



# TOWN OF CHAPEL HILL

## Planning Commission

### Action Minutes

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

Chair Michael Everhart  
Vice-Chair James Baxter  
Neal Bench  
Elizabeth Losos  
Melissa McCullough

John Rees  
Louie Rivers  
Elizabeth Webber  
Stephen Whitlow

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**Tuesday, January 5, 2021**

**7:00 PM**

**Virtual Meeting**

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### 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.

The public is invited to attend the Zoom webinar directly online or by phone. Register for this webinar: (to be added) After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: (to be added)

### Opening

### Roll Call

**Present** 9 - Chair Michael Everhart, Vice-Chair James Baxter, Neal Bench, Elizabeth Losos, Melissa McCullough, John Rees, Louie Rivers, Elizabeth Webber, and Stephen Whitlow

*Secretary reads procedures into the record*

### Approval of Agenda

A motion was made by Rees, seconded by Losos, that the agenda be approved.

### Announcements

1. Updates from Advisory Board Champions

[\[20-0118\]](#)

This time provides an opportunity for Advisory Board Champions to relay updates from their latest meetings, as needed.

No updates or announcements were presented.

### Petitions

**Approval of Minutes**

2. Planning Commission Action Minutes for December 15, 2020 [\[21-0001\]](#)

A motion was made by McCullough, seconded by Rees, that the minutes be approved. The motion carried by the following vote:

**Aye:** 8 - Chair Michael Everhart, Vice-Chair James Baxter, Elizabeth Losos, Melissa McCullough, John Rees, Louie Rivers, Elizabeth Webber, and Stephen Whitlow

**Excused:** 1 - Neal Bench

**New Business**

3. Discussion of ongoing communication to Town Council regarding 1200 MLK [\[21-0003\]](#)

A discussion was held regarding the 1200 MLK project. Councilmember Tai Huynh was present to hear the Planning Commission members' concerns, and provided feedback from his perspective.

A motion was made by Bench, seconded by Vice-Chair Baxter, that a recommendation regarding the project be crafted at the next Planning Commission meeting and be forwarded to Town Council. The motion carried by the following vote:

**Aye:** 9 - Chair Michael Everhart, Vice-Chair James Baxter, Neal Bench, Elizabeth Losos, Melissa McCullough, John Rees, Louie Rivers, Elizabeth Webber, and Stephen Whitlow

4. Discussion of letter to Town Council regarding S Columbia St Annex [\[21-0002\]](#)

A discussion was held concerning the letter being drafted for Town Council in regards to the S Columbia St Annex project. It was noted that the Council hearing for the project was delayed until February. The Planning Commission agreed to continue working on the letter, with another draft to be reviewed at a future meeting.

*Adjournment*

Next Meeting - January 19, 2021

Prior to adjournment, Nilsen raised the topic of drafting a letter regarding the Climate Action Plan. Chair Everhart requested that this topic be added to the next meeting's agenda.

A motion was made by Baxter, seconded by McCullough, to adjourn the meeting.  
Meeting adjourned.

*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.*