



**TOWN OF CHAPEL HILL**  
**Town Council Special Meeting**  
**405 Martin Luther King Jr. Blvd., Chapel Hill, NC 27514**  
**6:00 P.M., APRIL 27, 2015**

---

**Participate! Transform your ideas into action – and make Chapel Hill even better.**

Please visit [www.townofchapelhill.org/agendas](http://www.townofchapelhill.org/agendas) for Council Meeting Public Participation Guidelines and Information Related to Council Meetings. Did you know you can receive Council Agendas by email? Sign up at [www.townofchapelhill.org/signup](http://www.townofchapelhill.org/signup) Let us know how we can improve our efforts to serve you. Contact us at [clerk@townofchapelhill.org](mailto:clerk@townofchapelhill.org) or 919-968-2743.

---

**AGENDA ITEMS**

1. Approve Agenda. (no attachment)
  
2. Next Step in Filling Vacancy on Town Council.
  - a. Introductions, Opening Remarks and Process: Mayor Mark Kleinschmidt
  - b. Candidate Presentations (Order of presentations to be determined).
    - o Kevin Hicks
    - o Adam Jones
    - o Paul Neebe
    - o Michael Parker
    - o Amy Ryan
    - o Gary Shaw
  - c. Council Discussion and Questions
  - d. Consider Making Nominations to Fill Vacancy
  - e. Adjourn Special Meeting, and Reconvene at 7:00 p.m. for the Business Meeting.



**TOWN OF CHAPEL HILL  
NORTH CAROLINA**

**MEMORANDUM**

**Meeting Date:** 04/27/2015  
**AGENDA #2**

**TO:** Mayor and Town Council

**FROM:** Sabrina Oliver, Communications & Public Affairs Director/Town Clerk  
Ralph D. Karpinos, Town Attorney

**SUBJECT:** Council Vacancy: Presentation by Applicants

Tonight's special meeting has been scheduled to afford applicants for the vacant Council seat an opportunity to make brief comments to the Mayor and Town Council. This is the next step in the Council's procedures to fill the vacancy which occurred as a result of the resignation of Council Member Matt Czajkowski, effective March 30, 2015.

**Background and Discussion**

On April 8, the Town Council set April 22 as the deadline for applications for the vacancy on the Council and scheduled this meeting. Chapel Hill citizens who were otherwise qualified to apply for the vacant seat were invited to do so. Applicants are being invited to attend this evening and make brief presentations to the Town Council.

In accordance with Section 2-27 of the Town Code, the Council tonight is to review applications for the vacancy and may make nominations. Nominations for the vacancy are to be made only from applications received by the deadline established by the Town Council.

Applications have been received from the following persons:

1. Kevin Hicks
2. Adam Jones
3. Paul Neebe
4. Michael Parker
5. Amy Ryan
6. Gary Shaw

Copies of all applications are attached.

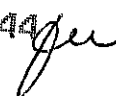
The Council is scheduled to consider the vacancy again on May 4, 2015 and will consider making an appointment that evening.

Attached are the Mayor's April 8, 2015 memorandum and a copy of Chapter 2, Article II of the Town Code establishing the Council's procedures for considering applicants and filling vacancies.

**Attachments**

- Applications
  - Kevin Hicks
  - Adam Jones
  - Paul Neebe
  - Michael Parker
  - Amy Ryan
  - Gary Shaw
- April 8, 2015 Memorandum and attachments

Application for Town Council

April 21, 15  
 APR 22 '15 PM 1:44  


Dear Town Council Members,

My name is Kevin Hicks and I have been a resident of Chapel Hill since 2006. Selecting Chapel Hill/Carrboro City Schools for their success rate in graduations and classroom rigor.

My current address is:  
 2201 Homestead Road  
 Chapel Hill, NC 27516  
 919-949-3359 (C)

After getting an understanding of the culture, politics and people of the town my wife and I active in pursuing the success of underserved youth in the district. We did this for a number of years before shifting gears to work directly with the youth to transform how they see their world inside and outside of Chapel Hill and Carrboro. I am continuing my work with the youth of Chapel Hill and Carrboro as I also work to include youth of the Triangle region.

I have served on the town's Justice in Action committee and the Community Policing Advisory Committee. I currently serve on the boards of Triangle Bikeworks, Youth Community Project, Chapel Hill/Carrboro Youth Forward and as an Advisory member for the East Coast Greenway Alliance.

I formally submit my application for the seat on the Town Council that was recently vacated by Mr. Matt Czajkowski.

