

Landings Harbor Project Team Charter

1. Purpose

The purpose of the Landings Harbor Project Team is to assist in the development of a plan for the Landings Harbor marina and grounds to meet the needs of the community to include the dry stacks, wet slips, marina store, tiki hut, basin, parking lot, fuel tanks and adjacent community picnic area.

2. Background

Over the past 20 years, the Landings Harbor Marina and picnic area has consistently been one of the most frequented Association-owned amenities. Although this location is widely visited and utilized, community-desired amenities at this scenic vista are lacking.

In 2016, Wood+Partners Architects and Land Planners was engaged to evaluate the main functions of the facility and the use of the parcels adjacent to the marina operations (the “picnic area”). The firm prepared a conceptual land use design study for the property to improve circulation and functionality and provide community amenity elements based on observations and feedback provided by Association staff, committee volunteers, and community surveys. The concept study included an improved entrance to the marina, upgraded marina store with a second story, the addition of a pavilion and gazebo, improved restrooms, an oyster roast/BBQ gathering area, kayak launch, et al. The study was scheduled to be presented and discussed with the community in 2016; however, it was deferred due to the clean-up and expenses associated with Tropical Storm Hermine, Hurricane Matthew and Hurricane Irma.

Separately, Roof & Rack was hired in September of 2016 to evaluate and provide an improved design for the scheduled replacement of the dry stacks at Landings Harbor Marina. The replacement project was deferred, like the site and circulation study, due to the impact and costs associated with the damage and clean-up from Tropical Storm Hermine, Hurricane Matthew and Hurricane Irma.

Currently, Moffat & Nichols Engineers, who specialize in waterfront engineering, among other specialties, is under contract with The Landings Association to evaluate the opportunities and current constraints at Landings Harbor, review and evaluate the previous Wood+Partners study, and prepare an updated conceptual design and estimated costs for improvements of the waterfront and land elements (i.e. floating docks, dry stacks and upland picnic area modifications), assist in oral presentations of the conceptual design to the community and stakeholders and identify potential grant opportunities for funding.

3. Scope

The Project Team will work with staff and engineers to develop a recommended design, timeline and milestones, and funding source(s) for the enhancement of the Landing Harbor Marina and Park for the benefit and enjoyment of all property owners. The scope of work will include review and recommendations for the layout and design, including circulation, parking, and amenities such as a food venue, as well as projected costs, funding sources, and the recommended timeline for each phase of the project. The scope of work will also include presentations by Team members to the community. The Team will report its progress at least monthly to the Board of Directors during regularly scheduled Board meetings.

4. Team Composition

Project Team members will be appointed by the Landings Association Board of Directors and comprise ten (10) voting members. The Team will select a Chair from among the appointed Team members. TLA staff shall support the Project Team and be non-voting participants. Appointments to the Team shall be made from the following groups of stakeholders:

- a. One TLA Board member from the Development Committee to serve as the reporting liaison and assist in providing guidance to the Team
- b. One representative from the Marinas Committee
- c. One representative from the Public Works Committee
- d. One representative from the Landings Club
- e. One representative from the immediate neighborhood
- f. Five community at-large members with relevant areas of experience and interest.

5. Operation of the Team

The Team will follow Robert's Rules of Order, to include agendas, requirements for a quorum, voting, and meeting minutes. Specific member roles for this purpose will be assigned during the organizational meeting of the Team.

6. Team Performance Assessment

The Landings Harbor Project Team will be considered successful when widespread community support for the plan is obtained and TLA's Board subsequently approves the recommendations of the Committee to include the scope, timeline, cost estimate, and funding sources.

7. Meeting Schedule

The Project Team will develop a schedule of meetings and milestones at its organizational meeting based on the project requirements. Initially it is anticipated that the Team will meet more frequently than monthly. Meetings may be held via Microsoft Team or in-person in the Association conference room, based on the needs of the Team members.