

May 27 Meeting Summary of the Sustainable Community Visioning Task Force

Members Present: Del Snow, Matthew Scheer, Douglas McLean, Sherif Ghobrial, Arthur Finn, Gordon Merklein, Etta D. Pisano, Glen Greenstreet, Bruce Ballentine, Wes Hare, Charity Pennock, Will Raymond, Jon Rucker, Amy Ryan, Ellen Shannon, Katherine M. Shea

Absent: George Cianciolo, Madeline Jefferson

Staff Present: David Bonk, JB Culpepper, Garrett Davis, Bruce Heflin, Roger Stancil

Also Present: Two UNC Students, Council Liaison Matt Czajkowski, Council Liaison Sally Greene

Introduction by the Mayor

Mayor Kevin Foy welcomed the Task Force, described their charge, explained the role of the Council Liaisons, and provided an overview of the history which led to the formation of this Task Force. He emphasized the importance of the Task Force in helping to create a bridge to 2020. He described the Urban Services Boundary and the local commitment to maintaining development patterns consistent with the goals of this boundary. The Task Force members introduced themselves and Mayor Foy formally introduced Vaughn Upshaw, a facilitator from the School of Government who specializes in public input processes. After introductions, Task Force members discussed the concerns about the lack of diversity on the Task Force and the manner in which the public input forums were planned.

Community Input Forums

Ms. Upshaw described her role to the Task Force and the series of community input forums scheduled during the first week of June. She and her colleagues will manage a community input process intended to deliver a broad collection of Chapel Hill citizen's "Dreams and Values" for their community. This data will be used by the Task Force to develop key themes for a subsequent survey planned to be made available in the month of July. The centerpiece of the community input process includes 9 face-to-face forums led by School of Government facilitators at locations around Chapel Hill. Some Task Force members indicated they felt no ownership of this process which would inform the Task Force about community values and visions. The Mayor emphasized that this initial public process was intended to jump start the work of the Task Force.

Ms. Upshaw led the Task Force through an exercise similar to what will be undertaken at the public forums to provide the Task Force members with a better understanding how the conversations at the community forums would take place. This exercise, which utilizes a technique called "Appreciative Inquiry", used most of the remaining time allotted for the meeting.

No actions were taken at this meeting.

June 10 Meeting Summary of the Sustainable Community Visioning Task Force

Members Present: George Cianciolo, Chair, Del Snow, Matthew Scheer, Douglas McLean, Sherif Ghobrial, Gordon Merklein, Etta D. Pisano, Glen Greenstreet, Wes Hare, Charity Pennock, Will Raymond, Jon Rucker, Amy Ryan, Ellen Shannon, Katherine M. Shea

Members Absent: Madeline Jefferson, Bruce Ballentine, Arthur Finn

Staff Present: David Bonk, JB Culpepper, Garrett Davis, Bruce Heflin, Roger Stancil

Also Present: Council Liaison Matt Czajkowski, Council Liaison Sally Greene, Council Member Ed Harrison

Comments by the Town Manger

The Chair introduced Roger Stancil, Town Manager, who discussed his role and the role of staff in the work of the Task Force. He also provided his perspective on the Task Force's charge. The Task Force discussed their understanding of the charge and several members indicated they remained unclear about the charge. The Chair indicated that the next few meetings would be used to clarify this issue.

Process

The Chair reviewed several organizational and procedural matters. The Task Force agreed that 10 members of the Task Force would need to present to constitute a quorum and that no decisions would be made without a quorum present. The Chair suggested that decisions would ideally be reached by consensus but that when consensus was not possible, a vote would be taken. A Task Force member asked that decisions of a substantive nature always require a vote and that all votes be taken by a role call. The Task Force agreed on a hybrid consensus/voting model for decision making.

The Task Force discussed the appropriateness of different options for electronic communication. Several members supported establishing a list serve or a blog to expedite the discussion of issues. Others indicated they did not have the time or desire to participate in online discussions in any format. The staff agreed to review various electronic methods of communication and come back to the Task Force at the next meeting with a response to include comments by the Town Attorney related to Open Meeting Laws. The Task Force agree to solicit public comment at the beginning and end of each meeting and discussed future meeting times and locations.