I support all of the current goals of the Council

- Create a Place for Everyone
- Support Community Prosperity
- Facilitate Getting Around
- Develop Good Places, New Spaces
- Nurture Our Community
- Grow Town and Gown Collaboration

As my focus is currently on youth of the town I am particularly interested in the effort to **Review and refine focus for youth services and begin planning for youth-centered facilities.**

I am, of course, interested in the advancement and improvement of the town and its continue growth and will work hard to be involved, engaged and pose questions that challenge. In review of the Town Council goals I would work to find a workable solution to the following goals:

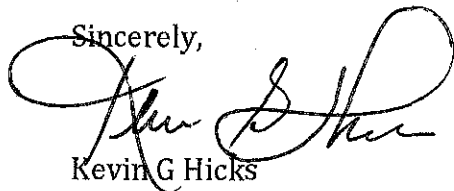
- **Adopt strategies for adding office and retail tax base**
- **Adopt and Implement a Bike Plan**
- **Initiate a Pedestrian Plan**

Application for Town Council

April 21, 15

- **Approve plan for funding Chapel Hill share of Rogers Road Sewer in partnership with Carrboro and Orange County**
- **Approve strategies for increased energy efficiency in local development**
- **Decide future Solid Waste Transfer Facility issues**
- **Create a strategy for out of school time for youth**
- **Initiate strategy for use of fiber with UNC, UNC Health Care, Carrboro**

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin G Hicks", written in a cursive style.

Kevin G Hicks



---

April 17, 2015

Dear Mayor Kleinschmidt and Council members,

I respectfully offer my service to fill the vacated council seat by Councilman Ckajzowski for the remaining term.

I am a graduate of the University of North Carolina at Chapel Hill with a degree in Journalism and Mass Communications in the Advertising/Marketing sequence. I have called Chapel Hill my home for twenty four years, less three years in NYC in my 30's. I am a small business owner who established Mill House Properties in 2002. Since then Mill House has grown into one of the most respected real estate and property management companies in the Chapel Hill area.

I have been involved with several boards and organizations over the years, including: Orange County Economic Development Commission as member; Orange County Habitat for Humanity as sponsor and volunteer; Gimghoul Neighborhood Board of Directors as Secretary; Burnett Enterprises Board of Directors as Secretary and Vice President; National Association of Realtors as member; Greater Chapel Hill Association of Realtors as member; National Association of Residential Property Managers as member and Preservation North Carolina as member.

I am 51 years old and have been married to my wife, Susan, for eight years. We have two young daughters, Lillian 6 and Ainslie 3.

I love Chapel Hill and the University of North Carolina. I offer my service in order to have a positive impact on the future of the town that I call home.

Respectfully,

A handwritten signature in black ink, appearing to read "Adam W. Jones".

Adam W. Jones, Owner, GM/Broker-in-Charge  
712 Gimghoul Road  
Chapel Hill, NC 27514

APR 22 '15 PM 2:57 LW

- Chapel Hill Town Council Application

April 22, 2015

Dear Mr. Mayor and Chapel Hill Town Council:


Please consider this my formal application for the vacant position on the Chapel Hill Town Council.

I am ready, willing, able and happy to serve the people of the town of Chapel Hill.

Many of you know my views and opinions from the last political campaign for Town Council. If you would like to refresh your memory my website still exists at <https://sites.google.com/site/paulneebefortowncouncil/home>. I have lived in Chapel Hill since 1967 and believe we should continue to strive to make our town a better place to live for everyone.

I regret that a previous commitment keeps me from speaking with you personally this evening. I look forward to the possibility of working with each of you.

Sincerely,



Paul M Neebe

Paul M Neebe  
1002 Highland Woods Road  
Chapel Hill, NC 27517  
Email: [Neebe@bellsouth.net](mailto:Neebe@bellsouth.net)  
Phone 919-929-9394

2/8/2  
4/16/15  
2:45 PM.

Michael Parker  
601 West Rosemary Street  
Chapel Hill, North Carolina 27516

April 16, 2015

Mayor and Town Council  
Town of Chapel Hill  
405 Martin Luther King Jr. Blvd.  
Chapel Hill, NC 27514

Dear Mayor Kleinschmidt and Council Members:

It is with great pleasure and humility that I submit my application to fill the Council seat recently vacated by the resignation of Matt Czajkowski.

Since returning to Chapel Hill, I have had the privilege of serving our Town in many capacities. I served on the Transportation Board for nearly three years, the last two as its chair; I was a Co-chair of the Central West Steering Committee; I served on the Rosemary Imagined Project Team; I currently serve as the Transportation and Connectivity Champion on the Planning Commission; and, most recently, I was an invited guest on the Council's Obey Creek Transportation Subcommittee.

