



# TOWN OF CHAPEL HILL

## Historic District Commission

### Meeting Agenda

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

Chair Brian Daniels  
Vice-Chair Polly van de Velde  
Deputy Vice-Chair Nancy McCormick  
Michael Booth

Josh Gurlitz  
Duncan Lascelles  
Clarke Martin

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**Tuesday, September 10, 2024 6:30 PM**

**RM 110 | Council Chamber**

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### 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.

လၢတၢ်ကတိၤကျိးထံ မ့တမၢ် လၢတၢ်ကွဲးကျိးထံ အတၢ်မၤစၢၤအဂီၢ် ၶ် ကိးဘၣ် (၉၁၉)-၉၆၉-၅၁၀၅

如需口头或  
书面翻译服  
务，请拨打  
919-969-5105.

### Opening

*Roll Call*

*Secretary reads procedures into the record*

*Commission Chair reads the Public Charge*

### Approval of Agenda

### Announcements

### Petitions

### Approval of Minutes

August 13, 2024 Action Minutes

[\[24-0415\]](#)

**Attachments:** [August 13, 2024 Draft Action Minutes](#)

### Historic District Commission Candidate Interviews

Historic District Commission Candidate Interviews [\[24-0416\]](#)

**Attachments:** [Staff Memo and Candidate Applications](#)

## Information

Administrative Certificate of Appropriateness Approvals and Maintenance Memos [\[24-0417\]](#)

**Attachments:** [COA Approval Report and Maintenance Memos - 9.10.2024](#)

## Old Business

3 Mint Springs Lane [\[24-0418\]](#)

**Attachments:** [Written Decision](#)  
[COA Placard](#)

214 Pittsboro Street [\[24-0419\]](#)

**Attachments:** [Written Decision](#)  
[COA Placard](#)

500 North Street [\[24-0420\]](#)

**Attachments:** [Staff Memo](#)

## New Business

510 E. Franklin Street [\[24-0421\]](#)

**Attachments:** [Staff Memo](#)  
[Application Materials](#)

304 N. Boundary Street [\[24-0422\]](#)

**Attachments:** [Staff Memo](#)  
[Application Materials](#)

317 McCauley Street [\[24-0423\]](#)

**Attachments:** [Staff Memo](#)  
[Application Materials](#)

**Discussion**

HDC Procedures & State Model Ordinance

[\[24-0408\]](#)

**Attachments:** [Historic District Commission Report - 4.5.2019](#)

**Election of Commission Officers**

*Election of Chair*

*Election of Vice Chair*

*Election of Deputy Vice Chair*

*Adjournment*

*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.*