The Task Force decided that they would meet on the second and fourth Wednesdays and expressed a preference for meeting at different locations to encourage more community input..

Task Force Composition

The Task received two petitions referred to them by the Town Council. The Task Force discussed the need for a more diverse membership and how they might recruit and appoint additional members. Some members felt that the recruitment of new members would be the Task Force's responsibility and the need to create a "short list" of community groups they might contact and that drawing from people they already know might not be the only acceptable recruitment strategy. Other members expressed that an 18 member Task Force is already unwieldy and that additional recruitment should

take place quickly. The Task Force voted 12-1 to request that the Town Council allow the Task Force to solicit and appoint up to 6 additional members to increase diversity.

June 24 2009 Meeting Summary of the Sustainable Community Visioning Task Force

Members Present: George Cianciolo, Chair, Del Snow, Matthew Scheer, Sherif Ghobrial, Wes Hare, Jon Rucker, Amy Ryan, Ellen Shannon, Madeline Jefferson, Arthur Finn, Bruce Ballentine

Members Absent: Gordon Merklein, Etta Pisano, Glen Greenstreet, Charity Pennock, Will Raymond, Katherine Shea

Staff Present: David Bonk, JB Culpepper, Garrett Davis, Bruce Heflin,

Also Present: Council Liaison Matt Czajkowski, Council Liaison Sally Greene, Council Member Ed Harrison

Task Force Charge Discussion

The Chair brought forward a memo from Mayor Foy in response to questions raised at previous concerning the charge of the Task Force. The memo outlined the charge of the Task Force as defined by the Mayor's Strategic Planning Committee. The memo noted that the Task Force is an advisory body to Council and their job was to prepare recommendations for the Town Council on the design and location of future development. The memo identified three fundamental questions to be addressed by the Task Force. These include: .

- How should Chapel Hill grow?
- Where should Chapel Hill grow?

- What should that growth look like?

A Task Force member suggested that a healthy discussion of growth impacts should happen early on, including a conversation about what happens if a community does not grow. Another member suggested that the Task Force develop a protocol for ending certain conversations when they exhaust their usefulness.

Summary of Public Input Results

Vaughn Upshaw described her role in planning and designing the facilitated community sessions. She also gave an overview of the turnout at those sessions favorably noting that the demographics at the sessions closely mirrored the overall demographics of the greater Chapel Hill community. She then described the community input data that she and her associates had compiled from the facilitated sessions and the online survey and the coding system that they used to organize it.

Ms. Upshaw's initial plan was to use this data as a centerpiece for conversation about what questions the Task Force would like to ask the community in a second more detailed online survey that would be sent out in July. Task Force members were expressed concerns about doing another round of public input before they had established a sound knowledge base. After conversation, the Task Force agreed through consensus to delay the second community survey.. The Task Force identified background information that they requested the staff provide to them at future meetings. This information includes data on economic development, the Chapel Hill Comprehensive Plan, Land Use Plan, growth projections, the Long Range Transit Plan, the Long Range Transportation Plans, small area plans, and Land Use regulations.

Expansion of the Committee to Achieve Greater Diversity

The Chair described a tentative schedule and process for recruitment emphasizing the goal was to get six new members on board as quickly as possible. The Task Force agreed that traditional channels the Town uses for board recruitment along with recruitment by individual Task Force members would be necessary. An updated application similar to the original Task Force application would be used with a new deadline of July 17, 2009. Applications for the six new positions are due July 17, 2009 with consideration of the applications by the Task Force scheduled for the July 22 meeting.

The final portion of the meeting was used to discuss future meeting times and locations. The Task Force indicated that rotating meeting locations was preferable. Town Staff is to investigate Hargraves Community Center as a location for the July 8 meeting. The Chair also reviewed a memo from the Town Attorney regarding electronic communication and the North Carolina Open Meetings laws. This memo was a response to a request by the Task Force to determine to what degree electronic communication could be used for facilitating communication between the Task Force and the public and among Task Force members.

