



PARKS AND RECREATION ADVISORY BOARD

**HOLDEN BEACH TOWN HALL-PUBLIC ASSEMBLY
REGULAR MEETING-THURSDAY, MARCH 7, 2024-2:00 P.M.**

1. Call to Order
2. Agenda Approval
3. Approval of Minutes
4. Review of Process and Introduction of Block Q Information
5. Updated Sketch
6. Public Comment
7. Discussion of Comments and PESTEL Analysis
8. Adjournment



**TOWN OF HOLDEN BEACH
PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING
THURSDAY, FEBRUARY 1, 2024- 2:00 P.M.**

The Parks and Recreation Advisory Board (PRAB) of the Town of Holden Beach, North Carolina met at 2:00 p.m. on Thursday, February 1, 2024 in the Town Hall Public Assembly. Present were Chair Suzannah Tucker, Vice Chair Candace Vick, and Members Peggy Schiavone and Keith Smith. Members Mike Pearson, Grace Bannerman, and Melanie Champion were not in attendance. Town Manager David Hewett and Assistant Town Manager Christy Ferguson were also in attendance.

Call to Order

The meeting was called to order at 2:00 p.m.

Agenda Approval

Motion to approve by Member Smith; second by Vice Chair Vick; approved by all.

Approval of Minutes

Move to approve the minutes (January 4, 2024) by Vick Chair Vick; second Member Schiavone; approved by all.

Discussion and Possible Action - Sailfish Park Master Plan

Assistant Town Manager Ferguson stated that today is a punctuation point of work across two budget years on a site-specific master plan for Sailfish Park. The journey involved a variety of means of public input and our consultants are here today to walk us through a presentation of the process and discuss any questions or comments we might have regarding the plan. She stated they have fulfilled the commitments of their contract once they make this presentation and then present the final to the Board of Commissioners. The plan would go forward to the BOC ideally at the February meeting.

McGill presented regarding the site-specific master plan. Once the presentation concluded Assistant Town Manager Ferguson said the staff had some things they would like to see added to the final product. One concerned current services the town conducts at the park. Assistant Town Manager Ferguson talked about the original recreation master plan and how it had to have a page added based on a mowing issue on Swordfish. The town would like to see the current service level mentioned as an addition to the plan. She also mentioned that a sign with hours has been added at Sailfish since the process started and there are now two trash cans. Town Manager Hewett said the mention of service level also needs to include sanitation. Vice Chair Vick asked why restrooms came off the final plan. Jim Ford (McGill Consultant) said that when you go to the park you look for a restroom. He said in the 44 people attending the public input session, the full group said they didn't

want a restroom and that is why it was omitted for the final version. Member Smith asked if the purpose was to find out what the public wanted. Mr. Ford said that the comprehensive plan did a good job of capturing everyone's ideas and this site-specific plan gave a fine-tuned effort at what you are looking at to manage the park. Vice Chair Vick said this is a 4-acre piece of property. She asked how much could be developed. Mr. Ford showed what could be developed. Member Smith questioned if he understood correctly there were three public input sessions and a public survey, plus the information from the comprehensive plan. He asked if this was current public input since Covid. He also asked how much the kayak launch cost in the breakdown of costs. Michael Norton (Principal, McGill) said it varies depending on how you want the setup to be and getting out below low tide. He said when you get to construction documents and get data for out in the water, it gets closer to where the budget can be. Member Smith asked based on the kayak launch, how much does it drop the cost to leave the launch off? The answer was about \$45,000 as outlined in the plan. Member Smith said he has an engineering question. Is there anything from an engineering standpoint that would prohibit this from being feasible to do? Mr. Norton said geotechnical and structural engineers would have the final say but nothing stands out.

Member Smith asked about getting public comment and said he probably should have recommended to move public comments up. Assistant Town Manager Ferguson said technically they should have amended the agenda before approval. She said it wasn't required to have it prior to the discussion and our public comment is typically always at the end. Chair Tucker said she thinks that the public has had a lot of public comment opportunities on what the public wants prior to today's meeting at the sessions. She also said that she thinks the consultant has done a great job.

Move that we accept Sailfish Park Master Plan with minor additions to that plan mentioned at this meeting by Vice Chair Vick; second Member Schiavone. Member Smith asked for discussion.

