



# TOWN OF CHAPEL HILL

## Historic District Commission

### Meeting Minutes

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

Chair Robert Epting  
Vice-Chair Kimberly Kyser

James Locke

Deputy Vice-Chair John Sweet  
Woodrow Burns

Sean Murphy  
Susan Smith  
Mary Vogler

Craig Carbrey

James White

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**Tuesday, May 29, 2018**

**6:30 PM**

**RM 110 | Council Chamber**

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#### **Preliminary Meeting Information**

*a. The meeting procedures were described by the Chair, and are summarized at the end of these Minutes.*

*b. Persons wishing to give evidence in tonight's meeting were sworn in.*

#### **Roll Call**

**Present**      9 - Chair Robert Epting, Deputy Vice-Chair John Sweet,  
Vice-Chair Kimberly Kyser, Craig Carbrey, Woodrow Burns,  
James Locke, Mary Vogler, Sean Murphy, and James White

**Absent**        1 - Susan Smith

Minutes

[\[18-0375\]](#)

Draft Action Minutes for the March 13, 2018 and April 10, 2018 meetings were considered by the Commission. The Commission Secretary reminded the Commission that she is still experiencing difficulties caused by software issues, and that those issues are being addressed by staff.

Commissioner Sweet moved to approve and Commissioner Burns seconded the motion to approve the March 13, 2018 minutes.

The motion was approved unanimously.

Commissioner Carbrey moved and Commissioner Locke seconded the

approval of the April 10, 2018 minutes.

The motion was approved unanimously.

### **Speakers from the Public**

No Speakers appeared to comment on matters not on the agenda.

### **Consideration of Commission Applicants**

Chair Epting described the actions required to make recommendations and asked for a motion for recommendations.

Chair Epting reminded the Commission that the Town Council specifically requested that Boards and Commissions consider diversity in residence and personal circumstance when they make recommendations for Board and Commission appointments; that the State statutes require local governments to require that applicants have special training or experience to be appointed to Historic District Commissions; that the applicant pool does not include persons from various neighborhoods outside the Districts, and some do not show specific qualifications mentioned by the statutes; and that for those reasons a Memorandum has been prepared to the Town Council explaining the qualifications of the two persons being recommended, and those reasons for not recommending others at this time.

The Commission approved the Memorandum and that it be forwarded to the Council and Mayor.

Commissioner Kyser moved and Mary Francis Vogler seconded to recommend John Sweet and Bob Epting for re-appointment to the Commission.

The motion was approved unanimously.

### *Discussion of Work in Process regarding Revision of Historic District Commission Ordinance*

Chair Epting reminded the Commission Members that a Committee led by John Sweet is at work with the staff in an effort to revise the current provisions of the LUMO pertaining to the Historic District Commission. This work is in part responsive to the directions given by the Town Council in October 2017, and is also intended to lead to the adoption of those parts of the Model Ordinance recommended by the State Historic Preservation Office not in conflict with the Town Ordinance. The idea is to combine those elements of the Model Ordinance with the present Town Ordinance, avoid conflicts between the two, ascertain that the Council's October 2017 recommendations are addressed, and bring Chapel Hill's ordinance into congruity with those following the Model Ordinance across the State. This

work is on-going, and the Committee will be meeting in July, and hopes to bring a suggested revision to the HDC in the fall. The Committee meetings are noticed and open to the public as official committee meetings.

## **Reports and Updates**

### **a. Update on Outreach Initiatives**

1. Commissioner Sweet received an inquiry from Nan Fulcher regarding the Jefferson Davis Highway marker on E. Franklin and asked Staff to determine who owns the property upon which the marker is sited, and whether or not a COA was necessary, and if so, whether one was obtained, for that marker.

b. At the request of Commission members, Staff has determined that the Town Council previously approved the present Design Guidelines by action taken on April 22, 2002.

c. Commissioner Sweet advised the Commission that the Historic Districts properties survey update has been completed, and will be useful in the Commission's present and future undertakings to revise the HDC Design Guidelines

d. Commissioner Sweet reported that scanning of survey photos is almost complete and over the summer all scanning should be completed. A story map concept was presented as a tool to assist in research and public information.

e. Presentation by Attorney Brian Ferrell for text amendments to Rules of Procedure (handout). This matter will be discussed at the June 12 meeting, to give all members opportunity to review the proposed language.

f. Commissioner Sweet led a discussion of how Staff Reports should be prepared, in order to be sure they are helpful to the Commission in making decisions about Certificate applications. Chair Epting stated that staff reports on agenda items should include a brief description of the approval requested, the nature of the actions sought to be permitted, reference to specific Guidelines pertinent to the actions sought to be permitted, some history of the significance of the property involved, its location, nature and historic prominence, and should avoid staff opinion on the ultimate question to be resolved by the Commission. Commissioner Sweet and others concurred with this direction for staff preparation on our agenda items.

## **Old Business**

### **New Business**

505 North Street

[\[18-0376\]](#)

Karla McPherson, property owner, made the presentation to: 1. Expand an

existing small back porch and screen it in. 2. Add a roof addition to extend over new screened porch. 3. Add a small deck adjacent to the new screened porch to be less than 150 square feet in size.

Chair Epting closed the public hearing with no objection.

Commissioner Sweet moved and seconded by Commissioner Burns to approve the application on the basis that the application is not incongruous with the special character of the Franklin Rosemary Historic District as specified in the design guidelines for Porches and Balconies, page 42-43; Additions pages 54-55; and Decks pages 56-57.

The motion was approved unanimously.

216 Spring Lane

[\[18-0377\]](#)

Dan Murphy, property owner, made the presentation to: 1. Change the roof line on the right front of the house over the atrium. 2. Change the configuration of windows. 3. Change a few roof overhangs in parts of the house to make them more functional and to repair damaged materials.

Commissioner Sweet disclosed he visited the site.

Chair Epting closed the public hearing with no objection.

Commissioner Kyser moved and Commissioner Carbrey seconded to approve the application based on the evidence offered by the Applicant, which showed the application to be consistent with Design Guidelines, page 37 Roofs, and supports the conclusion that that the changes proposed are not incongruous with the special character of the district.

The motion was approved unanimously.

## **Staff Report**

603 E Franklin Street Administrative Approval COA

[\[18-0378\]](#)

a. Staff reported that the Application for approval of installation of a replacement stand-by generator serving the residence located at 603 E. Franklin Street was Administratively Approved by Staff according to HDC procedures for Staff approvals.

Commissioner Burns inquired about the Chi Omega efforts to rebuild the stone wall that was removed. Staff is to report at the next meeting.

Chair Epting inquired about the replacement of the historic district street sign on Franklin Street. Staff is to report at the next meeting.

There being no further business before the Commission, Chair adjourned the meeting at 7:50pm.

### *Adjournment*

Next Meeting - June 12, 2018

### *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 and Development Services Department at 919-969-5066; [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.*