**Action Minutes**

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

**Meeting Date/Time:** March 21, 2013, 7:00 p.m. to 9:30 p.m.

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

**Members Absent:** Mia Burroughs, Firoz Mistry, and Bruce Murray

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

| **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.Megan said that Deana and her team from Rhodeside & Harwell will meet with stakeholders such as UNC, Amity Church, YMCA, and other property owners as a part of the data gathering efforts.  |  | The Committee decided to extend the meeting until 9:30pm (for an extra 30 minutes).  |
| 1. **Public Participation/ Comments**
 | There were no comments or questions from the public. |  |  |
| 1. **Committee Discussion/Possible Approval of the Work Plan for Milestone 2**
 | Amy Ryan and Michael Parker, SC co-chairs, presented the Revised Draft Work Plan for Milestone 2. SC members proposed a few edits which included: * Extra attention should be paid to advertising the April 9th Steering Committee meeting since that is an opportunity for the public to see the principles and provide their feedback. The meeting space should be large enough to accommodate an audience.
* The Committee is interested in knowing how the community’s evaluation of the principles (not just feedback) can be collected (during the week of April 8th).
* For the June 4th meeting, the Committee would like to add a discussion about the product for June 24th report to Council.
 | A vote was taken to approve the Work Plan for Milestone 2; this was unanimously approved by the Committee.  | Staff will:* Widely advertise the April 9th Steering Committee meeting
* Consider how to solicit and incorporate the community’s evaluation of the principles
* Add a discussion about the product for the June 24th report out to the June 4th meeting agenda
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| 1. **Committee Breaks into Small Groups for Brainstorming about Themes and Public Participation/Comments in the Small Groups**
 | The Steering Committee broke into small groups to discuss the following community themes:* Pedestrian and Bicycle Safety and Connectivity
* Traffic and Transit
* Future Land Use
* Community Character

The small groups worked to develop principles for these themes. During the next Steering Committee meeting on April 4th, the Committee will continue to refine these principles. Community members who were not on the Committee were invited to attend the small group discussions, but not participate in the discussion. Ten minutes were reserved at the end of the small group discussions for community participation.  | There were no motions or votes. | Megan will send out the notes from the small group discussions to the larger Committee during the week of March 25th.  |
| 1. **Reconvening of the Steering Committee, Next Steps, and New Business**
 | The Committee reconvened after the small group discussions to talk about the upcoming meetings.**Next Steps:** Next meeting will be held on Thursday, April 4th, 6:30 – 9:00 p.m. at the Siena Hotel, Tuscany Room. During the 4/4 meeting the SC will continue to refine the principles that were developed during the 3/21 meeting. **New Business:** No new business.  |  | The Committee voted to begin the next meeting on Thursday, April 4th at 6:30pm and continue until 9:00pm. |
| 1. **Closing**
 |  |  | The meeting adjourned at 9:30 p.m. |