I am also active in community aspects of our Town's life, serving on the Board of the Friends of the Downtown and as Treasurer of the Arts Center in Carrboro.

In the months ahead, between now and when the voters act, the Council has much to do: reaching a decision on Obey Creek; approving the annual budget; addressing affordable housing in the Ephesus-Fordham Renewal District; finalizing the Downtown Imagined plan; reviewing the first development project in Central West; addressing other SUPs; implementing the Town's affordable housing strategy; grappling with the long-term future of Chapel Hill Transit; and dealing with the myriad other issues that are the Council's responsibility. The Council's plate will be, as it always is, very full.

In addition to the intimate familiarity with all of these issues that I have gained through my service to the Town, I believe that the entrepreneurial and analytic skills that I have developed in working with and for a variety of health care and life sciences organizations will enable me to make an immediate and real contribution to the Council. I am a fact-based and pragmatic decision-maker whose guiding principle in all of my service to the Town has been to do what is best for the Town as a whole.

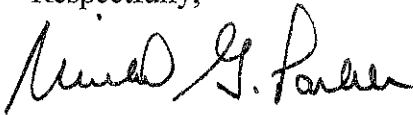
I also have a proven record of building consensus around difficult issues. As an example the Central West Plan was approved unanimously by the Council and by every Board or Commission that voted on it. It is my intention to bring to the Town that same ability to "reach across the aisle" and be a Council Member for all of Chapel Hill.



Over the past several years, I have felt incredibly fortunate to have been as welcomed as I have been and to have been allowed to contribute to a place that means so much to my wife and me. Perhaps by virtue of my having been away, I can see clearly what makes our Town so very special.

My service to our Town has deepened my commitment to it. It is my hope that you will allow me to join the Council so that I can contribute to making Chapel Hill even better and ensuring that the generations of Chapel Hillians to come have a place that is as special to them as it is to all of us. Thank you.

Respectfully,

A handwritten signature in black ink, appearing to read "Michael G. Parker". The signature is written in a cursive, flowing style.

Michael Parker

209 Adams Way  
Chapel Hill, NC 27516  
April 20, 2015

Mayor and Council  
Town of Chapel Hill  
405 Martin Luther King Jr. Blvd.  
Chapel Hill, NC 27514

Dear Mayor Kleinschmidt and Council Members:

I am writing to apply to be appointed to the Council vacancy created by Matt Czajkowski's resignation.

As a member of various town boards and committees, I've worked in the interests of Chapel Hill for more than a decade, demonstrating progressive leadership responsibility (see attached). I also ran a competitive race in the last Council election, finishing as the first runner-up in the field.

The Council has made two very successful midterm appointments in the past few years, recognizing the clear benefit to having a full roster voting on the important issues that come before you. Given my experience, current substantial involvement in town issues, and recent and significant voter support, I'm a strong candidate with the demonstrated backing of your citizens, ready to roll up my sleeves and make a solid and positive contribution to the work of the Council.

I look forward to the appointment process and, I hope, the chance to serve Chapel Hill further as a member of Town Council.

Yours sincerely,



Amy Ryan

**Amy Ryan**  
**Community Service**

Advisory boards

Chapel Hill Planning Board/Commission, 7/11–present

Vice Chair, 8/14–present

Design Champion, 8/14–present

Liaison to the Community Design Commission, 9/12–6/13

Chapel Hill Community Design Commission, 5/03–6/09

Advisory board committees

Planning Commission Review Committee on Obey Creek, 3/15–present

Planning Board Review Committee on Ephesus-Fordham Form-Based Code, 12/13–2/14

Planning Board Review Committee on the 2020 Comprehensive Plan, 4/12–6/12

Town task forces and planning committees

Central-West Focus Area Steering Committee co-chair, 12/12–11/13

Central-West Focus Area Organizing Committee facilitator, 9/12–10/12

Chapel Hill 2020 Comprehensive Plan stakeholder (Good Places group), 9/11–6/12

Chapel Hill Sustainable Community Visioning Task Force, 6/09–6/10

Morgan Creek Trail Conceptual Plan Committee, 1/02–5/06

APR 22 '15 PM 12:50 CL

April 22, 2015

**Gary H. Shaw**

103 Glenview Place  
Chapel Hill, NC 27514

Dear Mayor Kleinschmidt and Town Council Members:

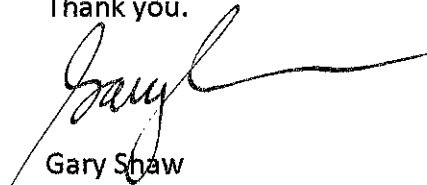
I would like to be considered for the position on the Chapel Hill Town Council vacated recently by Matt Czajkowski.

