

## **MEMORANDUM**

TO: Chapel Hill Historic District Commission

FROM: Britany Waddell, Planning Director  
Anya Grahn-Federmack, Principal Planner  
Charnika Harrell, Planner II

SUBJECT: Historic District Commission Candidate Interviews

DATE: September 12, 2023, October 10, 2023

### **PURPOSE**

The Historic District Commission (HDC) currently has one (1) vacancy on the Commission. Staff has received one (1) application to fill this vacancy. Staff has invited the candidate, Clarke Martin, to the HDC meeting to meet with the Commission. No formal list of questions has been prepared, though the HDC may choose to ask follow-up questions based on the candidate's introductions.

### **NEXT STEPS**

At the end of the meeting, the HDC should review the application, and the HDC should forward a recommendation for the appointment to the Town Council for the Town Council to appoint a new Commissioner.

### **ATTACHMENTS**

Application materials from the HDC candidate are included in this packet.

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## Profile

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

## Public Records Statement

**I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.**

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☒ I Agree

[Redacted]

Email Address

Clarke

First Name

S.

Middle Initial

Martin

Last Name

[Redacted]

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

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Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

**What district do you live in? \***

☒ Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

**If you are a Chapel Hill Resident, How long have you lived here?**

☒ 4-9 years

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The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

**Which Boards would you like to apply for?**

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Historic District Commission: Submitted

**Which Board is your First Choice? \***

☒ Historic District Commission

**How did you find out about this opportunity? (select all that apply)**

☒ Other (provide additional information below)

**If you chose "Other" from the advertising opportunity listed above, please specify:**

Anya Grahn-Federmack suggested I apply.

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## **Interests & Experiences**

Question applies to multiple boards

**How do you describe your previous advisory board experience?**

☒ Non-Chapel Hill Board Experience

**What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?**

As a resident of the Franklin-Rosemary Historic District I hope to serve on the FR-HDC in a way that makes our corner of the broader community a more accessible place for families like mine.

**Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.**

I am organized and thorough. I will do my best to make sure that community members with business before the HDC feel heard and respected. I will bring the skills I use as as attorney--organization, preparation, active listening, problem solving--to my role within the HDC.

Question applies to Historic District Commission

**Do you have special interest, experience, or education/training in history, architecture, archaeology, or related fields? If yes, please explain.**

Aside from my experience as an attorney, which has cultivated my interest in the history and sociology of the American South more generally and North Carolina specifically, I am also a proud graduate of the UNC American Studies department, where I earned a minor in Southern Studies alongside my double major of English Literature (focus on the American South) and French Literature. I am most interested in what we can learn from our local, community history as we make forward progress.

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

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## Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

### Ethnicity \*

☒ Caucasian/Non-Hispanic

### Gender \*

☒ Female

If other, please describe:

Please select your age from the following list. \*

☒ 25-34

Attorney

Occupation

**Are you a caregiver for or identify with a disability?**

☐ Yes ☒ No

**Have you participated in the Peoples Academy?**

☐ Yes ☒ No

**Are you a Town of Chapel Hill employee?**

☐ Yes ☒ No

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## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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Members of advisory boards and commissions shall not vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to General Statute 160D-109(d), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.”

Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member shall recuse himself/herself from voting on the matter. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

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☒ I Agree \*

*Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.*