

Historic Town Hall Committee

COMMITTEE HANDBOOK



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Historic Town Hall Fact Sheet



Address	100 West Rosemary Street
Occupant	Inter-Faith Council for Social Service – Community Kitchen
Year Built	1938
Floors	2 with a basement
Size	11,932 square feet [9,255 +2,677 in basement]
Elevator	Yes - 3 stops
Standby Power	No



Historic Town Hall Committee

Contact Information

Committee Members	Designation
Sally Greene	Chair, Liaison to Town of Chapel Hill Council
Moses Carey	Community Member
Joel Curran	Community Member
Richard Ellington	Community Member
Josh Gurlitz	Community Member
Penny Rich	Liaison to Orange County Board of Commissioners
Alan Rimer	Community Member
Chela Tu	Community Member

Staff	Title
Megan Dale	Management Analyst
Travis Myren	Assistant County Manager



Historic Town Hall Committee

Council Resolution Establishing Committee

A RESOLUTION ESTABLISHING A COMMITTEE TO CONSIDER THE POSSIBLE FUTURE USE OF HISTORIC TOWN HALL AS A VISITOR'S AND HISTORY CENTER (2016-10-26/R-9)

WHEREAS, the Inter-Faith Council of Social Services is proceeding with plans to relocate its Community Kitchen to a new facility and vacate Historic Town Hall at 100 West Rosemary Street; and

WHEREAS, on June 27, 2016, the Council of the Town of Chapel Hill received a petition regarding combining the Visitor's Center and Chapel Hill Museum at the Historic Town Hall location; and

WHEREAS, the Council has determined that it desires additional consideration and input from community members and stakeholders regarding the possible future use of the Historic Town Hall facility at 100 West Rosemary Street as a visitor's and history center.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that a Council Committee be established as generally described in the Committee Charter attached to this item. This committee is to consider the possible use of the Historic Town Hall facility as a visitor's and history center, culminating with a report and recommendation to the Council anticipated in May 2017.

BE IT FURTHER RESOLVED that the committee will be comprised of the following eight members including Council Member Sally Greene appointed as Committee Chair.

- Sally Greene - Council of the Town of Chapel Hill
- To Be Determined - Board of Orange County Commissioners
- Joel Curran - UNC-Chapel Hill
- Moses Carey - Community Member
- Richard Ellington - Community Member
- Josh Gurlitz - Community Member
- Alan Rimer - Community Member
- Chela Tu - Community Member

BE IT FURTHER RESOLVED that following the committee's report to the Council in May 2017, the work of the committee will be deemed complete and the committee will be discharged.

This the 26th day of October, 2016.



Historic Town Hall Committee

June 2016 Petition to Council

Report to Council

June 27, 2016

As you know, many citizens of Chapel Hill were disappointed when our Town decided it could no longer afford a museum and were unwilling to support it with any funds. (As a former Chair of the Board, I was particularly disappointed.) We now are pursuing a unique opportunity to open a new museum and relocated Visitor's Center in the old town hall once vacated by the IFC Kitchen. This is a brief summary of the activities that have taken place with regard to the utilization of the old town hall as a relocated Orange County Visitor's Center and Chapel Hill Museum.

- Met with the Orange County Visitor's Bureau Board and made a presentation on the proposal. I believe it is safe to say that the general concept of combining the Visitors Center with the Chapel Hill Museum was met with enthusiasm.
- We have met with the IFC on several occasions to discuss their schedule, look at alternatives for the kitchen and keep lines of communication open.
- We are scheduled to talk with Chancellor Folt after the Fourth of July to enlist the University's support for the idea, provide Chancellor Folt with a similar update to this presentation this evening and explore the potential for some economic aid for the effort.
- We have reviewed the report provided by the County for the upgrade of the old town hall. While a number of us believe that the estimates are on the high side for the repairs that need to be made we recognize that a variety of different sources of funds will be necessary to not only renovate the building but up-fit the space for both the visitor center and the museum.
- We have contacted five old board members of the museum who have expressed an interest in helping in any way to revive the museum.
- We anticipate having a reconstituted Chapel Hill Museum Board of Directors this year who can work in concert with the Visitors Bureau Board of Directors, the Chapel Hill Town Council and the Orange County Board of Commissioners.

