

**DRAFT SUMMARY MINUTES OF A WORK SESSION
OF THE CHAPEL HILL TOWN COUNCIL
WEDNESDAY, MAY 11, 2016, AT 5:00 PM**

Council Members Present: Mayor Pam Hemminger, Mayor pro tem Donna Bell, Council Member George Cianciolo, Council Member Sally Greene, Council Member Ed Harrison, Council Member Nancy E. Oates, and Council Member Michael Parker.

Staff members present: Town Manager Roger L. Stancil, Deputy Town Manager Florentine Miller, Mayoral Aide Jeanne Brown, Business Management Director Kenneth C. Pennoyer, Chief of Police Christopher C. Blue, Planning and Development Services Director Ben Hitchings, Planning and Sustainability Executive Director Mary Jane Nirdlinger, Parking Services Director Brenda Jones, Assistant Chief of Police Alonzo Jaynes, Support Services Captain Jackie Carden, Budget Manager Matt Brinkley, Budget Analyst Alex Terry, Fire Marshal Dace Bergen, Police Officer Rick Fahrner, and Communications and Public Affairs Director and Town Clerk Sabrina Oliver.

AGENDA ITEMS

1. Discussion of the Parking Fund. (no attachment)

Police Chief Christopher Blue began with an overview of Parking Services, noting that the division recently came under the Police Department. Mr. Blue explained that the Town manages 1,118 parking spaces and that total annual revenue is roughly \$2.7 million, with off street parking accounting for about 75 percent of revenue and the remainder coming from tickets, meters, and special events. He highlighted Lot 2 as an unusually strong revenue generator, producing significantly more income per space than other lots.

Business Management Director Kenneth Pennoyer then outlined ongoing financial challenges in the Parking Fund, emphasizing that more than 30 percent of total expenditure is dedicated to debt service on the Wallace Deck and 140 West parking deck. Mr. Pennoyer noted that while the fund is expected to nearly break even in Fiscal Year 2017, reserve levels remain low because of slow revenue growth at 140 West and continuing debt obligations.

Chapel Hill Downtown Partnership Representative Meg McGurk provided additional context by discussing findings from a survey of downtown businesses, many of which identified employee parking as a persistent challenge. Ms. McGurk proposed options including an employee parking program that would allow workers to use select Town lots after 4:30 p.m., as well as a potential initiative to offer up to two hours of free parking on Saturdays in July. Ms. McGurk also discussed collaboration efforts with UNC–Chapel Hill, including a pilot proposal to raise the entrance arm to the lot near Breadmen’s at 4:00 p.m. Ms. McGurk described several financial and operational tradeoffs related to permits, evaluation costs, and program staffing. Council Member Nancy Oates suggested that local restaurants might benefit from receiving customer parking vouchers. Council also briefly discussed marketing strategies for parking as well as the importance of enhanced downtown lighting to improve safety and access.

Council directed staff to continue refining concepts for the employee parking pilot, explore the

feasibility and fiscal impact of temporary free Saturday parking, investigate collaborative efforts with UNC–Chapel Hill, and examine opportunities for improving downtown lighting and wayfinding.

2. Continued Discussion about Town of Chapel Hill Planning Initiatives. (no attachment)

Planning and Development Services Director Ben Hitchings opened with an update on the status of various Town planning initiatives. Mr. Hitchings reported that several projects were already underway, including Ephesus Fordham zoning revisions, updates to signage regulations, and work related to the Greene Tract and Rogers Road areas. Mr. Hitchings also described work beginning on the pedestrian bicycle mobility plan, roadway improvements in the Ephesus Fordham district, and planning related to future transit station areas. Additional projects such as Downtown2020 planning, Rosemary Street improvements, downtown circulation analysis, parking studies, and Land Use Management Ordinance (LUMO) updates were identified as ready for scoping.

Mr. Hitchings then discussed a workload analysis showing that departmental responsibilities were equivalent to 17.45 full time positions being performed by a staff of 16. Mr. Hitchings explained which tasks could reasonably be accomplished internally and which would benefit from consultant expertise, especially the technical drafting required for the LUMO update. He emphasized the need to balance staff time with consultant support to ensure timely and high quality work.

Council briefly discussed how the planning initiatives could serve as models for future efforts and considered the potential use of consultants, noting that some specialized code drafting expertise may be required. Council expressed confidence in staff's ability to manage complex projects and emphasized the importance of strong community engagement and clear processes to support long range planning work.

Council expressed support for continuing work on design guidelines for Ephesus Fordham and the downtown area, advancing downtown focused planning efforts, and issuing a Request for Qualifications for the LUMO update with a progress check in planned for early 2017. Staff were asked to continue evaluating workload distribution and identifying where consultant support would be most beneficial.

The meeting adjourned at 9:00 p.m.