



**Town of Chapel Hill**  
**AMERICAN LEGION TASK FORCE**  
**Tuesday, May 9, 2017, at 02:00 p.m.**  
Chapel Hill Town Hall, 2<sup>nd</sup> Floor Training Room  
405 Martin Luther King Jr. Blvd., Chapel Hill, NC 27514

**Meeting Agenda**

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

Staff Liaison: Corey Liles

**1. Opening**

**a. Roll Call**

**b. Approval of Minutes for the April 25, 2017 Meeting**

**c. Approval of Agenda**

**2. Announcements**

**3. Public Comment**

**4. Business**

**a. Task Force Scope of Work**

Background: The goals, decision points, and deliverables of this group are defined in the task force charter. The Chair will provide an overview of the proposed work plan which will allow the task force to fulfill this charge in the available timeframe.

Action Item: Receive information.

- Action Taken: Task force members discussed the scope of work, generally expressing support for having the list of development principles as a key deliverable, and recognizing that the timeframe did not allow for a full evaluation of ideas submitted by stakeholder groups. No action was taken.

**b. Principles for Development**

Background: At the April 25, 2017 meeting, task force members expressed an interest in establishing a set of development principles for the American Legion site. This list is intended to capture the qualities and characteristics that are important to any development project on this land. The Guiding

Principles adopted by Council in June 2016 serve as a starting point. Task force members have submitted ideas for development principles in advance of the meeting.

Action Item: Establish a set of principles for development of the American Legion site.

- Action Taken: Using the working list of ideas sent in advance of the meeting as a starting point, task force members crafted a condensed list of 11 development principles. The task force will review this list to refine the wording of principles. No action was taken.

**c. Sample Facility Sizing**

Background: Consultant staff were tasked with sizing out sample facilities at the same scale as the concept sketches. They will present a series of facility footprints which are sized based on local examples and/or industry standards. This will help create a visual association between elements of the concept sketches and real-world examples, while also verifying whether elements of the concept sketches are appropriately sized.

Action Item: Receive information.

- Action Taken: Dan Jewell and Elizabeth Wilcox demonstrated the footprints of sample facilities using a printed base map and transparency overlays. No action was taken.

**d. Parks, Greenways & Recreation Commission Interests**

Background: The Parks, Greenways & Recreation Commission held a meeting on May 3, 2017 to discuss their interests regarding the American Legion Property. The resulting list of interests is an update to the memorandum submitted to Council on February 17, 2016, based on changing conditions and additional discussion over the past year.

Action Item: Receive information.

- Action Taken: Joan Guilkey and Wesley McMahon presented the Commission's recommendations on uses for the American Legion site, along with proposed characteristics of various facilities. No action was taken.

**e. Evaluating Ideas from Constituent Groups**

Background: Several concepts for developing portions of the American Legion property have been submitted by local stakeholders. The task force will discuss the strategy for the Town to formally receive and review these ideas, recognizing that this work will likely continue beyond the June 2017 timeframe.

- Action Taken: Further discussion of this topic was tabled for a future meeting due to time constraints.

**f. Other Task Force Discussion**

**5. Public Comment**

**6. Adjournment**

**Meeting Materials**

- [Draft Minutes of the April 25, 2017 Meeting](#)
- [Working List of Principles for Development](#)
- [Revised Concept Sketches with Base Map](#)
- [Surrounding Development Map](#)
- [Town Properties Map](#) (also showing Millhouse Rd Park)
- [Updated Stakeholder Group Submissions 5.05.2017](#)

**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.*