

Town of Nags Head  
Boardwalk Plan Steering Committee  
Meeting #1, April 12, 2013  
Draft Minutes: Introduction

**Present:**

Elizabeth Teague, David Ryan, Lee Leidy, Andy Garman, Doug Tutwiler, Debbie Moore, Diane Bognich.

**Business:**

Members introduced themselves.

Planning Director Elizabeth Teague provided an overview of the Boardwalk concept and the process for developing an alignment plan.

Andy Garman gave a review of the experience of the Town of Duck. Group made plans to tour the Duck Boardwalk on Tuesday, May 9<sup>th</sup>.

Town of Nags Head  
Boardwalk Plan Steering Committee  
Meeting #2, May 9th, 2013  
Draft Minutes: Tour of Duck Boardwalk

**Present:**

Elizabeth Teague, David Ryan, Lee Leidy, Andy Garman, Doug Tutwiler, Debbie Moore, Ralph Buxton, George Wood, Kelly Wyatt.

**Business:**

Duck Town Planner and Steering Committee member led a tour of the Duck boardwalk. Key observations of the group were:

- Variation in the design in elevation, alignment, and allowance for areas of sound access, observation and seating, and connections to businesses is positive. In some locations the boardwalk transitions to an at grade path.
- Higher handrail for bicycle transportation impedes view from and across the boardwalk, limiting boardwalk to pedestrians and lowering the handrail height requirement would be preferred.
- Cross easements with underlying property owners and businesses were developed so as not to interfere with their use of the sound.
- Boardwalk connections to rear or front of businesses increased pedestrian traffic and profit to those retail and restaurant establishments. Some stores were not in favor of the boardwalk at first, but now are.
- Connections to parking areas and parks are positive.
- Having a master plan critical – Duck could not build the entire boardwalk at one time. Instead, construction has been phased over years and using a variety of funding sources.

Town of Nags Head  
Boardwalk Plan Steering Committee  
Meeting #3, June 7, 2013  
Draft Minutes: Discussion and Environmental Issues

**Present:**

Elizabeth Teague, David Ryan, Lee Liedy, Andy Garman, Doug Tutwiler, Debbie Moore, Ralph Buxton, George Wood, Brian Wilson, Kelly Wyatt

**Business:**

- Group discussed design “take-aways” from Duck Boardwalk tour.
- Introduction of George Wood of Environmental Professionals, Inc. who provided an overview of environmental planning and permitting. Mr. Wood will be looking at proposed alignments from a ground level to identify any environmental issues and to recommend the most advantageous alignments from a permitting stand point. Boardwalk plan may be permitted all at once, or phased depending on funding availability or complexity of the proposed design. Mr. Wood did the permitting for the Duck Boardwalk and provided anecdotal information related to permitting from his experience there.
- Staff summarized next steps that were in progress or that still needed to be completed:
  - Completion of property owner contact (staff and Coastal Land Trust)
  - Wetlands identification and SAV (George Wood)
  - Formal easement work (Town Attorney)
  - Alignment and design based on easement and environmental constraints (staff and committee)
  - Master Plan drawing and preliminary cost estimates (technical design and permitting staff and consultant)
  - Identification of funding resources and fund-raising. CAMA, NCDOT, Tourism Board, and NC Parks and Recreation Trust Fund or Trails Program, and other conservation-based grants are possible resources. However, State and Federal sources will be difficult in the next several years.
  - Group discussed importance of including the Tourism Board in the planning process. Pedestrian safety related to the Event site is a critical issue that this plan could help address. The site plan for the Tourism Board Event Site is under development, but their consultants are aware of the Town’s desire to look at opportunities for boardwalk connections, and Tourism Board staff is represented on the committee by Diane Bognich.

Town of Nags Head  
Boardwalk Plan Steering Committee  
Meeting #4, September 17, 2013  
Draft Minutes: Aerial Mapping

**Present:**

Elizabeth Teague, David Ryan, Lee Leidy, Andy Garman, Doug Tutwiler, Debbie Moore, Ralph Buxton, George Wood, Kelly Wyatt, Brian Wilson

**Business:**

- Lee Leidy gave an overview of efforts to contact property owners.
- Those present were asked to look at aerial maps of the planning area and to make suggestions regarding design elements. Group identified areas for water access and “points of interest,” and discussed various options for alignments. Design elements to be included:
  - Preferred minimum 10’ width
  - Elevation of BFE + 1 to avoid flood damage, but will need to ramp up or down to connect to businesses or parks and parking areas.
  - Must be ADA compliant.
  - Lower handrails so as not to obscure view which may limit bicycle use
  - Cross connections and variety along the boardwalk
  - Areas where people can sit and observe the sound or marsh; need to research shade structures
  - Water access points for boats – shallowness of sound will limit types of boats and access usage in most areas
  - Unified directional signage and interpretive signage
- In cases where property owners did not want the boardwalk to cross between their buildings and the sound or across their property, there are opportunities to connect to a multi-use path along the US158 right-of-way.
- Comprehensive Pedestrian Plan application was funded and the Boardwalk will be an important component of an overall pedestrian network. Group discussed opportunity for the Whalebone Junction area, Tanger, and Boardwalk to be mapped and connected with directional signage to/from public parking areas, Jeanette’s Pier and local businesses.

Town of Nags Head  
Boardwalk Plan Steering Committee  
Meeting #5, November 8, 2013  
Draft Minutes: Aerial Mapping

**Present:**

Elizabeth Teague, David Ryan, Andy Garman, Doug Tutwiler, Debbie Moore, Ralph Buxton, George Wood, Brian Wilson, Diane Bognich

**Business:**

- Staff update: all property owners or representatives have been contacted by letter, and staff and consultants have gotten to meet with all except for one and we need to go back to the Sugar Creek Condo association once we have developed a concept plan for the Boardwalk that they can respond to. One property owner made it clear that the Boardwalk should not come across property and no easement would be given.
- Event Site Master Plan has been developed and approved by the Tourism Board. Mr. Wood has confirmed with permitting agencies that connections to the Boardwalk on, or through, the Event Site in accordance with the site Master Plan, may be permitted without the Tourism Board having to permit the entire site plan.
- Probable northern alignment from Event Site to Forbes Street is fairly straight and provides an easier permitting scenario than what is emerging south of the Event site. Group discussed phasing and felt like the more critical and visible areas of the Boardwalk should be prioritized for development first, specifically areas adjacent to the Event Site and connecting the event site to the crosswalk at Tanger.
- Staff and consultants will be working on draft concept plan for committee consideration after the holidays.