

MEMORANDUM

TO: Chapel Hill Historic District Commission

FROM: Britany Waddell, Planning Director
Charnika Harrell, Senior Planner
Anna Scott Myers, Planner I

SUBJECT: Proposed Revisions to Historic District Commission Rules of Procedure

DATE: December 9, 2025

DISCUSSION

Chapel Hill Town Council adopted a text amendment to the Land Use Management Ordinance (LUMO) related to rules of boards and commissions on [June 11, 2025](#)¹. The following changes were adopted:

- Set the size of the board to seven regular members
- Set quorum for the board to four members, equal to a simple majority of members including any vacant seats
- For voting purposes, exclude vacant seats and members who have a conflict of interest when calculating a majority

Staff propose revisions to the Historic District Commission's Rules of Procedures. The revisions include but are not limited to the following:

- Referring to Council's Board and Commission Policy for officer roles where relevant, which includes removing the Deputy Vice Chair role
- Revising the format and reorganizing rules

ATTACHMENTS

1. [Current Chapel Hill Historic District Commission Rules of Procedure](#)²
2. Revised Rules of Procedure

¹Link to June 11, 2025 Town Council Meeting:
<https://chapelhill.legistar.com/LegislationDetail.aspx?ID=7428587&GUID=DB01D6E1-6061-4232-9708-76D8EA1CE247&Options=&Search=>

²Link to current Rules of Procedure:
<https://www.townofchapelhill.org/home/showpublisheddocument/51760/637908992296900000>