

Town of Nags Head  
Comprehensive Pedestrian Plan Steering Committee  
Meeting #1, December 16, 2013  
Draft Minutes:  
RFP Response Review and Consultant Selection

**Present:**

Renee Cahoon, Chris Montgomery, Elizabeth Teague, Michelle Owens, Barbara Gernat, Molly Harrison, Rick Chance

**Business:**

Members introduced themselves, who they represented and what they wanted to see the Plan address.

Planning Director Elizabeth Teague provided an overview of the NCDOT Planning grant program and the role of the committee. The NCDOT has specific requirements and parameters for comprehensive pedestrian plans and will approve both the consultant chosen as well as the final planning document. The steering committee will provide guidance to the consulting firm to ensure that recommendations are feasible, reflect public input, and are prioritized accurately. The plan will include infrastructure mapping of existing facilities and needed facilities, recommendations for policy or ordinance changes as well as recommendations for public education and promotion. Existing initiatives such as Safe Routes to School, multi-use path development, the boardwalk plan, and the OBX Pedestrian and bicycle safety coalition's efforts should all influence, and be supported by, the planning process.

Members shared their top choice for consultant. All five respondents demonstrated qualifications. The group determined a top three by consensus, and discussed the group's impressions related to qualifications, planning approach, timeline and overall presentation. The group then determined by majority poll that Alta was the top choice with Moffatt and Nichol as second and VHB as third.

**Next Steps:**

Information from the meeting as well as the group's choice for consultant will be forwarded on to NCDOT for approval. The group tentatively scheduled the next meeting for Thursday, January 23, 2014 at 3:00pm