



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

Tuesday, February 27, 2024

6:30 PM

Virtual Meeting

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.

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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.

The public is invited to attend the Zoom webinar directly online or by phone.

Register for this webinar:

https://us02web.zoom.us/webinar/register/WN_68yjKMnvTfmBvILcVAywLQ After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 850 8946 6427

Opening

Roll Call

Senior Planner Katherine Shor served as staff liaison for this meeting.

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

Approval of Agenda

The agenda was amended to remove St. Thomas More-Shed off of the consent agenda.

A motion was made by Commissioner Levitan, seconded by Commissioner Weis, to approve the agenda as amended. The motion passed unanimously. Commissioner Lyons absent.

Announcements

Petitions

No petitions at the meeting time.

Approval of Minutes

Chair Weis requested revisions to the meeting minutes. The meeting minutes are approved as amended.

Commissioner Weis made a motion to approve the meeting minutes as amended, Washburn seconded. The motion passed unanimously. Commissioner Lyons was present for this vote.

1. January Minutes

[\[24-0097\]](#)

Commission is asked to receive and consider approval on January minutes report.

Consent Agenda

The consent agenda was amended in the approval of the agenda.

3. Timberlyne Offices

[\[24-0099\]](#)

Commission is asked to receive and consider approval under the consent agenda for minor modifications noted during final inspection of building elevations.

Commissioner Levitan moved to approve the consent agenda, which was amended in the approval of the agenda. Commissioner Lyons seconded this motion. The motion passed unanimously.

New Business

2. St. Thomas More-Shed Addition

[\[24-0098\]](#)

Commission is asked to receive and consider approval under the consent agenda for a shed addition to the St. Thomas More campus.

The commission requested the applicant to provide additional information on how the storage facility facade detail wraps around the corner of the structure and to provide a lighting plan if it is applicable.

Commissioner Washburn made a motion to defer this item. Commissioner Patnaik seconded. This motion passed unanimously.

Old Business**4. AURA-Blue Hill COA Modification**[\[24-0100\]](#)

Commission is asked to receive and consider an action on a modification request to COA application.

The commission discussed two design alternatives and a change to the elevations.

The commission unanimously approved the first design alternative request for street tree variation on Ackland Road and Legion Road only.

The commission unanimously approved the second design alternative request to change the upper floor plate area percentage requirement from 80 percent to 82 percent.

Commissioner Weis made a motion. Commissioner Levitan seconded. The commission unanimously approved a motion to defer the item to a later date and recommend that the chair and vice chair summarize the issues that they would like the applicant to address.

New Business**5. LUMO - Design Reference Discussion**[\[24-0101\]](#)

Commission is asked to comment on the design reference guide.

Commission members discussed the Typology Resource Guide, a preliminary deliverable of the Rewriting Our Rules: Land Use Management Ordinance (LUMO) Update project. Planning Staff Project Manager oriented Commission members to this document and answered questions.

Staff also asked the commission to consider the following questions:
What are the top takeaways? What does the document get right? Do you disagree with any of the design directions suggested by the document?
What design topics is the document missing?

There was no motion associated with this item.

6. Meeting Start Time-Discussion[\[24-0102\]](#)

Staff will share information w/ the Commission about modifying the start time to meetings. The Commission can provide feedback. Motion to action on meeting times is allowed.

Commission discussed changing the start time of their meetings. Chair requested staff liaison to confirm any changes with the Town Manager's office before proceeding.

There was no motion associated with this item.

Adjournment

Next Meeting - Tuesday, March 26

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 for more information on the above referenced applications.

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