

# Meeting Minutes

<b>Project Name:</b>	Chapel Hill Municipal Services Building	<b>Location:</b>	Chapel Hill, NC
<b>Project No:</b>	514-4864-00	<b>Date:</b>	02/15/2018
<b>Issue Date:</b>	02/22/2018	<b>Time:</b>	6:30 pm
<b>Author:</b>	Will Stewart, AIA		

The purpose of the community workshop meeting is to engage the community of Chapel Hill and exchange information with the project design team. The agenda of this meeting was focused on lighting, acoustics, building architecture and landscaping. The meeting was held in the Phillips Middle School cafeteria in Chapel Hill.

## A. Convene

The meeting was called to order at 6:30p.m. Facilitator Andy Sachs reviewed the meeting agenda and objectives.

## B. Community Update

Several community members gave a brief update on their general feelings and concerns for the project. The community expressed concerns with the following topics related to the project:

- The pace of the community meetings does not allow the town and design team enough time to fully consider and investigate the neighborhood concerns
- Additional meetings proposed by community to allow attendees to comment on the progress of design
- Estes drive traffic congestion due to increased traffic of development
- Noise concerns from neighboring properties
- Storm water concerns with increased impervious paving of parking/buildings
- A preference for University and Town uses to be consolidated into one building
- Light pollution into neighboring properties
- Concern about impact of neighboring property values

Mary Jane Nirdlinger of the town addressed the community members stating that the town and design team is listening to the community in conjunction with town council direction as the project progresses. The project team is working to incorporate these comments into the design iterations that are presented each meeting. It was also suggested that community members should participate in upcoming advisory board meetings for more influence. Mary Jane Nirdlinger proposed that the town offer more opportunities to engage the community in possible workday sessions that could be arranged. Additional comments addressed below.

## C. Breakout Sessions

The design team prepared two stations with enlarged image boards that focused on three distinct topics targeting community feedback and discussion. The three topics were:

1. General Building Architecture
2. Landscaping and Planting Types
3. Landscape Buffering Opportunities

Community members were encouraged to engage the design team and town staff in comments, questions, or concerns related to the image boards along with the use of green and red dots for “like” and “dislike” as a way of communicating their reactions to the images. When attendees labeled an image with a green (like) or red (dislike) dot, the design team asked attendees why they liked or disliked each image. The goal for the design team was to provoke reaction from the images which encouraged conversations that will help determine the most successful approach to the project based on the community’s feedback.

## D. Next Steps

Aaron Frank reviewed next steps, including the next community meeting date of March 1.

## Community Comments:

Below is a summarized list of the attendees concerns and comments shared throughout the meeting. Items in italics indicate responses provided to the group.

1. Has anyone from the town addressed reducing the buildout on the site to reduce the number of buildings?

*The town collaborated with the University to establish the terms for the development of the parcel. Although the focus of this team is the municipal services building, the future buildings allocated to this site must be included in the overall site plan design to ensure successful development of the site based on the terms of the agreement.*

2. When will the final site plan be available for the community to review?

*The site plan will be an evolving plan that responds to continued input, and more definitive design solutions are anticipated closer to Council review in June.*

3. Will the community have a chance to review the final site plan and offer their input before the final plan is presented to town council?

*It is anticipated that once the design team has developed a site plan for council review that the community would be given a chance to provide their comments for consideration of incorporation by the design team. Review by the Advisory Boards present an opportunity for continued community review and input that leads to the final plan.*

4. Who decided on the overall project schedule?

*The town staff has developed the overall project schedule to meet Town Council's direction for the Development Agreement to be presented to Council prior to summer recess. The design team has also provided general construction schedule information for the town to consider as the overall schedule was produced.*

- Attendees asked how the design team will mitigate noise pollution from the site including outdoor equipment?

*The design team's engineers described alternative measures that could reduce the noise generated from any outdoor equipment that included variable frequency fans and locating the equipment along the Northern edge of the site close to Estes Drive away from neighboring properties. Enclosed equipment yards also were mentioned as an option to reduce noise transmission.*

- Attendees asked how the design team will mitigate light pollution from the site?

*The design team's engineers present explained multiple methods of light cut-off options in conjunction with LEED requirements that prohibit up-lighting. Other options were discussed such as using landscape buffers and berming of soil/vegetation to prevent vehicular and parking lighting from penetrating the property line of the site. Depending on usage the parking and roadway lighting can be a reduced lumen output to limit the amount of required lights on the site. Occupancy sensors and cleaning schedules were discussed as an anticipated way of reducing the number of lights that would remain on during the overnight hours effectively reducing overnight light emittance from transparent portions of the building.*

- Attendees asked if there are ways the design team could look at designing the exterior of the building to reduce south facing light emittance from transparent portions of the exterior skin?

*The design team will explore ways to reduce the amount of light pollution to the neighboring community using creative design solutions and façade treatments.*

- Attendees asked about what type of generator could potentially be used on site and the maintenance requirements for each type? Fuel storage and type was also discussed including testing and fuel delivery schedules.

*The design team's engineers described multiple generators that can be powered using natural gas fuel or diesel fuel. Depending on the load from the building that must be kept operational during outages, the fuel types and generator sizes will vary. It is anticipated that the generator, if diesel powered, will require fuel storage on site in double-walled fail-safe tanks that will likely be tested monthly and the generator would be located inside an attenuator box to reduce the noise pollution to surrounding neighbors similar to town hall's generator.*

- Attendees asked if there will be any roof-top mechanical equipment on the building?

*The design team does not anticipate any roof-top mechanical equipment.*

- Attendees preferred images of more natural landscaping with a randomized appearance versus a more sculpted and man-made appearance as shown in other images?

- Attendees commented that they prefer dense vegetation that appears natural and they opposed landscaping techniques with a repetitive and organized appearance.

- Attendees encouraged the use of dense vegetation buffers along the perimeter of the site to help block light and noise pollution.

- Multiple attendees encouraged the use of landscaping berms to reduce vehicular headlights shining into adjacent properties.

- Attendees suggested partnering with the NC Botanical Gardens staff and University students and staff to determine the most appropriate planting species for the site.

- Community members recommend using only native plant species on the site.

- Attendees preferred architectural images with natural materials such as wood, concrete and brick.

17. Community members did not like many of the institutional looking images or buildings with too much glass.

18. An attendee asked if solar panels are planned to be included on the building or parking?

*The design team will explore using solar panels for the building but the budget will likely not support parking under structured solar panel arrays.*

19. Many attendees encouraged the building be tucked into the grade and use the sloping topography to reduce overall building heights.

*The design team anticipates utilizing the topographic slope to locate the building with a partial sub-grade level.*

20. Attendees expressed concerns over noise disturbance from emergency vehicle siren testing during emergencies and before police shifts as this is a current requirement.

*Jabe Hunter addressed the concern and described a scenario where officers would be required to aim sirens away from the neighboring community, however, the siren tests will remain procedure to ensure officers vehicles are properly functioning to begin each shift.*

21. Attendees requested the fire station located on the site plan be relocated if possible due to potential noise concerns from the fire trucks responding to emergencies and the proximity to the neighboring community.

22. Attendees are concerned that the fire station located on the property would negatively affect Estes drive traffic flow.

Meeting was adjourned at 8:30 pm

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The above listed items constitute Little Diversified Architectural Consulting's understanding of the items discussed. Unless notified within five (5) business days, all items are considered to be correct and therefore become record of the proceedings of the meeting.

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Respectfully Submitted By,

Little Diversified Architectural Consulting



Will Stewart, AIA  
Project Architect