

## Amy Harvey

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**From:** Jeanette Coffin  
**Sent:** Monday, June 10, 2019 4:57 PM  
**To:** William Raynor, Jr.  
**Cc:** Ben Hitchings; Becky McDonnell; Judy Johnson; Allen Buansi; Daniel Bowen; Donna Bell; Hongbin Gu; Jeanne Brown; Jess Anderson; Karen Stegman; Michael Parker; Nancy Oates; Pam Hemminger; Rachel Schaevitz; Sarah Muneton; Amy Harvey; Carolyn Worsley; Catherine Lazorko; Flo Miller; Laura Selmer; Maggie Bailey; Mary Jane Nirdlinger; Maurice Jones; Rae Buckley; Ralph Karpinos; Ross Tompkins; Sabrina Oliver  
**Subject:** email...RE: HDC Appointment Votes - June 12th Meeting

Thank you for your correspondence with the Town of Chapel Hill. The Mayor and Town Council are interested in what you have to say. By way of this email, I am forwarding your message to the Mayor and each of the Council Members, as well as to the appropriate staff person who may be able to assist in providing additional information or otherwise addressing your concerns.

If your email is related to a development application or a particular issue being addressed by the Council, your comments will be made part of the record. If applicable, we encourage you to attend any public meetings related to the items addressed in your email.

Again, thank you for your message.

Sincerely,

Jeanette Coffin



Jeanette Coffin  
Office Assistant  
[Town of Chapel Hill Manager's Office](#)  
[405 Martin Luther King Jr. Blvd.](#)  
[Chapel Hill, NC 27514](#)  
(o) 919-968-2743 | (f) 919-969-2063

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**From:** William Raynor, Jr. [mailto:wjraynorjr@gmail.com]  
**Sent:** Monday, June 10, 2019 4:17 PM  
**To:** Town Council <mayorandcouncil@townofchapelhill.org>  
**Subject:** HDC Appointment Votes - June 12th Meeting

Dear Mayor and Town Council members – please accept this letter from Kara and I related to the upcoming HDC appointments you will be voting on. We look forward to discussing this further with all of you.

Best,  
Bill & Kara Raynor

Sent from [Mail](#) for Windows 10

**William & Kara Raynor**  
514 East Rosemary Street  
Chapel Hill, NC 27514

June 10, 2019

The Honorable Pam Hemminger  
Town of Chapel Hill  
405 Martin Luther King Jr. Boulevard  
Chapel Hill, NC 27514

Dear Mayor Hemminger,

Thank you for taking the time to read our letter. After more than 3 years of being involved with the Historic District Commission (HDC), it troubles us that we have to continue to write these letters and emails to you concerning appointments to the Town of Chapel Hill's HDC. We watched the most recent HDC meeting and are saddened to see that the Commission and specifically Chairman Epting have recommended the appointment of former member John Sweet and current Commission member Kimberly Kyser to fill vacancies on the HDC.

As you and many of the town councilors are aware, we went through a long, difficult and unfair year and half odyssey with the HDC, and specifically with these two members, in an attempt to build a single-family home in the Franklin/Rosemary Historic District for ourselves and our four children. And we are not the only ones who have endured this kind of treatment.

The treatment we received at the hands of the Commission and these two members was atrocious and abysmal to put it mildly. Kara and I spent years working in the Massachusetts State House with elected officials. We are very aware of good, honest, hardworking public servants and from a personal and professional standpoint, these individuals should not be granted the opportunity to serve on this Commission ever again after their interactions and general mistreatment of the public. It was and still is concerning.

The most recent survey just completed (attached separately) called the Historic District Stakeholder Survey Report (dated April 2019) only clarifies and supports our contention that many of the applicants that have been in front of this Commission had a very or somewhat negative experience. Status quo related to these appointments cannot continue and new blood and diversity should be encouraged in the support of the other applicants and not the two mentioned above. I also encourage you to watch the hours of HDC video related to our application regarding these two members. Beyond the mistreatment and general rudeness, Mr. Sweet and Ms. Kyser on the record both violated their own ethical obligation signed when becoming a Commission member by having ex-parte communication regarding our application on the actual site of our

proposed home and then lying about it. There are several other examples of their misuse of guidelines and we are happy to forward you our last letters outlining this information if necessary. You and the Council should be doing everything possible to discourage this type of behavior and not encouraging it through reappointment.

Stated previously as owners within the district we care greatly about maintaining the heritage of the district and making sure incongruous properties are not built. However, the Commission needs individuals that will do this in a respectful and consultative manner with the general public, your constituents. We respectfully request that you as the Mayor and the Town Council review the other applications that were submitted to the Commission and to vote against the re-appointment of Kimberly Kyser and the attempted appointment again of John Sweet. The previous action by the Council of not appointing Mr. Sweet the last two times when the HDC supported his candidacy should stand as nothing has changed. Reinvigorating this HDC by adding greater diversity and new members that will properly apply the Chapel Hill Land Use Management Ordinance and the design guidelines in a respectful manner should be the goal.

Both Kara and I will be reaching out to you and the full council to discuss this live in advance of your HDC appointment vote on June 12th. We look forward to answering any additional questions you may have and providing further information regarding our own egregious treatment at the hands of the Historic District Commission and these two applicants specifically.

Best Regards,



Bill & Kara Raynor  
514 East Rosemary Street  
Chapel Hill, NC 27514

cc: Mayor Pro Tem Jessica Anderson  
Council Member Donna Bell  
Council Member Allen Buansi  
Council Member Hongbin Gu  
Council Member Nancy Oates  
Council Member Michael Parker  
Council Member Rachel Schaevitz  
Council Member Karen Stegman



# Historic District Stakeholder Survey Report

April 2019

## **Background**

At its meeting on September 20, 2018, the Council Committee on Boards and Commissions asked the Ombuds Office to work with the Historic District Commission on a stakeholder input process to improve outcomes in the historic districts.

During the fall of 2018, Town staff drafted a survey as a first step in gathering stakeholder input. The purpose of the survey was to learn more about the experiences of people living and working in the Town's historic districts in order to improve how we serve the community, support the Historic District Commission, and make connections that reinforce the Town's goals for historic preservation.

Town staff presented the draft survey to the Historic District Commission at its meeting on November 13, 2018, and asked for feedback on what, if any, additional questions to include in the survey. Feedback from the Historic District Commission was incorporated into the survey before it went live.

## **Stakeholders**

Historic district residents, people who own businesses or work in one of the Town's historic districts, members of the Historic District Commission, recent applicants and/or their representatives were all invited via postcard to complete the survey online. Stakeholders were provided a staff contact should they have any questions, need assistance, or prefer to complete an offline version of the survey.

The survey was open from January 15 to February 20, 2019. The survey was reopened for one day in March to allow one stakeholder, who said they did not receive a postcard, to complete the survey.

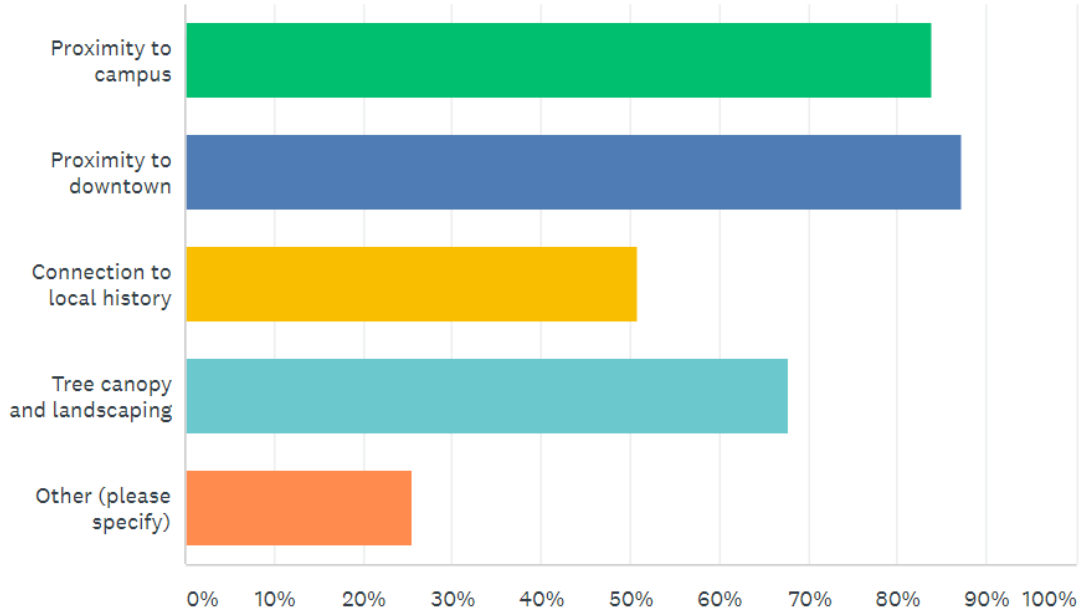
## **Survey Results**

The survey contained 34 questions broken into six short sections and took 21 minutes on average to complete. Respondents were told that the survey could only be taken once, and that all responses are anonymous. The survey was completed by 120 total respondents. For each open ended question, responses were coded by theme.

Section 1 asked for general impressions of the Town’s historic districts.

**Q1. What do you like best about living or working in a historic district?**

Answered: 118 Skipped: 2



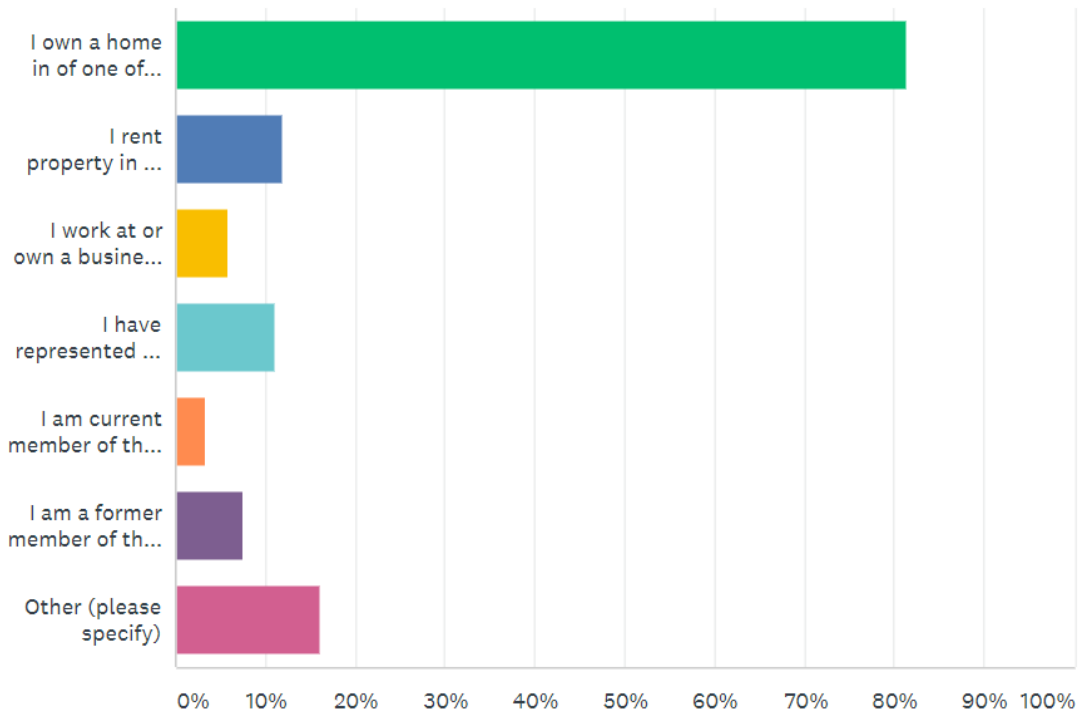
ANSWER CHOICES	RESPONSES
Proximity to campus	83.90% 99
Proximity to downtown	87.29% 103
Connection to local history	50.85% 60
Tree canopy and landscaping	67.80% 80
Other (please specify) <a href="#">Responses</a>	25.42% 30
<b>Total Respondents: 118</b>	

Of the 30 respondents who answered “other”:

- 20 cited the look and feel of the neighborhood
- 6 cited preservation of historic character
- 2 cited owning a historic home
- 1 said “nothing good”
- 1 said “all of the above”

## Q2. What is your relationship with the Town’s historic districts?

Answered: 118 Skipped: 2



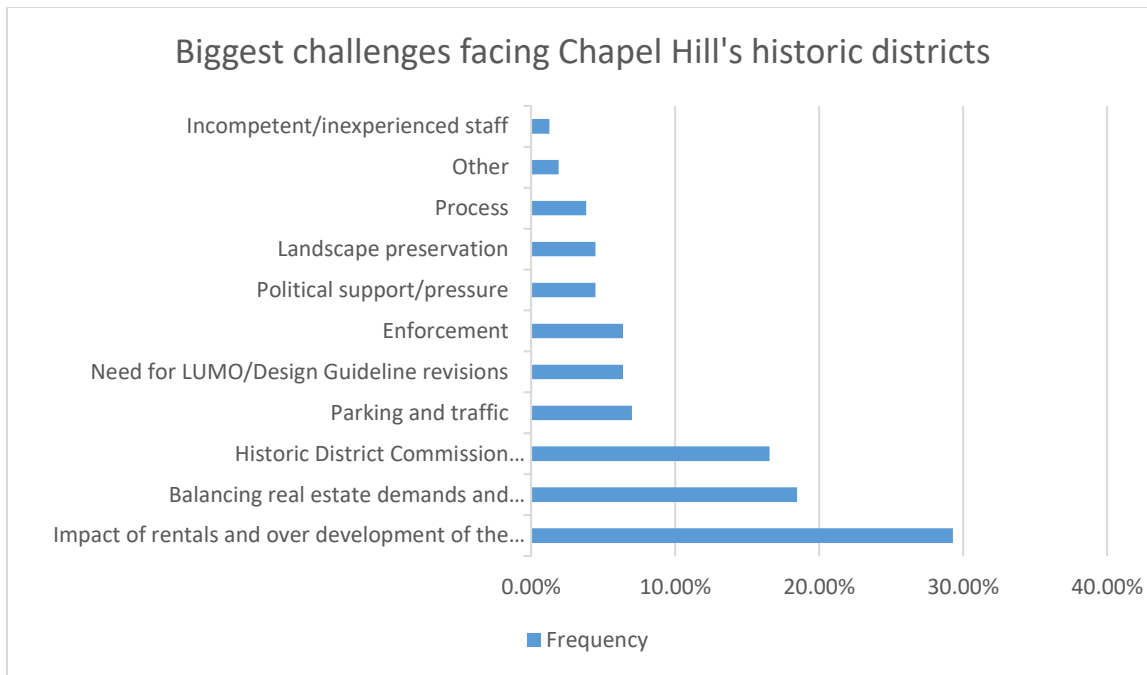
ANSWER CHOICES	RESPONSES
▼ I own a home in of one of the historic districts	81.36% 96
▼ I rent property in one of the historic districts	11.86% 14
▼ I work at or own a business in one of the historic districts	5.93% 7
▼ I have represented an applicant at a Historic District Commission meeting	11.02% 13
▼ I am current member of the Historic District Commission	3.39% 4
▼ I am a former member of the Historic District Commission (no longer serving)	7.63% 9
▼ Other (please specify)	<a href="#">Responses</a> 16.10% 19
<b>Total Respondents: 118</b>	

