



Town of Chapel Hill

TOWN PROPERTIES TASK FORCE

Friday, February 10, 2017, at 9:00 a.m.
Chapel Hill Public Library, Room C
100 Library Dr., Chapel Hill, NC 27514

Meeting Action Notes

1. Opening

a. Roll Call

Members Present: Council Member Michael Parker (Chair), Council Member Jessica Anderson, Millicent Bowie, Kevin Hicks, Dan Levine, Gordon Merklein, Bruce L. Runberg, Don Tise, Rosemary Waldorf

Members Absent: Doug Rothwell

Staff Liaisons Present: Bill Webster, Parks and Recreation Department; Carolyn Worsley, Town Attorney's Office

Others Present: None

b. Approval of Agenda

2. Welcome and Introductions

3. Public Comment

Action Note: No members of the public were present.

4. Business

a. Background and Task Force Charge from Town Council

Background: The Town Council established and appointed a Council Task Force on Strategic Uses of Town Properties (also referred to as the Town Properties Task Force) at its January 18, 2017 meeting. The work of the Task Force is to build upon and expand a process that began in June 2012 when the Council requested that the Town Manager seek the assistance of local real estate professionals to evaluate the highest and best use for some of the Town's properties. The Town Council anticipated the Task Force bringing recommendations to the Council for review in June 2017 and action by the Council in September 2017.

Action Item: Review and discuss current charge from the Town Council, goals and objectives, deliverables, and the outcome of previous efforts.

Action Note: Chair Parker gave a slide presentation that summarized the Task Force's charge from Town Council, suggested Task Force deliverables, and described activities leading up to establishment of the Task Force, including the work and recommendations of the Real Property Asset Review Group, outcomes, and follow-up activities.

b. Proposed Work Plan

Action Item: Review and discuss a proposed work plan.

Action Note: The group discussed a proposed work plan for carrying out the Task Force's charge within the timeframe originally prescribed by Town Council. As proposed, the Task Force will meet approximately every three weeks, solicit and incorporate public input, present recommendations to Town Council in June 2017, and return to Town Council in September 2017 for possible action on Task Force recommendations.

c. Inventory of Town Properties

Action Item: Review maps showing Town-owned properties that may be available for alternative uses as well as related information.

Action Note: Webster presented a set of maps showing all Town properties as well as Town properties that narrowed down to 20 potential priority properties. Task Force members discussed and requested additional information on specific properties. He also presented a chart with more detailed information about the 20 potential priority properties.

d. Selection of Priority Properties

Action Item: Discuss possible criteria for evaluating properties to prepare for property-by-property review.

Action Note: In his presentation, Chair Parker noted potential criteria for selection of priority properties including whether a parcel was developable (for instance, not restricted by size and site constraints) and important current uses (such as for parks, Town facilities). He also noted other review processes underway that are focusing on other specific properties and/or uses.

e. Establish Meeting Schedule

Action Item: Determine how frequently the Task Force needs to meet to accomplish its tasks and set a meeting schedule through at least May 2017.

Action Note: Task Force members were receptive to meeting every three weeks and requested that meetings start at 8:30 a.m. They requested that the next meeting include a bus tour of potential priority properties. Worsley will provide Task Force members a schedule with specific meeting dates through a September Town Council meeting.

f. Other Task Force Discussion

Action Note: Waldorf stated it would be helpful to have access to materials that had been produced under the Real Property Assets Review Group. Worsley responded that materials that were not outdated will be linked to the Town Properties Task Force webpage, which is being constructed on the Town's website.

5. Public Comment

Action Note: No members of the public were present.

6. Adjournment

Meeting Materials

- Presentation: Town Properties Task Force Kick-Off Meeting, Feb. 10, 2017
- Town Council Agenda Materials, January 18, 2017 meeting, "Establish and Appoint a Task Force on Strategic Uses of Town Properties"
- Recommendations from Real Property Asset Review Group, June 24, 2013
- Maps: Town of Chapel Hill Public Facilities; Town of Chapel Hill Proposed Priority Properties, Town of Chapel Hill Public Facilities – Downtown Area (distributed at meeting)

Goal: Develop an overall strategic framework and initial ideas for specific sites, including those located in the Downtown area, for Council review in June 2017 and Council action in September 2017.

Resources:

- Project Web Page: Under Construction
- Board Web Page: <http://www.townofchapelhill.org/town-hall/government/boards-commissions> (Scroll down to Town Properties Task Force)