



Town of Chapel Hill
AMERICAN LEGION TASK FORCE
Thursday, September 7, 2017, at 02:00 p.m.
Chapel Hill Town Hall, Conference Room 344
405 Martin Luther King Jr. Blvd., Chapel Hill, NC 27514

Draft Minutes

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

Staff Liaison: Corey Liles

1. Opening

Meeting was called to order at 2pm by Rachel Schaevitz, Chair

a. Roll Call

Members Present: Rachel Schaevitz (Chair), Neal Bench (Vice-Chair), Council Member Donna Bell, Council Member Nancy Oates, Michael Andrews, Dan Cefalo, Pat Heinrich, Ryun Miller, Scott Radway, Lew Brown (Alternate), Wesley McMahon (Alternate)

Members Absent: Mayor Pam Hemminger, Laurie Paolicelli

Town Staff Present: Corey Liles

Consultant Staff Present: Dan Jewell, Elizabeth Wilcox

b. Approval of Minutes for the June 14, 2017 Meeting

➤ Action Taken: Minutes Approved

c. Approval of Agenda

➤ Action Taken: Agenda Approved

1. Business

a. Review of Work Plan and Development Principles

Background: Consultant staff will review the expected action items for each fall meeting, with particular attention to the Task Force's deliverables which include a prioritized list of uses and criteria for evaluation of public/private partnerships. The Development Principles will also be reviewed as a reminder of what the Task Force adopted in June 2017.

Action Item: Receive information.

➤ Action Taken: No action was taken.

b. Overview of Parks & Recreation Staff Discussion

Background: Consultant staff met with Chapel Hill Parks & Recreation staff on August 25, 2017, to receive their input on potential uses of the American Legion property. The high-level takeaways of this meeting will be discussed; input on individual uses will be presented at the next meeting.

Action Item: Receive information.

➤ Action Taken: The Task Force requested Parks and Recreation staff attend the next Task Force meeting.

c. Discussion of Potential Uses

Background: The list of potential uses, included in the June 2017 report based on public feedback to date, will be reviewed. The Task Force will consider whether some uses can be removed from consideration, based on information received to date.

Action Item: Refine and narrow the list of potential uses based on general Task Force consensus.

➤ Action Taken: See below.

d. Public Input Strategy

Background: The Task Force scope of work approved by Council includes a fall public session to gather additional community input on Task Force recommendations. The Chair, Vice-Chair, and consultant staff have determined that an online survey may be a more effective way to gather input. The Task Force will discuss these two alternatives, and will also review a list of potential questions for the community.

Action Item: Determine the preferred forum for community input (meeting or survey). If a survey is preferred, review and finalize the list of questions.

➤ Action Taken: The Task Force voted and agreed 11-0 that a survey was preferred over a public meeting, because it can reach more people. The survey should be simplified and a broad outreach, beyond online survey should be developed.

The Task Force voted 11-0 to focus the survey on park uses and not include commercial uses.

Consultant will develop draft survey questions, and a subcommittee of Michael Andrews, Pat Heinrich, Scott Radway, and Rachel Schaevitz, and will work to refine the survey prior to the next meeting.

A second subcommittee of Michael Andrews, Lew Brown, Pat Heinrich and Wesley McMahon will develop public outreach strategy.

e. Draft Use Evaluation Questions

Background: To further the Task Force's consideration of potential uses, consultant staff have adapted the Development Principles into a list of evaluation questions. Along with technical considerations such as cost, these questions will serve as criteria in a Use Evaluation Matrix. Determining priority uses will in turn help shape the criteria for evaluation of partnerships.

Action Item: Review and finalize the list of use evaluation questions.

➤ Action Taken: No action taken.

f. Overview of Recommendations from Town Properties Task Force

Background: Town staff will share recommendations from the June 2017 report of the Town Properties Task Force that have relevance for the work of the American Legion Task Force. Areas of interest include Guiding Principles for Disposal of Properties and prioritized uses for other Town properties.

Action Item: Receive information.

➤ Action Taken: This item was postponed to the next meeting.

g. Other Task Force Discussion

2. Public Comment

3. Adjournment

Next meeting: September 21, 2017 at 2:00pm

Meeting Materials

- [Draft Minutes of the June 14, 2017 Meeting](#)
- [Task Force Report to Town Council, June 2017](#)
- [Draft Questions to the Community](#)
- [Draft Use Evaluation Questions](#)
- [Town Properties Task Force Guiding Principles](#)
- [Use Comparison Table](#) (Town Properties and American Legion Task Forces)
- [Town Properties by Recommended Use](#)

Opportunity Statement: The Town purchased the 36-acre American Legion Post 6 property in March of 2017. A consultant engaged by the Town is 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 work done by the consultant and assist with finalizing reports 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.