Public Comment

A public comment period was offered and one person spoke, suggesting that a link be provided to the 2007 Data Book. The next meeting is scheduled for July 8 at 7:00.

July 8th Meeting Summary – Sustainable Community Visioning Task Force

Members Present: George Cianciolo, Chair, Del Snow, Sherif Ghobrial, Wes Hare, Jon Rucker, Amy Ryan, Ellen Shannon, Madeline Jefferson, Arthur Finn, Bruce Ballentine Gordon Merklein, Glen Greenstreet, Charity Pennock, Will Raymond, Katherine Shea, Douglas MacLean

Members Absent: Etta Pisano, Matthew Scheer

Staff Present: David Bonk, Garrett Davis, Bruce Heflin, Flo Miller

Also Present: Council Liaison Matt Czajkowski, Council Liaison Sally Greene, Council Member Ed Harrison

Task Force Recruitment Discussion

The Chair initiated a discussion about the Task Force's recruiting activities. Staff indicated that only two applications from minorities had been submitted since the Task Force was permitted by the Council to recruit additional members to increase diversity within the group. Some members believed that a Task Force without minorities could not produce anything useful for the Council. Other members were happy that this was an issue they were addressing, but voiced concerns about the group itself becoming the problem they had to solve thereby minimizing the charge given to them by the Town Council. Another member made reference to their difficult experiences trying to recruit members to their non-profit board from the population served by their non-profit. That member followed by saying that "It's an ongoing problem, it's a real problem. If we're an imperfect group doing an imperfect job, I think that's still better than stopping the process."

The Chair made a suggestion that the board take a hiatus for the next month and focus their energies on recruitment. The group discussed the logistics of what this month might be like and some committed to outreach efforts. The group also requested the help of staff and the council during this recruitment extension. A motion was made to postpone their next meeting until the fourth Wednesday in August so that the Task Force, with the assistance of staff and council, could recruit members. The motion passed 11-5. A second motion was made that no related consultant work be undertaken by the Town during this hiatus. This motion passed 13-3.

Public Comment

One commenter stated the fact that this group was taking a break to achieve an ideologically perfect Task Force when a group of this size would likely suffer some attrition.

A member of the student activist group UNC NOW pledged childcare services for Task Force members at future meetings so that family priorities would not prohibit involvement on the Task Force.

A commenter said that the town should utilize their new website more effectively to get information out to everyone that the Task Force is requesting from staff.

Meeting Summary: August 25, 2009 Meeting of the Sustainable Community Visioning Task Force

Members Present: George Cianciolo, Chair, Del Snow, Matthew Scheer, Sherif Ghobrial, Wes Hare, Jon Rucker, Amy Ryan, Gordon Merklein, Etta Pisano, Ellen Shannon, Madeline Jefferson, Arthur Finn, Bruce Ballentine, Will Raymond, Katherine Shea, Douglas MacLean

Members Absent: Glen Greenstreet, Charity Pennock

Staff Present: David Bonk, JB Culpepper, Garrett Davis

Also Present: Council Liaison Matt Czajkowski, Council Member Mark Kleinschmidt

Voting to Expand the Task Force

This was the first Task Force meeting since the decision to break in July and focus on recruiting additional members. During that time 22 potential candidates submitted applications for review. After some discussion of process, a motion was made by a Task Force member to restrict the voting to those candidates that were either African-American or Hispanic. The motion failed 3-13.

After viewing the results of a non-binding online survey, a motion was made to restrict the voting to the top ten candidates from the online vote. The motion failed 3-13.

The Task Force then considered a motion to vote on ballots which provided the entire applicant pool. They were allowed to vote for up to six people. The motion passed 10-6. Following the vote, the top six candidates were:

- Brian Paulson
- Donna Bell
- Jorge Izquierdo
- Lister Delgado
- Sean Maxwell
- Stacia Cooper

After the Chair reported outcome of the vote, a motion was made to include the candidate with the seventh highest vote total as an alternate. That person was Pat Richardson. The motion passed 16-0. The Task Force then voted unanimously to give the names to the Town Manager with a request that they be approved.

Additional Discussion

Where and when the Task Force would meet was the focus of the remainder of the meeting. Alternative locations are being explored. Staff will follow up with an email to the expanded Task Force to gather the best times and dates for meeting this fall.

