



# TOWN OF CHAPEL HILL

## Historic District Commission

### Meeting Minutes

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

Chair Brian Daniels  
Vice-Chair Polly van de Velde  
Deputy Vice-Chair Nancy McCormick  
Michael Booth

Josh Gurlitz  
Duncan Lascelles  
Clarke Martin  
David Schwartz

---

Thursday, February 29, 2024                      1:00 PM                      Room D, Chapel Hill Library

---

#### Language Access Statement

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

如需口头或  
书面翻译服  
务，请拨打  
919-969-5105.

ဘာသာပြန်ဆိုခြင်းနှင့် စကားပြန်ခြင်းအတွက်၊ (၉၁၉) ၉၆၉-၅၁၀၅ ကိုဖုန်းခေါ်ပါ။

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

လၢတၢ်ကတိကျိးထံ မ့တမၢ် လၢတၢ်ကွဲးကျိးထံအတၢ်မၤစၢၤအဂီၢ် ၶ် ကိးဘၣ် (၉၁၉)-၉၆၉-၅၁၀၅

#### Opening

#### Roll Call

Anya Grahn-Federmack, Staff Liaison, Charnika Harrell, Staff Liaison, Ross Tompkins, Town Ombuds, and Anita Badrock, Director of Employee Engagement/Organizational Development, Camille Berry, Council Liaison.

**Present**                      8 - Chair Brian Daniels , Vice-Chair Polly van de Velde, Deputy Vice-Chair Nancy McCormick, Michael Booth, Josh Gurlitz, Duncan Lascelles, Clarke Martin, and David Schwartz

#### Approval of Agenda

#### Pre-Retreat Homework

1.        Historic District Commission Retreat Homework [\[24-0092\]](#)

#### Introduction of Facilitators, Staff, & Commissioners

#### Team Building Exercises and Debrief

#### Historic District Commission Purpose & Priorities

*What is the purpose of the HDC?*

*What are the priorities of the HDC?*

*What does the HDC need to be effective?*

*What are some policy areas the HDC would like to consider?*

The Historic District Commission (HDC) identified several policy and action items they are interested in pursuing. They want to establish transitions between different densities and land uses, extending transitional areas to all neighborhoods, and clarifying their role in the process regarding transitional areas through specific language in the Land Use Management Ordinance (LUMO) rewrite.

The HDC was also interested in improving communication and celebrating the diverse histories of Chapel Hill. They wanted to form and improve partnerships with existing community organizations and groups to highlight significant buildings, events, and individuals that have played a pivotal role in shaping the community's past. The HDC wanted to foster increased community engagement and investment in the preservation of the Town's history. They aspired for community members to be able to articulate the connection between historic preservation and Chapel Hill's history. The Commissioners envisioned themselves as community conveners and leaders, actively seeking collaboration opportunities and promoting the recognition and sharing of various histories beyond the historic districts. There was interest in working alongside existing organizations and groups to further disseminate knowledge about the town's history.

The Commission wanted to enhance the detail and application of the Design Standards. They wanted to revisit the removal of the "A through J" criteria from the LUMO to improve the effectiveness of the standards and provide predictability for applicants. They wanted clearer expectations for applicants and more flexibility for Commission members. The HDC also expressed interest in tree conservation and replanting efforts, as well as considering de-designating areas within the local historic district boundaries that lack historic resources.

## **Wrap Up & Next Steps**

*What are the next steps?*

*Who will be responsible?*

Going forward, staff and the HDC officers will develop an initial survey to determine the interests of individual commission members in exploring the topics

above further.

*Adjournment*

Next Meeting - DATE

*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.*