Here are some relevant facts that may aid your deliberations:

- Lived in Chapel Hill (at current address) for 20+ years with spouse, Kate Shaw, who works at Charles House
- Both children attended (and graduated from) Chapel Hill schools (Seawell, Estes Hills, Phillips Middle, East Chapel Hill High)
- Served on the faculty at UNC Chapel Hill (Associate Professor, Kenan-Flagler Business School, 1993-96)
- Worked locally in the Triangle and as an Independent Management Consultant (1996-present) focused on planning, strategy, and innovation
- Played in city league softball (more recently, in Church league) every year since arriving in Chapel Hill
- Coached Rainbow League soccer teams for two years (1993-4)
- Daughter graduated from UNC Chapel Hill in 2012 and was a varsity athlete during her years here

After twenty years of enjoying the great pleasures and benefits of living, working, and raising children in Chapel Hill, this moment seemed particularly opportune to explore the possibility of serving the community in a very different and more direct way. I have strong ties to the University as well as to the town of Chapel Hill and to the surrounding communities. Please let me know if you need other, more apt, information to know to give my application full consideration.

Thank you.



Gary Shaw  
[ghshaw@mac.com](mailto:ghshaw@mac.com)  
919.360.2689



**TOWN OF CHAPEL HILL  
NORTH CAROLINA**

**Meeting Date: 04/08/2015  
AGENDA #2**

**MEMORANDUM**

**TO:** Town Council  
**FROM:** Mark Kleinschmidt, Mayor  
**SUBJECT:** Council Vacancy

**PURPOSE AND BACKGROUND**

The purpose of this memorandum is to begin the process of filling the vacancy on the Town Council as a result of the resignation of Council Member Matt Czajkowski. The appointment would be for the remainder of the term to which Council Member Czajkowski was elected, until the swearing in of the Council in December of this year.

The Town Charter (Sec. 2.3) provides that this vacancy shall be filled by appointment of the Town Council. Pursuant to this Charter provision, the Council has adopted a process in Article II, Chapter 2 of the Town Code for the filling of the vacancy.

**DISCUSSION**

In accordance with Section 2-25 of the Town of Chapel Hill Code of Ordinances, it is my responsibility to announce at this meeting the vacancy on the Chapel Hill Town Council.

Section 2-25 of the Town Code further provides that the Council shall at this meeting set a deadline for applications for the vacant seat. The deadline for applications shall be no less than seven days and no more than thirty days after publication of a notice of the vacancy. Notice of the vacancy will be published within the next seven days.

There is no official form for applications. Under Sec. 2-26 of the Town Code, applications are required to include the name, residence address and signature of the applicant. (Thus, the code would indicate that an original application (e.g. letter) and signature and not a fax or email transmission would be required by the application deadline established by the Council.) Additional information supporting the application may also be included.

I recommend that the Council set a date of **April 22** as the deadline for applications to be filed. This would allow the applications to be distributed with the Council's agenda for the April 27 Business Meeting. Section 2-27 of the Town Code provides that the Council shall review the applications and make nominations on that date. At a subsequent regular or special meeting at least six days after that meeting, the Council may make additional nominations and may make an appointment.

When vacancies have occurred on the Council in the recent past, the Council has invited applicants to attend a Council meeting and make a brief presentation. If the Council desires to use this procedure for this vacancy, candidates could be invited to attend and make presentations on **April 27, 2015**. I recommend that the Council schedule a special meeting beginning at 6 pm

prior to the Council's **April 27, 2015** business meeting for this purpose. Staff would arrange for this meeting and the candidate presentations to be on cable television.

### **RECOMMENDATION**

I recommend that the Council adopt the attached resolution setting April 22, 2015 as the deadline for the submittal of applications for the vacant seat on the Town Council and inviting applicants to attend a special meeting on April 27, 2015 meeting at 6p.m. and make brief remarks regarding their interests in serving on the Town Council.

I propose the following schedule:

**April 8, 2015**                Vacancy announced and applications accepted

**April 22, 2015**            Deadline for applications to be filed

**April 27, 2015**            Council reviews applications and makes nominations. Applicants will have an opportunity to make brief remarks regarding their interests in serving on the Town Council at a 6 p.m. special meeting preceding the Council's regular business meeting.

**May 4, 2015**                Council considers making appointment. (If an appointment is made, the new Council member can be sworn in at the beginning of the Council's May 11, 2015 meeting.)