Of the 19 respondents who answered “other”:

- 10 identified as a current or former resident of a historic district
- 4 identified as a current or past applicant
- 1 identified as a current Historic District Commission member
- 1 identified as a historian
- 1 said they represent a fraternity
- 1 said they work at a nonprofit that owns a non-residential property in the district
- 1 said they worked as an early advocate for historic preservation in Chapel Hill

**Q3. What do you feel are the biggest challenges facing Chapel Hill's historic districts?**

Answered: 113 (some cited multiple challenges)

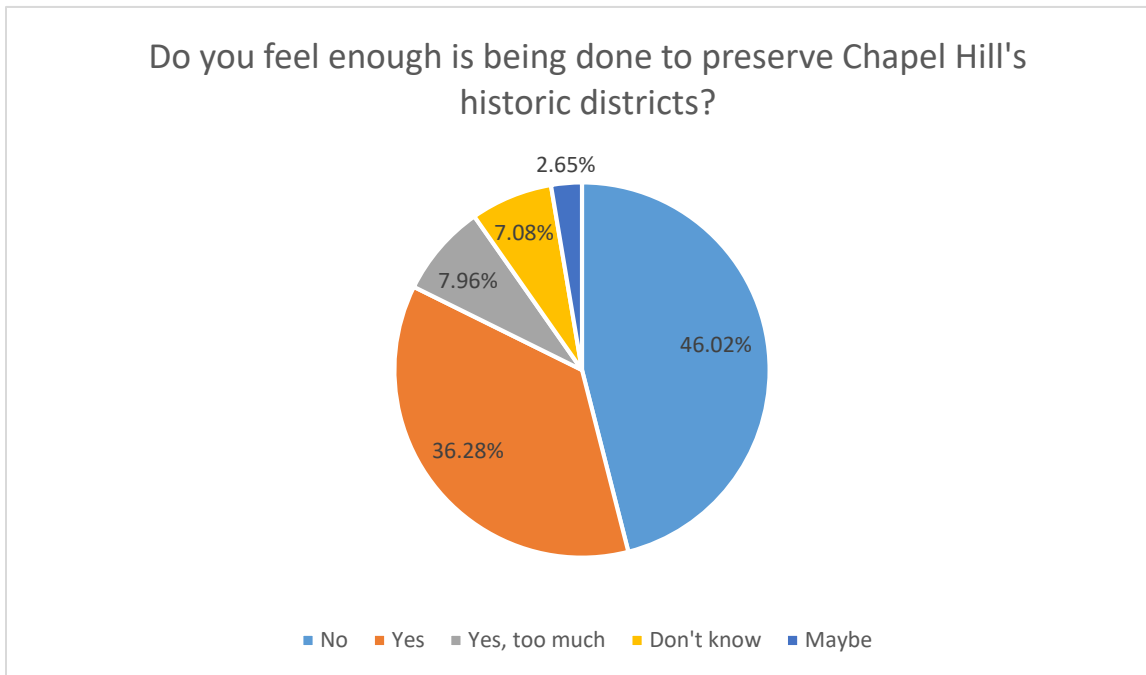


Challenge	Frequency cited
Impact of rentals and over development of the neighborhood	29.30% (n=46)
Balancing real estate demands and contemporary living with historic preservation	18.47% (n=29)
Historic District Commission authority/input/consistency	16.56% (n=26)
Parking and traffic	7.01% (n=11)
Need for LUMO/Design Guideline revisions	6.37% (n=10)
Enforcement	6.37% (n=10)
Political support/pressure	4.46% (n=7)
Landscape preservation	4.46% (n=7)
Process	3.82% (n=6)
Other	1.91% (n=3)
Incompetent/inexperienced staff	1.27% (n=2)



**Q4. Do you feel enough is being done to preserve Chapel Hill's historic districts?**

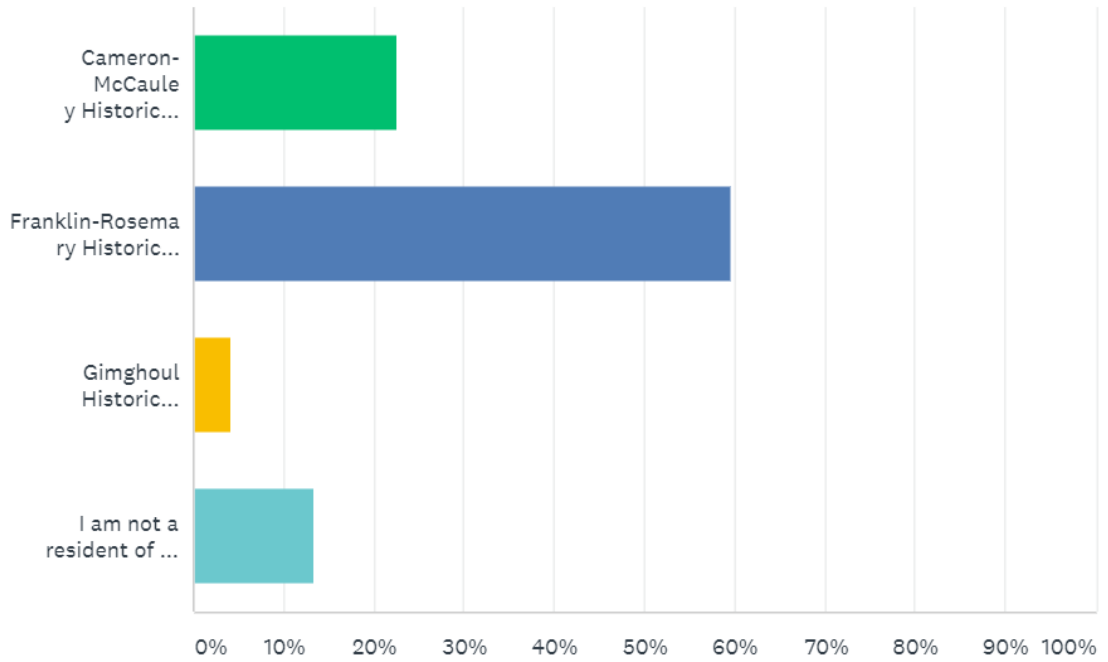
Answered: 113



Response	Frequency
No	46.02% (n=52)
Yes	36.28% (n=41)
Yes, too much	7.96% (n=9)
Don't know	7.08% (n=8)
Maybe	2.65% (n=3)

**Q5. If you are a resident of one of the Town’s three local historic districts (see [map](#)<sup>1</sup>), which district do you live in?**

Answered: 119 Skipped: 1

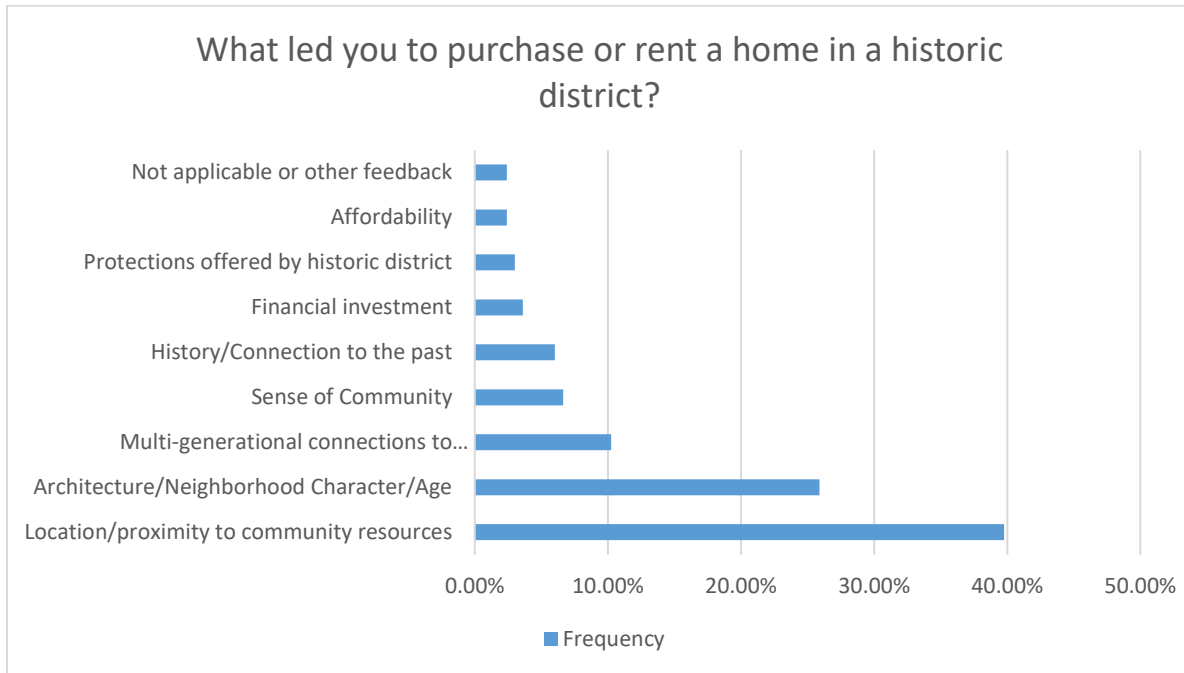


ANSWER CHOICES	RESPONSES
▼ Cameron-McCauley Historic District	22.69% 27
▼ Franklin-Rosemary Historic District	59.66% 71
▼ Gimghoul Historic District	4.20% 5
▼ I am not a resident of the Town’s three local historic districts	13.45% 16
<b>TOTAL</b>	<b>119</b>

<sup>1</sup> <https://www.townofchapelhill.org/home/showdocument?id=2402>

**Q6. If you are a resident of one of the Town’s three local historic districts, what led you to purchase or rent a home in a historic district?**

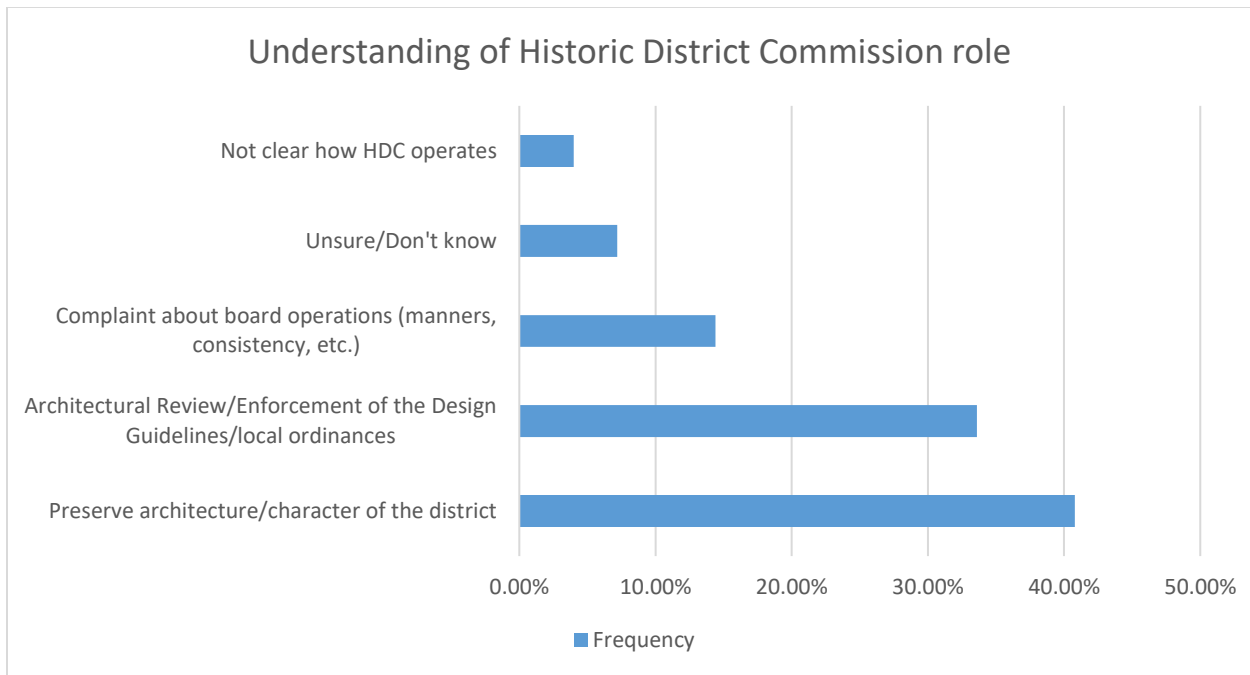
Answered: 106 (some cited multiple reasons)



Response	Frequency
Location/proximity to community resources	39.76% (n=66)
Architecture/Neighborhood Character/Age	25.90% (n=43)
Multi-generational connections to home/neighborhood	10.24% (n=17)
Sense of Community	6.63% (n=11)
History/Connection to the past	6.02% (n=10)
Financial investment	3.61% (n=6)
Protections offered by historic district	3.01% (n=5)
Affordability	2.41% (n=4)
Not applicable or other feedback	2.41% (n=4)

**Q7. What is your understanding of the role of the Historic District Commission?**

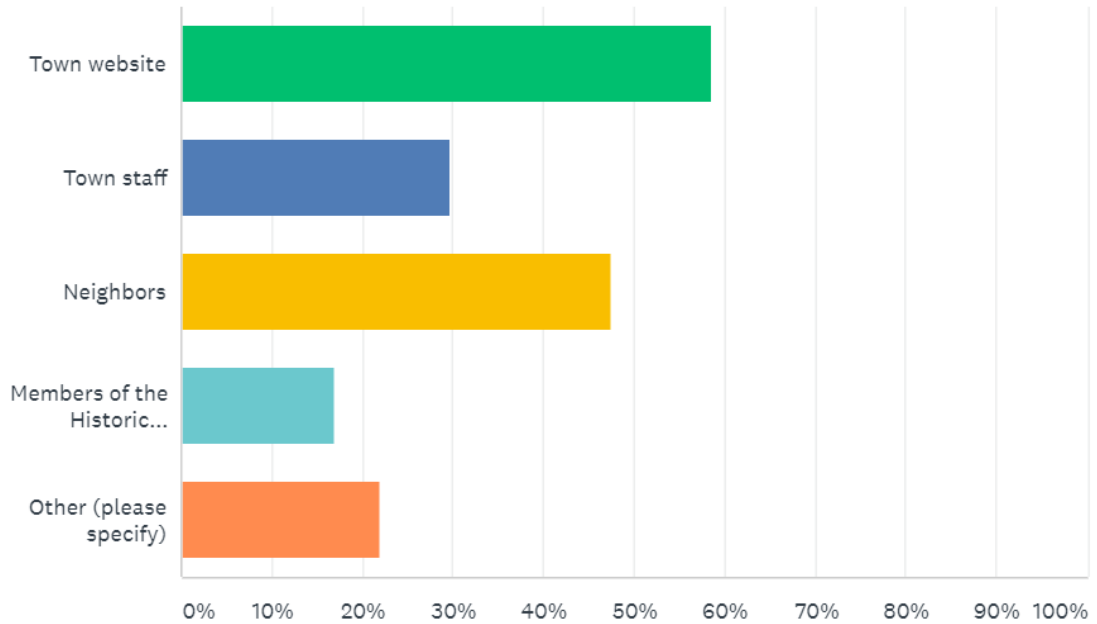
Answered: 111 (some cited multiple responses)