Meeting Summary: September 02, 2009 Meeting of the Sustainable Community Visioning Task Force

Members Present: George Cianciolo, Chair, Del Snow, Matthew Scheer, Wes Hare, Amy Ryan, Gordon Merklein, Etta Pisano, Ellen Shannon, Madeline Jefferson, Arthur Finn, Bruce Ballentine, Will Raymond, Katherine Shea, Lister Delgado, Donna Bell, Stacia Cooper, Brian Paulson, Sean Maxwell, Bruce Ballentine, Glen Greenstreet, Sherif Ghobrial, Charity Pennock, Jorge Izquierdo,

Members Absent: Jon Rucker

Staff Present: JB Culpepper, Garrett Davis, Bruce Heflin

The Chair welcomed the six new members to the meeting. The Task force began an informational phase intended to provide background information to members.

Long Range Water Supply Plan Update by Orange Water and Sewer Authority

This was the first in a series of presentations for the Task Force regarding background information relevant to their work. Ed Holland, Planning Director for OWASA, presented the Draft Long Range Water Supply Plan update to the Task Force. The Water Supply plan forecasts expected water demand to the year 2060 using "High, Low, and Expected" scenarios. The High Demand projections are, in all likelihood, unrealistically high, given the community's land use policies and the number of developable sites within the Urban Services Boundary. It is useful though in that it creates a "worst case" demand scenario on which to base planning efforts.

OWASA concluded that their current storage capacity coupled with economically feasible storage expansions and water purchases from neighboring communities can adequately supply the community with high-quality water under both worst-case drought and High-growth scenarios occurring simultaneously sometime during the next 50 years.

Chapel Hill Comprehensive Plan

JB Culpepper, Planning director, presented information about what a Comprehensive Plan is and introduced the Task Force to Chapel Hill's Comprehensive Plan, including the major themes and additional components of the Comprehensive Plan.

One citizen commented at this meeting. The meeting adjourned at 8:55 PM.

Meeting Summary: September 08, 2009 Meeting of the Sustainable Community Visioning Task Force

Members Present: George Cianciolo, Chair, Del Snow, Matthew Scheer, Wes Hare, Jon Rucker, Amy Ryan, Gordon Merklein, Etta Pisano, Ellen Shannon, Madeline Jefferson, Arthur Finn, Bruce Ballentine, Will Raymond, Katherine Shea, Lister Delgado, Donna Bell, Stacia Cooper, Brian Paulson, Sean Maxwell, Glen Greenstreet

Members Absent: Sherif Ghobrial, Charity Pennock, Jorge Izquierdo,

Staff Present: David Bonk, JB Culpepper, Garrett Davis

Also Present: Council Liaison Matt Czajkowski, Council Liaison Sally Greene

2035 Long Range Transportation Plan: Socio-Economic Projections

Town Staff provided an overview of the federal transportation regulations that require the development of a Long Range Transportation Plan, which include the development of projections for housing and employment for a 20 year period. Staff described the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization and showed a map of its planning boundary. Staff provided an overview of the process used to prepare population and employment projections and the aggregation of those projections at the regional level for trip generation modeling purposes. Staff explained that the Chapel Hill projections for 2035 included the identification of parcels along major transportation corridors with development and redevelopment potential. The Town also assumed continued growth at the University main campus and Hospitals.

The Long Range Transit Plan Land Use Element

Staff noted that the projections used in the 2035 Long Range Transportation Plan were also used in the with the Long Range Transit Plan. Staff presented an overview of the consultant analysis of 20 potential development areas. The Long Range Transportation Plan and the Long Range Transit Plan will be presented at the September 22 meeting.

The Task Force discussed their future meeting schedule and topics to be addressed at the next several meetings. The Task Force was asked to complete the on line survey of subjects for future discussion.

No public comments were received during the public comment period.

The meeting adjourned at 8:55 PM.

