



# TOWN OF CHAPEL HILL

## Community Design Commission

### Meeting Minutes

Town Hall  
405 Martin Luther King Jr.  
Boulevard  
Chapel Hill, NC 27514

John Weis, Chair  
Susan Lyons, Vice Chair  
Scott Levitan

Megan Patnaik  
Heather Washburn

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**Tuesday, December 12, 2023**

**5:00 PM**

**Virtual Meeting**

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#### Language Access Statement

For interpretation or translation services, call 919-969-5105.

ဘာသာပြန်ဆိုခြင်းနှင့် စကားပြန်ခြင်းအတွက်၊ (၉၁၉) ၉၆၉-၅၁၀၅ ကိုဖုန်းခေါ်ပါ။

Para servicios de interpretación o traducción, llame al 919-969-5105.

லாத்தர் கதிரைக்கி: மதுமர் லாத்தர் கதிரைக்கி: அத்தர் மதுமர் அத்தர் 919-969-5105.

如需口头或  
书面翻译服  
务，请拨打  
919-969-5105.

#### Virtual Meeting Notification

Board members will attend and participate in this meeting remotely, through internet access, and will not physically attend. The Town will not provide a physical location for viewing the meeting.

Registration link

is[https://us02web.zoom.us/webinar/register/WN\\_TP48wTtbTEK-J9So5NTqhQ](https://us02web.zoom.us/webinar/register/WN_TP48wTtbTEK-J9So5NTqhQ)

Webinar ID is 824.1645.2924

#### Opening

#### Roll Call

**Present** 5 - Chair John Weis, Vice-Chair Susan Lyons, Scott Levitan,  
Megan Patnaik, and Heather Washburn

#### Approval of Agenda

A motion was made by Vice-Chair Lyons, seconded by Levitan, that the agenda be approved. The motion carried by a unanimous vote.

#### Announcements

No announcements were noted at the time of agenda release.

No announcements noted during meeting.

## Petitions

No petitions were noted at the time of agenda release.

No petitions noted during meeting.

## Approval of Minutes

### 1. October Minutes

[\[23-0851\]](#)

Commission is asked to review and consider action on October minutes report.

A motion was made by Washburn, seconded by Patnaik, that the October minutes report be approved as amended. The motion carried by a unanimous vote.

### 2. November Minutes

[\[23-0852\]](#)

Commission is asked to review and consider action on November minutes report.

A motion was made by Vice-Chair Lyons, seconded by Patnaik, that the November minutes report be approved. The motion carried by a unanimous vote.

## Old Business

### 3. Park Apartments Phase 3

[\[23-0853\]](#)

Commission is asked to receive and consider action on a modification proposed for a Blue Hill District Certificate of Appropriateness. This COA was approved by the Commission in the first quarter of 2023. The applicant has proposed a building height reduction and updated the material finishes and percentages that relate to the height reduction. Available actions to the commission are approval, approval w/ conditions or denial.

A motion was made by Levitan, seconded by Washburn, that the COA modification be approved as presented. The motion carried by the following vote:

Vice-Chair Lyons noted reason for nay vote was that the proposal was not in line w/ the prior approval.

**Aye:** 4 - Chair John Weis, Scott Levitan, Megan Patnaik, and Heather Washburn

**Nay:** 1 - Vice-Chair Susan Lyons

**New Business****4. Starpoint-Refuel Market [\[23-0854\]](#)**

Commission is asked to receive and consideration action on this Final Plans review. The recorded conditional zoning ordinance as approved by Council gives CDC review authority only for this application.

No action was requested or required for this project.

**5. Barbee Chapel Apartments [\[23-0855\]](#)**

Commission is asked to receive and consideration action on this Final Plans review. The recorded conditional zoning ordinance as approved by Council gives CDC review authority only for this application.

A motion was made by Vice-Chair Lyons, seconded by Patnaik, that the project be deferred to allow the applicant to address concerns related to building massing of the multi-family building as it relates to the street frontage and simplifying the material composition. The motion carried by a unanimous vote.

**6. 306 West Franklin Discussion [\[23-0856\]](#)**

The commission has requested time to discuss the referenced topic.

No motion was requested or required for this discussion item. Members were tasked w/ working towards a list of guiding principles for this project.

**Additional Information****7. Supplemental Drawings/Guidance [\[23-0857\]](#)**

This information has been provided to address commission comments fielded prior to meeting.

*Adjournment*

Next Meeting - January 23, 2024

A motion was made by Vice-Chair Lyons, seconded by Patnaik, that the meeting be adjourned. The motion carried by a unanimous vote.

*Order of Consideration of Agenda Items:*

- 1. Staff Presentation*
- 2. Applicant's Presentation*
- 3. Public Comment*
- 4. Board Discussion*
- 5. Motion*
- 6. Restatement of Motion by Chair*

7. Vote

8. Announcement of Vote by Chair

*Public Charge: The Advisory Body pledges its respect to the public. The Body asks the public to conduct themselves in a respectful, courteous manner, both with the Body and with fellow members of the public. Should any member of the Body 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.*

*Unless otherwise noted, please contact the Planning Department at 919-968-2728; [planning@townofchapelhill.org](mailto:planning@townofchapelhill.org) for more information on the above referenced applications.*

*See the Advisory Boards page <http://www.townofchapelhill.org/boards> for background information on this Board.*