<b>Response</b>	<b>Frequency</b>
Preserve architecture/character of the district	40.8% (n=51)
Architectural Review/Enforcement of the Design Guidelines/local ordinances	33.6% (n=42)
Complaint about board operations (manners, consistency, etc.)	14.4% (n=18)
Unsure/Don't know	7.2% (n=9)
Not clear how HDC operates	4% (n=5)

**Q8. Where do you most often turn for information about the historic districts?**

Answered: 118 Skipped: 2



ANSWER CHOICES	RESPONSES
▼ Town website	58.47% 69
▼ Town staff	29.66% 35
▼ Neighbors	47.46% 56
▼ Members of the Historic District Commission	16.95% 20
▼ Other (please specify) <a href="#">Responses</a>	22.03% 26
<b>Total Respondents: 118</b>	

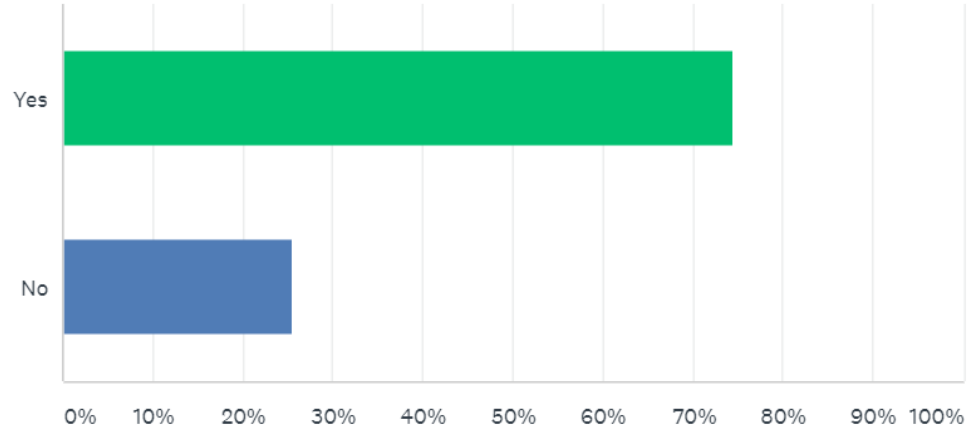
Of the 26 respondents who answered “other”:

- 4 said they consult the internet
- 4 said they consult architects, planners, or other professionals
- 3 said they do their own research
- 2 said they consult the Historic District Design Guidelines, local ordinances, or state statute
- 2 said they ask friends, family, or neighbors
- 11 offered other feedback

Section 2 asked about respondents' experience bringing an application for renovation or construction before the Historic District Commission.

**Q9. Have you ever brought an application before the Historic District Commission?**

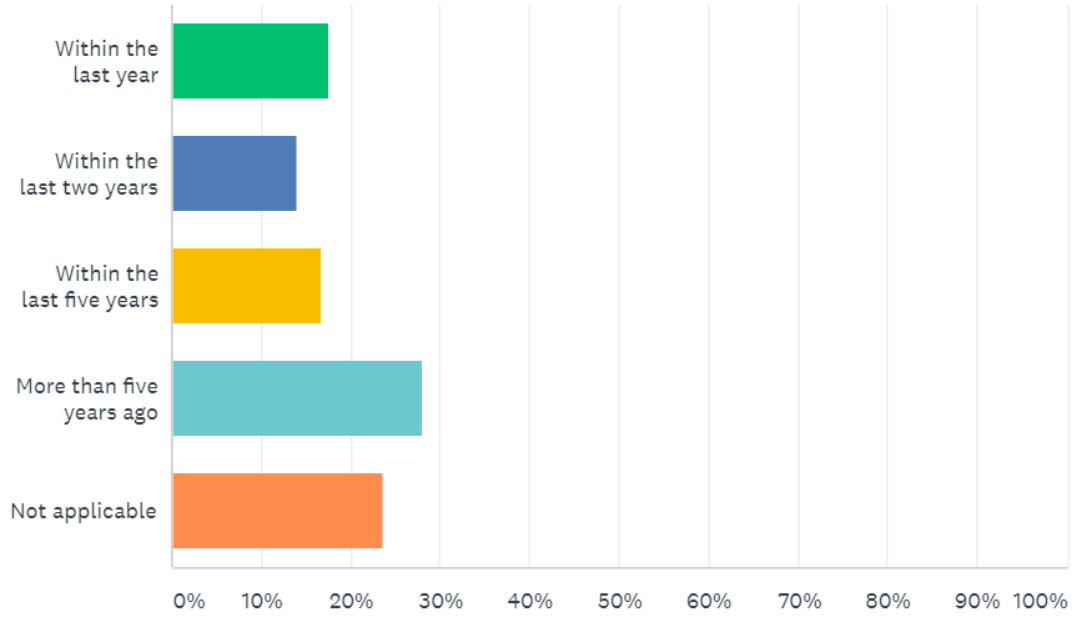
Answered: 118 Skipped: 2



ANSWER CHOICES	RESPONSES
Yes	74.58% 88
No	25.42% 30
<b>TOTAL</b>	<b>118</b>

**Q10. If yes, when was the last time you brought an application before the Historic District Commission?**

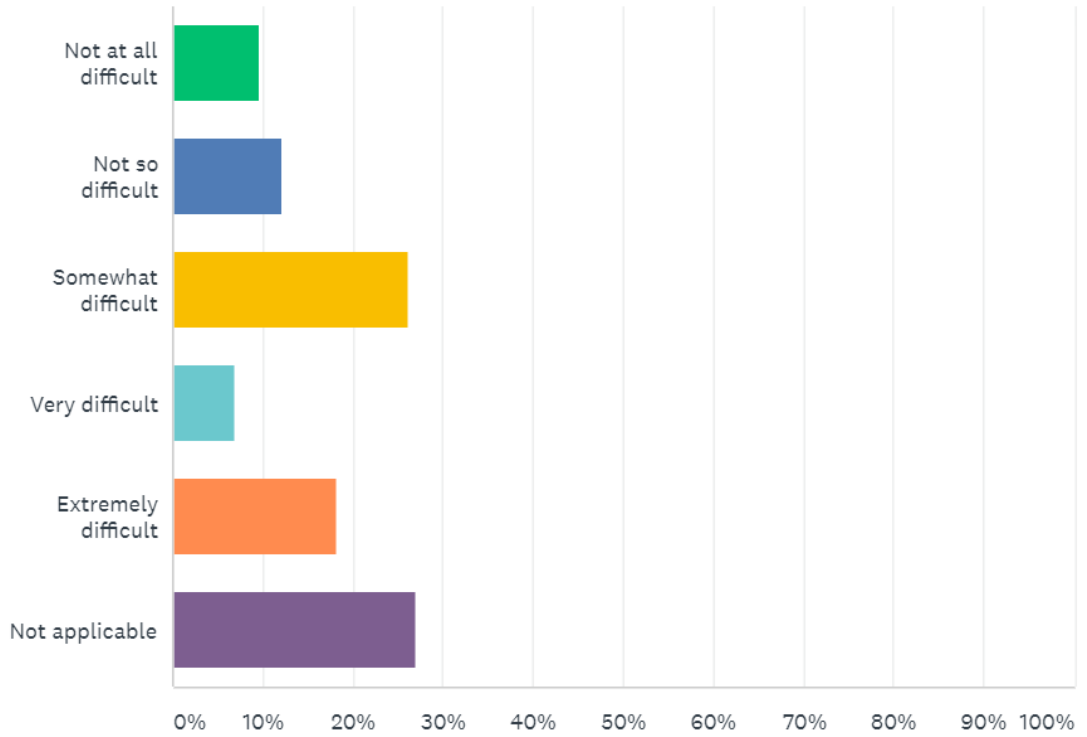
Answered: 114 Skipped: 6



ANSWER CHOICES	RESPONSES
▼ Within the last year	17.54% 20
▼ Within the last two years	14.04% 16
▼ Within the last five years	16.67% 19
▼ More than five years ago	28.07% 32
▼ Not applicable	23.68% 27
<b>TOTAL</b>	<b>114</b>

**Q11. How was your experience completing the application?**

Answered: 115 Skipped: 5

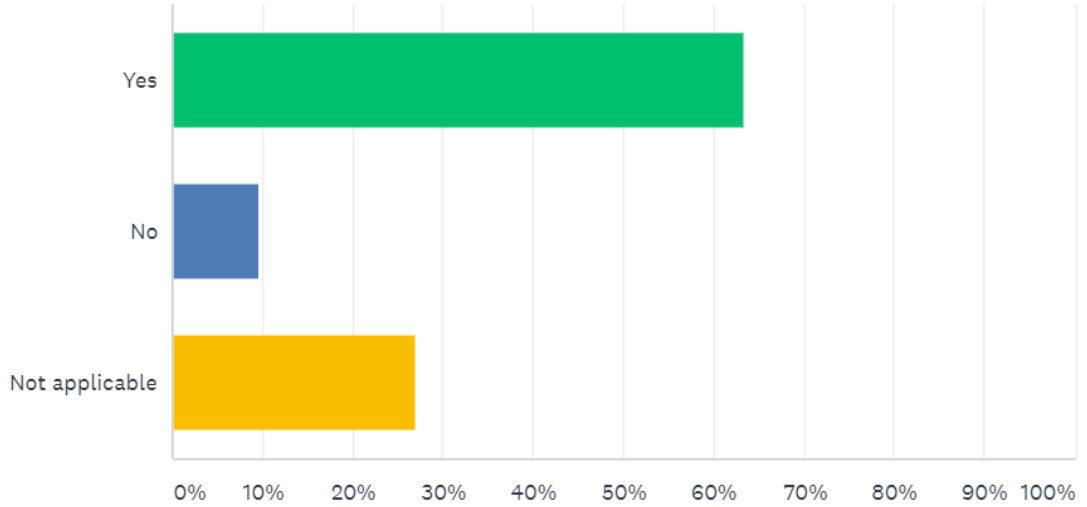


ANSWER CHOICES	RESPONSES
▼ Not at all difficult	9.57% 11
▼ Not so difficult	12.17% 14
▼ Somewhat difficult	26.09% 30
▼ Very difficult	6.96% 8
▼ Extremely difficult	18.26% 21
▼ Not applicable	26.96% 31
<b>TOTAL</b>	<b>115</b>



**Q12. In completing the application, did you receive assistance from Town staff, an engineer, an architect or other professional?**

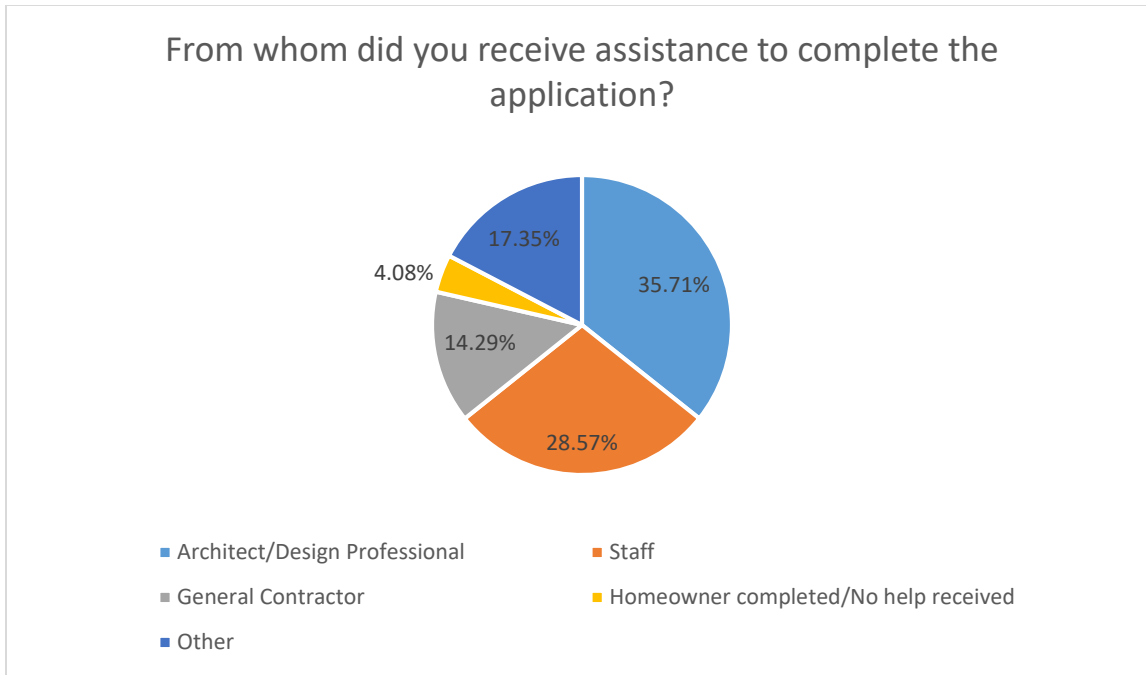
Answered: 115 Skipped: 5



ANSWER CHOICES	RESPONSES
Yes	63.48% 73
No	9.57% 11
Not applicable	26.96% 31
<b>TOTAL</b>	<b>115</b>

**Q13. If yes, please explain.**

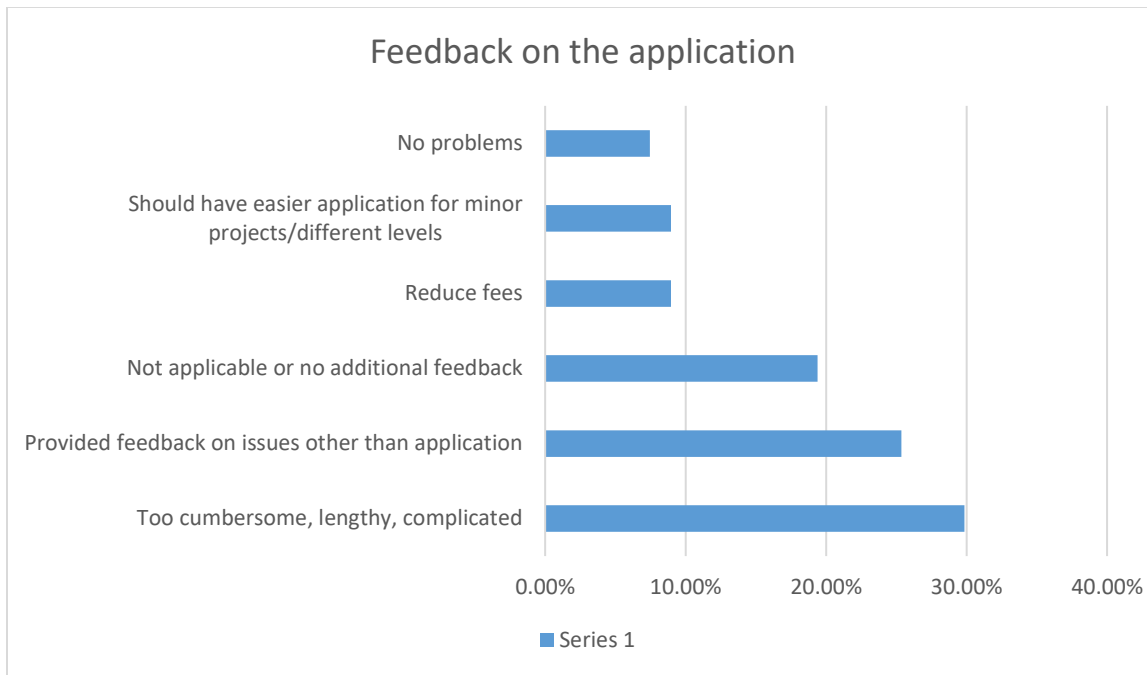
Answered: 77 (some provided multiple responses)