Meeting Summary: September 16, 2009 Meeting of the Sustainable Community Visioning Task Force

Members Present: George Cianciolo, Chair, Del Snow, Matthew Scheer, Wes Hare, Amy Ryan, , Ellen Shannon, Madeline Jefferson, Arthur Finn, Will Raymond, Katherine Shea, Lister Delgado, Donna Bell, Stacia Cooper, Brian Paulson, Sean Maxwell, , Glen Greenstreet, Sherif Ghobrial

Members Absent: Charity Pennock, Jorge Izquierdo, Gordon Merklein, Etta Pisano, Bruce Ballentine

Staff Present: David Bonk, JB Culpepper, Garrett Davis

Also Present: Council Member Ed Harrison

Economic Development in Chapel Hill: Facts and Figures

This was the second meeting of the Task Force devoted to presentations on existing plans and studies relevant to the Task Force's work. Town Staff began the presentation with an overview of Chapel Hill's present demographics and the growth expected in the future. The notion of a "Creative Class" of citizens living in Chapel Hill who work in knowledge intensive fields such as medicine and engineering was presented to the Task Force. For a variety of reasons, Chapel Hill has a larger share of these workers than other municipalities and the Town's economic development strategy aims to maintain and grow this comparative economic advantage. Other economic development concepts were outlined and discussed such as; the relative contributions of residential and commercial properties to the tax base, the number of building permits issued (which serves as a proxy for space market demands), Chapel Hill's office, retail, and food service markets, and the cost-of-living in general for the area.

Economic Development Staff concluded their presentation with these statements.

1. There is little land for growth in our population; most new growth will come from mixed-use redevelopment projects and densification of existing areas. A portion of the land left for developments may have issues associated with it.
2. Our density level, per square mile is lower than that of comparable cities. We need to find ways through redevelopment and new developments that can add to our density to support alternative transportation.
3. Our cost of housing is 75% above the national average and our over-all cost-of-living is 27% higher than compared cities.
4. Our Personal Incomes are outpacing the state and nation in growth. Our Household incomes under \$49,000 have grown over 250%.
5. Chapel Hill has a strong Creative Class population and we must work to retain it.
6. We need to reduce our out-commuting patterns and provide a larger number of private jobs locally.
7. Our retail base has diminished due to out-shopping. We are losing approximately 30% of retail sales which could support an additional 1,000,000 SF of space.

A brief overview of the Downtown Small Area Plan followed.

The final minutes were spent discussing meeting logistics and the desire of some Task Force members to begin more internal discussion about the future direction of the committee. The meeting adjourned at 8:55 PM.

There were no public comments at this meeting.

Chapel Hill Sustainable Community Visioning Task Force

Meeting Summary: 7:00 pm, September 22, 2009 Meeting of the Sustainable Community Visioning Task Force

Members Present: George Cianciolo, Chair, Del Snow, Wes Hare, Amy Ryan, Madeline Jefferson, Will Raymond, Katherine Shea, Lister Delgado, Donna Bell, Sean Maxwell, Glen Greenstreet, Sherif Ghobrial, Jorge Izquierdo; Matthew Scheer; Gordon Merklein; Bruce Ballentine,

Members Absent: Charity Pennock, Etta Pisano, Arthur Finn, Ellen Shannon, Stacia Cooper, Brian Paulson Doug MacLean.

Staff Present: David Bonk, JB Culpepper, Steve Spade, Gene Poveromo

Also Present: Council Member Sally Greene

2035 Long Range Transportation Plan

Staff provided an overview of the adopted 2035 Durham-Chapel Hill-Carrboro Long Range Transportation Plan, highlighting the elements of the Plan directly related to Chapel Hill, including the regional light rail corridor.

Chapel Hill Long Range Transit Plan

Staff reviewed the elements of the Chapel Hill Long Range Transit Plan, summarizing the overall recommendations for expanded transit service in the Chapel Hill-Carrboro service area, impacts on land use patterns and possible next steps. Staff also responded to Task Force questions about the possible impacts of implementing bus rapid transit along Martin Luther King Jr. Blvd.

Current Development Update

Information was provided by staff on the status of development proposals submitted to the Town since 2004. Staff reviewed the location and intensity of development projects and updated the Task Force on pending projects.

