

Vice Chair Daniels moved, seconded by Gurlitz, to approve the April 14, 2026, meeting minutes. The motion carried by a unanimous vote.

Information

- 2. [Administrative COA Approval Report and Maintenance Memos as of 04.27.2026](#) [26-0137]

Consent

- 3. [208 Glandon Drive](#) [26-0138]
- 4. [209 N. Boundary Street](#) [26-0139]
- 308 W. Cameron Avenue [TMP-673
4]

Commissioner Gurlitz moved, Moore seconded, to approve the written decisions for 208 Glandon Drive, 209 N. Boundary Street, and 308 W. Cameron Avenue. The motion carried by unanimous vote.

New Business

- 5. [403 McCauley Street](#) [26-0140]

Kelley McChesney, property owner, explained that the property was renovated in 2023 and she noted that the purpose of the application was to improve energy efficiency. McChesney explained that the proposed solar panels would be installed on the rear roof slopes of the house and would not be visible from McCauley Street. The panels would be matte black to match the existing shingles and would be flush-mounted to minimize visual impact. She presented a site plan showing panel placement, followed by elevations of the front, side, and rear of the house, along with photographs illustrating current conditions and views from various vantage points. She also shared representative examples from other properties, including 6 Briar Ridge Lane, 222 Vance Street, and 401 Brookside Drive, noting 401 Brookside Drive is located outside the historic district but adjacent to the property.

There was no public comment.

Commissioner Gurlitz stated that he believed the application

was well prepared and consistent with the commission’s standards.

Vice Chair Daniels moved, seconded by Moore, that the application was not incongruous with the special character of the historic district. The motion carried by a unanimous vote.

Discussion

Recruitment Efforts

**[TMP-673
5]**

The commission discussed upcoming vacancies and reaching out to contacts.

Vice Chair Daniels moved, seconded by Gurlitz, to form a sub-committee to interview candidates and make appointment recommendations to Town Council.

Public Charge Revisions

**[TMP-673
6]**

The commissioners discussed changes to the public charge to clarify that attorneys provide legal advice rather than present evidence.

6. [Design Standards](#)

[26-0141]

The commission discussed potential changes to the levels of review in the Design Standards.

7. [Education and Outreach](#)

[26-0142]

The commission discussed education and outreach opportunities.

Adjournment

Next Meeting - June 9, 2026

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 for more information on the above referenced applications.

See the Advisory Boards page <http://www.townofchapelhill.org/boards> for background information on this Board.