Response	Frequency
Architect/Design Professional	35.71% (n=35)
Staff	28.57% (n=28)
General Contractor	14.29% (n=14)
Homeowner completed/No help received	4.08% (n=4)
Other	17.35% (n=17)

**Q14. What other feedback, if any, do you have about the application itself?**

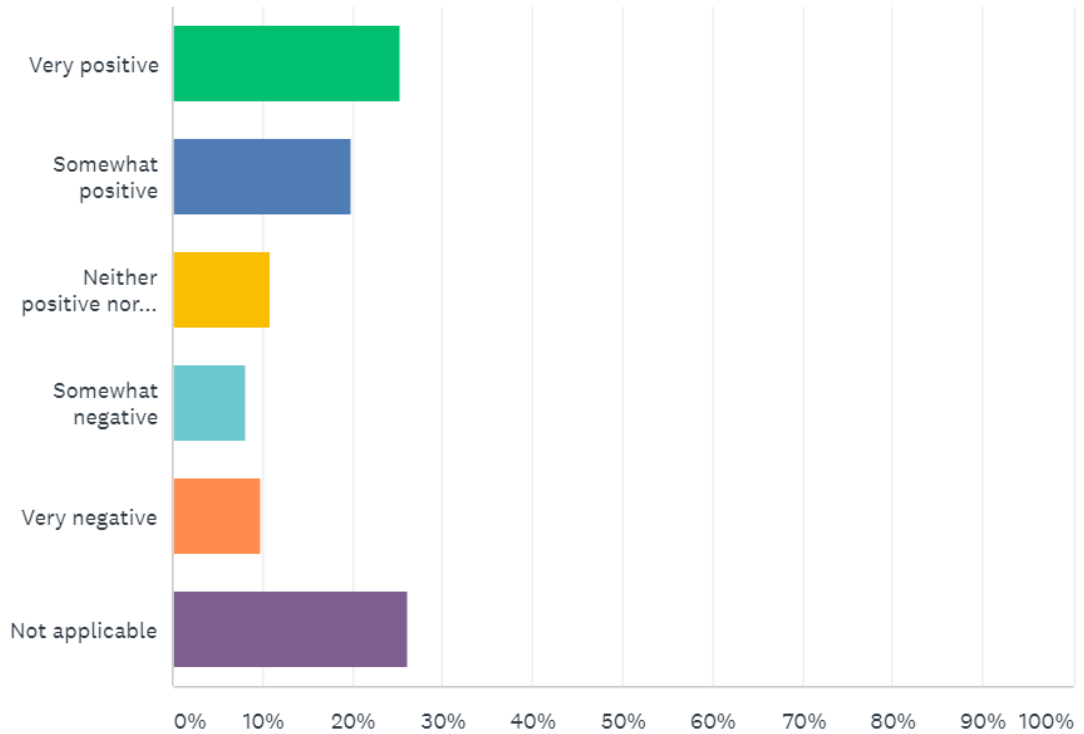
Answered: 64 (some provided multiple responses)



Response	Frequency
Too cumbersome, lengthy, complicated	29.85% (n=20)
Provided feedback on issues other than application	25.37% (n=17)
Not applicable or no additional feedback	19.4% (n=13)
Reduce fees	8.96% (n=6)
Should have easier application for minor projects/different levels	8.96% (n=6)
No problems	7.46% (n=5)

**Q15. How did you find your experience working and/or interacting with Town staff?**

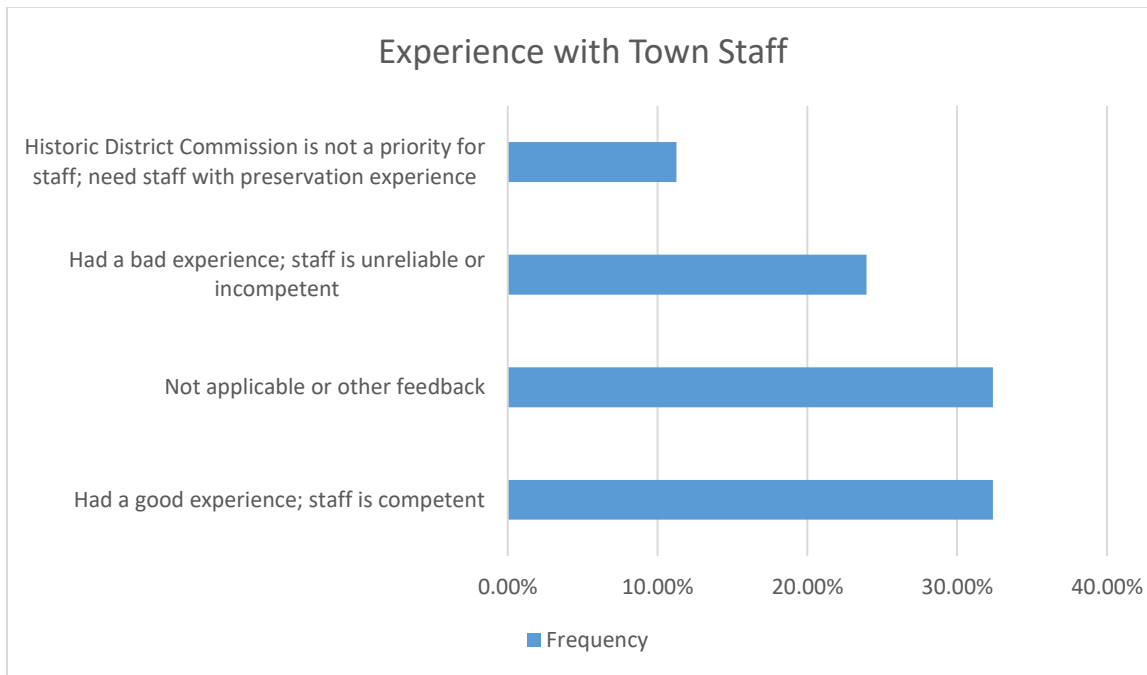
Answered: 111 Skipped: 9



ANSWER CHOICES	RESPONSES
Very positive	25.23% 28
Somewhat positive	19.82% 22
Neither positive nor negative	10.81% 12
Somewhat negative	8.11% 9
Very negative	9.91% 11
Not applicable	26.13% 29
<b>TOTAL</b>	<b>111</b>

**Q16. What specific feedback, if any, do you have about working with Town staff?**

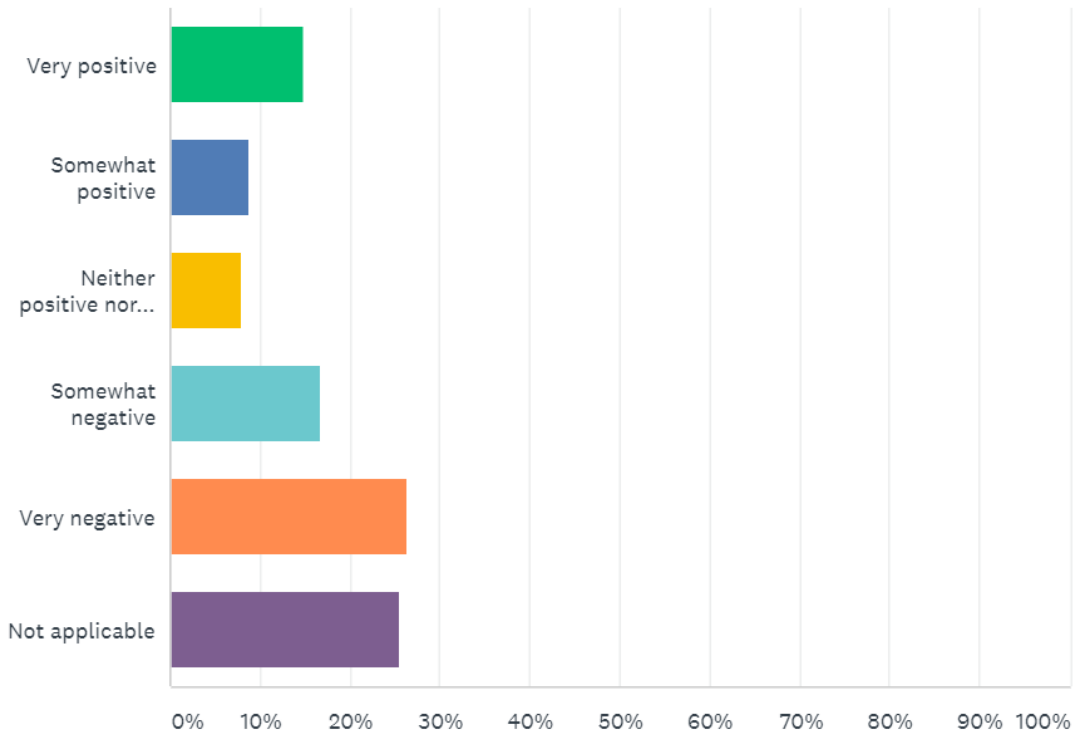
Answered: 70 (some provided multiple responses)



<b>Response</b>	<b>Frequency</b>
Had a good experience; staff is competent	32.39% (n=23)
Not applicable or other feedback	32.39% (n=23)
Had a bad experience; staff is unreliable or incompetent	23.94% (n=17)
Historic District Commission is not a priority for staff; need staff with preservation experience	11.27% (n=8)

**Q17. How did you find your experience with the Historic District Commission?**

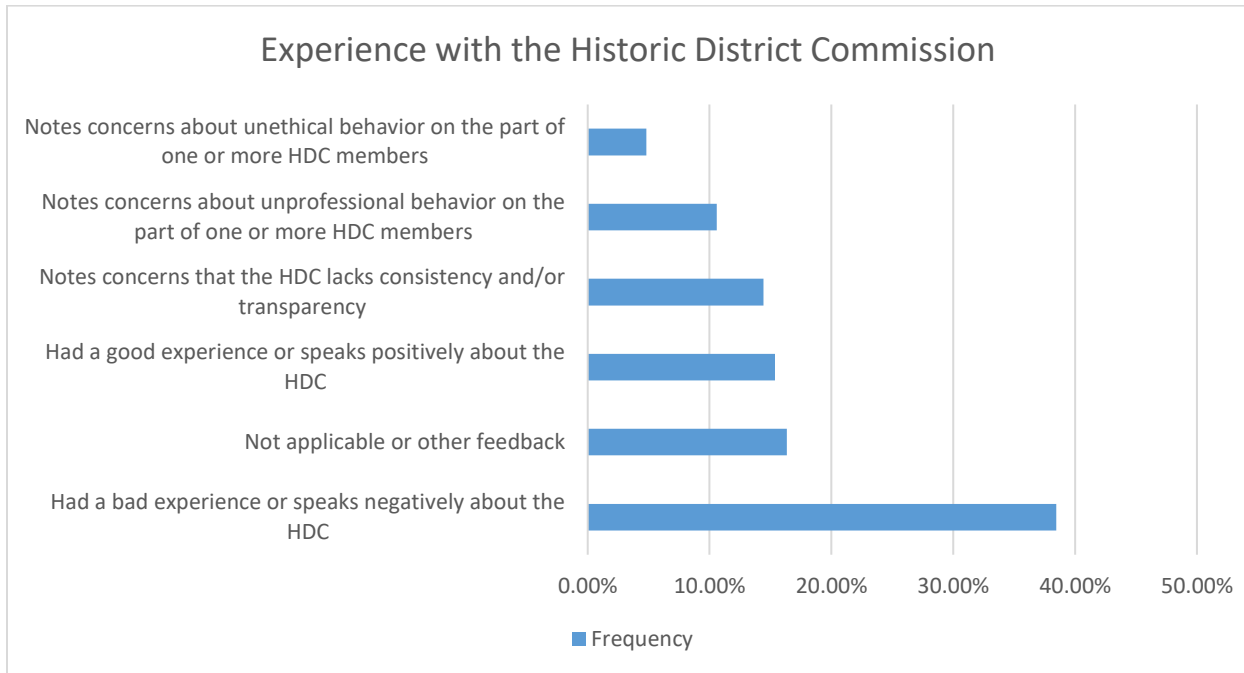
Answered: 114 Skipped: 6



ANSWER CHOICES	RESPONSES
▼ Very positive	14.91% 17
▼ Somewhat positive	8.77% 10
▼ Neither positive nor negative	7.89% 9
▼ Somewhat negative	16.67% 19
▼ Very negative	26.32% 30
▼ Not applicable	25.44% 29
<b>TOTAL</b>	<b>114</b>

**Q18. What specific feedback, if any, do you have about your experience with the Historic District Commission?**

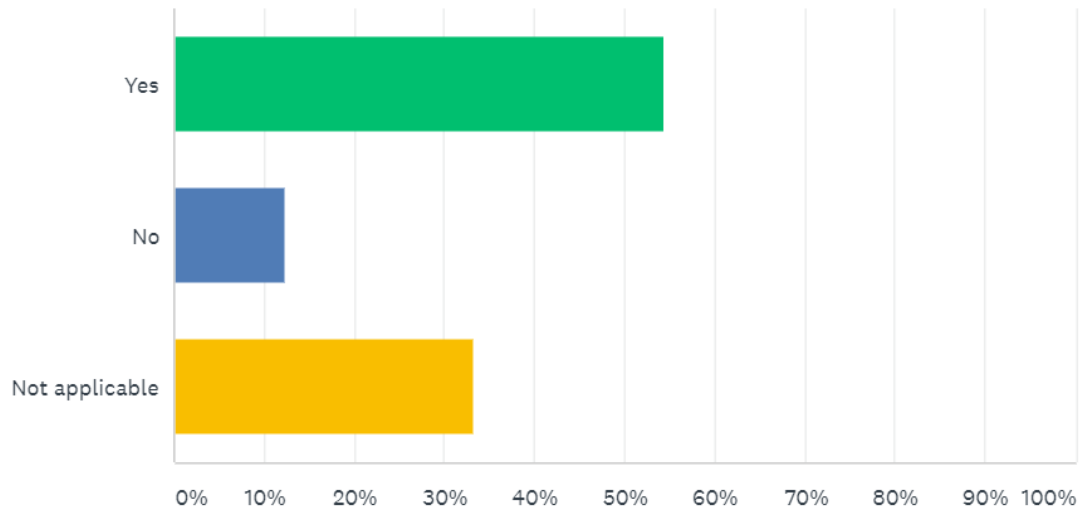
Answered: 73 (some provided multiple responses)



Response	Frequency
Had a bad experience or speaks negatively about the HDC	38.46% (n=40)
Not applicable or other feedback	16.35% (n=17)
Had a good experience or speaks positively about the HDC	15.38% (n=16)
Notes concerns that the HDC lacks consistency and/or transparency	14.42% (n=15)
Notes concerns about unprofessional behavior on the part of one or more HDC members	10.58% (n=11)
Notes concerns about unethical behavior on the part of one or more HDC members	4.81% (n=5)

