



TOWN OF CHAPEL HILL

Historic District Commission

Meeting Minutes

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
David Schwartz

Monday, June 17, 2024 **1:00 PM** **RM 110 | Council Chamber**

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 လၢတၢ်ကွဲးကျိးထံအတၢ်မၤစၢၤအဂီၢ် ၂ ကိးဘၣ် (၉၁၉)-၉၆၉-၅၁၀၅

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919-969-5105.

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: URL After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: ###-####-####

Opening

Roll Call

Anya Grahn-Federmack, Staff Liaison, Charnika Harrell, Staff Liaison, Kevin Hornik, Counsel to the Commission

Present	7 - Chair Brian Daniels , Vice-Chair Polly van de Velde, Deputy Vice-Chair Nancy McCormick, Michael Booth, Josh Gurlitz, Clarke Martin, and David Schwartz
Absent	1 - Duncan Lascelles

Secretary reads procedures into the record

Commission Chair reads the Public Charge

Approval of Agenda

Announcements

Petitions

Approval of Minutes

1. May 14, 2024 Action Minutes [\[24-0365\]](#)

Old Business

2. 118 Cameron Court Written Decision [\[24-0366\]](#)
3. 218 Wilson Street Written Decision [\[24-0367\]](#)
4. 211 Hillsborough Street Written Decision [\[24-0368\]](#)
5. 214 Glenburnie Street Written Decision [\[24-0369\]](#)

Chair Daniels asked if anyone had any concerns with the May 14, 2024, draft meeting minutes or the written decisions for 118 Cameron Court, 218 Wilson Street, 211 Hillsborough Street, or 214 Glenburnie Street. There were no questions or concerns.

Commissioner van de Velde moved, seconded by Booth, to approve the May 14, 2024 meeting minutes and approve the written decisions for 118 Cameron Court, 218 Wilson Street, 211 Hillsborough Street, and 214 Glenburnie Street. The motion carried by a unanimous vote.

Aye: 7 - Chair Brian Daniels, Vice-Chair Polly van de Velde, Deputy Vice-Chair Nancy McCormick, Michael Booth, Josh Gurlitz, Clarke Martin, and David Schwartz

Absent: 1 - Duncan Lascelles

Discussion

6. Committee Update on the LUMO Project [\[24-0309\]](#)

Chair Daniels discussed the five recommendations the subcommittee proposed. He explained that the first topic was to ensure that the Design Principles and Standards would still apply to properties in the local historic districts.

Daniels explained that the second and third recommendations related to creating a transition zone in areas next to the three historic districts. He mentioned this transition zone would be like the transition required for new development adjacent to the Northside neighborhood. Commissioner Martin asked if the commission could discuss or express preferences for properties outside the historic districts. Commissioner Gurlitz explained that the commission's role would not be reviewing applications for a Certificate of Appropriateness for projects in the transition zones. There was interest in pursuing transitions for both building height and density in the areas adjacent to the historic districts.

Counsel Hornik explained that changing dimensional standards for properties outside the historic districts would likely require a zoning map amendment or the creation of another overlay district. He said that the town may need to obtain consent from all property owners affected by a 'transition' overlay zone. Hornik questioned how practical it would be for the town to undergo that process.

Gurlitz asked how the process was done for Northside. Commissioner Schwartz said that the commissioners may be referring to the West Rosemary Street Design Guidelines. He reiterated that the information contained in that document was just guidelines. Chair Daniels said that he understood that the new Land Use Management Ordinance (LUMO) would encourage higher density downtown and they wanted to make sure that building heights transitioned near the historic districts.

Daniels said the committee asked for more information on the Complete Community Strategy so they could understand how the changes would impact density in historic districts.

Daniels said that the last recommendation was for the town to sponsor a "Housing Examples Project" that identified examples of compatible in-fill structures in historic districts. Schwartz pointed out that cottages and other smaller housing units had been demolished in the Franklin-Rosemary Historic District.

Daniels explained that the subcommittee would refine the recommendations and draft a letter that would be shared with the commissioners and then the Town Council.

Commissioner Schwartz asked if any commissioners had a chance to review Bob Epting's 2019 memo that had been distributed via email. Hornik said he could review the memo and give the commissioners an update at the next meeting to discuss any regulatory restrictions with implementing Epting's recommendations.

Recruitment

Chair Daniels thanked Commissioner Schwartz for his service on the commission.

The commissioners also discussed ways to recruit new members. Daniels encouraged commissioners to share with their networks that there were two vacancies on the HDC currently.

Adjournment

Next Meeting - To be Determined

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.