



# 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, November 12, 2024**

**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.

လատာ်ကတိကျိုးထံ မ့တမာ် လատာ်ကွဲးကျိုးထံအတတ်မစောအဂီၢ် ၢ ကိးဘၣ် (၉၁၉)-၉၆၉-၅၁၀၅

如需口头或  
书面翻译服  
务，请拨打  
919-969-5105.

#### Virtual Meeting Notification

Board members will attend and participate in this meeting remotely, through internet access, and will not physically attend. The Town will not provide a physical location for viewing the meeting.

The public is invited to attend the Zoom webinar directly online or by phone.

Register for this webinar:

[https://us02web.zoom.us/webinar/register/WN\\_LJgxyMXwQiiZB0HZVoizsg](https://us02web.zoom.us/webinar/register/WN_LJgxyMXwQiiZB0HZVoizsg). After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 864 1895 2496

#### Opening

##### Roll Call

Anya Grahn-Federmack, Staff Liaison, Charnika Harrell, Staff Liaison, Anna Scott Myers, Staff Liaison, Kevin Hornik, Counsel to the Commission

**Present** 7 - Chair Brian Daniels , Vice-Chair Polly van de Velde,  
Deputy Vice-Chair Nancy McCormick, Michael Booth,  
Josh Gurlitz, David Hawisher, and Don Tise

**Absent** 2 - Duncan Lascelles, and Clarke Martin

*Secretary reads procedures into the record*

*Commission Chair reads the Public Charge*

### **Approval of Agenda**

A motion was made by Deputy Vice-Chair McCormick, seconded by Vice-Chair van de Velde, to approve the agenda. The motion carried by a unanimous vote.

### **Announcements**

Grahn-Federmack announced the 2025 Historic District Commission's meeting dates were attached to the agenda. She also informed the commission there were four applications on the December agenda and the commission would meet in person.

Chair Daniels introduced Don Tise, a new commissioner.

1. 2025 Meeting Dates and Deadlines

[\[24-0514\]](#)

### **Petitions**

### **Approval of Minutes**

2. October 8, 2024 Action Minutes

[\[24-0515\]](#)

A motion was made by Vice-Chair van de Velde, seconded by Deputy Vice-Chair McCormick, to approve the October 8, 2024 meeting minutes. The motion carried by a unanimous vote.

### **New Business**

3. Administrative Certificate of Appropriateness Approvals

[\[24-0516\]](#)

### **Discussion**

4. Pattern Books

[\[24-0517\]](#)

Grahn-Federmack gave a brief presentation on pattern books. She focused on the background and history of pattern books and the benefits and the challenges for developers and the municipality.

Commissioner McCormick asked if prefabricated homes were an option and why they are not used more frequently. Commissioner Gurlitz explained that prefabrication is often used for tiny homes, Commissioner Tise added prefabrication can take longer and is more difficult, so it is not used as much. Gurlitz explained that prefabrication construction can add extra challenges for

the municipality, often requiring inspectors to visit factories to review construction materials and processes.

Commissioner Hawisher asked about the application of the pattern book and the Historic District Commission's role for Certificates of Appropriateness. Counsel Hornik explained by developing the pattern book to include materials, designs, etc. that the HDC would deem to be not incongruous with the special character, the pattern book might create an expectation for COA approval. Hornik further explained that applicants would still need to provide materials in an evidentiary hearing, but the pattern book could create a baseline of understanding for property owners of what is likely to be approved.

McCormick voiced concerns about the lack of buildable space and wanted to know how many sites within the Historic Districts the pattern book would apply to. Daniels said his understanding of the pattern books was to promote complimentary design for infill development in areas that are under intense development pressure. McCormick asked how restrictive covenants would fit into the pattern books. Hornik responded that restrictive covenants are largely irrelevant in the COA process.

A motion was made by Chair Daniels, seconded by Vice-Chair van de Velde, to create an exploratory subcommittee with the charter to further investigate the feasibility and implications of a pattern book for the Historic Districts. Daniels, Tise, Gurlitz and Booth volunteered to participate in the subcommittee. The motion carried by a unanimous vote.

### *Adjournment*

Next Meeting - December 10, 2024

### *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.*