Thanks for your enthusiasm and support for this idea.

Rev. Robert Seymour Alan E. Rimer

Historic Town Hall Committee



Committee Charter

PROJECT	Committee to Consider Future Possible Use of Historic Town Hall as a Visitor's or History Center		
COMMITTEE CHAIR	Sally Greene, Chapel Hill Town Council Member	STAFF LIAISONS	Megan Dale, Town of Chapel Hill Travis Myren, Orange County
MISSION	<p><u>Opportunity Statement:</u> The Inter-Faith Council for Social Services is proceeding with plans to vacate Historic Town Hall. A recommendation is needed regarding the future use and occupancy of this building.</p> <p><u>Goal:</u> A Historic Town Hall Committee will represent the interests of the Town of Chapel Hill and Orange County to consider the opportunity to renovate the Historic Town Hall building at 100 West Rosemary Street as a Visitor's Center, a History Center, or both for possible occupancy by the Chapel Hill and Orange County Visitor's Bureau, Chapel Hill Historical Society, and/ or Chapel Hill Museum.</p>		
BACKGROUND	<p>In September 2015, the Inter-Faith Council for Social Services relocated its men's shelter to 1315 Martin Luther King Jr. Blvd. The IFC is moving forward with a request to construct a new building where its current food pantry stands on 110 W. Main St. to accommodate the additional community food kitchen services currently being offered at the IFC's 100 W. Rosemary St. location. The IFC expects to relocate to the W. Main Street location in approximately 2-3 years.</p> <p>On June 27, 2016, the Town received a petition regarding combining the Visitor's Center and Chapel Hill Museum at the Historic Town Hall facility. The committee will respond to this petition by considering these uses of Historic Town Hall.</p> <p>Historic Town Hall is listed on the National Register of Historic Places. The Council previously expressed interest in placing the building under a conservation easement with an appropriate nonprofit organization.</p>		
DECISION POINTS	Determine whether Historic Town Hall is suitable for a Visitor's Center staffed by the Orange County Visitor's Bureau and/or a History Center and home for the Chapel Hill Historical Society.		
DELIVERABLES	<ul style="list-style-type: none"> • Report of Findings and Recommendation • Revised Estimate for Renovating Historic Town Hall 		
POTENTIAL STAKEHOLDERS	<ul style="list-style-type: none"> • Town of Chapel Hill and Orange County Residents • Town of Chapel Hill and Orange County Visitors • County and Town Governments • Chapel Hill and Orange County Visitor's Bureau • Chapel Hill History Museum • Chapel Hill Historical Society 		

