



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, February 11, 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 ၆ ကိးဘၣ် (၉၁၉)-၉၆၉-၅၁၀၅

如需口头或
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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_rE86S2tWRsyXuOg-OL9jRA. After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 854 3726 8805.

Opening

Roll Call

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

Present

9 - Chair Brian Daniels , Vice-Chair Polly van de Velde,
Deputy Vice-Chair Nancy McCormick, Michael Booth,
Josh Gurlitz, David Hawisher, Duncan Lascelles, Clarke
Martin, and Don Tise

Secretary reads procedures into the record

Commission Chair reads the Public Charge

Approval of Agenda

A motion was made by van de Velde, seconded by Booth, to approve the agenda. The motion carried by a unanimous vote.

Announcements

Grahn-Federmack reminded the commission they would meet in person for the March meeting.

Petitions

Approval of Minutes

1. January 14, 2025 Action Minutes [\[25-0042\]](#)

A motion was made by McCormick, seconded by Booth, to approve the January 14, 2025, meeting minutes. The motion carried by a unanimous vote.

Consent (Written Decisions)

2. 107 Battle Lane [\[25-0043\]](#)

3. 402 Hillsborough Street [\[25-0044\]](#)

A motion was made by van de Velde, seconded by Tise, to approve the written decisions for 107 Battle Lane and 402 Hillsborough Street. The motion carried by a unanimous vote.

Presentations

4. Preservation Chapel Hill: Stabilization of the Hogan-Altemueller House [\[25-0045\]](#)

Tom Heffner presented photos of the Hogan Altemueller House, showing the commission the history of the house and the exterior and interior restoration efforts. Heffner specifically called out materials they were able to restore and materials that were replaced. He and the commission discussed efforts to stabilize and secure the structure while they explored an adaptive reuse.

The Commission expressed its thanks for the presentation and asked that Mr. Heffner share information about the house for Preservation Month. Heffner agreed.

Discussion

5. Draft Agenda for April HDC Retreat[\[25-0046\]](#)

Chair Daniels read through the draft agenda for the Commission Retreat. The Commission agreed on the topics proposed as well as the need to block out time for each topic. The retreat's planning committee agreed to continue to revise the agenda before the event.

6. Draft Letter to Council regarding the Look Book (Previously Pattern Book)[\[25-0047\]](#)

Chair Daniels explained the subcommittee's discussion to rename the project from 'Pattern Book'. He also told the commission the budget proposal was an educated guess. Lascelles suggested a more detailed breakdown of the budget before presenting to Town Council.

Van de Velde asked if town staff time was included in the proposed budget and Lascelles asked Grahn-Federmack how it worked for the revisions to the Design Standards. Grahn-Federmack said her role was about 50 percent historic preservation work, but staff time was not discussed as part of the cost of the design standards.

McCormick told the commission she thinks it will be important to tie the project to the Complete Community efforts to make Chapel Hill denser and more affordable.

The commission discussed the title of the resource and agreed to keep brainstorming ideas.

Council Member Berry recommended the commission speak to how the project will help further Complete Community goal, like McCormick suggested. She also would like to hear from the Planning Director about staff time. Berry explained that many people see the historic districts as restrictive and if the commission shows how the project will support denser, more affordable, infill development, that will likely help Town Council on board. She also supported a detailed breakdown of the requested amount.

Adjournment

Next Meeting - March 11, 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.