### Q19. Was the meeting time convenient?

Answered: 114 Skipped: 6

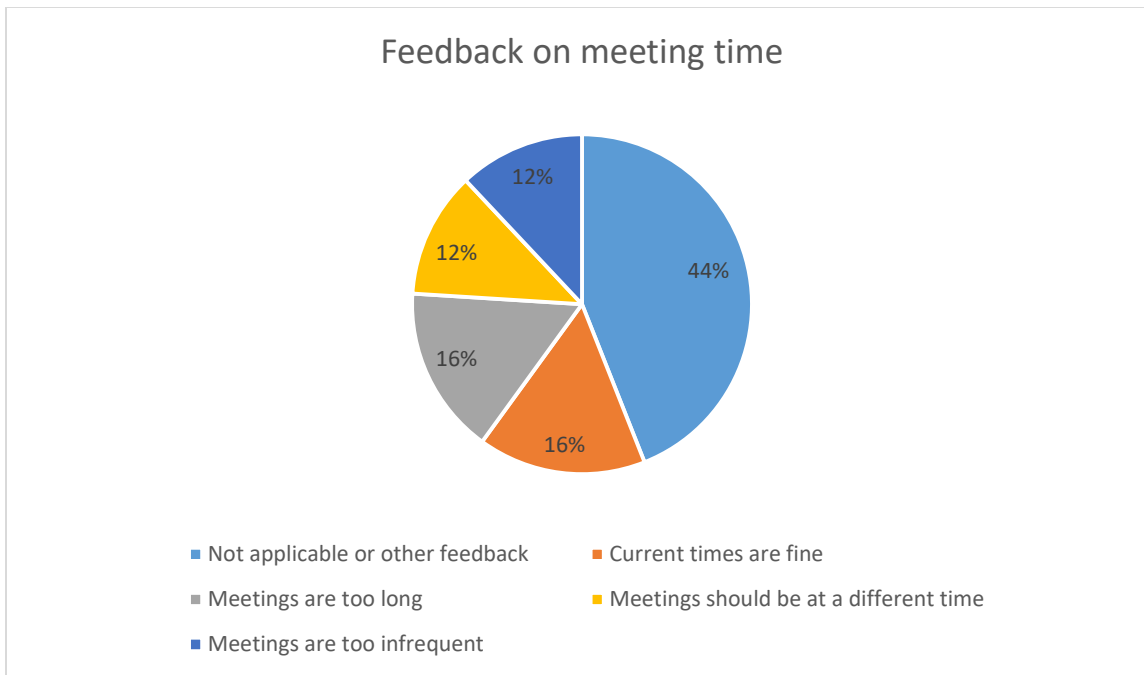


ANSWER CHOICES	RESPONSES
▼ Yes	54.39% 62
▼ No	12.28% 14
▼ Not applicable	33.33% 38
<b>TOTAL</b>	<b>114</b>



**Q20. If no, what time would have been more convenient for you?**

Answered: 24 (some provided multiple responses)



Response	Frequency
Not applicable or other feedback	44% (n=11)
Current times are fine	16% (n=4)
Meetings are too long	16% (n=4)
Meetings should be at a different time	12% (n=3)
Meetings are too infrequent	12% (n=3)

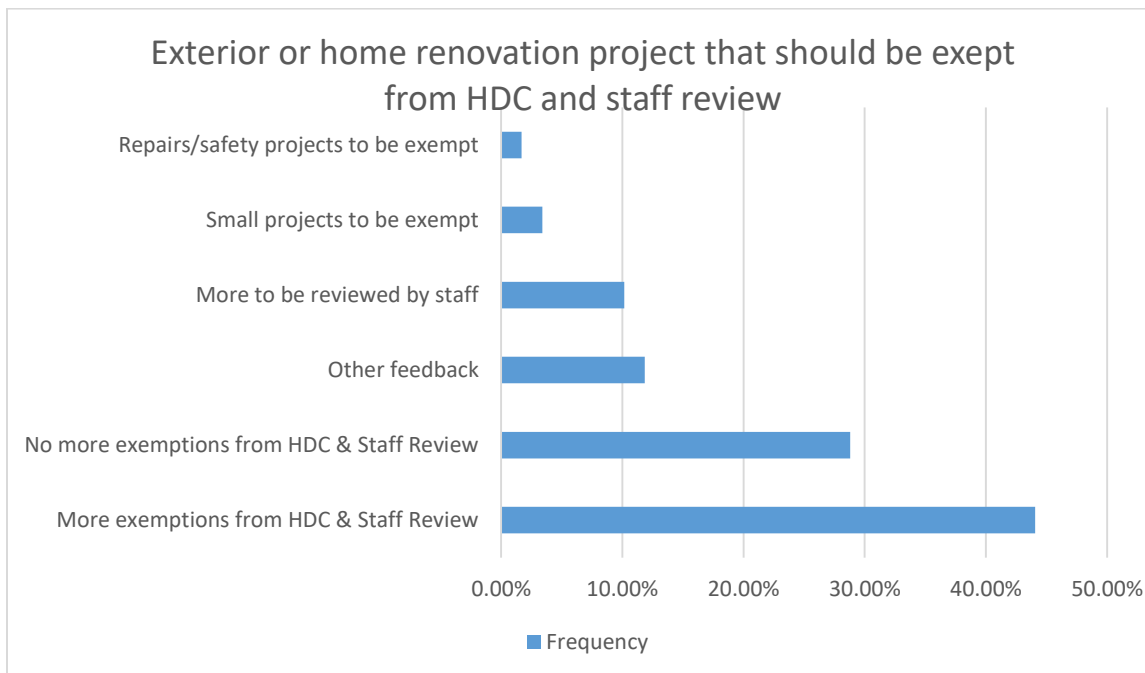
Section 3 asked about respondents' experience applying for administrative (Town staff) review and approval of an application for exterior renovation or construction. Administrative approvals are exempt from Historic District Commission review and do not require a hearing.

**Q21. The Historic District Commission delegates application review and approval authority to Town staff for the following items:**

- Walkways on private property when constructed of common red brick, or Chapel Hill gravel.
- Minor projects which do not require building permits because of cost or because they involve nonstructural changes.
- Signs which do not require a sign permit.
- Installing gutters painted to match the house or trim, as long as no significant architectural features are removed
- Construction of wood deck on rear or side of house when less than 10% would be visible from a public right-of-way.
- Fieldstone walls not exceeding three feet in height.
- Bricked-in areas on side or rear of structure at ground level and not abutting right-of-way.

**Are there any exterior renovation or home construction projects you feel should be exempt from both Historic District Commission review and administrative (staff) approval? If so, please explain.**

Answered: 59

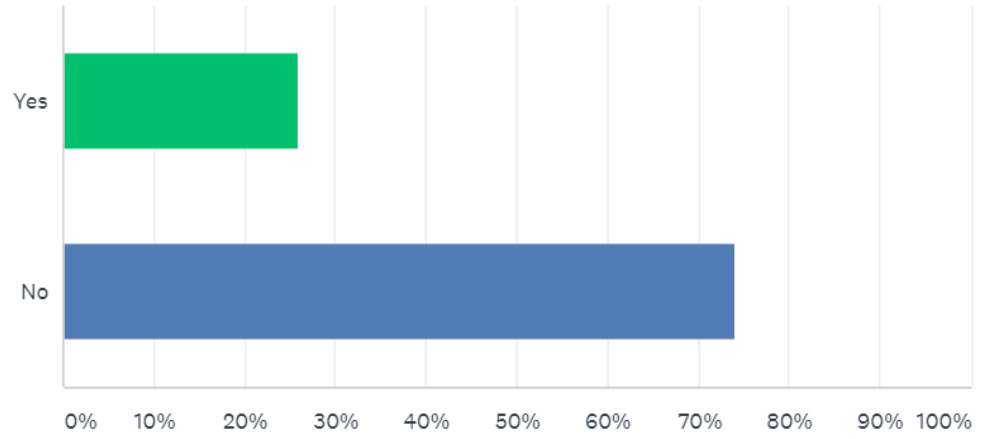


Response	Frequency
More exemptions from HDC & Staff Review	44.07% (n=26)
No more exemptions from HDC & Staff Review	28.81% (n=17)
Other feedback	11.86% (n=7)

More to be reviewed by staff	10.17% (n=6)
Small projects to be exempt	3.39% (n=2)
Repairs/safety projects to be exempt	1.69% (n=1)

**Q22. Have you ever brought an application to Town staff for administrative approval?**

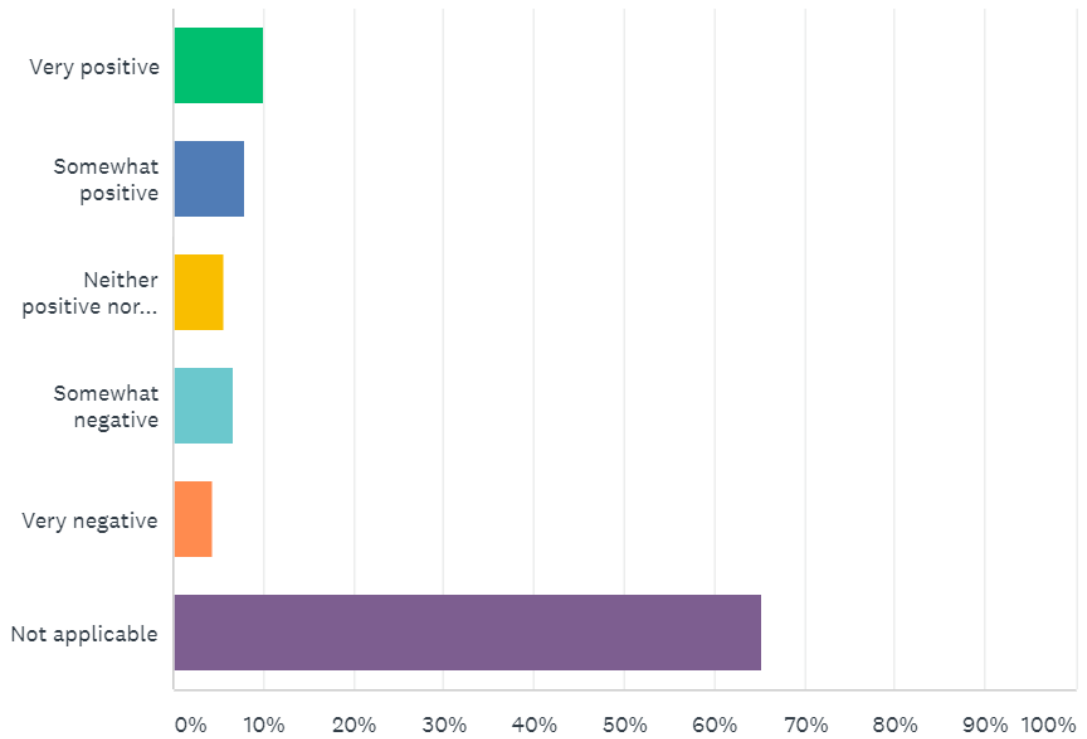
Answered: 112 Skipped: 8



ANSWER CHOICES	RESPONSES
Yes	25.89% 29
No	74.11% 83
<b>TOTAL</b>	<b>112</b>

**Q23. If yes, how did you find your experience working with Town staff?**

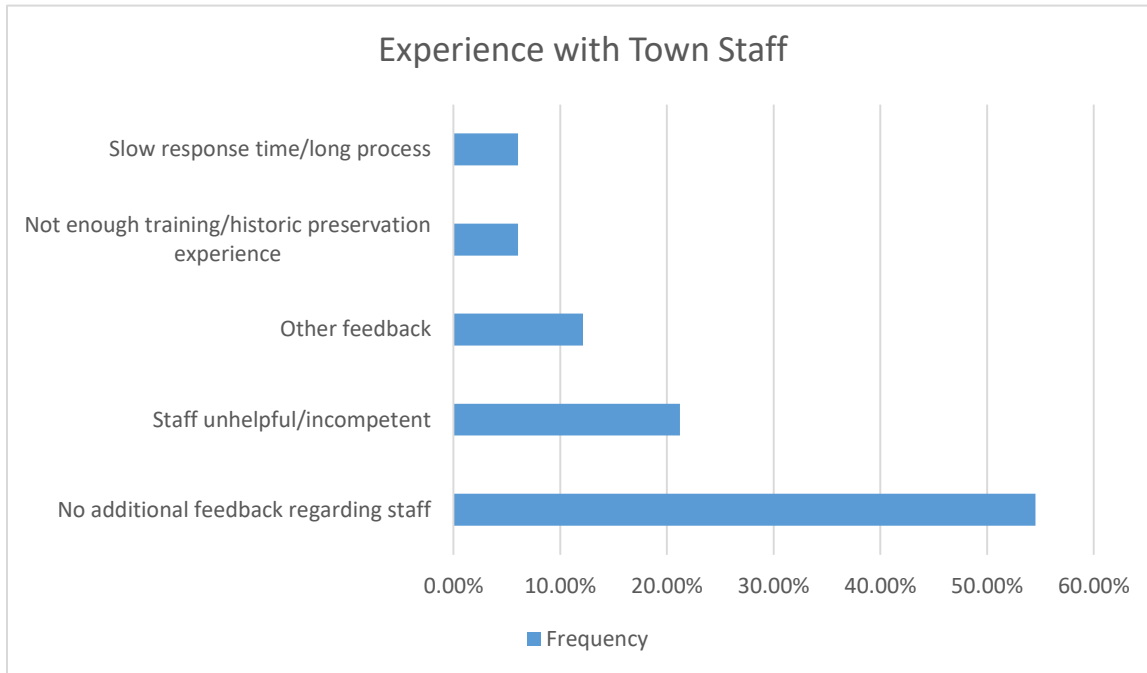
Answered: 89 Skipped: 31



ANSWER CHOICES	RESPONSES
Very positive	10.11% 9
Somewhat positive	7.87% 7
Neither positive nor negative	5.62% 5
Somewhat negative	6.74% 6
Very negative	4.49% 4
Not applicable	65.17% 58
<b>TOTAL</b>	<b>89</b>

**Q24. Do you have any additional feedback about your experience bringing an application to Town staff for administrative approval?**

Answered: 33

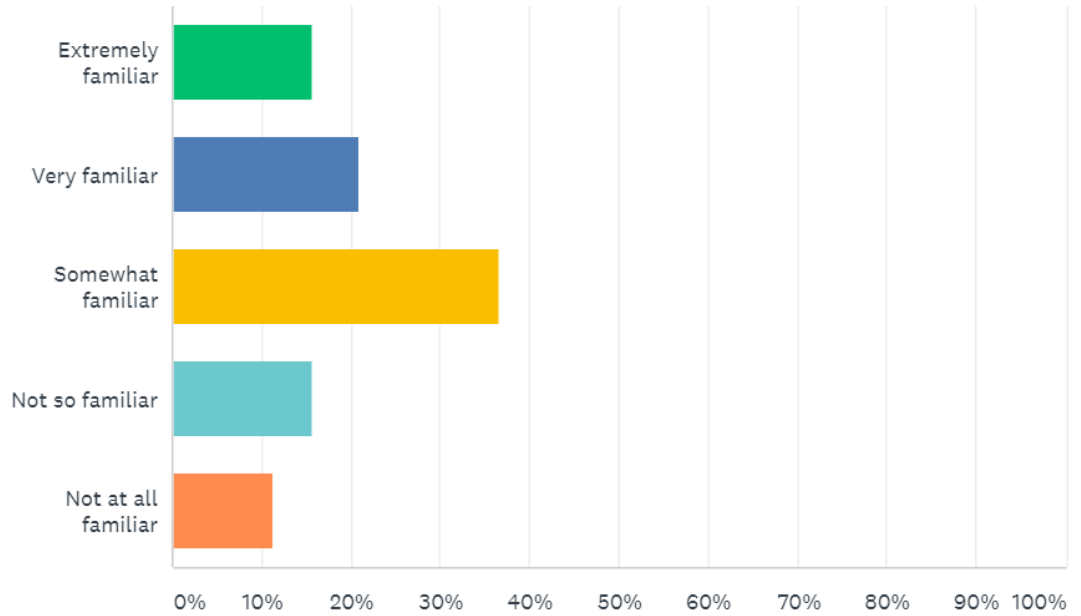


Response	Frequency
No additional feedback regarding staff	54.55% (n=18)
Staff unhelpful/incompetent	21.21% (n=7)
Other feedback	12.12% (n=4)
Not enough training/historic preservation experience	6.06% (n=2)
Slow response time/long process	6.06% (n=2)

Section 4 asked for input on guidelines, policy, and processes related to the Town’s historic districts.