It would be appropriate tonight for the Council to set a deadline for receipt of applications and approve a schedule for considering making an appointment.

### **ATTACHMENT**

1. Copy of Sec. 2.3 of Town Charter, and Article II of Chapter 2 of the Town Code

## **1. TOWN CHARTER**

- **Sec. 2.3. - Vacancies in elected offices.**

If any elected town officer shall fail or refuse to be qualified, or if there is a vacancy in any elective town office after qualification, or if the holder of any such office be unable to discharge the duties of the office, then such vacancy shall be provided in the following manner:

(1)

A vacancy occurring in the office of mayor, which occurs on or before the fortieth day prior to the 1981 town election shall be filled by the town council only until that election, at which time a mayor shall be elected to serve the remainder of the unexpired term. A vacancy occurring in the office of mayor which occurs at any other time shall be filled by appointment of the town council for the remainder of the unexpired term.

(2)

A vacancy occurring on the council, which occurs during the period beginning with the first day of the four year term of office and ending three days before the end of the filing period for that office as provided by the General Statutes shall be filled by appointment of the town council only until the next general municipal election at which time a member shall be elected to the remainder of said unexpired term. The candidate receiving the fifth highest number of votes (and if necessary the 6th, 7th and 8th highest number) following those elected for full four-year terms, shall be declared elected for the remainder of the unexpired term. A vacancy occurring on the council, which occurs at any other time shall be filled by appointment of the town council for the remainder of the unexpired term.

## **2. TOWN CODE OF ORDINANCES**

- **ARTICLE II. - APPOINTMENTS TO VACANCIES**

- **Sec. 2-23. - Applicability.**

This article shall govern the filling of vacancies in the offices of mayor and town council members.

- **Sec. 2-24. - Provisions pursuant to the charter and general statutes.**

A vacancy in the council which occurs in the first year of a four-year term of office, or during the portion of the second year which ends on the third day before the end of the filing period for that office as provided by the General Statutes, shall be filled by appointment of the town council only until the next general election, at which time the candidate receiving the fifth highest number of votes (and, if necessary, the sixth, seventh and eighth highest number) shall be declared elected for the remainder of the unexpired term. A vacancy occurring at any other time shall be filled for the remainder of the term.

A vacancy in the office of mayor shall be filled for the remainder of the term.

If the number of vacancies is such that a quorum of the council cannot be obtained, the mayor shall appoint enough members to make up a quorum and the council shall fill the remaining vacancies; and, if the office of mayor is also vacant, the governor may fill the vacancies, as provided by North Carolina General Statute Section 160A-63.

- **Sec. 2-25. - Announcement of vacancy; publication of notice.**

When a vacancy occurs, the mayor shall announce the vacancy at the next regular or special meeting of the council. The council shall at the same meeting set a deadline for applications for the vacant seat, which deadline shall be no less than seven (7) days and no more than thirty (30) days after publication of a notice of the vacancy. The mayor shall direct the clerk to have the notice of the vacancy published in a newspaper of general circulation by the seventh day after the date on which the mayor announced the vacancy. If the office of the mayor is vacant, the mayor pro tempore shall perform the duties of the mayor under this section.

The notice of a vacant office shall invite residents who are registered voters and otherwise qualified to hold the office to file an application with the town clerk by the deadline set by the council. If the mayor fills the vacancies under North Carolina General Statute Section 160A-63 because a quorum of the council cannot be obtained, the mayor shall determine an application deadline which shall be no less than seven (7) and no more than thirty (30) days after publication of the notice of vacancy.

- **Sec. 2-26. - Applications.**

Applications for a vacancy shall include the name, residence address, and signature of the applicant. The applicant may include information in support of the application if the applicant wishes. The application may but need not be on a form provided by the town clerk. Applications shall be submitted to the clerk's office.

- **Sec. 2-27. - Consideration of applications; nominations.**

Promptly after the deadline for applications, the mayor shall cause copies of the applications to be distributed to the council.

At the next regular meeting of the council, or at a special meeting which may be called at the discretion of the council, the council shall review the applications and council members may make nominations. All nominations under this article shall be made only from applications received by the application deadline.

- **Sec. 2-28. - Appointments.**

At the next regular meeting or at a special meeting which shall be at least six (6) days after the meeting at which nominations may have been made as provided in section 2-27, the council may make additional nominations and may make an appointment to fill the vacancy. If the council does not make the appointment at such a meeting, the council shall make nominations and vote on the appointment at each subsequent meeting, whether regular or special, in which the appointment may be made under the council's rules of procedure.