Member Smith said he has been to meetings and likes the ADA improvements but he doesn't like where the kayak launch is located and he thinks that he would vote no because it is 10% of the total costs. Vice Chair Vick said when you do a site plan you may not get to any or all the items in the plan. It doesn't bother her about the kayak launch because if it gets to where it is cost prohibitive then it wouldn't be funded by the town. She thinks that parking or other things would go in first. Chair Tucker said to correct her if she is wrong but the town could remove pieces in the future. She thinks with all the input they have they should move forward with the plan. Member Smith asked if she would be willing to remove the kayak launch as part of the motion of passing the plan. Chair Tucker said no.

Vote was 3-1 with Chair Tucker, Vice Chair Vick, and Member Schiavone in the affirmative and Member Smith in the negative.

Chair Tucker thanked McGill for what they have done.

Block Q Discussion

Assistant Town Manager Ferguson said the BOC sent a tasker to the PRAB regarding examining the Block Q site plan. The tasker referenced working with the current architect to develop a new site plan that includes a concert space with a dance floor, the planned ADA compliant bathrooms, green space and other potential amenities. She said she included the tasker in the PRAB's packet. She continued that Randy Baker is the architect from Pinnacle Architecture. He will be called so he can

have an interaction with the board today regarding what might be needed for furthering his scope of work.

Assistant Town Manager Ferguson stated that the pavilion location in Block Q must have a public vetting component because before the December BOC meeting it was never discussed in a BOC meeting publicly. There is some confusion on this because several commissioners may have had individual conversations regarding the idea but it has not been publicly vetted. As the PRAB moves forward with considering this particular item from a logistics perspective we have to consider several things:

- Both Ocean Isle and Oak Island have great performance stages but it's not mixed with parking in the park area itself. Parking is around the perimeter. There is user-user containment that has to be considered.
- Many of the bands have large box trucks and at least one uses an 18-wheeler. They have to back up to the stage to unload their sound equipment and the area around that has to be free from cars. For example, the police block off the entire parking area in front of the current pavilion each Saturday night prior to a concert so that it doesn't fill up with cars and block the path for musicians to unload.
- Infrastructure underneath should support the weight of these types of vehicles.
- There are usually at least 7 to 10 band members and they park next to the stage to unload their instruments. Consideration will need to be made for their parking at any new location.

Mr. Baker said he would have to see what size pavilion we would be looking for. Once we get to a scope of work, then we would get to a concept. Mr. Baker said we are still under contract. The additional fees would come with an "approved design". He may have to redo the site plan the civil engineers had. He said he looks forward to meeting everyone and getting input to see what we can do.

Member Smith said on the existing layout, one of the commissioners mentioned using pervious verses impervious concrete. He said when we switch over to that there is a swell that is at the north end. Mr. Baker clarified it is not a berm. Member Smith asked if there was a way to put stormwater underground and make a flat space.

Chair Tucker asked for all the PRAB members to try to attend the first few meetings. She is anxious to get started. Mr. Baker stated he will be flexible with scheduling.

Vice Chair Vick asked about the stage size needed. She asked what the Wildlife Commission was looking at doing. Town Manager Hewett covered that Wildlife was two years out. Assistant Town Manager Ferguson said that she didn't hear them say that they would increase parking spaces but they wanted to use them more efficiently. Member Smith asked whose property it is if they back up their trailers toward the pavilion, our property or theirs? Town Manager Hewett responded that would require a survey to verify but we expressed concern with parking trailers that way. Member Smith asked what to send back forward to the commissioners. Town Manager Hewett said there was a desire from the commissioners to see all elements. Chair Tucker said the previous report on the pavilion gave us through the summer. The budget for the pavilion was discussed. Assistant Town Manager Ferguson clarified what the tasker to the PRAB was which was to work on a new site plan.

Program and Facility Update

Assistant Town Manager Ferguson went through the following updates:

- Town's birthday party is February 14th at 11 a.m.
- Shag lessons will begin February 29th and run for six weeks at the chapel.
- Easter Egg Hunt- Takes board assistance. Decided by board consensus on Friday, April 5 which would be the day after our April meeting.
- Fall back plan for concerts to be held at Bridgeview Park was discussed.
- LWF Inlet Crossing Project- Update today from Corps' program manager is that they will be here on February 8th to meet with the agencies and discuss where the pipe will be laid. Equipment onsite the 16th and starting soon thereafter but there has been several delays with the contractor so no guarantees those dates will remain.