Discussion of Process Going Forward

The Task Force discussed possible options for organizing their work after the presentation of background materials and discussion of topical areas was completed. There was agreement that organizing a system of subcommittees might be preferable although there was no agreement on the manner in which the subcommittees were to be organized or when it would be appropriate to create the subcommittees. The Task Force agreed to discuss this issue further at their next meeting.

There were no public comments at this meeting.

The meeting adjourned at 9:05 PM.

Chapel Hill Sustainable Community Visioning Task Force

Meeting Summary: 6:45 pm, October 14, 2009 Meeting of the Sustainable Community Visioning Task Force

Members Present: George Cianciolo, Chair, Del Snow, Wes Hare, Amy Ryan, Madeline Jefferson, Will Raymond, Katherine Shea, Donna Bell, Sherif Ghobrial, Matthew Scheer; Gordon Merklein, Bruce Ballentine, Arthur Finn, Stacia Cooper, Brian Paulson, Doug MacLean, Charity Pennock, Amy Ryan, Ellen Shannon, Lister Delgado, Jorge Izquierdo, Sean Maxwell.

Members Absent: Glen Greenstreet, Etta Pisano

Staff Present: David Bonk, JB Culpepper, Bruce Heflin, Garrett Davis. Kevin Morgenstein Fuerst

Chapel Hill Carrboro Schools Presentation

Kevin Morgenstein Fuerst from the Chapel Hill Carrboro City schools provided an overview of the process used by the school district to project future student enrollment. He also provided information on the status of current expansion plans for the next 10 years.

Density Presentation

Chapel Hill staff presented information on the density of several residential projects in the Town. The Task Force discussed the difference between gross and net density.

Values Discussion

The Chair engaged the Task Force in a preliminary discussion of the development of a set of values that would guide the group in their work. The Task Force reviewed the information collected as part of the public forums held in the summer. The Task Force discussed whether the use of a facilitator to guide the development of the values was needed.

Task Force members moved and seconded a motion that the group not utilize a facilitator for their next meeting. The motion failed **9-12**. The Chair agreed to work with staff to have a facilitator available at the next meeting. The Task Force agreed to use the themes of the 2000 Comprehensive Plan as the basis for their discussions and several members requested copies. Town staff asked that any member wanting a hard copy of the Comprehensive Plan send an email to Garrett Davis. A link to the document on the web will be provided.

The meeting adjourned at 8:50 PM.

DATE: November 2, 2009
SUBJECT: Meeting Summary, October 28, 2009 Meeting of the Sustainable Community Visioning Task Force

Members Present: George Cianciolo, Chair, Del Snow, Matthew Scheer, Wes Hare, Amy Ryan, Ellen Shannon, Madeline Jefferson, , Will Raymond, Katherine Shea, Donna Bell, Stacia Cooper, Glen Greenstreet, Gordon Merklein, Bruce Ballentine, Jorge Izquierdo

Members Absent: Charity Pennock, Jorge Izquierdo, Etta Pisano, Doug Maclean, Sherif Ghobrial, Lister Delgado, Arthur Finn, Brian Paulson, Sean Maxwell

Staff Present: JB Culpepper, Garrett Davis

Also Present: Phil Boyle

Group Facilitation Session

At the October 14, 2009 meeting, the Task Force requested a facilitator to help with the process. Phil Boyle, President of Leading and Governing Associates, introduced himself to the Task Force. He described a proposal he had prepared with the Chair and staff that outlined proposed Goals, Tasks, and Outcomes for the Task Force.

Following a group discussion about where they need to go and how to get there, the task force broke into three groups. The three groups were asked to discuss questions Phil had given them. However, the groups were told that they discuss whatever matters they felt important to the future directions of the Task Force.

After the group sessions were complete, the members communicated the results of their small group conversations to the larger group and to the facilitator. Many members felt that this was an effective exercise as it gave them an opportunity to voice their thoughts/concerns and to see the differences and commonalities between each group's discussions.

The consensus of the group was that the process and the facilitator will be helpful and they agreed to continue with the facilitator. The dates for the next four meetings are: November 11, November 17, December 2, and December 16.

The meeting ended at 9:05