



# TOWN OF CHAPEL HILL

## Environmental Stewardship Advisory Board

### Meeting Minutes

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

Chair Mary Metcalf  
Vice-Chair Adrienne Tucker  
Grace Elliott  
Julie Gras-najjar  
E. Thomas Henkel

Julie McClintock  
Marirosa Molina  
Noel Myers  
Bruce Sinclair  
Lucy T Vanderkamp

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**Tuesday, April 13, 2021**

**7:00 PM**

**Virtual Meeting**

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#### **1 Virtual Meeting Orientation**

The staff liaison oriented everyone to the virtual meeting format.

#### **2 Opening**

The meeting opened at 7:08 pm.

#### **3 Roll Call**

Other Attendees: Council Member Michael Parker (Council Liaison), Melissa McCullough (Planning Commission Champion), Kenza Hessini (Youth Council Liaison), Adam Zablud, Eli Zablud, Pamela Porter (3 with Timberlyne Office project), Wendi Ramsden, Jared Martinson (2 with Putt-Putt Fun Center), Scott Clark, Angie Steele (2 with staff tech support), John Richardson (staff liaison)

**Present** 10 - Chair Mary Metcalf, Vice-Chair Adrienne Tucker, Grace Elliott, Julie Gras-Najjar, E. Thomas Henkel, Julie McClintock, Marirosa Molina, Noel Myers, Bruce Sinclair, and Lucy Vanderkamp

#### **4 Approval of Agenda**

A motion was made by Member Henkel, seconded by Vice-Chair Tucker, that the agenda be approved as written. The motion carried by the following vote:

**Aye:** 10 - Chair Mary Metcalf, Vice-Chair Adrienne Tucker, Grace Elliott, Julie Gras-Najjar, E. Thomas Henkel, Julie McClintock, Marirosa Molina, Noel Myers, Bruce Sinclair, and Lucy Vanderkamp

#### **5 Announcements**

Council Member Parker announced that the Climate Action and Response Plan was adopted by Council on April 7, 2021. He thanked the Board and staff involved for their work.

**6 Petitions**

None.

**7 Updates from the Chair**

None.

**8 Updates from the Planning Commission Champion**

Planning Champion Melissa McCullough noted that the Commission has been reviewing the projects that came before the Environmental Stewardship Advisory Board over the two previous meetings.

**9 Approval of Minutes**

Draft Action Minutes

[\[21-0304\]](#)

A motion was made by Member McClintock, seconded by Member Sinclair, that the draft March 30, 2021 action minutes be approved as written. The motion carried by the following vote:

**Aye:** 10 - Chair Mary Metcalf, Vice-Chair Adrienne Tucker, Grace Elliott, Julie Gras-Najjar, E. Thomas Henkel, Julie McClintock, Marirosa Molina, Noel Myers, Bruce Sinclair, and Lucy Vanderkamp

**10 Old Business**

None.

**11 New Business****a) Meet with prospective applicants**

[\[21-0305\]](#)

The Board met with Chris Berndt, Michelle Mayes and Ondrea Austin. Each provided details about their experience and interest in joining the Board.

**b) Special Use Permit Modification - Timberlyne Offices, 120 Banks Drive**

[\[21-0307\]](#)

The applicant presented an overview of the project, including information about the Board's development review criteria. Board members asked clarifying questions about energy use, familiarity with the Climate Action Plan, HVAC system replacement, impervious surface area, stormwater conveyance and tree planting.

Julie Gras-Najjar left the meeting at 7:45 pm.

A motion was made by Member Sinclair, seconded by Member McClintock, that the Council approve the Special Use Permit Modification for Timberlyne

Offices with the following conditions and special considerations:

CONDITIONS:

- Use permeable materials for parking areas and new sidewalk
- Make the building solar-ready
- We ask that the Council inquire about more details regarding the interior planning prior to a decision
- Use the Town's Climate Action Plan as guidelines for further construction within the building

SPECIAL CONSIDERATIONS:

- Add more trees and other vegetation, where possible
- Use the LEED-checklist to guide development and design

The motion carried by the following vote:

**Aye:** 9 - Chair Mary Metcalf, Vice-Chair Adrienne Tucker, Grace Elliott, E. Thomas Henkel, Julie McClintock, Marirosa Molina, Noel Myers, Bruce Sinclair, and Lucy Vanderkamp

**Excused:** 1 - Julie Gras-Najjar

- c) Conditional Zoning Atlas Amendment - Putt Putt Fun Center,  
2200 Eubanks Drive

[\[21-0308\]](#)

The applicant presented an overview of the project, including information about the Board's development review criteria. Board members asked clarifying questions about impervious surface area, stormwater management, energy use, familiarity with the Climate Action and Response Plan, trail planning, lighting, noise, self storage, vehicle circulation patterns, zoning, landscaping, water use/reuse, tree planting and buffers.