**Q25. How familiar are you with the [Historic District Design Guidelines](#)<sup>2</sup>?**

Answered: 115 Skipped: 5

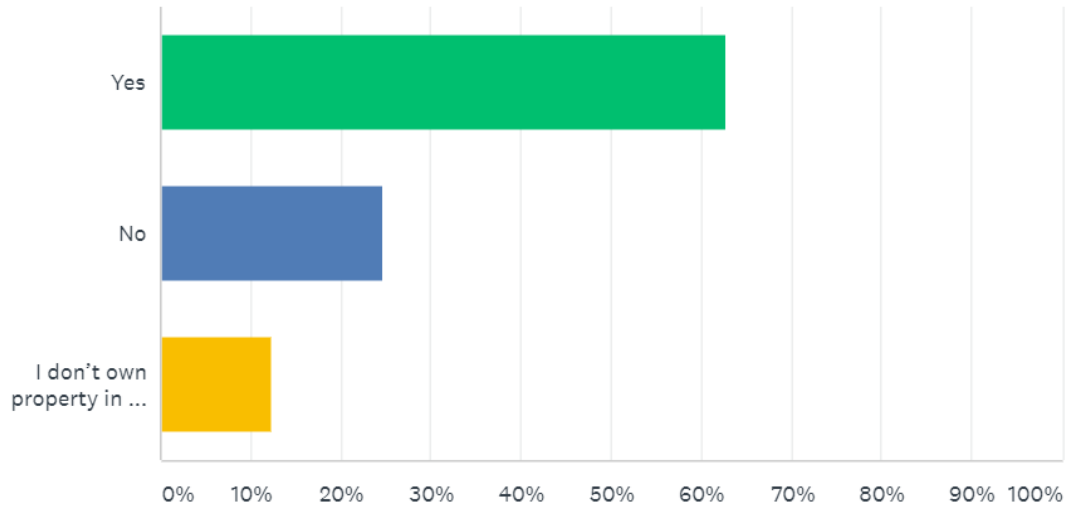


ANSWER CHOICES	RESPONSES
Extremely familiar	15.65% 18
Very familiar	20.87% 24
Somewhat familiar	36.52% 42
Not so familiar	15.65% 18
Not at all familiar	11.30% 13
<b>TOTAL</b>	<b>115</b>

<sup>2</sup> <https://www.townofchapelhill.org/home/showdocument?id=2405>

**Q26. Were you aware of these guidelines when you purchased property in the historic district?**

Answered: 113 Skipped: 7

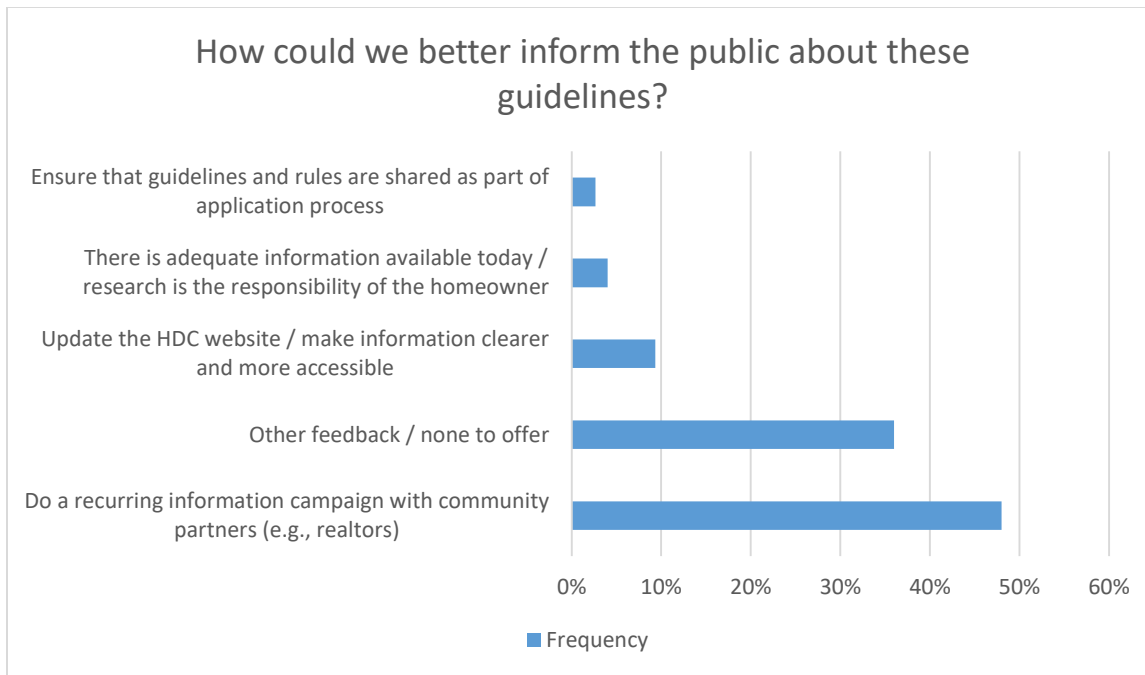


ANSWER CHOICES	RESPONSES
▼ Yes	62.83% 71
▼ No	24.78% 28
▼ I don't own property in the historic district	12.39% 14
<b>TOTAL</b>	<b>113</b>



**Q27. What ideas do you have for how we could better inform the public about these guidelines?**

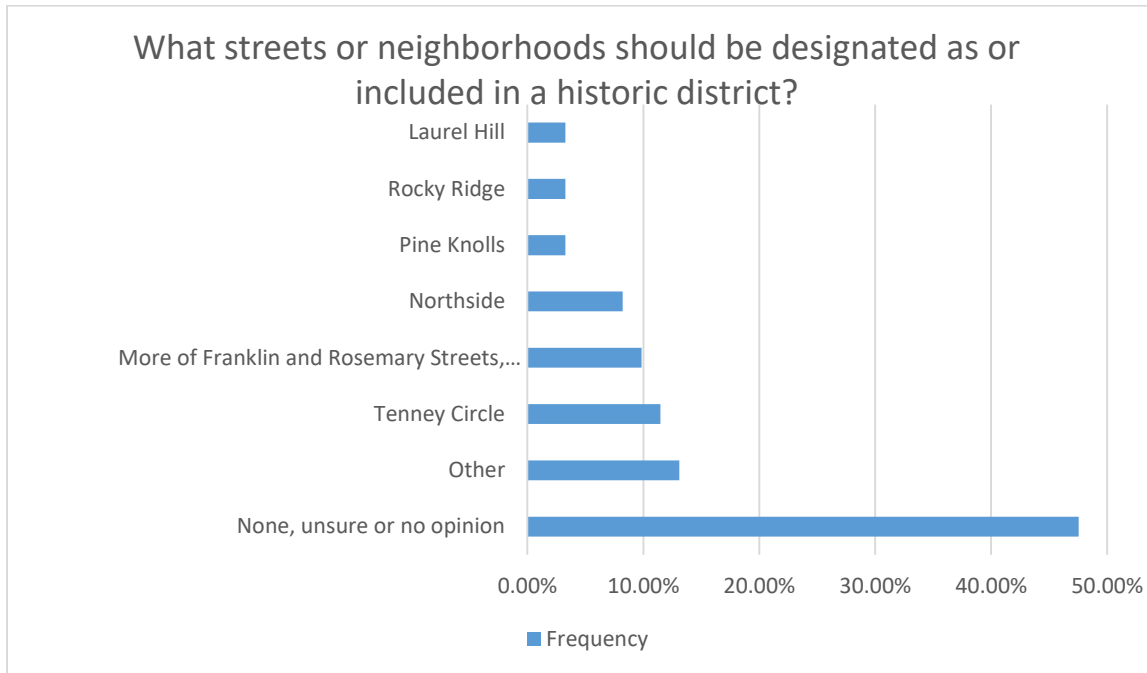
Answered: 75



<b>Response</b>	<b>Frequency</b>
Do a recurring information campaign with community partners (e.g., realtors)	48% (n=36)
Other feedback / none to offer	36% (n=27)
Update the HDC website / make information clearer and more accessible	9.33% (n=7)
There is adequate information available today / research is the responsibility of the homeowner	4% (n=3)
Ensure that guidelines and rules are shared as part of application process	2.67% (n=2)

**Q28. What other Chapel Hill streets or neighborhoods, if any, should be designated as or included in a historic district?**

Answered: 57 (some provided multiple responses)

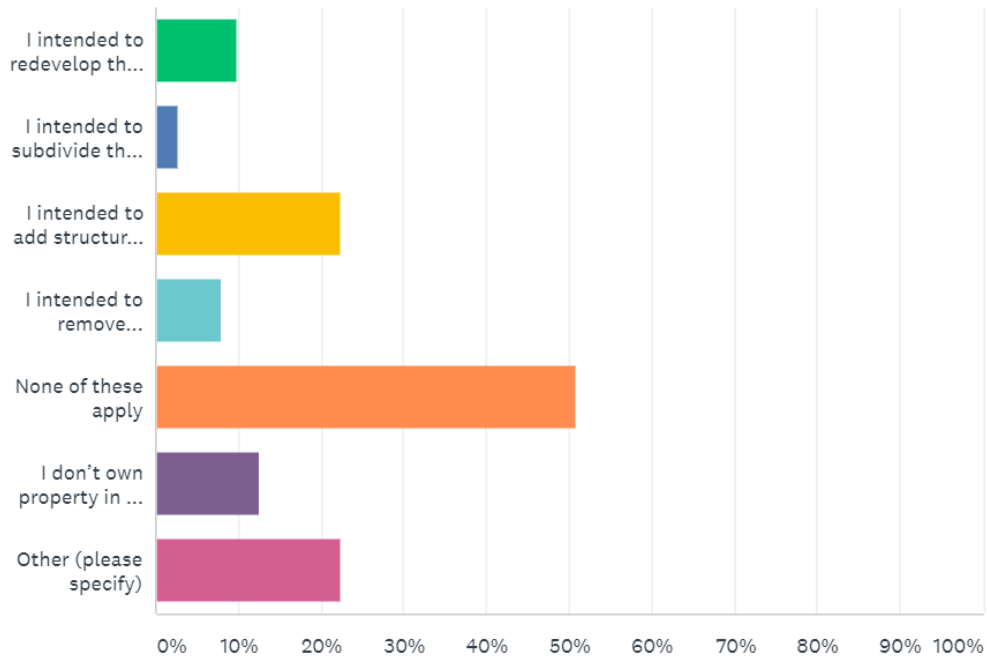


Responses	Frequency
None, unsure or no opinion	47.54% (n=29)
Other	13.11% (n=8)
Tenney Circle	11.48% (n=7)
More of Franklin and Rosemary Streets, including Downtown	9.83% (n=6)
Northside	8.2% (n=5)
Pine Knolls	3.28% (n=2)
Rocky Ridge	3.28% (n=2)
Laurel Hill	3.28% (n=2)

Section 5 included questions from the Historic District Commission related to feedback and questions it has received from the community.

**Q29. If you own property within a historic district, which of the following applied at the time you purchased the property?**

Answered: 112 Skipped: 8



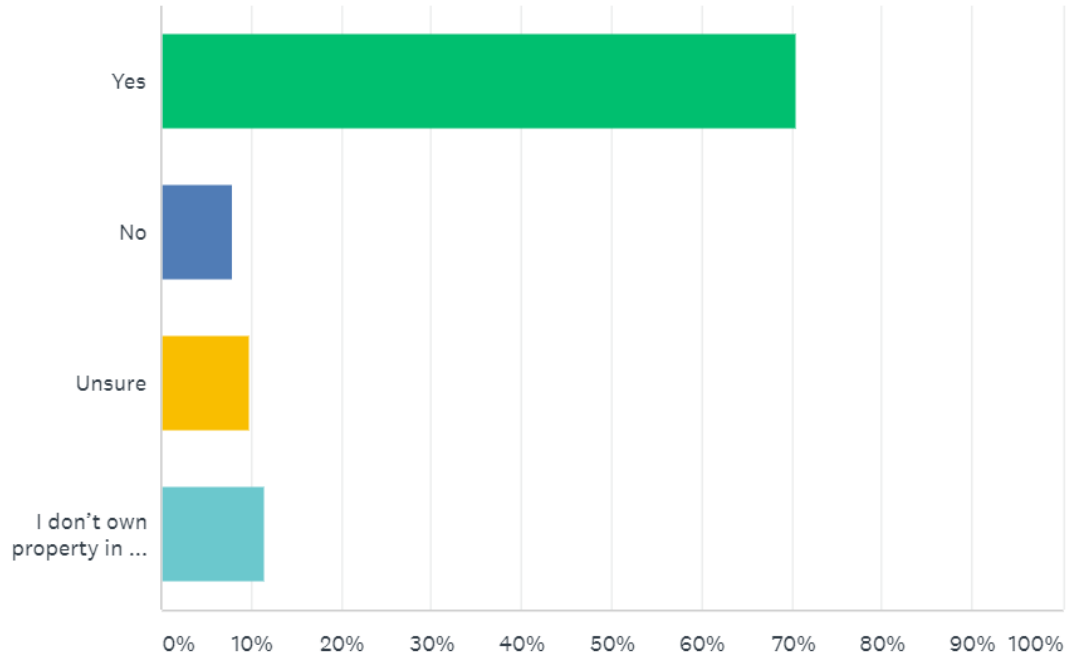
ANSWER CHOICES	RESPONSES
I intended to redevelop the property	9.82% 11
I intended to subdivide the property	2.68% 3
I intended to add structures to the property	22.32% 25
I intended to remove structures from the property	8.04% 9
None of these apply	50.89% 57
I don't own property in the historic district	12.50% 14
Other (please specify)	<a href="#">Responses</a> 22.32% 25
<b>Total Respondents: 112</b>	

Of the 25 respondents who answered “other”:

- 11 said they intended to renovate their home
- 3 said they bought a lot with the intention to build a home
- 3 said they had no intention to modify the property
- 1 said they intended to maintain but not renovate the home
- 5 offered other feedback

**Q30. Were you aware at the time you purchased property within the historic district that restrictions are in place to limit and control the changes that might be made to that property?**

