

**MINUTES OF THE SPECIAL MEETING  
OF THE TOWN COUNCIL  
TOWN OF CAROLINA BEACH**

***June 30, 2007***

The Town Council of the Town of Carolina Beach met in a special work session to interview three firms to assist the town in the development of a Master Development Plan for Carolina Beach. The meeting was held on June 30, 2007 at 8:30 a.m. in the Council Room at the Municipal Administration Building, 1121 N. Lake Park Blvd., Carolina Beach, North Carolina. The following were present: Mayor, Bill Clark; Mayor Pro Tem (MPT), Alan Gilbert; Councilwoman, Pat Efird; Councilman, Jerry Johnson; and Councilman Joel Macon. Also present was Town Manager, Tim Owens and Town Clerk, Lynn N. Prusa.

Mayor Clark called the meeting to order.

***INTERVIEWS FOR MASTER DEVELOPMENT PLAN***

***Cunningham Group***

The first interview was with Cunningham Group. This company was represented by Mike Lamb. Also in attendance were Michael Cole and Donna Rae Mitchell, representatives from Cole Jenest & Stone. These individuals are part of the Cunningham Group team. The town manager presented an outline of their proposed process as follows:

1. Data gathering
2. Assumes that a steering committee will be formed
3. 4 to 5 day charette
4. Create design
5. Post charette review

Their services will also include an urban design plan, standards for public realm, new development, street types, landscape design, details for costing, funding and implementation. They can also create a 3-D model of the CBD. The total cost is \$98,900.

They have done other similar projects such as Swan-Quarter Landing, Charlotte Center City 2010 Vision Plan, Wilmington Convention Center, portions of Bald Head Island and Indigo Plantations.

A presentation was made by Cunningham Group representatives at which time they gave background on their companies, went over their approach and philosophy about how they do things. Then they talked about Carolina Beach itself and about the scope of work and schedule. They shared with Council some of the projects they have done in other areas such as a high school and performing arts project in Alaska, a mixed use facility in Hollywood, CA, a 12-seat outdoor theater in Palms Spring, CA, etc. Other projects are The Rainforest, Lego Land, projects for Disney, etc. Cole Jenest & Stone would be the local firm to deal with and they reviewed some of the projects they have done throughout North Carolina.

Following the presentation there was a question and answer session.

### Gensler

The next company to be interviewed was Gensler with Stewart Engineering of Wilmington. The town manager presented an outline of their proposed process as follows:

1. Kick off meeting and workshop
2. Site data review and stakeholder input
3. Public meeting following this phase
4. Analysis and initial concepts and public meeting
5. Concept plan development plan and public meeting
6. Final plan and presentation

Their services will also include an urban design plan and implementation and cost estimates. The total cost is \$167,300. Another similar project with focus on those in North Carolina includes the Wilmington Riverwalk Project.

A presentation was made by Mary Ann Lasch a representative from Gensler, and Steve Thomas from Stewart Engineering. Gensler is a full service design firm and they have been in business for more than 41 years. Stewart Engineering has about 145 people and it is based out of Raleigh. Mr. Thomas said he has been working in this area for about 3 ½ years working on a project and staying at The Courtyard. Ms. Lasch talked about the town in general, the amenities and natural resources, and working on the economic component and the right mix of activities. They talked about some of the elements and principals for success such as amenities, the identity of the town or brand of Carolina Beach, how to activate the Central Business District and opportunities for economic development, successful mixed use environments and the placement of buildings, view corridors to the waterfront and looking for areas where people can enjoy the outdoors, gateways and signage opportunities on roadside and way finding program, streetscapes connectivity, themed trails about natural systems, etc. They talked about their approach to the project, work process, strategy and implementation. They talked about the importance of bringing the stakeholders and community into the process.

They talked about other projects they have worked on and how they compare with Carolina Beach.

Following the presentation there was a question and answer session.

### **The Lawrence Group**

The final interview was with Craig Lewis and John Cock of The Lawrence Group. This company was represented by Michael Rutkowski with Kimley Horn Associates. The town manager presented an outline of their proposed process as follows:

1. Create a steering committee
2. Project kick-off
3. Evaluate areas ripe for redevelopment and those areas that are firm in their development
4. 4 day planning and design charrette
5. Create preliminary plan
6. Conceptual master plan

Their services will also include an urban design plan, market based development opportunities, perspective drawings, locations for parking, build-out analysis, public spaces, summary of fiscal and economic benefits, and management structure for implementation. The total cost is \$76,000 plus reimburseables.

Other similar project with focus on those in North Carolina includes the Leland Master Plan, Belville Master Plan, Pineville Master Plan and Urban Code, Huntersville Master Plan, Wendell Master Plan, and Davidson East Plan.

A presentation was made by representatives from The Lawrence Group and Kimley Horn at which time they gave background on their companies, their view of the process, the schedule, and their experience. They have done a lot of work in this region so they feel they know the dynamics of working at the beach and working in Brunswick and New Hanover County. Mr. Lewis said they are a complete team - not just landscape architects, not just folks that do codes, they have complete expertise in house, and if needed they can look at a third party, Rose & Associates, for economics. They will work out of the Carolina's office which is about a 4 hour drive. They are a mid-size firm with 220 employees. They have a diversification of employees – they do architecture, town planning, land design, land construction and development.

The representative from Himley Horn talked about their perspective on the transportation element.

As a sampling, they projected a video with a three dimensional view of the Carolina Beach central business district with varying heights.

Following the presentation there was a question and answer session.

This concluded the interviews.

Council decided to submit additional questions for each applicant to respond to. Some had questions about pricing and what would be included. The town manager said he would like to narrow it down to two or three applicants and he will begin checking their references and getting clarification on contract cost. After discussion Council agreed to narrow it down to two applicants. Each member of Council wrote down their top two candidates and the town manager said the final two were Peter Smith and The Lawrence Group with Peter Smith being unanimous and The Lawrence Group being very close, with one recommendation for Allison Platt. He would like Council to make a final selection at the July 10<sup>th</sup> Council meeting.

There being no further business, Councilwoman Efird made a motion to adjourn.

**MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Lynn N. Prusa  
Town Clerk

Approved: \_\_\_\_\_