LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING

# Meeting Minutes

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| Project Name: | Chapel Hill Municipal Services Building | Location: | Chapel Hill, NC |
| Project No: | 514-4864-00 | Date: | 03/01/2018 |
| Issue Date: | 03/06/2018 | Time: | 6:30 pm |
| Author: | 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 the revised site plan, site section drawings, building massing, and upcoming project milestones. 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. Site Plan Presentation with Question and Answer

The design team presented the revised site plan showing revised building locations and parking locations. The design team reviewed that the site plan is indicative of potential full build-out of the site with three possible buildings including the Municipal services building, a future town building, and a future University of Chapel Hill building. The design team described revised parking solutions including the possibility of two table top parking decks along with multiple surface parking lots distributed across the site. Attendees were encouraged to ask the design team questions or voice concerns regarding the site plan. See community comments for specific questions and answers.

## C. Site Sections and Building Massing with Question and Answer

The design team presented two site sections that cut through the site from Estes drive to neighboring properties in Elkin Hills. Following the presentation of the site sections, the design team presented a preliminary aerial view sketch of the site with building massing. The community was encouraged to ask questions about the site sections and massing view. See community comments for specific questions and answers.

## D. Review Project Milestones and Upcoming Schedule

Mary Jane Nirdlinger asked the attendees if they felt it would be beneficial to host another community meeting (date to be determined) prior to the final site plan submittal. Attendees agreed there was not a need to meet as frequently as previous community meetings moving forward. The town agreed to post any substantial progress or changes of the site plan to the town website in the interim before the final community meeting date. It was agreed that the town would offer a future meeting date preceding the final site plan submittal to allow the community the opportunity to review the progress of the site plan and offer comments and/or concerns to the design team. In the meantime, Town staff are available to meet with interested citizens in less formal settings to discuss specific topics about the project if desired.

Aaron Frank reviewed next steps including specific dates for upcoming advisory review board meetings that will take place in March and April. These dates will be posted to the town website for

all to view. The Advisory Board meetings are public meetings where citizens can speak before the Boards, and community members were encouraged to attend the review board meetings.

## 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. Will the town address the downstream storm water problems and will they be repaired in conjunction with this project?

   *Mary Jane Nirdlinger responded that the town is aware of the issues downstream of this site and that it has been discussed to evaluate these issues for repair separately of this project.*

2. Is it required by law that the University build a building on this site given that it is state land leased to the town?

   *Mary Jane Nirdlinger responded that the town is not knowledgeable on the legal requirements of state property. The University owns the land and as part of the development agreement is planning on building a building on this site that satisfies the stipulations of the development agreement.*

3. How will storm water runoff be mitigated during the clearing of land and during construction of the site and buildings before storm water control measures are installed?

   *Matt West of Dewberry described how the design team will design temporary sedimentation and erosion control measures during construction. Sediment basins will be utilized at the site to provide adequate storage volume for sediments to settle out of storm water runoff. The final number of sediment basins is not known at this time. Other temporary sedimentation and erosion control devices will include diversion ditches, wattles, silt fencing, and other pertinent devices used in accordance with the approved sedimentation and erosion control permit. The design team will work with the construction manager at risk (TBD) to construct these temporary devices during construction.*

4. Attendees asked if the town has hired an appraiser as requested by the community to estimate the effect of development on neighboring properties?

   *Mary Jane Nirdlinger replied that the town has started this process of hiring an appraiser as requested and they will be performing analysis in the coming weeks. Results will be shared with the community. The appraiser's name and information will be provided to the community.*

5. Attendees asked if the small parking lot at the top of the site to the Northeast was required, and/or whether additional parking could be located at this location.

   *The design team explained the requirements for proximity of certain types of parking spaces to main building entries and that these spaces would be required. The design team stated that depending on the buildings sizes and entry locations in the final site plan, that this lot could be reduced in size. The location of the nearby stream was also discussed as a building constraint for a larger facility.*

6. Attendees asked if the University will be designing its building and required parking in conjunction with the municipal services building?