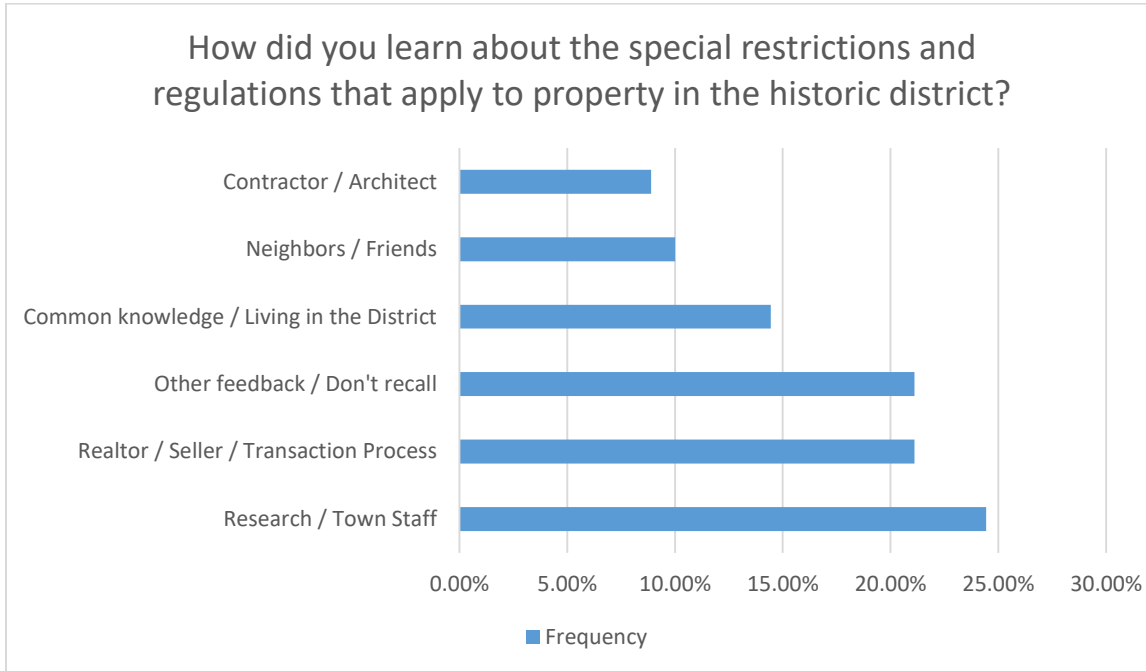
Answered: 112 Skipped: 8



ANSWER CHOICES	RESPONSES
▼ Yes	70.54% 79
▼ No	8.04% 9
▼ Unsure	9.82% 11
▼ I don't own property in the historic district	11.61% 13
<b>TOTAL</b>	<b>112</b>

**Q31. How did you learn about the special restrictions and regulations that apply to property in the historic district?**

Answered: 90

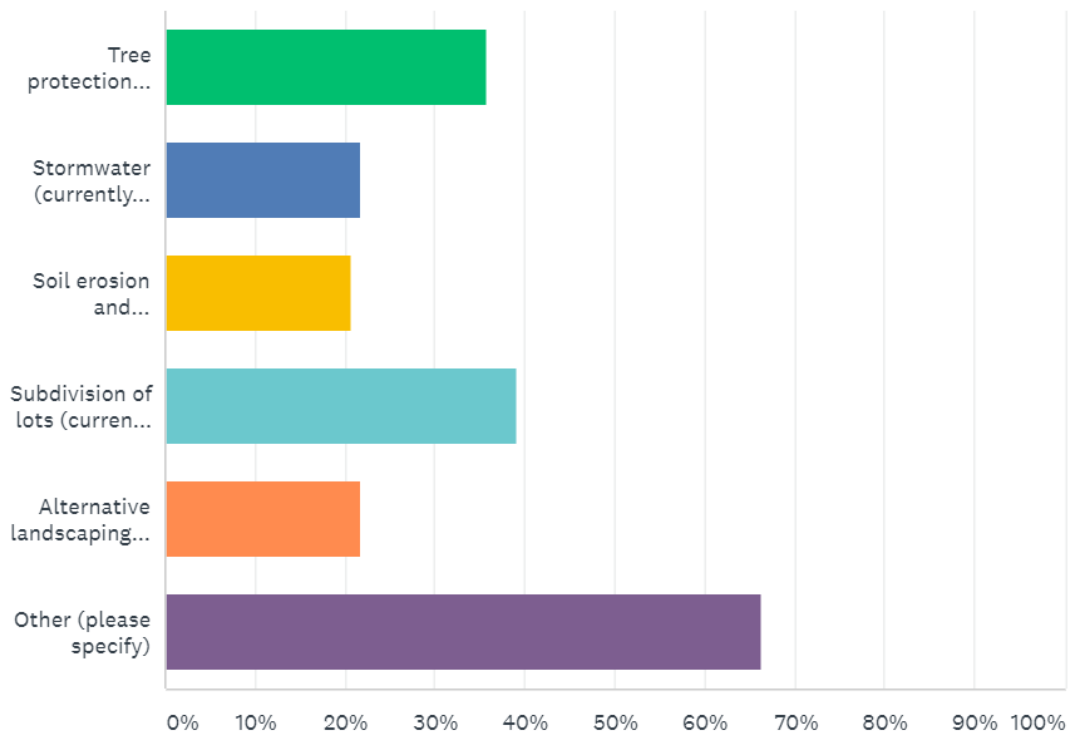


<b>Response</b>	<b>Frequency</b>
Research / Town Staff	24.44% (n=22)
Realtor / Seller / Transaction Process	21.11% (n=19)
Other feedback / Don't recall	21.11% (n=19)
Common knowledge / Living in the District	14.44% (n=13)
Neighbors / Friends	10% (n=9)
Contractor / Architect	8.89% (n=8)

**Q32. The Historic District Commission is responsible for reviewing Certificate of Appropriateness (COA) applications for exterior changes within the districts to ensure that future changes to properties are consistent with the character of the historic district. Do you think the Town Council should give the Historic District Commission additional authority to regulate any of the following?**

- Tree protection (currently regulated by [Section 5.7](#)<sup>3</sup> of the Land Use Management Ordinance)
- Stormwater (currently regulated by [Section 5.4](#)<sup>4</sup> of the Land Use Management Ordinance)
- Soil erosion and sedimentation (currently regulated by [Chapter 5 Article V](#)<sup>5</sup> of the Code of Ordinances)
- Subdivision of lots (currently regulated by [Section 4.6](#)<sup>6</sup> of the Land Use Management Ordinance)
- Alternative landscaping materials (currently regulated by [Section 5.7](#)<sup>7</sup> of the Land Use Management Ordinance and [Section 3](#)<sup>8</sup> of the Chapel Hill Design Manual)

Answered: 92 Skipped: 28



<sup>3</sup> [https://library.municode.com/nc/chapel\\_hill/codes/code\\_of\\_ordinances?nodeId=CO\\_APXALOUSMA\\_ART5DEDEST\\_5.7TRPR](https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances?nodeId=CO_APXALOUSMA_ART5DEDEST_5.7TRPR)

<sup>4</sup> [https://library.municode.com/nc/chapel\\_hill/codes/code\\_of\\_ordinances?nodeId=CO\\_APXALOUSMA\\_ART5DEDEST\\_5.4STMA](https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances?nodeId=CO_APXALOUSMA_ART5DEDEST_5.4STMA)

<sup>5</sup> [https://library.municode.com/nc/chapel\\_hill/codes/code\\_of\\_ordinances?nodeId=CO\\_CH5BUBURE\\_ARTVSOERSECO\\_DIV2SOERSECO](https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances?nodeId=CO_CH5BUBURE_ARTVSOERSECO_DIV2SOERSECO)

<sup>6</sup> [https://library.municode.com/nc/chapel\\_hill/codes/code\\_of\\_ordinances?nodeId=CO\\_APXALOUSMA\\_ART4PR\\_4.6SU](https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances?nodeId=CO_APXALOUSMA_ART4PR_4.6SU)

<sup>7</sup> [https://library.municode.com/nc/chapel\\_hill/codes/code\\_of\\_ordinances?nodeId=CO\\_APXALOUSMA\\_ART5DEDEST\\_5.7TRPR](https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances?nodeId=CO_APXALOUSMA_ART5DEDEST_5.7TRPR)

<sup>8</sup> <https://www.townofchapelhill.org/home/showdocument?id=2645>

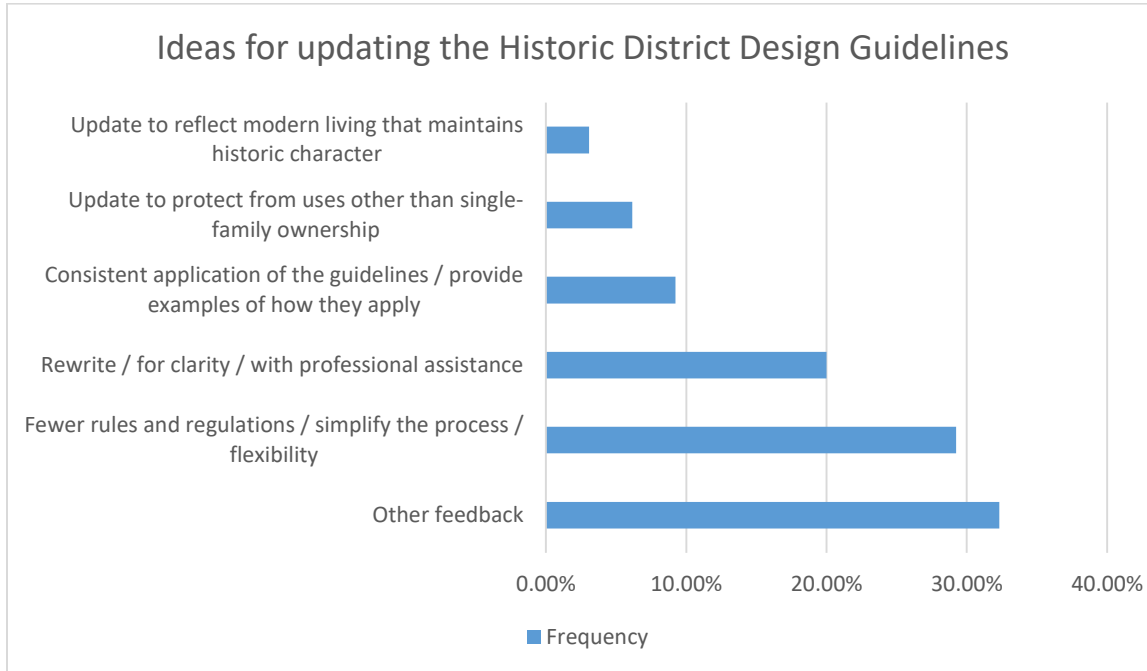
ANSWER CHOICES	RESPONSES
▼ Tree protection (currently regulated by Section 5.7 of the Land Use Management Ordinance)	35.87% 33
▼ Stormwater (currently regulated by Section 5.4 of the Land Use Management Ordinance)	21.74% 20
▼ Soil erosion and sedimentation (currently regulated by Chapter 5 Article V of the Code of Ordinances)	20.65% 19
▼ Subdivision of lots (currently regulated by Section 4.6 of the Land Use Management Ordinance)	39.13% 36
▼ Alternative landscaping materials (currently regulated by Section 5.7 of the Land Use Management Ordinance and Section 3 of the Chapel Hill Design Manual)	21.74% 20
▼ Other (please specify) <span style="float: right;">Responses</span>	66.30% 61
<b>Total Respondents: 92</b>	

Of the 58 people who provided a response for “other”:

- 36 said the Historic Commission should not be given additional authority
- 4 cited occupancy restrictions
- 3 cited traffic and parking
- 2 cited yard maintenance, landscape, and hardscape
- 1 cited Accessory Dwelling Units
- 12 offered other feedback

**Q33. What ideas do you have for how to improve the guidelines the Historic District Commission is required to use in considering new applications?**

Answered: 65



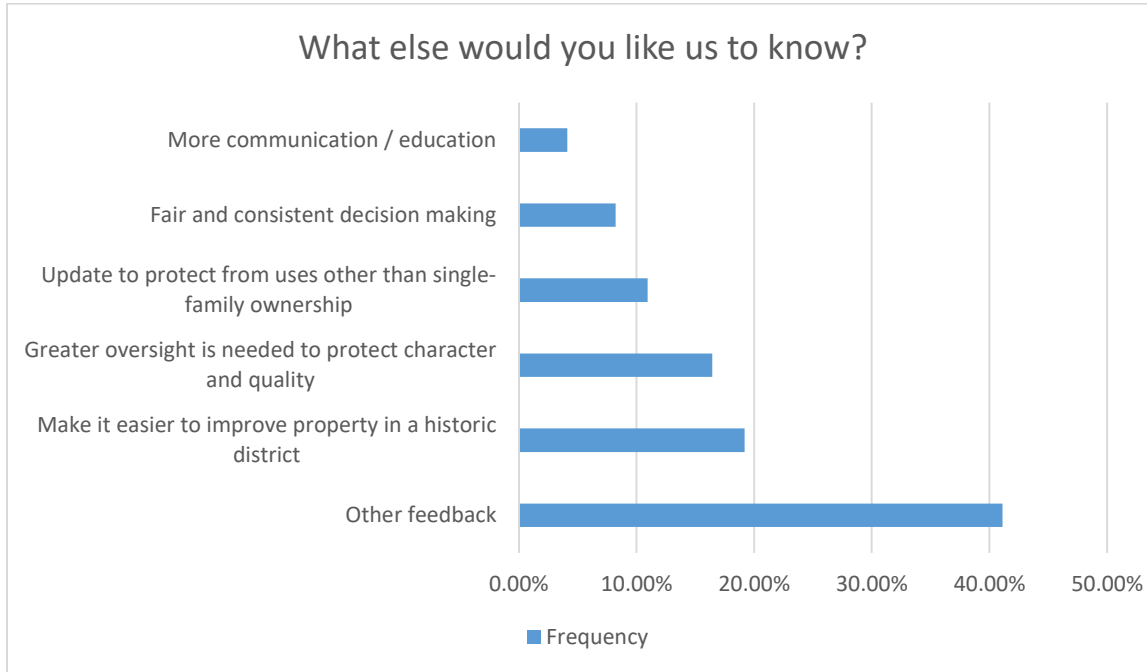
Response	Frequency
Fewer rules and regulations / simplify the process / flexibility	29.23% (n=19)
Rewrite / for clarity / with professional assistance	20% (n=13)
Consistent application of the guidelines / provide examples of how they apply	9.23% (n=6)
Update to protect from uses other than single-family ownership	6.15% (n=4)
Update to reflect modern living that maintains historic character	3.08% (n=2)
Other feedback	32.31% (n=21)



Section 6 asked for any additional input.

**Q34. Is there anything else you would like us to know?**

Answered: 73



Response	Frequency
Make it easier to improve property in a historic district	19.18% (n=14)
Greater oversight is needed to protect character and quality	16.44% (n=12)
Update to protect from uses other than single-family ownership	10.96% (n=8)
Fair and consistent decision making	8.22% (n=6)
More communication / education	4.11% (n=3)
Other feedback	41.10% (n=30)

**Beth Vazquez**

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**From:** [REDACTED]  
**Sent:** Monday, January 28, 2019 10:35 AM  
**To:** Beth Vazquez  
**Subject:** Re: Survey about Historic District  
**Attachments:** IMG\_1750.jpg; IMG\_1747.jpg; IMG\_1748.jpg

Thank you, Beth. I apologize in advance for the length of this email!

