



**UPDATE ON PROPOSAL TO ADJUST LAND USE MANAGEMENT ORDINANCE:
HISTORIC DISTRICT COMMISSION PROCEDURES**

STAFF REPORT

TOWN OF CHAPEL HILL PLANNING AND DEVELOPMENT SERVICES
Ben Hitchings, Director
John Richardson, Community Resilience Officer

BUSINESS MEETING DATE

February 28, 2018

STAFF'S RECOMMENDATION

That the Council receive the staff's report and provide feedback and guidance regarding the decision point below.

UPDATES

- In an effort to provide greater expertise in support of the Historic District Commission's work, the Town has recently contracted with Julie Curry—a Historic Preservation Planning consultant with over 35 years of experience in historic preservation and the built environment. Ms. Curry served as the staff liaison to the Historic District Commission at its most recent meeting on February 13, 2018.
- Regarding the Commission's efforts to update the Town's Design Guidelines for Historic Districts, Deputy Vice-Chair John Sweet led a recent effort to submit a grant application to the North Carolina State Historic Preservation Office. The Town anticipates a response about funding by no later than August 2018, if not sooner.

OVERVIEW

At the [October 18, 2017 Council Public Hearing](#)¹, the Council Committee on Boards and Commissions proposed a series of six adjustments to the Land Use Management Ordinance designed to improve the Historic District Commission's (HDC) procedures and provide clarity around the Commission's decisions. At the Committee's recommendation, the Council referred the item to the Historic District Commission, Board of Adjustment, Planning Commission and Town Manager as specified in the adopted [Resolution](#)².

Since that time, the Council Committee's proposal has been reviewed by the Historic District Commission and Board of Adjustment (see attached responses). Specifically, the Board of Adjustment (BOA) provided the attached response to item #6 (Ethics Guidelines) and also commented on item #3 (Certificate of Appropriateness Action Time Frame), noting that the proposed timing seemed suitable. The BOA had no additional comments on the other items from the Council Committee's proposal. On January 31, 2018, the Council passed a [Resolution](#)³ amending the Ethics Guidelines for Town Advisory Boards and Commissions.

DECISION POINTS

In the attached memorandum, the Historic District Commission proposes that the Town consider using the model ordinance recommended by the North Carolina State Historic Preservation Office. Allowing 2-3 months for transition and acclimation to her new role, staff sees an opportunity for Ms. Julie Curry to assist in the review and evaluation of Commission's proposal, possibly visiting the Planning Commission in April and returning to the Council in May for a Public Hearing on a proposed text amendment.

Does this approach meet the Council's interests?

ATTACHMENTS

- Response by Board of Adjustment
- Response by Historic District Commission

FISCAL IMPACT/RESOURCES

If the grant application to update the Town's Design Guidelines for Historic Districts is successful, the Town would be required to provide matching funds of up to \$10,000. The total grant amount could be up to \$25,000.

¹ http://chapelhill.granicus.com/MetaViewer.php?view_id=21&clip_id=3313&meta_id=177067

² http://chapelhill.granicus.com/MetaViewer.php?view_id=7&clip_id=3313&meta_id=179325

³ <https://chapelhill.legistar.com/View.ashx?M=F&ID=5782154&GUID=92D80B6C-7287-432E-BE86-B5B29694B026>