440,000
• <b>Probable Construction Cost</b>	<b>\$ 6,727,000+/-</b>	<b>\$ 7,092,000</b>
• 15% Survey, Design and Permitting	\$ 1,009,000	\$ 1,064,000
• <u>Construction Contingency</u>	<u>\$ 1,345,000</u>	<u>\$ 1,064,000</u>
• <b>Total</b>	<b>\$ 9,081,000+/-</b>	<b>\$ 9,220,000</b>



# Outer Banks Event Site

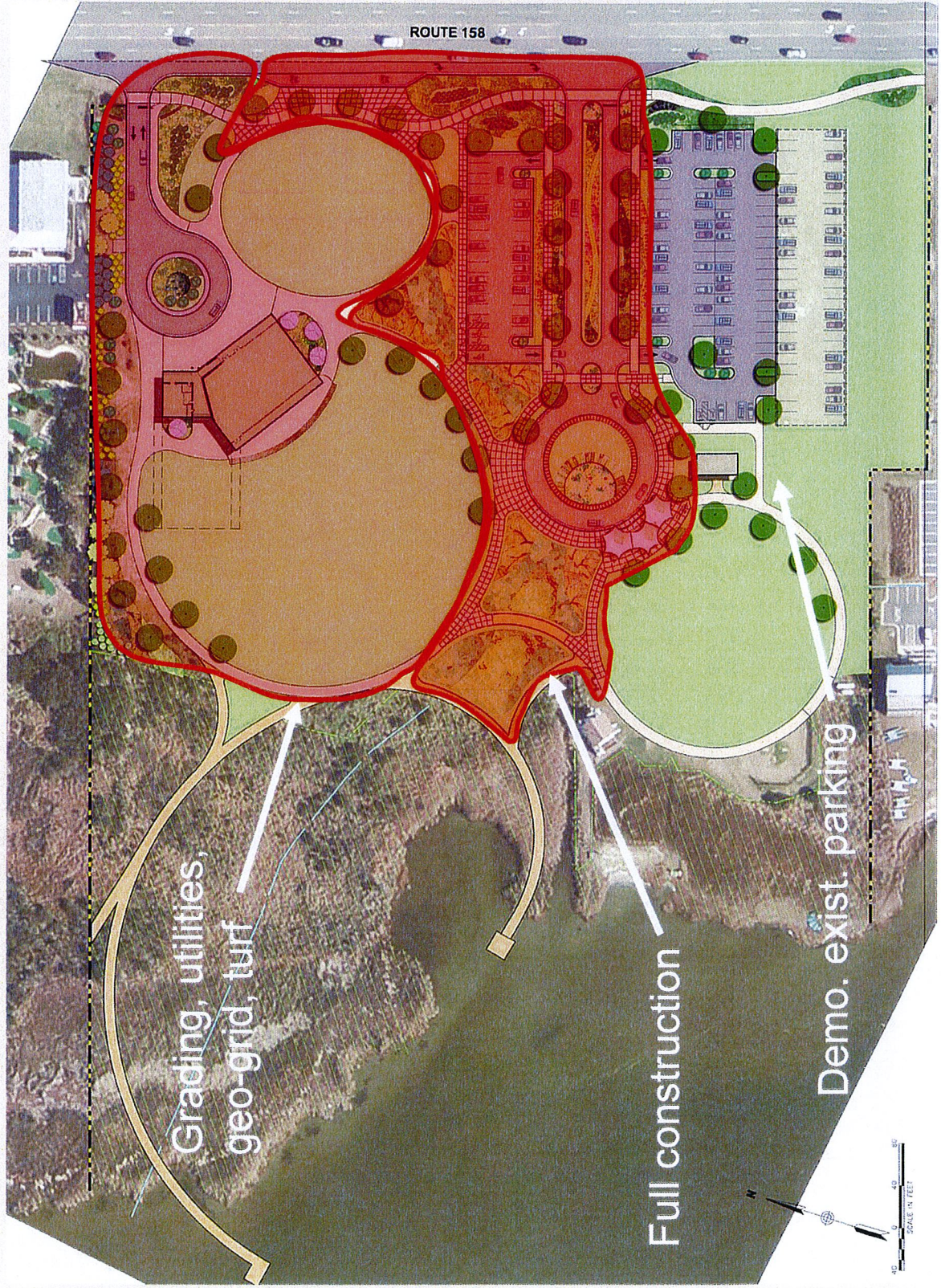
**Phase 1 – Master Plan \$ 2.3M+/- - estimated probable cost**





# Outer Banks Event Site

**Phase 1 – Site Plan \$3.1M +/- estimated probable cost**





## Phased Estimate of Probable Cost

	<u>Master Plan</u>	<u>Revised</u>
• Phase 1	\$ 2.3M	\$ 3.1M
• Phase 2	\$ 3.7M	\$ 3.5M
• Phase 3	\$ 1.0M	\$ 0.8M
• Phase 4	\$ 1.9M	\$ 1.6M



## Next Steps

- BOC Public Hearing September 3
- Bidding for Phase I
- Review bids, select contractor
- Construction December 2014 through March 2015
- Engineering design of Phase II
- **Action Item: authorize bidding of Phase I**



# Outer Banks Event Site

## SCHEDULE

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Outer Banks Event Site													
Project Initiation													
Project Kick-Off	●												
Site Visit			●										
Site Survey and Project Base Map													
Schematic Plans for Site Development													
Geotechnical Analysis													
Wetland Confirmation													
Site Layout Plan													
Architectural Plans													
Traffic Impact Analysis													
Permitting and Agency Coordination*													
Submit Permit Application Jun 20				●									
Preliminary Cost Opinion													
Phase 1 Site Plan and Construction Docs													
Final Plan Submission for Phase 1													
Utilities													
Drainage, Erosion/Sediment Control													
Hardscape Design													
Planting Plan													
Final Architectural Plans													
Product Delivery													
Site Plan Approval													
Site Plan Submitted for AS				●									
Technical Review Jul 1					●								
Planning Board Jul 13						●							
Board of Commissioners Aug 6 and Sep 3							●						
Client Meetings													
Steering Committee													
Tourism Board													
Bidding and Construction Phase Services													
Advertisement Sep 3													
Pre-Bid Meeting													
Receive Bids Oct 3													
Recommendation to Tourism Board Oct 9													
Rec. to County Commissioners Oct 27													
Finalize construction contract													
Construction													

\* Permit review typically takes up to 90 days; if OCTB pays for Express Review this can be reduced to 30 days. Permit approval is subject to agency timelines and outside of VHB's control



Outer Banks Event Site





Lee,

On behalf of the Board of Directors of Sail NC, I want to thank the Outer Banks Visitors Bureau for its generous sponsorship and support of the A-Class Catamaran Championship. The media coverage and videos of the event were excellent.

The help of the Visitors Bureau really helped make the event a success. Thanks!

Ernie Peale