The gist of the comments I originally made on the survey was that I think there should be more standards and regulations for **all** the homes in the East Franklin-Historic District , not just those homes applying for modifications or additions. Every home I have ever lived in prior to the Historic District has a set of neighborhood covenants and restrictions that all residents must adhere to in addition to an Architectural Review Board (ARB) which governs construction and alterations to property. I would like to see the Historic Districts adopt similar governing documents. Currently the Historic District Commission (HDC) functions only as an ARB while some homes in the Historic District area are clearly denigrating that appearance of the Historic District as a whole. While I do not wish the Historic Districts to turn in to a police state, formulating documents detailing Historic District standards/restrictions would allow a way for residents to report chronic problem home situations to the Historic District and allow enforcement of the guidelines by fining owners for violation situations. Clearly a large part of the problem is due to homes that are being rented out to students which seem to be on the rise. The investors who buy these properties for student rentals do not keep up the homes the way a homeowner would but there are also a few residential homes that could also use a nudge. I think just having the documents in place would raise everyone's standards for homes in the Historic Districts.

I think the HOA guidelines should address:

**Parking:**

This is a major concern as a lot of these student rental properties are not providing parking on the property so the students (and their friends) are lining the narrow streets (particularly North Street section between Hillsborough and Boundary). This is not only unsightly but is creating traffic hazards as the road becomes very narrow and the students often speed. At a minimum I feel that there should be a cap on the number of cars allowed per home (for example 4 like it is in the Northside neighborhood even if the home is broken up into several units) and parking must be provided on site (not on the street) for these vehicles. I have also wondered why there is no street parking allowed on Rosemary Street between Hillsborough and Boundary yet there is parking allowed on one side in this section of North Street when it is a much narrower street to begin with. I think it should be no parking on the street for both of these streets.

**Exterior Appearance of Properties:**

I feel there should be certain standards for the front of homes located in the Historic District. I have seen all of these examples below abused.

1. No bike or motorcycles in front of the property. I feel that bikes/motorcycles must be secured in a side or rear parking area and not left willy nilly in the front yard. (Photos attached.)
2. No signs in windows that can be seen from the street.
3. No miscellaneous objects/junk in front of the property. (The rental house in back of me has had 3 empty plastic liners that plants come in tossed in their front yard for at least 6-9 months.)
4. No garbage can storage in the front yard. ( We are able to report to the city when students leave their garbage cans in the street for weeks but also need rental houses to store garbage cans in a place other than the front yard)
5. No fences that wrap around the sides of the house and connect to the house at the front rather than connecting to the back of the house. ( I have seen this in the historic district with fences that probably were not approved by the HDC)

6. No peeling paint on homes. Paint colors to be approved by HDC ARB.

**Subdivision of Homes:**

Related to the parking concern above, I think subdivision of single-family homes into multiple housing units should not be allowed in the future in the Historic Districts. I think some allowances/incentives must be given to people who would like to purchase homes that are already subdivided to allow them to turn them into single family homes including removal of said properties where it would be unfeasible to convert. The current situation of the way student rental properties are not held to any standard deters purchase of homes both of these properties and also to homes in close proximity to these properties and continues the student rental cycle into perpetuity. In addition, a lot of these investors are modifying these rentals homes without going through the HDC because they are not making exterior changes but how they modify the interior in both design and quality of materials can greatly deter future use for anything other than a student rental.

Thank you so much for giving Historic District residents a way to voice our concerns!

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**From:** Beth Vazquez <bvazquez@townofchapelhill.org>

**Date:** Saturday, January 26, 2019 at 5:54 PM

**To:** [REDACTED]

**Subject:** RE: Survey about Historic District

Hi [REDACTED],

Yes, please feel free to send any additional comments to me. I am happy to include those comments with the rest of the survey results without attributing them to your name.

Best,  
Beth

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**From:** [REDACTED]

**Sent:** Saturday, January 26, 2019 1:00 PM

**To:** Beth Vazquez <bvazquez@townofchapelhill.org>

**Subject:** Survey about Historic District

Hi Beth,

I live in the East Franklin-Rosemary Historic District and I completed the online Historic District survey recently. But afterwards I thought of some more comments I wanted to add but since I am unable to re-do the survey or complete another one I wanted to find out if it possible to send additional comments to you or someone else?

Thank you,  
[REDACTED]

## Beth Vazquez

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**From:** Jake Lowman  
**Sent:** Monday, February 4, 2019 12:58 PM  
**To:** Beth Vazquez  
**Cc:** Becky McDonnell  
**Subject:** FW: Historic District Commission

Hi Beth,

I hope you are having a great day! I saw this and wanted to pass it along, assuming that they would like to be included in the survey results.

I hope your mentor-mentee outing went well this weekend. See ya soon.

Best,

Jake



**Jake Lowman, Senior Planner**  
Planning and Development Services  
405 Martin Luther King Jr Blvd. | Chapel Hill NC 27514  
Town of Chapel Hill | [www.townofchapelhill.org](http://www.townofchapelhill.org)  
t: 919-969-5082 | [jlowman@townofchapelhill.org](mailto:jlowman@townofchapelhill.org)

**From:** Jeanette Coffin  
**Sent:** Monday, February 4, 2019 12:48 PM  
**To:** Colter DeBree  
**Cc:** Jake Lowman; Becky McDonnell; Allen Buansi; Donna Bell; Hongbin Gu; Info - CAPA; Jeanne Brown; Jess Anderson; Karen Stegman; Lindsey Bineau; Michael Parker; Nancy Oates; Pam Hemminger; Rachel Schaevitz; Town Council; Amy Harvey; Carolyn Worsley; Catherine Lazorko; Flo Miller; Laura Selmer; Mary Jane Nirdlinger; Maurice Jones; Rae Buckley; Ralph Karpinos; Ross Tompkins; Sabrina Oliver  
**Subject:** RE: Historic District Commission

Thank you for your correspondence with the Town of Chapel Hill. The Mayor and Town Council are interested in what you have to say. By way of this email, I am forwarding your message to the Mayor and each of the Council Members, as well as to the appropriate staff person who may be able to assist in providing additional information or otherwise addressing your concerns.

If your email is related to a development application or a particular issue being addressed by the Council, your comments will be made part of the record. If applicable, we encourage you to attend any public meetings related to the items addressed in your email.

Again, thank you for your message.

Sincerely,

Jeanette Coffin



Jeanette Coffin  
Office Assistant  
Town of Chapel Hill Manager's Office  
405 Martin Luther King Jr. Blvd.  
Chapel Hill, NC 27514  
(o) 919-968-2743 | (f) 919-969-2063

**From:** Colter DeBree [<mailto:colter.debree@outlook.com>]  
**Sent:** Sunday, February 3, 2019 5:15 PM  
**To:** Town Council <[mayorandcouncil@townofchapelhill.org](mailto:mayorandcouncil@townofchapelhill.org)>  
**Subject:** Historic District Commission

Mayor and Town Council:

I composed the letter below after attending a Historic District Commission meeting last fall. I did not send it along at the time as I did not want to risk affecting the outcome of our neighbor's application.

As I am aware that there is currently a review and survey going on related to the historic districts, I wanted to provide my perspective on the situation.

Thank you, Dwight

**Dear Town Council and Historic District Commission:**

**I am writing regarding a Historic District Commission meeting that I attended last night. I am unfortunately writing to provide very discouraging feedback on the experience.**

**For some context, I have lived in Chapel Hill since 1984, graduated from UNC's undergraduate program in 1988, and from UNC's MBA program in 1992. I own five properties on North Street all within the Franklin-Rosemary Historic District and operate TRU restaurant also within the Franklin-Rosemary Historic District.**

**I was at the meeting last night in support of an application of one of my neighbors. The application was ultimately not approved. While I wish the outcome had been more positive, I am writing this letter not in response to the outcome, but rather regarding the tone and demeanor of the proceedings.**

**Let me be clear that this letter is not feedback for all the members on the Commission last night as there were a few, a minority, who were a beacon of friendly and compassionate light.**

**What I witnessed last night was thoroughly depressing. On behalf of most of the members of the commission, there was not a bit of warmth or compassion displayed. Not even a smile. Not a slight feeling of wanting to be helpful and to be offering a service to the citizens of Chapel Hill before them. They offered very little in the way of suggestions or feedback to help provide positive constructive guidance on how things could be designed better to alleviate their concerns. There was not the slightest sign of flexibility or**

reasonable accommodation to not enforcing the letter of law. It was so sad to see that the spirit of the law was missing from the room last night. It was more shocking though that the spirit of being friendly and helpful to other residents of this town was non-existent.

The best analogy that I can apply is to the New York City police force 30 years ago versus today. Years ago, they policed with a spirit that appeared “against” the citizens they were there to protect and serve. They would stare you down, make you feel uncomfortable, make you feel as though you were always about to do something criminal. These days, they police from a spirit of friendliness and service. They will talk to you, expect the best in you, feel like friends and neighbors, be there to serve, and yes, smile. They are doing the same job they did 30 years ago but now it feels as if they are “with” you rather than “against” you. What a wonderful difference. Last night, it was almost all “against” at the HDC meeting.

There were so many opportunities for most of the members to conduct themselves differently. Smile. Let’s the attendees know that they are there to help as best they can. Respond in compassionate tones if they disagree, such as, “I understand what you are going for here, but unfortunately the way I read the guidelines, we all need to find another solution that will hopefully work here”. Provide constructive suggestions and feedback as to how improve the design. Be honest and compassionately state if a member feels as though they just don’t see a way to have a design meet their approval. Keep personal comments that are hurtful to those in attendance to yourself, such as, ‘what is the historic district going to look like in the future if we make exceptions for people wanting to age in place’. Consider some flexibility. Be clear when they are constrained not to be flexible. Above all, seem as though they care.

I very much hope that the Town Council and Historic District Commission will take these comments to heart. I love the town of Chapel Hill. I was so sad to see it represented the way it was last night.

Thank you, Dwight

## Beth Vazquez

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**From:** Jake Lowman  
**Sent:** Thursday, February 7, 2019 10:28 AM  
**To:** Beth Vazquez  
**Subject:** FW: Additional info for HDC survey

Hi Beth,  
Here is another.

Jake

-----Original Message-----

**From:** [REDACTED]  
**Sent:** Wednesday, February 6, 2019 3:37 PM  
**To:** Jake Lowman  
**Subject:** Additional info for HDC survey

I have completed my survey and handed it in, but thought of some additional suggestions which would help in improving communications with the public.

1) change the way info on meetings is presented to public:

A. Increase radius of notification for applications. Right now the area is so small that a property with proposed changes can be across the street or within view of another property and no notice is necessary. We have had that happen.

B. Insure that info on upcoming proposed COAs is posted within a week of application being accepted. Being posted the week before the meeting doesn't give enough notice for concerned neighbors

C. Have brief notice of action (ie "COA granted, denied, deferred" ) listed on agenda immediately following the meeting so that info is available before minutes or video posted.

2) Fix the electronic systems so that all info can be accessed by everyone without regard to type of equipment they are using. Because I have only an iPad and no computer, I am often unable to access everything and have been told it is because of incompatibility with Apple products.

3) Go back to using HDC notification signs instead of Z signs on upcoming application properties. For obvious reasons, to let public know about HDC.

No doubt these considerations have been offered by other folks, but they are problems we have experienced that lead to frustration. It should be easy and direct to get info regarding HDC action.

Thanks,  
[REDACTED]  
[REDACTED]

Sent from my iPad

## Beth Vazquez

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**From:** [REDACTED]  
**Sent:** Thursday, February 7, 2019 10:46 AM  
**To:** Beth Vazquez  
**Subject:** Historic Distric Survey

Hi,

I took the survey and forgot to comment about two things that are happening more frequently.

1) FENCES - If you look around the historic district, fences are rare and not the norm. Two things are driving fences, the deer and people just wanting to live here and not interact with the neighborhood. My first preference, would be an HDC mandate: "No fences. Period." But if that is not possible, then: "Minimal fencing, and not at the property lines and no closer than the setbacks." Deer fencing looks ugly. And it has to be 8 feet tall at least. That alone is enough to force the fence to the setback, away from the property line, but that does not seem to be enforced. Besides, putting a fence on the property line has an implied behavior - "I will come on to your property whenever I want, to maintain the side of the fence facing you." - that seems to override any notion of consent. It is inconsiderate behavior on the part of the fence builder, nothing less. If you want a fence, it should be screened from view with adequate and year-round vegetation and not just from the street but from the neighbors.

2) GARAGES - Garages for space for 5 cars is just not consistent with any part of the historic district. Maximum space for 3 cars. That should be enough for any one family.

I think the zoning has made a mistake allowing accessory buildings in R-1 that can be apartments. That is just not consistent with single family dwellings. That is a split duplex in my mind, which makes it R-2 and not R-1.

Thanks,

[REDACTED]



## Amy Harvey

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**From:** Jeanette Coffin  
**Sent:** Wednesday, June 12, 2019 9:48 AM  
**To:** Bev Kawalec  
**Cc:** Ben Hitchings; Becky McDonnell; Nate Broman-Fulks; Allen Buansi; Daniel Bowen; Donna Bell; Hongbin Gu; Jeanne Brown; Jess Anderson; Karen Stegman; Michael Parker; Nancy Oates; Pam Hemminger; Rachel Schaevitz; Sarah Muneton; Amy Harvey; Carolyn Worsley; Catherine Lazorko; Flo Miller; Laura Selmer; Maggie Bailey; Mary Jane Nirdlinger; Maurice Jones; Rae Buckley; Ralph Karpinos; Ross Tompkins; Sabrina Oliver  
**Subject:** email...RE: HDC Appointments - tonight, June 12

Thank you for your correspondence with the Town of Chapel Hill. The Mayor and Town Council are interested in what you have to say. By way of this email, I am forwarding your message to the Mayor and each of the Council Members, as well as to the appropriate staff person who may be able to assist in providing additional information or otherwise addressing your concerns.

If your email is related to a development application or a particular issue being addressed by the Council, your comments will be made part of the record. If applicable, we encourage you to attend any public meetings related to the items addressed in your email.

Again, thank you for your message.

Sincerely,

Jeanette Coffin

Jeanette Coffin  
Office Assistant  
Town of Chapel Hill Manager's Office  
405 Martin Luther King Jr. Blvd.  
Chapel Hill, NC 27514  
(o) 919-968-2743 | (f) 919-969-2063

-----Original Message-----

From: Bev Kawalec [mailto:bevkawalec@nc.rr.com]  
Sent: Wednesday, June 12, 2019 9:10 AM  
To: Town Council <mayorandcouncil@townofchapelhill.org>  
Subject: HDC Appointments - tonight, June 12

Dear Mayor and Council,

I have know Kimberly Kyser for many years. She served on the Historic District Commission when I was staff to the Commission and I have observed her conduct at more recent Commission meetings. Kimberly is a very well qualified, honest, respectful and most valuable member of the Commission. The Town is fortunate that she is willing to serve on the Historic District Commission. I urge you to reappoint her.

Sincerely,

Beverly Kawalec

Planner and Staff to the Historic District Commission from 1990 to 2000 Town Council Member 1979-1985