



TOWN OF CHAPEL HILL

Community Design Commission

Meeting Minutes

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

John Weis, Chair

Scott Levitan

Susan Lyons, Vice Chair

Megan Patnaik

Edward Hoskins

Tuesday, April 25, 2023

6:30 PM

Virtual Meeting

Language Access Statement

For interpretation or translation services, call 919-969-5105.

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919-969-5105.

ဘာသာပြန်ဆိုခြင်းနှင့် စကားပြန်ခြင်းအတွက်၊ (၉၁၉) ၉၆၉-၅၁၀၅ ကိုဖုန်းခေါ်ပါ။

Para servicios de interpretación o traducción, llame al 919-969-5105.

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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

Planning Staff Liaisons Katherine Shor and Corey Liles were in attendance

Present 5 - Chair John Weis, Vice-Chair Susan Lyons, Edward Hoskins, Scott Levitan, and Megan Patnaik

Approval of Agenda

Commission amended agenda to move Perry Place Affordable Housing from the Consent Agenda to Old Business.

A motion was made by Commissioner Levitan, seconded by Vice-Chair Lyons, to amend and approve the agenda. The motion carried unanimously.

Announcements

No announcements were noted at time of agenda release.

No announcements at the time of agenda release or in the meeting.

Petitions

No petitions were noted at time of agenda release.

No petitions at the time of agenda release or in the meeting.

Approval of Minutes

Commission approved March meeting minutes as amended. Staff Liaison noted that Commission's comments on Park Apartments Phase II will be included in March minutes package.

Vice-Chair Lyons made a motion, seconded by Commissioner Hoskins, to approve the meeting minutes as amended. The motion carried unanimously.

1. March Minutes

[\[23-0341\]](#)

Commission is asked to review and consider approval of March minutes report.

Consent Agenda

Commission approved the amended Consent Agenda without item 3, Perry Place.

Vice-Chair Lyons made a motion, seconded by Commissioner Hoskins, to approve the amended Consent Agenda. The motion carried unanimously.

2. 400 Market Street

[\[23-0332\]](#)

Sign (Elevation) Review

Commission is asked to review and consider approval of the proposed sign permit in Southern Village.

Interviews

3. CDC Vacant Seat Applications

[\[23-0335\]](#)

Commission is asked to receive and consider discussion regarding applications received for vacant Commission seats.

The Commission currently has (7) active seats. (5) of those are currently filled w/ (1) seat that will be vacated after the June meeting. As many as (3) seats are available to be filled after the June meeting.

Commission discussed vacant seats briefly.

Old Business

4. Perry Place Affordable Housing

[\[23-0333\]](#)

Commission is asked to review and consider approval of minor modifications to affordable housing project elevations.

Commission moved item to Old Business to discuss the landscaping of the development and requested the applicant to provide voluntary additional planting to screen equipment. Applicant declined to provide additional screening. Commission considered the materials associated with the item and approved updated elevations.

A motion was made by Commissioner Hoskins, seconded by Comissioner Patnaik, that the project be approved as submitted. The motion carried by the following vote:

Aye: 4 - Chair John Weis, Vice-Chair Susan Lyons, Edward Hoskins, and Megan Patnaik

Nay: 1 - Scott Levitan

5. Park Phase III

[\[23-0331\]](#)

Commission is asked to receive and continue discussion on this COA request. Staff has provided the Commission the COA checklist to review for compliance related to any action considered at the May meeting. This document will also help guide the May discussion for action as this will be the last regular scheduled meeting for this review.

The review window for this COA ends in early June. However, action can be provided if the Commission is comfortable w/ the efforts and results made thus far. The checklist will help the commission walk through the requirements of their review.

Actions available to the Commission are (1) approval, (2) approval w/ conditions or (3) denial.

Commission received the applicant's presentation. The applicant

requested four Design Alternatives. Commission asked clarifying questions about signage, available space for a small park, and outdoor seating area location.

A motion was made by Commissioner Levitan, seconded by Commissioner Patnaik, to approve the Certificate of Appropriateness with the four Design Alternatives. The motion carried unanimously.

New Business

6. Board Priorities

[\[23-0334\]](#)

Commission is asked to provide board priorities for the 2023/24 year (no attachment provided).

-Affordable Housing in Blue Hill District

-Design implications of 'Missing Middle' rezoning

Commission discussed four Board priorities: (1) Affordable Housing in the Blue Hill District, (2) Missing Middle Rezoning Design Review, (3) Alignment with the Complete Community Framework, and (4) Filling Vacant Seats.

(1) Commissioners discussed their concerns about the low number of affordable housing units in the Blue Hill District. There was consensus with the Housing Advisory Board to petition Town Council to develop a policy on affordable housing in the Blue Hill District. Commission unanimously approved action on this priority.

(2) Commission discussed the possibility of developing design guidelines for the types of housing proposed in the Housing Choices LUMO Text Amendment. The Commission did not reach consensus on their authority to review design standards. No action was taken on this priority.

(3) Commission discussed their intention to align recommendations with the Complete Community Framework. There was clarification on whether this is a Council policy or an adopted plan. Chair requested staff to distribute materials related to Complete Community Framework to the Commission.

(4) Commission discussed the upcoming vacancy of Commissioner Hoskin's seat and asked for clarification on whether previous commission members could re-apply.

A motion was made by Commissioner Levitan, seconded by Vice-Chair Lyons, to ask the Chair to coordinate with the Housing Advisory Board on policies and strategies that the Town can undertake for reviewing projects in Blue Hill. The motion carried unanimously.

Adjournment

Next Meeting - Regular May meeting will be held Thursday, June 1

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.