

**DRAFT SUMMARY MINUTES OF A WORK SESSION
OF THE CHAPEL HILL TOWN COUNCIL
WEDNESDAY, JANUARY 6, 2016, AT 7:00 PM**

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

Staff members present: Town Manager Roger Stancil, Deputy Town Manager Florentine Miller, Town Attorney Ralph Karpinos, Assistant to the Manager for Organizational and Strategic Initiatives Rae Buckley, Communications Manager Catherine Lazorko, Senior Ombuds Jim Huegerich, Paralegal Carolyn Worsley, Police Officer Rick Fahrer, Fire Marshal Tommy Gregory, and Communications and Public Affairs Director and Town Clerk Sabrina Oliver.

AGENDA ITEMS

1. Downtown Project Portfolio (no attachment)

Assistant to the Manager Rae Buckley presented an overview of the Town's coordinated Downtown Project Portfolio. She explained that staff uses a portfolio approach to link multiple downtown initiatives across departments and partner organizations so the community can understand their connections rather than view them in isolation.

Ms. Buckley highlighted five interrelated projects, including the commercial development strategy, the 2010 Downtown Framework, and efforts associated with Rosemary Street and the Northside Initiative. Council discussed how these projects advance economic development, housing diversity, mobility, public space improvements, and neighborhood character. Council members emphasized adding public art, updating streetscapes, improving lighting, and addressing downtown parking challenges for merchants, employees, and residents.

Council members also raised issues about staging construction, collaborating with UNC, and strengthening downtown's competitiveness with nearby communities. They discussed how new developments should incorporate parking and how the Town might coordinate parking strategies across public and private facilities. Several members stressed the importance of including diverse stakeholders—including Carrboro—in future conversations.

2. How a Meeting Becomes a Meeting (no attachment)

Town Manager Roger Stancil explained how staff develops the Council agenda. He outlined the process for bringing petitions, Town business items, development applications, and public hearing items to the Council. Mr. Stancil described how staff prepares memoranda, recommends actions, and tracks items as they move through advisory boards, public hearings, and follow up steps.

Mr. Stancil noted several improvements underway, including updated templates for presentations and memoranda, enhanced tracking systems for petitions and hearings, and a more predictable

schedule for distributing agendas, with a target release date of Wednesday and minimal later changes. He also described how they manage notifications for public hearings and how they strive to make agenda materials clear and accessible.

Council members discussed how the agenda process influences public understanding and meeting flow. Mayor Pam Hemminger announced that the deadline to remove an item from the Consent Agenda now falls at noon on Monday before a meeting. Council asked about releasing closed session information, and Town Attorney Ralph Karpinos explained that the Town maintains confidentiality until no ongoing matter requires it. Council also discussed meeting length, the 10:30 p.m. check in rule, and staff Council communication expectations.

Council Member Donna Bell left the meeting at 8:15 p.m.

3. 2015 Legislative Update: Impacts on Town Regulations and Procedures (no attachment)

Mr. Karpinos presented key legislative changes adopted in 2015 that affect municipal authority. He reviewed new restrictions prohibiting sanctuary ordinances and limiting the use of consulate documents for identification.

Mr. Karpinos described how recent state laws modify environmental regulations, including changes to stormwater rules and the Jordan Lake regulations. He noted that Chapel Hill may need to amend its stormwater ordinance once additional state guidance becomes available. Mr. Karpinos also summarized changes to development regulations, including limits on design and aesthetic controls for residential structures, elimination of protest petitions, expanded eligibility for development agreements, and new provisions that allow licensed professionals to conduct inspections and certify compliance with building codes.

4. Suggestions of Future Topics for Work Sessions (no attachment)

Council members suggested several topics for future Work Sessions. This included student housing capacity, a series on affordable housing with partner organizations, public housing issues, constituent communication expectations, training for addressing housing related complaints, further discussion of the development agreement process, downtown parking strategy, improved methods for public engagement, and a comprehensive review of transportation planning, pedestrian safety, bicycle infrastructure, and long term mobility planning. Council members invited the public to submit additional ideas by email.

The meeting adjourned at 8:55 p.m.