Chair Tucker asked that Assistant Town Manager Ferguson get up with them about how to help with eggs before the hunt.

Public Comment

Carlton Pittman -144 Tarpon – Regarding Sailfish, the kayak launch would be a waste of time where it is shown. He said there is not a great place at that location for a kayak launch. Block Q- looked at it a lot and with some minor changes to the existing plan, he thinks the board can use a lot of the existing plan. Suggested they go to pervious concrete. Said if you go parallel to the road parking as opposed to existing parking in the current plan, you might be able to gain interior space. With minor changes could use the plan and not have to reengineer the wheel.

Brent Shaver-121 Tarpon- Regarding surveys for Sailfish, there were 496 responding in the online surveys compared to the amount on comment cards. Said he got a feeling there was a lot of online responses and wants it taken into consideration.

Jim Merrer-146 Tarpon and 182 Sailfish wants to be certain what was approved today. Tons of people said leave as is. Not sure weight of that was accurately portrayed by the consultants. Cabbage palms have potential for blocking view.

Adjournment

(Motion to adjourn 3:30)- *So moved Peggy; second Vice Chair Vick; approved by all.*



**TOWN OF HOLDEN BEACH
PARKS AND RECREATION ADVISORY BOARD
SPECIAL MEETING
MONDAY, FEBRUARY 12, 2024 1:00 P.M.**

The Parks and Recreation Advisory Board (PRAB) of the Town of Holden Beach, North Carolina met at 1:00 p.m. on Monday, February 12, 2024 in the Town Hall Public Assembly. Present were Chair Suzannah Tucker, Vice Chair Candace Vick, Members Melanie Champion, Grace Bannerman, Peggy Schiavone and Keith Smith. Member Mike Pearson could not attend. Town Manager David Hewett and Assistant Town Manager Christy Ferguson were also in attendance.

Call to Order

The meeting was called to order at 1:00 p.m.

Agenda Approval

Move to approve Vice Chair Vick; second Member Champion; motion makers agreed to remove the motion because Member Smith wanted to entertain moving public comment up on the agenda.

Motion to move public comment prior to the discussion (of Block Q) by Member Smith; second Member Champion; approved by all.

The chair asked for a motion to approve the modified agenda. *So moved Member Schiavone; second Member Smith; approved by all.*

Public Comment

Calton Pittman-144 Tarpon- The entire Block Q parcel slopes south to north, on the entire parcel water is going to run down to the ICW. If retention areas are not in the right place, then everything is going to run toward Capt. Pete's. There is limited boat trailer parking. People who don't have docks still need to have a place to launch boats. If you move the pavilion, you are losing shade. Depending on where parking is for boat trailers, you are tying up the boat dock longer while people go to get their boats. People that live there need to provide input if there are going to be concerts there each week.

Discussion of Block Q Site Plan

Chair Tucker says this plot of land is 1.79 acres. Assistant Town Manager Ferguson asked the board to consider if they were king or queen for the day to work on the drawing. Member Smith asked about festivals and if everything could fit in the Block Q area if moved.

Dimensions of the space were discussed as 233 feet from sidewalk to sidewalk and 305 from sidewalk to sidewalk.

Assistant Town Manager Ferguson went through each of the drawings that the board came up with in the icebreaker exercise for comparison. It was decided that the bathrooms and parking for them should remain where it is on the current plan.

Chair Tucker said there is playground equipment at Bridgeview Park. Member Champion said she was okay that we don't put playground equipment at Block Q if the equipment at Bridgeview Park is updated.

There was a question about occupancy load for the bathroom as shown on the current site plan. The architect said the rendering is good right now for 500 people. Current load for the bathroom was considered.

Member Bannerman said she thought they need to go to the pavilion next in the discussion because that is the big one to consider. Food trucks were discussed as going in the current space on Jordan if they are allowed and not in the Block Q area. The pavilion and dance floor were discussed as far as looking at other uses. Vice Chair Vick said we need a space for yoga, other usages, tide dye, Christmas Tree Lighting, weddings and receptions. The board asked how many rentals were held each year. There was agreement among the board to put the pavilion on Block Q.