   *Mary Jane Nirdlinger explained that the University is not required to design their building or parking in conjunction with the Municipal services building. The development agreement does not require that all buildings and parking proposed on the site be fully designed at the same time. The*

*development agreement only requires a site plan showing general building sizes and parking amounts for approval.*

7. Attendees asked if the proposed fire station on the Western portion of the site is still being considered?

   *Mary Jane Nirdlinger explained that the fire department desires to reserve this location for a future fire station. Depending on the future needs of the town's fire department this site is still being considered for a future station. Concerns over noise and traffic congestion were mentioned by attendees. Attendees urged the town to reconsider this site as a fire station site.*

8. Attendees asked why table top parking is being designed and If it was possible to phase table top parking?

   *The design team explained that table top parking is being utilized to efficiently park more vehicles on the site in a more cost-effective way using the grade change to enter and exit each level of parking, avoiding costly ramping and reducing the effective size of the parking structures. Table tops can be phased.*

9. 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.*

10. An attendee asked if the existing police department site could be used for a fire station eliminating the need for one on this site?

    *The town responded that this may be an option in the future.*

11. Attendees asked if the storm water control devices shown on the site plan are adequately sized and how is the design team determining the capacity of these devices?

    *Matt West of Dewberry reviewed the following information regarding storm water control measures:*

    a. *Treatment*
        i. *Achieve average annual 85 percent total suspended solids (TSS) removal and must apply to the volume of post-development runoff resulting from the first one inch of precipitation. Nitrogen and phosphorus removal must be achieved in accordance with the NCDEQ Jordan Lake rules.*
    b. *Volume*
        i. *Storm water runoff volume leaving the site post-development shall not exceed the storm water runoff volume leaving the site pre-development (existing conditions) for the local 2-year frequency, 24-hour duration storm event. In addition to this design criteria, complete calculations for the 10-year frequency to determine impacts to the storm water control measure.*
    c. *Rate*
        i. *Storm water runoff rate leaving the site post-development shall not exceed the storm water runoff rate leaving the site pre-development (existing conditions) for the local 1-year, 2-year, and 25-year 24-hour storm events. In addition to this design criteria, complete storm water runoff rate calculations for the 50-year 24-hour storm event will be implemented.*

12. Attendees asked why the design could not incorporate a three-story or larger parking deck versus table top and surface parking on the site.

    *The design team described the negative financial implications of building multi-level structured parking. Parking decks requiring ramping and additional levels beyond that of a table top will have adverse effects on the project budget.*

13. Attendees agreed that the location of the municipal services building was advantageous to the initial development and overall site plan at final build-out.

14. The design team explained that the current site plan shows the ultimate build-out of the site and that adjustments within the loop road and development footprint could occur during final site plan development. It was agreed that the design team would share the progress of any substantial changes with the community via the town website.

15. Attendees prefer berming to minimize offsite light pollution.

    *The design team explained that this will require additional grading, land disturbance and clearing to implement.*

16. Multiple attendees expressed concerns for locating the University building closer to the Eastern boundary of the site as houses were closer to this property line versus others. Attendees asked if the design team could consider a design that placed the larger buildings in the center of the site and smaller town buildings towards the periphery?

    *The design team explained that there may be multiple locations available for the future University building and future town building on the site within the current development boundary and that locating the University building closer to the center of the site could be a possibility.*

17. Attendees asked if Estes Road would be widened.

    *It was explained that an additional left-turn lane will be added to Estes Dr. at the intersection with Martin Luther King, and that a center turn lane would be added to Estes along the site's frontage.*

18. Attendees asked if alternative energy parking was being pursued and if the project is aspiring for LEED certification.

    *The design team answered yes to both.*

Meeting was adjourned at 8:20 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