



Action Minutes

Central West Focus Area Steering Committee

Meeting Date/Time: February 4, 2013, 5:45-6:45pm, First Floor Conference Room, Town Hall

Members Present: Keith Billy, Mia Burroughs, Anthony Carey, Lucy Carol Davis, Eric Hyman, Jeff Kidd, Julie McClintock, Sarah McIntee, Firoz Mistry, Michael Parker, Whit Rummel, Amy Ryan, Mickey Jo Sorrell, David Tuttle, and Buffie Webber

Members Absent: Bruce Murray and Abby Parcell

Staff Present: David Bonk and Megan Wooley

Council Members Present: Councilmembers Ed Harrison, Lee Storrow, and Jim Ward

Agenda Item	Discussion Points	Motions/Votes	Action
1. Introductions and Opening Remarks	Michael Parker and Amy Ryan, Co-Chairs, provided an overview about the upcoming meetings (through Milestone 1 in April) and about the Community Workshop.		
2. Public Participation/Comments	A community member asked when and how the impact of the proposed changes will be summed together to provide more information about transportation.		
3. Committee Discussion about the Schedule and Work Plan	The Steering Committee discussed the proposed work plan and schedule (subject to modification in the future if needed). See attached work plan.	There were no motions or votes taken.	
	The Steering Committee also discussed information needed for the Data Flip Book, questions about the Community Workshop, concerns about communication/Open Meetings Law, and questions about meeting facilitation.		Staff works with co-chairs to include the desired information in the Data Flip Book and to include the Committee's questions in future agendas.
4. Next Steps	The next Steering Committee meeting will be held on Tuesday, February 12 th from 7:00-9:00pm in the Tuscany Room of the Siena Hotel.		

Agenda Item	Discussion Points	Motions/Votes	Action
	During this meeting the Committee will discuss the conclusions from the February 4 th Steering Committee meeting, review a presentation of the Data Flip Book (Part 1 of 2), and discuss the draft Community Workshop format.		
5. Public Participation/ Comment			
Adjournment			The meeting adjourned at 6:45 p.m.

**Central West Focus Area Steering Committee Meeting
February 4, 2013**

Agenda

5:45-6:45pm	Steering Committee, First Floor Conference Room, Town Hall
Meeting Description:	Discussion session
Purpose:	Discuss the Draft Work Plan for the Central West Focus Area Process (Through Milestone 1: Description of existing conditions, community input, and vision/goals report out)
7:00-8:00pm	Special Topic Presentation: Making Transportation Decisions on a Local Level, Council Chamber, Town Hall
Meeting Description:	Steering Committee Informational Meeting
Purpose:	Provide information about transportation to develop a baseline knowledge

Steering Committee Meeting – 5:45-6:45pm

1. Discuss the products from the first phase of the work plan
 - Description of existing and likely future conditions:
 - physical
 - social
 - environmental
 - Community Workshop
 - Provides input from community
 - their assessment of the area
 - issues affecting the area
 - Allows opportunity for in-depth discussion by stakeholders of existing conditions
 2. Review Meeting Schedule through Milestone 1 Report-Out (April)
 3. If time allows, capture discussion of issues for staff/co-chairs to consider in proposing schedules for subsequent milestones
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The following information is posted on the Central West Focus Area webpage (www.townofchapelhill.org/centralwest):

- Central West Proposed Process Presentation from January 29, 2013 meeting
- First draft meeting schedule from January 29th meeting
- Examples of small area plans

Proposed Outline of Upcoming Meetings – Milestone 1 *For Discussion on February 4, 2013*

Steering Committee Meeting

Date: Tuesday, February 12, 2013

Time: 7:00-9:00pm

Location: Siena Hotel, 1505 East Franklin Street, Chapel Hill, 27514

Agenda:

- Brief presentation of summary of conclusions from the February 4th Steering Committee meeting regarding the committee work plan through Milestone 1; approval of work plan through Milestone 1.
- Presentation by Rhodeside and Harwell (RH) of first part of the Central West data flip book – summaries of current conditions in the area (*Note: “Flip Book” refers to a collection of maps, data, and information used to build the conditions assessment*)
- Receive input from the Steering Committee about what other general data is needed
- Introduction by RH to the Community Workshop: discussion of event format, what topics or issue areas should be investigated in group discussions at the event, what information will be provided to the community, what information we want to gather from the community
- Note: This is not the end of the data gathering process which can proceed as needed through the other milestones.

