



**Historic District Commission**  
**Rules of Procedure – October 12, 2021**

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**Summary Report**

TOWN OF CHAPEL HILL PLANNING DEPARTMENT  
Anya Grahn, Senior Planner  
Judy Johnson, Assistant Planning Director  
Brian Ferrell, Attorney to the Historic District Commission

**STAFF RECOMMENDATION**

That the Historic District Commission (HDC) review and adopt the proposed amendments to the Rules of Procedure.

**BACKGROUND & PROJECT OVERVIEW**

The Historic District Commission last amended their Rules of Procedures in April 2010.

Staff proposes modifications to the Rules of Procedure that would:

1. Update references to reflect 160D of the North Carolina General Statutes
2. Better align the Rules of Procedure to the LUMO
3. Update the required qualifications of the HDC members to include historic preservation, archeology, and related fields.
4. Provide greater detail on the consideration of Certificate of Appropriateness (COA) applications
5. Include an addendum addressing virtual meeting requirements

**Exhibits**

1. [Historic District Commission Rules of Procedure, last amended 4.10.2018](https://www.townofchapelhill.org/home/showpublisheddocument?id=42064)<sup>1</sup>
2. Proposed edits to the Rules of Procedure

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