Historic Town Hall Committee



<p>COMMITTEE COMPOSITION, ROLES, AND RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • [1] Committee Chair to lead the committee, represent and liaise with the Town of Chapel Hill Council; facilitate discussion and decision-making, while endeavoring to maintain equal opportunity for all members to participate in discussion; and coordinate Town and County staff support to the committee. • [8] Committee Members including community members and stakeholders with an interest in the future use of Historic Town Hall. Committee members will attend meetings; participate in discussion and decision-making, endeavoring to maintain equal opportunity for all members to participate in discussion; represent the interests of the community; and vote on committee decisions. • [1] Town of Chapel Hill Staff Project Manager and [1] Orange County Staff Project Manager will support the committee with direction from the Chair. Support will include preparing meeting agendas; meeting scheduling and arrangements; public notification; preparing and providing information and documents to committee to assist in decision-making; preparing and disseminating meeting summaries to committee, Chair, and Town and County management.
<p>TIMEFRAME</p>	<ul style="list-style-type: none"> • Provide a report and recommendations for the use of Historic Town Hall as a visitor's and/ or history center to the Council in May 2017.
<p>FACTORS FOR CONSIDERATION</p>	<ul style="list-style-type: none"> • Possibility for Visitor's Bureau and Historical Society to Operate in Shared Facility • Historic Preservation Requirements for Renovating Building • Cost of Renovation • Sustainability and Maintenance Costs
<p>BOUNDARIES OF SCOPE</p>	<p>This committee's charge is to determine whether Historic Town Hall is suitable for a Visitor's Center and/or History Museum. Ideas for other uses could be identified as they relate to the consideration of this charge but would not be considered as a part of this charge.</p>
<p>COMMUNICATIONS</p>	<p>Main channels of communication for the team will include in-person meetings. Meetings will be scheduled by email, and noticed in accordance with Open Meetings Law.</p> <p>Town and County staff will prepare a summary of each meeting, including meeting highlights, actions, points of consensus, issues of importance to the group, and attendance (but will not be verbatim). Meeting summary notes will be emailed to committee members, the Chair, and Town and County management following each committee meeting.</p> <p>A website will be created with committee agendas, committee materials and meeting summary notes. The website will be managed by Town staff in coordination with the committee.</p>
<p>SCHEDULE AND MAJOR MILESTONES</p>	<ul style="list-style-type: none"> • November 2016: First committee meeting <ul style="list-style-type: none"> – Meeting Schedule: to be determined • May 2017: Deadline for completion of project



Historic Town Hall Committee

Public Charge

The Historic Town Hall Committee pledges its respect to the public. The Committee asks the public to conduct themselves in a respectful, courteous manner, both with the Committee and with fellow members of the public. Should any member of the Committee or any member of the public fail to observe this charge at any time, the Chair will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair will recess the meeting until a genuine commitment to this public charge is observed.

Public Participation

Meetings of the Historic Town Hall Committee are open to the public. Members of the committee agree to the following policies with regard to public participation:

1. Notification: Meeting dates and times, along with agendas, will be posted on the Town's website.
2. Participation: Public comments will be limited to a period of five to ten minutes at both the beginning and the end of the meeting agenda. The Committee Chair may decide to extend the allotted time for public participation.
3. Time Limit: As a courtesy to others, a member of the public would normally be limited to three minutes to address the committee during the public comment section of the meeting.

Committee Timeline

Phases

1. Facility Condition and Context (November - December)
2. Understanding Interests and Needs of Visitor's Bureau, History Museum, and Historical Society (January - February)
3. Update and Consider Cost Estimate (March - April)
4. Prepare Recommendation to the Council (April – May)



Historic Town Hall Committee

Committee Meeting Schedule

Possible meeting dates are listed below. The second Thursday and fourth Wednesday of each month do not appear to conflict with regular Town Council meetings or BOCC meetings

Date	Time	Location
November 28, 2016	4 pm	Chapel Hill Library, Meeting Room A
December 14, 2016	4 pm	Chapel Hill Town Hall, 2 nd Floor Training Room
January 12, 2017	12 pm	Chapel Hill Orange County Visitors Bureau; 501 West Franklin Street
January 25, 2017	8 am	Chapel Hill Library, Meeting Room C
February 9, 2017	4 pm	Chapel Hill Library, Meeting Room C
February 22, 2017	8 am	Chapel Hill Library, Meeting Room C
March 9, 2017	4 pm	Chapel Hill Library, Meeting Room C
March 22, 2017	8 am	Chapel Hill Library, Meeting Room C
April 13, 2017	4 pm	Chapel Hill Library, Meeting Room C
April 26, 2017	8 am	Chapel Hill Library, Meeting Room C
May 3, 2017	4 pm	Chapel Hill Library, Meeting Room C

Historic Town Hall Committee

