



Town of Chapel Hill

AMERICAN LEGION TASK FORCE

Tuesday, April 25, 2017, at 02:00 p.m.
Chapel Hill Public Library, Meeting Room C
100 Library Dr., Chapel Hill, NC 27514

Meeting Agenda – Action Notes

Members: Mayor Pam Hemminger, Council Member Donna Bell, Council Member Nancy Oates, Michael Andrews, Neal Bench, Dan Cefalo, Joan Guilkey, Pat Heinrich, Ryun Miller, Laurie Paolicelli, Scott Radway, Rachel Schaevitz, Lew Brown (Alternate), Wesley McMahon (Alternate)

Staff Liaison: Corey Liles

1. Opening

a. Roll Call

b. Approval of Agenda

➤ Action Taken: Mayor's Update added to Business section of Agenda

2. Welcome and Introductions

3. Public Comment

4. Business

a. Task Force Charter and Charge from Town Council

Background: The Town Council approved the charge of the American Legion Task Force at its meeting on March 13, 2017, and subsequently appointed the members of the task force at its meeting on April 5, 2017. The work of the task force is to participate in the public engagement process for the American Legion property and work with the project consultant to develop future land use recommendations for the property. The Town Council anticipates a community report-out in May 2017 and recommendations to the Council for review in late May 2017, prepared by the project consultant based on guidance from the task force.

Action Item: Review and discuss the charter and charge from the Town Council, goals and objectives, deliverables, background on the American Legion property, and a proposed work plan.

➤ Action Taken: The charter was discussed with a few clarifying questions and minor suggested edits from Task Force members. No action was taken.

b. Election of Task Force Chair

Background: The task force charter calls for a Chair to lead the task force, represent and liaise with the Town of Chapel Hill Council; facilitate discussion and decision-making, while endeavoring to maintain equal opportunity for all members to participate in discussion; and coordinate Town staff support to the task force.

Action Item: Elect a Task Force Chair

- Action Taken: The Task Force determined that a Vice-Chair was also needed. The Task Force elected Rachael Shaevitz to serve as Chair and Neal Bench to serve as Vice-Chair.

c. Mayor's Update

- Action Taken: The Mayor reported on various considerations including nearby development, surrounding properties, and the work plan for the Parks & Recreation Department that could have bearing on the Task Force's discussions. No action was taken.

d. Presentation on Public Input and Concept Sketches

Background: Coulter Jewell Thames is serving as the Town's consultant for the public engagement process. Members of the consulting team will share refined sketches of the land use concepts that were developed during the April 8 charrette, along with a summary of public feedback received.

Action Item: Receive information. Provide feedback to consulting team on concept sketches and information to include in the reports to the community and to Council.

- Action Taken: The Task Force received a presentation from Coulter Jewell Thames staff. Members offered feedback, asked various clarifying questions, and discussed other information of interest. No action was taken.

e. Other Task Force Discussion

f. Establish Future Meeting Dates

Background: The current timeline calls for a community report-out in May 2017 and recommendations to the Council for review in late May 2017, prepared by the project consultant based on guidance from the task force.

Action Item: Determine the number of additional meetings needed for the task force to complete its work, and set a meeting schedule through at least May 2017.

- Action Taken: The Task Force expressed a desire to have two meetings in May and determined that Tuesday afternoons tend to work well for members. A Doodle poll will be used to confirm meeting dates. No action was taken.

5. Public Comment

6. Adjournment

Meeting Materials

- [Task Force Charter](#)
- [Memo on Task Force Communications](#)
- [American Legion Design Charrette Report to the Task Force](#)
- [Design Charrette Appendix](#)
- [Stakeholder Group Submissions](#)

Opportunity Statement: The Town purchased the 36-acre American Legion Post 6 property in March of 2017. A consultant engaged by the Town will be leading a public engagement process to produce conceptual options for future use of the property that reflect the community's interests. The Task Force is a body representative of the community that can offer feedback on the design work done by the consultant and assist with finalizing the report for Council consideration. The Task Force can also advise on next steps in the overall planning process. This contribution is needed to help the Town achieve Council Goals and determine the most fitting and appropriate uses of the American Legion Property.

Goal: The American Legion Task Force will participate in the public engagement process and work with the project consultant to develop future land use recommendations for the American Legion property, along with next steps in the planning process, that uphold the Council's Guiding Principles for development of the property.

Resources:

- Project Web Page: <http://www.townofchapelhill.org/americanlegion>
- Board Web Page: <http://www.townofchapelhill.org/town-hall/government/boards-commissions>
(Scroll to American Legion Task Force)

Unless otherwise noted, please contact [Corey Liles](#) in the Office of Planning & Sustainability for more information.