



# TOWN OF CHAPEL HILL

## Planning Commission

### Meeting Minutes

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

Chair Michael Everhart  
Vice-Chair James Baxter  
Neal Bench  
Elizabeth Losos  
Melissa McCullough

John Rees  
Louie Rivers  
Elizabeth Webber  
Stephen Whitlow

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**Tuesday, March 16, 2021**

**7:00 PM**

**Virtual Meeting**

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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\\_rQjYj7l5Swm3EcWs8G-Ghw](https://us02web.zoom.us/webinar/register/WN_rQjYj7l5Swm3EcWs8G-Ghw). After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 875 4433 6656.

#### **Opening**

#### **Roll Call**

**Present**      9 - Chair Michael Everhart, Vice-Chair James Baxter, Neal Bench, Elizabeth Losos, Melissa McCullough, John Rees, Louie Rivers, Elizabeth Webber, and Stephen Whitlow

*Secretary reads procedures into the record*

#### **Approval of Agenda**

Without opposition, Rees, seconded by Losos, made a motion to approve the agenda as written.

#### **Announcements**

1. Updates from Advisory Board Champions

[\[20-0118\]](#)

This time provides an opportunity for Advisory Board Champions to relay updates from their latest meetings, as needed.

Update from Whitlow on the March 9, 2021 Housing Advisory Board meeting, including large development projects and a Northside Neighborhood project.  
Update from Rees on Road to Zero task force.

## **Petitions**

None

## **Approval of Minutes**

Motion by Baxter, seconded by Rees, to approve the March 2, 2021 meeting minutes. Motion passed by unanimous vote.

2. Planning Commission Action Minutes for March 2, 2021 [\[21-0194\]](#)

## **Old Business**

3. Consider a Limited Scope Special Use Permit Modification for Signature Health Care of Chapel Hill, 1602 E. Franklin Street [\[21-0195\]](#)

The commission concluded at the end of the discussion that the current draft of the supplemental recommendation would only be shared with town staff and the Signature Healthcare applicant. A more generic recommendation to Town Council would be drafted by James Baxter in reference to future Special Use Permit Modifications. This revised draft will be discussed at a subsequent meeting.

4. Planning Commission Priorities [\[21-0196\]](#)

Further discussion was held on the refinement of the list of priorities previously discussed. Motion by James, second by Bench, to form a small working group to package the recommendations to council - to be forwarded to staff by April 1, 2021.

## **New Business**

Discussion of student housing, and the possibility of a commission retreat/summit. In anticipation of a large agenda for the April 7, 2021 meeting, the commission agreed to begin the meeting at 6:00 p.m.

## **Reports**

*Adjournment*

Next Meeting - April 6, 2021

The meeting adjourned at 9:30 p.m.

*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.*

Note