Town Manager Hewett asked for clarification or maybe even inclusion. He said that nowhere in the tasker does it say landscaping. He asked for accommodation for landscaping. Assistant Town Manager Ferguson said in the grant application there was landscaping near the restrooms but that was all. The rest of the site does not include any.

Member Smith said we need to consider how much boat trailer parking is needed. Need clarification from DOT and Wildlife if it has any restrictions. Need to talk to the people who would be impacted.

Chair Tucker asked about having boaters leave by a certain time so there is no user-user conflict on Sundays with concert set-up. Assistant Town Manager Ferguson questioned the logistics of how that would be accomplished because right now it is roped off on Saturday night so that no boaters enter the area. Vice Chair Vick said the architect should be in charge of putting the pavilion where it needs to be orientation wise. Member Bannerman said it needs to have a dance floor.

Member Smith asked about how much boat trailer parking was needed. Town Manager Hewett said he didn't know the answer to that question. Assistant Town Manager Ferguson said if you asked the boaters, they would say there is not nearly enough space because other boat ramps in the area have much more parking. She said the answer you get back would depend on what groups are asked. The board discussed various boat lengths and accommodations that would be needed. A comment was made that if the target was 60 feet in length, it would give you approximately 30 spaces around the perimeter. Vice Chair Vick said people currently park on Carolina and South Shore on both sides. Member Smith proposed possibly doing two sides around the perimeter for boat trailer parking and two for car parking. He mentioned using the Brunswick Avenue side for car parking and Quinton and South Shore for boat parking. He said you would end up with a little bit more boat parking and a whole lot more green space. The board said the number and how it is laid out on the streets can be manipulated down the road.

Vice Chair Vick said we also need to consider aesthetics. Maybe pavers are a solution that would look better. The site needs to look attractive and not half done. She said she thinks we need some direction on what we could do. Member Smith asked about pervious payment and how it holds up. Cameron Baker (Pinnacle Architecture) said a lot of projects they have where it was used are newer. He said long-term it may not be a solution. Vice Chair Vick said the site needs to look finished.

Chair Tucker said she doesn't think we need as many parking spaces as is on the current site plan. Assistant Town Manager Ferguson said they need to consider if they move the pavilion that the concert goes are going to want to park as close as they can. Chair Tucker said that she doesn't know that noise should be considered so much. Town Manager Hewett said he thinks that the property owners three deep need to be contacted so they understand what is being contemplated. He suggests we should be ridiculous on the overkill. He offered that contact needs to occur as soon as possible. He said if the property owners do not care, then that's fine, but at least they have been contacted. Vice Chair Vick noted that in what just happened with Sailfish there wasn't anything about noise.

Member Bannerman asked how we get there. Assistant Town Manager Ferguson said ideally it would be at your next scheduled meeting. Town Manager Hewett said the letter that goes out may be generic saying they are invited. Assistant Town Manager Ferguson said the staff would work toward making it happen for the March 7th meeting. The chair called for a recess for a five-minute break.

Beginning at 2:42 pm, the board continued their discussion. Vice Chair Vick wanted us to summarize where we are. She said that Town Manager Hewett will be getting a letter to the property owners. We will be working on this more at our next meeting. She asked what are our next steps?

Assistant Town Manager Ferguson said they have moved to a PESTEL analysis from SWOT in recreation. She asked that the board complete the analysis worksheets she passed out for homework and bring them back to the next meeting. This assignment is to include what was recommended in current plan and what the PRAB has proposed to do today.

Vice Chair Vick asked if there would be something preliminary to look at from the architect at the next meeting. The architect agreed that something could come forward.

Member Smith asked what the architect needed from the PRAB. Mr. Baker said a pavilion size would be good. Tide dye was discussed as an area that had the most people at one time using the stage. Forty people doing yoga at a time should be also considered with spacing. Mr. Baker said that gave him something to work from.

Member Smith asked if we can ask Otto about load for parking. Town Manager Hewett said that is not in his contract at the time to do that type of analysis.

Adjournment

Motion to adjourn by Member Smith (3:02 p.m.); second by Member Champion; approved by all.