



TOWN OF CHAPEL HILL

Historic District Commission

Meeting Minutes

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

Chair Brian Daniels
Vice-Chair Polly van de Velde
Deputy Vice-Chair Nancy McCormick
Michael Booth
Josh Gurlitz

David Hawisher
Duncan Lascelles
Clarke Martin
Don Tise

Tuesday, April 8, 2025

6:30 PM

RM 110 | Council Chamber

Language Access Statement

For interpretation or translation services, call 919-969-5105.

ဘာသာပြန်ဆိုခြင်းနှင့် စကားပြန်ခြင်းအတွက်၊ (၉၁၉) ၉၆၉-၅၁၀၅ ကိုဖုန်းခေါ်ပါ။

Para servicios de interpretación o traducción, llame al 919-969-5105.

လၢတၢ်ကတိၤကျိးထံ မ့တမၢ် လၢတၢ်ကွဲးကျိးထံအတၢ်မၤစၢၤအဂီၢ် ၂ ကိးဘၣ် (၉၁၉)-၉၆၉-၅၁၀၅

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919-969-5105.

Opening

Roll Call

Charnika Harrell, Staff Liaison, Anna Scott Myers, Staff Liaison, Robert Hornik, Counsel to the Commission

Present	7 - Vice-Chair Polly van de Velde, Deputy Vice-Chair Nancy McCormick, Michael Booth, Josh Gurlitz, David Hawisher, Clarke Martin, and Don Tise
Absent	1 - Duncan Lascelles

Secretary reads procedures into the record

Approval of Agenda

Vice Chair van de Velde moved, Gurlitz seconded, to approve the agenda as amended. The motion carried by a unanimous vote.

Announcements

Staff Liaison Harrell informed the commission that two commissioners need to complete the Certified Local Government training by September. Commissioner Gurlitz expressed interest in attending the training by the UNC School of

Government for Quasi-Judicial Boards. He asked if there was a budget for commissioner to attend. Harrell said they can look into it.

Harrell also reminded the commission that Commissioners Lascelles, Booth and Martin's terms were expiring and they can reapply this month.

Harrell notified the board that the Town Council would be voting at their next meeting to call a public hearing to consider a text amendment to revise the rules of the Boards and Commissions. The text amendment would change all board sizes to seven members. Harrell clarified that members would not be kicked off the boards but as their terms expire, the board size would decrease.

Chair Daniels reminded the commission that this was Vice Chair van de Velde's final meeting on the commission and he thanked her for her service to the Town over the years.

Petitions

Approval of Minutes

1. March 11, 2025 Action Minutes [\[25-0132\]](#)

Vice Chair van de Velde moved, Hawisher seconded, to approve the March 11, 2025, meeting minutes. The motion carried by a unanimous vote.

Consent (Written Decision)

2. 500 E. Rosemary Street [\[25-0136\]](#)

Commissioner Gurlitz moved, Booth seconded, to approve the written decision for 500 East Rosemary Street. The motion carried by a unanimous vote.

Old Business

3. 208 Spring Lane [\[25-0134\]](#)

Vice Chair van de Velde moved to allow Commissioner Gurlitz to recuse himself from the item since he is the property owner. The motion carried by a unanimous vote.

Josh Gurlitz, the owner of the property, was sworn in. Gurlitz said he lives in the house which he built in 1983. He presented a map of the area and identified his house, noting his house and several others do not front on a public street. He told the commission they are proposing solar panels on the

southern and western facing roofs with most of the panels on the southern roof. Gurlitz explained that the roof is a metal barn roof that is 43 years old and gets painted every 10 years. He said there will be 27 panes on the south-facing roof and 4 panels on the west-facing roof. Gurlitz presented a construction drawing and said the panels would sit about 4 inches above the roof.

Commissioner Tise asked about the purpose of the solar panels. Gurlitz said they are for electricity.

Commissioner McCormick asked if there are other houses in the neighborhood with panels. Gurlitz confirmed there are and he pointed to a house on the map.

Chair Daniels asked if most of the panels face the parking lot of the adjacent sorority house. Gurlitz confirmed.

There was no public comment.

Commissioner Hawisher moved, Martin seconded, that the application was not incongruous with the special character of the district. The motion carried by a unanimous vote.

Aye: 6 - Vice-Chair Polly van de Velde, Deputy Vice-Chair Nancy McCormick, Michael Booth, David Hawisher, Clarke Martin, and Don Tise

Absent: 1 - Duncan Lascelles

Recused: 1 - Josh Gurlitz

New Business

4. 742 Gimghoul Road

[\[25-0135\]](#)

Craig Ward, the applicant, was sworn in. He presented photos of the castle and a site plan. He explained that the tower was originally proposed over the new restroom addition with a set of steps from the tower to a new lookout point. He said the Gimghoul Castle Board concluded that the tower took away from the character of the castle and the existing towers. He also explained that they would be able to reallocate the money for interior changes required by building code. Ward presented elevations and a rendering of the structure without the tower, noting the door would be relocated to improve accessibility.

Chair Daniels asked if the changes were on the back of the castle. Ward confirmed the changes were on the back side.

There was no public comment.

Commissioner McCormick agreed that not having the additional tower was a good decision and it preserved the original intent of the building. Vice Chair van de Velde agreed.

Commissioner Gurlitz said he did not recall any comments about the tower being an important part of the castle's composition when the commission first reviewed the exterior changes. He agreed with McCormick and van de Velde.

Commissioner Martin moved, Hawisher seconded, that the application was not incongruous with the special character of the district. The motion carried by a unanimous vote.

Officer Elections

Chair Daniels explained that the commission needed to elect a new Vice Chair to replace van de Velde. He said there would be another election in the fall for all chair positions. Daniels said they could continue the discussion to the next meeting.

Discussion Items

Sub-Committee Updates

Commissioner McCormick said the Town's Communications Staff will put information in the Town News for preservation month. She said she will send the proclamation request form to the manager's office for preservation month.

Chair Daniels said the look-book subcommittee's discussions were on hold until the commission's retreat at the end of the month.

Chair Daniels informed the commission that the Town's Ombuds will facilitate the retreat. He said the officers thought the get-to-know-you prompts were off-topic. He said they would give the Ombuds the feedback. Daniels also explained that the second topic on the retreat agenda was meant to focus on how the commission can constructively disagree in quasi-judicial proceedings.

Vice Chair van de Velde asked about the design standards topic. Staff Liaison Myers informed the commission that staff has compiled a running list of design

standard topics to discuss at the retreat and would send that out ahead of the retreat. McCormick asked if there was supposed to be a time to discuss the districts' boundaries. Daniels said the commission can include that in the planning for future growth topic. Daniels said he would reach out to the Ombuds to revise the agenda.

Adjournment

Next Meeting - May 13, 2025

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.