**Action Minutes**

## ***Central West Focus Area: Steering Committee Meeting***

**Meeting Date/Time:** March 12, 2013, 7:00 p.m. to 9:00 p.m.

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

**Members Absent:** Mia Burroughs, Lucy Carol Davis, and Bruce Murray

**Staff Present:** David Bonk, Loryn Clark, and Megan Wooley

**Consultants Present:** Deana Rhodeside and Meredith Judy, Rhodeside & Harwell

| **Agenda Item** | **Discussion Points** | **Motions/Votes** | **Action** |
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| 1. **Introductions and Opening Remarks**
 | Megan Wooley, Chapel Hill Planning Department, opened the meeting and welcomed attendees. |  |  |
| 1. **Public Participation/ Comments**
 | There were no comments or questions from the public. |  |  |
| 1. **Presentation and Discussion of Next Steps for the Work Plan**
 | Amy Ryan, SC co-chair, presented the Draft Work Plan for Milestone 2. SC members raised a number of questions, including: * Will the small groups will be able to meet outside of the established SC meeting times? These meetings would need to be held in a public location and advertised on the Town web site at least 48 hours in advance. Staff will find out whether a staff member needs to attend these separate small group meetings.
* Can an SC member participate in more than one of the small groups? SC members will each be in one small group, but everyone will have input into each topic areas when the small groups “report back” to the larger committee and the discussion continues.
* Can the April 4 meeting be rescheduled because this is during the public school’s spring break? A quick poll showed that two people cannot attend that day, which is typical for each of the SC meetings. The scheduled April 4 SC meeting will continue.
* Is two weeks enough time for the small groups to complete their task? Yes because the groups will be recommending principles to guide the upcoming concept planning, not making specific design recommendations.
 | There were no motions or votes. | * The SC agreed to finish the discussion and vote on the Milestone 2 Work Plan at its next meeting.
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| 1. **Presentation about the Information from the Community Workshop**
 | Deana Rhodeside and Meredith Judy, Rhodeside & Harwell, presented the findings from the March 2 Community Workshop. This included public comments and ideas received on the photo montage, study area map, flip chart, and notepads from the recorders. Deana and Meredith highlighted the comment heard most often during the workshop.  | There were no motions or votes. |  |
| 1. **Discussion about Information from the Community Workshop**
 | * SC members asked how they can best interpret this data and carry it forward into the next steps. The consultants encouraged SC members to consider the “so what?” of the findings. In other words, how does this information inform the principles that SC members will be preparing in small groups during the next two SC meetings.
* Deana Rhodeside presented draft themes for the small groups. SC members offered a number of suggestions for improving the list. Ultimately the group settled on four themes and evenly distributed themselves into these groups:
	+ Pedestrian/Bicycle Safety and Connectivity
	+ Traffic and Transit
	+ Future Land Use
	+ Community Character

SC members agreed that the Carolina North Plan should be considered within each of these theme areas, and that open space and natural areas will need to be considered under future land use.* A member of the SC asked about the “limits of planning” for the CWFA. In other words, what are the constraints to the SC in planning the area? Staff and consultants explained that there are zoning and environmental regulations that the small groups can investigate as part of their work in developing principles. The small groups can then share this information with the full committee.
 | All SC members in attendance agreed to the theme categories. There were no motions or votes. | * Staff will reach out to the SC members who did not attend this SC meeting and work with them to identify their preferred theme small group.
* The consultants will prepare a brief “how to” memo to guide the small groups in thinking about the theme areas and developing principles for recommendation to the committee.
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| 1. **Next Steps and New Business**
 | **Next Steps:** Next meeting will be held on Thursday, March 21, 7:00 – 9:00 p.m. at the Sienna Hotel, Lombardi Room. During the 3/21 meeting the SC will vote on the Work Plan for Milestone 2, and break into small groups to begin discussion of the themes. **New Business:** Several SC members noted issues for discussion:* Request to add links to other projects/ initiatives in the Town and County to the CWFA web site.
* Recommendation that the SC’s planning process not be constrained by economic analyses, but instead to develop a vision. The market will ultimately determine what actually happens.
* Question about the trends in the percentage of people who both live and work in Chapel Hill.
* Request for a summary of the vision statements compiled by Fred Lampe prior to formation of the CWFA SC.
* Request to prepare another vision statement to include in the vision summaries.
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| 1. **Public Participation/ Comments**
 | * The committee has not yet heard about the economic viability of various development options for the CWFA area. Request to hear from the property owners. (In response, a suggestion from Michael Parker, SC co-chair, to invite the Town’s economic development director to speak at a meeting.)
* Suggestion to begin each of the next two meetings with a five minute discussion prior to breaking out into small groups. Then at the end of the meeting, ask each small group to report back to the larger committee.
* Compliment on the Work Plan for Milestone 2 and a request to clarify the product for Milestone 2.
* Request to tie in the west end of Estes (to the Carrboro line) to the CWFA in thinking about sidewalks and connectivity.
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| 1. **Closing**
 |  |  | The meeting adjourned at 9:00 p.m. |