



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 Minutes

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

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 Taken: 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 (“RPARG”), outcomes, and follow-up activities. The goal is to develop a strategic framework and initial ideas for specific Town-owned sites in order to provide greater clarity in decision –making around use of Town properties and greater success in achieving Town goals. Anticipated deliverables include a set of guiding principles for property use, options for priority properties, and a process for addressing proposals. There was some discussion of the criteria for and challenges in providing for workforce/affordable housing.

b. Proposed Work Plan

Action Item: Review and discuss a proposed work plan.

- Action Taken: The Task Force’s work will include establishing guiding principles for use of Town properties, selecting a few Town-owned properties on which to focus further discussion, and developing broad plans/options for those priority properties. The Task Force proposes to meet approximately every three weeks, solicit and incorporate public input, present draft 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, Potential Priority Properties

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

- Action Taken: Webster presented maps showing all Town properties and 20 Town properties that potentially could be available for other than their current uses. He provided more detailed information about those 20 properties. Those properties are:
 1. Millhouse Road Parcels adjacent to and across the Town Operation Center (6850 Millhouse Rd.) and Chapel Hill Transit Center (6900 Millhouse Rd.).
 2. Eubanks Road Park and Ride Lot, 200 Eubanks Rd.
 3. Fire Station #4, 101 Weaver Dairy Road Extension at intersection with Martin Luther King Jr. Blvd. and
 4. 2200 Homestead Rd. (vacant building and open space)
 5. Open space known as the Dry Creek properties south of I-40 and on both sides of Erwin Road

6. Fire Station #3, 1615 E. Franklin St. at intersection with Elliott Road
7. Parks and Recreation Department Office, 200 Plant Road
8. Police Center, 828 Martin Luther King Jr. Blvd.
9. Open Space near the intersection of Bennett Road and Mt. Carmel Church Road (adjacent to Fire Station #5, 100 Bennett Rd.)
10. Open Space, 1610 US 15-501 South (west side of 15-501 south of Southern Community Park)
11. Open space in the Northside area east of the Norfolk Southern Railroad, south of Village Drive and east and south of Jay Street
12. Parking Lot – 604 N. Rosemary Street (managed jointly with the Town of Carrboro)
13. Parking Lot – 108 Graham Street
14. Parking Lot – 415 W. Franklin St. (east of Basnight Lane)
15. 140 West Franklin (Town owns underlying property, Parking Deck P-1, and Public Plaza)
16. Parking Lot – 127 W. Rosemary St.
17. Historic Town Hall, 100 W. Rosemary St., including adjoining parking lot at 110 W. Rosemary St.
18. Parking Lot – 100 E. Rosemary St. at intersection with Columbia Street
19. Wallace Parking Deck, 150 E. Rosemary St.
20. Old Post Office, 179 E. Franklin St.

Task Force members discussed the history, current and proposed uses and ideas for certain properties.

d. Selection of Priority Properties

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

- Action Taken: Chair Parker said it was expected that the list of potential priority properties would be reduced to a smaller set based on potential criteria including whether a parcel was developable (for instance, not restricted by size and site constraints) and current uses (such as for parks, Town facilities). He also noted separate review processes are for specific properties and/or uses, such as for Historic Town Hall and the public housing neighborhoods.

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 Taken: Task Force members requested a schedule of future meetings and that meetings start at 8:30 a.m. and offer a remote participation option. 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

- **Access to resources developed by Real Property Assets Review Group.** 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 on the Town’s website. That page is under construction.

5. Public Comment

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)