

## CDC Design Award Subcommittee Meeting Minutes

Meeting February 8, 2018 in Room 344, Chapel Hill Town Hall

Meeting starts at 7 PM.

Present: Lucy Davis, Edward (Ted) Hoskins, Volker Mueller

### Approval of Agenda

Ted Hoskins proposes an alternative agenda.

Volker Mueller proposes to insert an agenda item to select a subcommittee chair. He also proposes to split the timeline discussion into one part discussing the timeline for the subcommittee and a timeline for the awards process.

The alternative agenda with the inserted and modified agenda item is approved unanimously.

The questions posed in the agenda were discussed by the subcommittee and agreed on per consensus. There are a few questions which require additional clarification by staff. They are enclosed by square brackets [ ] and highlighted.

### Selection of a subcommittee chair.

Per acclamation, Volker Mueller is approved as subcommittee chair.

### What is the proposed timeline for the award subcommittee?

- Establish subcommittee to propose process details – 1/23/18
- 1<sup>st</sup> subcommittee meeting – 2/8/18
- 2<sup>nd</sup> subcommittee meeting before next CDC meeting. Volker to request meeting room and announcement for 2/13, 2/16, or 2/20 at 7 PM.
- Subcommittee recommendation given to whole CDC – 2/27/18.
- CDC approves final award process details – 3/27/18.

[How do we notify Town Council / do we need Town Council approval?]

### What are the goals of this award process?

The Town of Chapel Hill Community Design Award rewards excellence in design.

The Town of Chapel Hill Community Design Award supports the charge of the Community Design Commission (CDC) to assist Town Council in guiding the Town's vision on aesthetics, character, and function to focus community growth through advice, advocacy, and implementation of the Council's policies and review of proposed development in key areas of the community.

The design award provides an opportunity for a retrospective assessment of the success of realized projects and developments. It offers inspiration to owners, developers, and design teams about what successful projects should look like.

### What is the name of the award?

Town of Chapel Hill Community Design Award.

### What projects are eligible to be considered?

Eligible for the award are projects within the jurisdiction of the Town of Chapel Hill that have received a "Certificate of Occupancy" within five (5) years before the call for nominations and have been reviewed by the CDC or its predecessor. Additional projects may receive "Honorable Mentions", including unbuilt projects and projects that have not been reviewed by the CDC. Projects receiving honorable mentions are not precluded from eligibility for the award in subsequent years if they meet the eligibility criteria. Eligible for honorable mentions are all projects within the Town of Chapel Hill that have received a Certificate of Occupancy within five (5) years before the call for nominations or have been reviewed by the CDC within three (3) years before the call for nominations.

### How are projects nominated for award consideration?

A pool of eligible projects is created by Town staff [?], from which nominations can be made. Nominations are solicited, then each nomination is checked to confirm eligibility for the award or honorable mention categories.

### Who can nominate projects for consideration?

Nominations can be made by Chapel Hill Residents and by Town Council and Advisory Board members.

### How are nominations solicited?

Nominations are solicited through a press release. This press release is sent to local media. It is also included in the Town's e-news.

### What information is required for nominated projects?

Nominations must include the name and address of the project, a brief statement why it should be considered for an award or honorable mention, two to seven photos. If known, the following information may be included: names of owner, developer, and design team, date of Certificate of Occupancy, and date when the project was reviewed by the CDC or its predecessor. Nominations are to be submitted to the CDC. Nominations are acceptable in digital format.

[Address/modus details for nomination submittals need to be clarified.]

### What is the process for selecting award winners?

The award selection is a three-stage process. The first two stages of the process are handled by an Awards subcommittee of the CDC, selected for each award year. The first stage confirms the eligibility of nominee projects for the award or honorable mentions categories. In the second stage the Award subcommittee develops short lists for the award categories with all award candidates automatically eligible for an honorable mention. In the third and final stage, the CDC selects any winners for the award and honorable mention categories.

[Question is whether these meetings can be closed meetings.]

### What are the selection criteria?

Subcommittee agrees that there will be no pre-defined catalog of selection criteria.

### How many awards may be given?

One main award, the Town of Chapel Hill Community Design Award may be awarded per year. One or more Honorable Mentions may be awarded per year. If none of the eligible projects is deemed worthy of an award, no award may be awarded.

### What is the form of the award?

The award is in form of a resolution by the CDC. Certificates will be issued to the recipients of the award. If recipients are present during the CDC meeting at which the winning projects are announced, recipients will be recognized and handed their award certificates.

Pending funding and agreement with responsible authorities, project name and year will be added to a publicly visible list of Town of Chapel Hill Community Design Award recipients, for example in the lobby of the Council Chamber. In addition, also pending funding, a plaque suitable for exterior mounting on the awarded building will also be issued to the current owner of the project.

### What is the proposed timeline for this year's award?

The subcommittee discussed the best timeframe for the award. Other awards are: Durham's Golden Leaf Awards on April 19, 2018; AIA National Conference usually is in the May/June timeframe, AIA North Carolina in the September/October timeframe, this year's AIA Triangle awards schedule is from February 1 for submission to March 22 for awards reception. Given school and holiday schedules, appropriate months appear to be October, November and February through April. With expedient progress, the design award timeline for this year is proposed as follows:

- Solicit nominations – 2 months (May & June)
- Short listing of candidate projects – 1 month (July)
- Selection of award and honorable mention projects – 1 month (September)
- Preparation & publicity of award presentation – 1 month (October)
- Presentation of award – November (before Thanksgiving).

### Who are the recipients?

Award and honorable mentions are honoring outstanding projects. The recipients of award and honorable mention certificates are the owners/project clients at the time of the Certificate of Occupancy for the projects, the developers of the projects, and the design teams. If a plaque is part of the award, then it is for attachment to the project and, therefore, will be issued to the current owner of the project.

### How are award winners publicized?

The award and honorable mentions will be announced in a regular meeting of the CDC. This will be an item on the agenda of the CDC after awardee projects have been selected. Recipients of the awards will be notified at their respective addresses on record. [Consider phone calls to permit attendance at the CDC meeting at which the awards will be announced?] Award projects and honorable mentions with their respective recipients will also be announced in a press release and in an issue of the Town of Chapel Hill eNews. It is suggested that some distribution channels are targeted specifically, for example the AIA Triangle with its Friday newsletter, or The Daily Tarheel.

[Will it be possible to post winning projects with the salient project information including the nomination narrative and the award narrative, if any, to the Town of Chapel Hill website?]

### Shall we try to obtain sponsors?

The award subcommittee considers contacting sponsors to support costs associated with the award, specifically any winner board for the Town Council Chamber lobby, or any plaque for the winning project.

[What are modalities for acquisition of sponsorships, administration of funds obtained from sponsors, accounting for costs that were covered by those sponsorships? What are benefits that can be extended to

sponsors, for example mention in any announcements or press releases? What are conflict of interest considerations, if any?]

#### Other?

There were no other questions or topics.

#### Next steps / next subcommittee meeting?

Next subcommittee meeting on 2/13, 2/16, or 2/20 at 7 PM to finalize proposal for presentation to the CDC at the next CDC meeting Feb 27, 2018.

#### Adjournment

The subcommittee adjourned at 9 PM.