Materials:

- Proposed schedule through to Milestone 1, generated by co-chairs from February 4th discussion
- RH-generated first data section for flip book
- RH-generated proposal for Community Workshop schedule and format

Goals:

- Approval of steering committee schedule to Milestone 1; approval of Community Workshop general format and structure; decision on what issue areas to address at the Community Workshop in the roundtable discussions; discussion of key questions for roundtable discussions (pertaining to issues in the first half of flip book).

Steering Committee Meeting

Date: Tuesday, February 26, 2013

Time: 7:00-9:00pm

Location: TBD

Agenda:

- Presentation by RH of second part of Central West area data flip book
- Update by RH on Community Workshop plans
- Discussion of specific refinements needed to Community Workshop plans
- Discussion of what staff resources community members will need at the Community Workshop
- Discussion of extending community outreach after the Community Workshop – by displays in community centers, online forum, etc.

Steering Committee Meeting – February 4, 2013

Materials:

- RH-generated second data section for flip book
- RH-generated revised proposal for Community Workshop schedule and format

Goals:

- Final approval of Community Workshop format and activities; decision on what issue areas to address at the Community Workshop in the roundtable discussions; agreement on key questions for roundtable discussions (pertaining to issues in second half of flip book); agreement on desired Community Workshop outputs; plans for continuing community outreach

Community Workshop

Date: Friday, March 1 through Monday, March 4, 2013

Location: University Mall

Agenda, Materials, and Goals:

- Identify issues and areas of focus for the Central West Focus Area plan
- Discuss various options for the area
- To be discussed more during the Steering Committee meetings on February 12th and 26th

Steering Committee Meeting

Date: Tuesday, March 12, 2013

Time: 7:00-9:00pm

Location: TBD

Agenda:

- Summary presentation by RH about the Community Workshop
- Presentation by RH of any additional information for Central West data flip book
- Discussion and evaluation of existing conditions information, results of community event, outreach efforts
- Discussion of work plan for the next phase of this process

Materials:

- RH-generated summary of Community Workshop, additional flip book information
- Co-chair generated proposal for work product/schedule to Milestone 2 (in-depth exploration of area issues)

Goals:

- Identification of key issues/problems/opportunities in the area; identification of community values and goals as revealed at the Community Workshop (perhaps small group discussions); discussion of proposal for Milestone 2 work plan/schedule

Steering Committee Meeting

Date: Thursday, March 21, 2013

Time: 7:00-9:00pm

Location: TBD

Agenda:

- Synthesize the Steering Committee's list of area issues/problems/opportunities
- Work on a goals and principles statement to guide planning in the area
- Present tentative work plan/schedule for Milestone 2

Materials:

- Summary of the March 12, 2013 Steering Committee meeting discussion
- Co-chair generated work plan/schedule for Milestone 2

Goal:

- Produce a preliminary statement of issues/problems/opportunities and goals/principles statement.

Steering Committee Meeting

Date: Thursday, April 4, 2013

Time: 7:00-9:00pm

Location: TBD

Agenda: Continue work from the March 21st meeting

Materials: TBD

Goal: Prepare for the Community Report Out

Community Report Out – Milestone 1

Date: Tuesday, April 9, 2013

Time and Location: TBD

Agenda:

- Present the community with the Central West flip book data, results of Community Workshop, Steering Committee's statement of vision/goals, opportunities, and issues/problems, highlight vision
- Receive community feedback

Materials:

- RH-generated materials that sum up the work of Milestone 1 (this presumably is a first draft of the final Central West Small Area Plan document)

Goals:

- Inform the community of the Steering Committee work and community input to date
- Receive community feedback