



DRAFT Action Minutes: Community Design Commission

Meeting Date: December 18, 2017

Members Present: Dixon Pitt (Chair), Chris Berndt, Susana Dancy, Lucy Carol Davis, Ted Hoskins, Duncan Lescelles, Volker Mueller, and Polly van de Velde.

Members Absent: Charla Hodges.

Staff and Other members present: Kay Pearlstein (Staff Liaison).

Agenda Item	Discussion Points	Motions	Votes/Actions
Opening			
Reading the Commission's Charge into the Record			
Roll Call	A quorum was present.		
Welcome Councilwomen Jess Anderson and Rachel Schaevitz, our new council liaisons	Staff announced the new council liaisons and a future meeting to meet them.		
Approval of September 26 and November 28 Action Minutes	September 26, 2017 Minutes approved at November meeting.	Polly van de Velde moved and Susana Dancy seconded a motion to approve the November 28, 2017 minutes.	The motion was adopted unanimously (8-0) .
Staff recommendations for recording motions	Staff announced that previous motions that were previously approved could not be amended. Staff recommended that complex motions should be written down by the maker of the motion and provided to staff for accurate recording. The Commission thought this was a good idea.		
Old Business			
Carraway Village Revised Design Guidelines (frontage description), returning from November 28 meeting	Susana Dancy and Ted Hoskins voted against the motion because they felt a wall was not sufficient to define a block frontage.	Lucy Carol Davis moved and Polly van de Velde seconded a motion to approve the Revised Design Guidelines for Frontage definition with the following changes: 1) add a sentence to say. "A wall in front of a parking lot separating a sidewalk does not qualify as a Qualifying Structure." and label the first image title to Block Frontage Example, and to zoom in on the second image at the bottom of the page to the patio as an example of a Qualifying Structure. The applicant is to send the revisions to staff to email to Commission for approval.	The motion was adopted by a vote of 6-2, with Dixon Pitt (Chair), Chris Berndt, Lucy Carol Davis, Duncan Lescelles, Volker Mueller, and Polly van de Velde voting aye and with Susana Dancy, and Ted Hoskins voting nay .
Concept Plan			
Hanover, Mixed-Use Development, 1010 Weaver Dairy Road	Comments were provided to the applicant including having a social responsibility to assist the current residents with a Relocation Plan, the retail component was too small and out of scale, nothing to attract people to the site, and does not look like the streets and buildings were planned and images shown do not look like they belong in Chapel Hill.		

Reports and other Business			
Blue Hill Design Guidelines - continued discussion of "block" definition and overall draft	Discussion of what are design guidelines for "thoroughfare"; staff to follow-up. Also, any design professional hired by the town will need to have it made clear that they work for the town. Two Code insertions recommended and two design guidelines insertions were recommended. They also recommended having an Appendix with the handout prepared by Jay Heikes on Block Requirements and also 2015 "word cloud" created at a public meeting at the library.	Polly van de Velde moved and Chris Berndt seconded a motion to endorse Volker Mueller's comments on the Design Guidelines.	The motion was adopted unanimously (8-0) .
Advisory Board voting Requirements Recommendation		Polly van de Velde moved and Chris Berndt seconded a motion to approve Resolution A for a Text Amendment that a majority of the membership (5) needed to pass a motion.	The motion was adopted unanimously (8-0) .
Adjournment	Meeting adjourned at 9:30 p.m.		
Next Meeting - Tuesday, January 23, 2018			