A motion was made by Member Myers, seconded by Member Tucker, that the Council approve the Conditional Zoning District for the Putt-Putt Fun Center with the following conditions and special considerations:

**CONDITIONS:**

- Add zoning conditions that ensure that the northern portion of the site remain open space
- Use plant species that are non-invasive
- For the mini golf course area, use reclaimed water, native/non-invasive plant species, and as much permeable material as possible
- Add zoning conditions that restrict the use potable water irrigation and require the proper application of fertilizer, with sensitivity to nearby wetlands
- We ask that the stormwater advisory board review the project

**SPECIAL CONSIDERATIONS:**

- We ask that the Council inquire about more details regarding the interior planning prior to a decision

The motion carried by the following vote, with Member McClintock citing a concern about the proposed storage building being located next to existing residential:

**Aye:** 8 - Chair Mary Metcalf, Vice-Chair Adrienne Tucker, Grace Elliott, E. Thomas Henkel, Marirosa Molina, Noel Myers, Bruce Sinclair, and Lucy Vanderkamp

**Nay:** 1 - Julie McClintock

**Excused:** 1 - Julie Gras-Najjar

**d) Recommendations to Council regarding Board seats**

[\[21-0306\]](#)

Chair Metcalf asked Vice-Chair Tucker to preside over this item and the remainder of the meeting, as Chair, which Vice-Chair Tucker accepted. At the end of the voting, the Board asked the staff liaison to send the applicants a note thanking them for visiting, noting their strength as candidates, and encouraging them to keep an eye out for future openings.

*i. Business Owner/Manager Seat*

A motion was made by Member McClintock, seconded by Member Vanderkamp,

that the Council reappoint Maripat Metcalf to the Business Owner/Manager Seat. The motion carried by the following vote:

**Aye:** 9 - Chair Mary Metcalf, Vice-Chair Adrienne Tucker, Grace Elliott, E. Thomas Henkel, Julie McClintock, Marirosa Molina, Noel Myers, Bruce Sinclair, and Lucy Vanderkamp

**Excused:** 1 - Julie Gras-Najjar

*ii. Stormwater Advocate Seat*

A motion was made by Member Metcalf, seconded by Member Myers, that the Council reappoint Julie McClintock to the Stormwater Advocate Seat.

Tom Henkel left the meeting at 9:36 pm.

The motion carried by the following vote:

**Aye:** 9 - Chair Mary Metcalf, Vice-Chair Adrienne Tucker, Grace Elliott, E. Thomas Henkel, Julie McClintock, Marirosa Molina, Noel Myers, Bruce Sinclair, and Lucy Vanderkamp

**Excused:** 1 - Julie Gras-Najjar

*iii. Chapel Hill Resident Seat*

A motion was made by Member McClintock, seconded by Member Myers, that the Council reappoint Tom Henkel to the Chapel Hill Resident Seat. The motion carried by the following vote:

**Aye:** 8 - Chair Mary Metcalf, Vice-Chair Adrienne Tucker, Grace Elliott, Julie McClintock, Marirosa Molina, Noel Myers, Bruce Sinclair, and Lucy Vanderkamp

**Excused:** 2 - Julie Gras-Najjar, and E. Thomas Henkel

## **12 Staff Updates/Reports**

Staff noted that they will share answers to Board questions about Chapter 160D as part of the May meeting.

## **13 Adjournment**

A motion was made by Member Metcalf, seconded by Member Vanderkamp, that the meeting be adjourned. The meeting was closed at 9:42 pm. The motion carried by the following vote:

**Aye:** 8 - Chair Mary Metcalf, Vice-Chair Adrienne Tucker, Grace Elliott, Julie McClintock, Marirosa Molina, Noel Myers, Bruce Sinclair, and Lucy Vanderkamp

**Excused:** 2 - Julie Gras-Najjar, and E. Thomas Henkel

*Next Meeting - May 20*

*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.*