

**DRAFT SUMMARY MINUTES OF A COUNCIL RETREAT  
OF THE CHAPEL HILL TOWN COUNCIL  
SATURDAY, APRIL 10, 2010, AT 8:00 AM**

**Council Members Present:** Mayor Mark Kleinschmidt, Mayor pro tem Jim Ward, Council Member Donna Bell, Council Member Matt Czajkowski, Council Member Gene Pease, and Council Member Penny Rich.

**Staff members present:** Town Manager Roger Stancil, Deputy Town Manager Florentine Miller, Assistant Town Manager Bruce Heflin, Town Attorney Ralph Karpinos, Public Information Officer Catherine Lazorko, Executive Assistant Carol Abernethy, Economic Development Officer Dwight Bassett, Sustainability Officer John Richardson, Director of Business Management Ken Pennoyer, CIO/Deputy Director of Business Management Bob Avery, Communications Technician Amy Harvey, Fire Chief Dan Jones, Director of Housing Tina Vaughn, Director of Human Resource Development Valerie Meicher, Library Director Kathleen Thompson, Assistant Library Director Mark Bayles, Mayoral Aide Mark McCurry, Parks and Recreation Director Butch Kisiah, Festivals & Community Celebrations Supervisor Wes Tilghman, Planning Director JB Culpepper, Police Chief Brian Curran, Public Works Director Lance Norris, Transportation Director Steve Spade, and Director of Communications and Public Affairs/ Town Clerk Sabrina Oliver.

**1. Call to Order**

Mayor Mark Kleinschmidt called the retreat to order at 8:00 a.m. and welcomed participants to the NC Botanical Garden.

**2. Opening Remarks by Town Manager**

Town Manager Roger Stancil outlined revised Council Goals for FY 2010-11. He explained how the goals are divided into a Policy Agenda (for Council action) and a Management Agenda (for staff implementation and performance evaluation). He emphasized clear, action-oriented wording and noted that detailed work plans would return in May.

**3. Ground Rules & Decision Making Process**

Facilitator Vi Lyles reviewed ground rules for productive dialogue and encouraged appreciative comments to build trust. The group agreed to use simple consensus signals during the retreat to indicate support, caution, or concern on proposed items.

**4. Council Check-In**

Council members and staff shared appreciations. Council members thanked colleagues for teamwork, support for new members, and robust public engagement. Staff and Council expressed mutual respect and a commitment to open dialogue on complex topics that affect Chapel Hill.

## **5. Manager Recommended 2010 Goals**

Council focused first on Goal 6: Plan Ahead for Carolina North. They affirmed keeping Carolina North as a stand-alone goal due to its scale and long-term impact. Members asked the Manager to continue regular briefings with UNC and UNC Hospitals leadership and to integrate public participation tools for ongoing updates. Council members highlighted transportation and utility easements as important and agreed that implementation steps under the development agreement should remain visible to Council and the public.

The group took a short break at 10:15 a.m.

The conversation shifted to Goal 3: Continue Focus on Land Use, Development, and Transit. Council discussed how best to capture a 10-year community vision for growth, drawing lessons from the Sustainable Community Visioning Task Force. Council members voiced a desire for a professional, facilitated process that preserves prior work while moving briskly to consensus. Council asked the Manager to return by June with options, timelines, resource needs, and a plan that honors recent task force materials and staff analyses.

Council directed Mr. Stancil to define the barriers and opportunities that affect local business development, focusing on regulations, available space, and potential incentives, and to share those findings with the full Council. Staff will also clarify the Town's role in regional transportation, including Orange County's potential transit sales tax and Chapel Hill's responsibilities as a major transit provider, by coordinating discussions with regional partners and the Orange County Commissioners. In addition, staff will gather near-term information on NC 54 traffic conditions and possible short-term mitigations and will request UNC's current plans for the corridor to reduce uncertainty and strengthen coordination.

Participants paused for lunch at 1:30 p.m. and continued informal discussion.

## **6. Informal Vote on the 2010 Goals**

Council showed broad support for moving forward with a professionally led process to define Chapel Hill's ten-year growth vision, with staff reporting options in June. Council agreed to keep Carolina North as a separate policy goal with structured check-ins, and they supported advancing work on regional transit coordination and reducing barriers to local business development. They also affirmed continuing technology and performance improvements for development review. Most consensus signals were "green," showing general agreement, while a few "yellow" signals reflected caution about pacing and scope. Staff will carry these directives into upcoming work plans.

## **7. Present Staff Implementation Plan**

Mr. Stancil previewed how staff will translate the Policy Agenda into a Management Agenda with measurable tasks, including technology upgrades for development review, a long- and short-range transit planning framework, and enhanced economic development efforts (inventory of commercial spaces, a Ram's Plaza small area plan, and performance measures). He noted he would return in May with detailed work plans tied to each adopted goal.

## **8. Discussion of Council Boards & Commissions**

Council reviewed the Council Procedures Manual excerpts on committees, appointments, ethics, and liaison roles. Members discussed balancing the number of boards with staff capacity, improving orientation, and exploring consolidation where topic areas overlap (e.g., Transportation Board and Bicycle & Pedestrian Advisory Board). Council reaffirmed expectations for annual reporting, liaison communication, and transparent appointment procedures, including ballot handling and public inspection requirements—consistent with NC law. Staff will prepare a summary of staff time and costs to support boards and commissions, to make any structural recommendations.

The group took a short break at 2:30 p.m.

## **9. Five-Month Check-In - How are we Doing?**

Council reflected on progress since the prior retreat and confirmed that clearer goals and action verbs help track results. Members asked staff to keep communicating lessons learned from the Carolina North development agreement and to apply those practices to other collaborations with UNC and partner organizations.

## **10. Agreements, Wrap Up & Next Steps**

Council and staff summarized the day's agreements by noting that Goal 6, focused on Carolina North, would remain a separate goal while staff continued coordinating with UNC and UNC Hospitals, scheduling joint updates, and strengthening public participation. For Goal 3, covering land use, development, and transit, the group agreed to define a ten-year growth vision through a professional process, with staff returning in June with options and a timeline. Council asked the Town Manager to gather information on NC 54 and UNC's related planning, clarify the Town's role in regional transit, and continue improving the development review process and economic development efforts. In discussing Boards and Commissions, the Council agreed to follow the Council Procedures Manual for appointments, ethics, and liaison roles, while also reviewing staff resource impacts, exploring potential consolidation where appropriate, and continuing annual reporting. Regarding Library Policy under Goal 4, Council authorized representatives to meet

with the Orange County Commissioners to discuss funding mechanisms and clarify timelines, with a follow-up report to Council in May to support decisions on operations and bond matters.

## **11. Concluding Remarks**

Mayor Kleinschmidt thanked Council, staff, and facilitator Ms. Lyles for a productive retreat and emphasized the importance of steady follow-through on the agreed actions.

## **12. Adjourn**

The meeting adjourned at 3:11 p.m.