



# 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  
Duncan Lascelles  
Clarke Martin  
David Schwartz

---

**Tuesday, February 13, 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။

如需口头或  
书面翻译服  
务，请拨打  
919-969-5105.

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

လၢတၢ်ကတိကျိးထံ မ့တမၢ် လၢတၢ်ကွဲးကျိးထံအတၢ်မၤစၢ်အဂီၢ် ၶ် ကိးဘၣ် (၉၁၉)-၉၆၉-၅၁၀၅

#### Opening

##### *Roll Call*

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

**Present**                      6 - Chair Brian Daniels , Vice-Chair Polly van de Velde,  
Deputy Vice-Chair Nancy McCormick, Michael Booth,  
Josh Gurlitz, and Clarke Martin

**Excused**                      2 - Duncan Lascelles, and David Schwartz

*Secretary reads procedures into the record*

*Commission Chair reads the Public Charge*

#### Approval of Agenda

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

**Aye:**                      6 - Chair Brian Daniels , Vice-Chair Polly van de Velde, Deputy  
Vice-Chair Nancy McCormick, Michael Booth, Josh Gurlitz,  
and Clarke Martin

**Excused:**                      2 - Duncan Lascelles, and David Schwartz

**Announcements**

Chair Daniels informed the commission that Councilmember Camille Berry was the new council liaison for the historic district commission.

Daniels also informed commissioners that a separate motion was needed to address the written decision when voting on applications for a certificate of appropriateness.

He also reminded commissioners of the upcoming commission retreat on February 29th.

Grahn-Federmack announced that staff had been working with the State Historic Preservation Office on hosting a Certified Local Government (CLG) training on April 12th. She said she would provide details about the training as they became available.

**Petitions**

**Approval of Minutes**

- 1. December 12, 2023 Action Minutes [\[24-0058\]](#)

Commissioner McCormick moved, seconded by Booth, to approve the December 12, 2023, minutes. The motion carried by a unanimous vote.

**Aye:** 6 - Chair Brian Daniels , Vice-Chair Polly van de Velde, Deputy Vice-Chair Nancy McCormick, Michael Booth, Josh Gurlitz, and Clarke Martin

**Excused:** 2 - Duncan Lascelles, and David Schwartz

**Information**

- 2. Administrative Certificate of Appropriateness [\[24-0059\]](#)

**Consent**

- 3. 742 Gimghoul Road [\[24-0060\]](#)

Commissioner Gurlitz moved, seconded by van de Velde, to approve the consent agenda. The motion carried by a unanimous vote.

**Aye:** 6 - Chair Brian Daniels , Vice-Chair Polly van de Velde, Deputy Vice-Chair Nancy McCormick, Michael Booth, Josh Gurlitz, and Clarke Martin

**Excused:** 2 - Duncan Lascelles, and David Schwartz

### **New Business**

**4.** 211 Glenburnie Street

[\[24-0061\]](#)

Erik Mehlman, architect at BuildSense, presented the proposed amendment to Certificate of Appropriateness (COA). Mehlman presented the site plan and explained that the amendment was for the accessory structure near the southern property boundary.

Mehlman presented the previously approved building elevations for the accessory structure. He reminded the commission that the original approval included deconstructing the accessory structure and moving it within four feet of the property line.

Mehlman said the amendment was to change the accessory's structure roofline, and that no changes were proposed to the previously approved materials. He presented photos of the existing roof. Mehlman explained that the original structure had a hipped roof, and that a shed roof was later added to the front. He said a later addition included a flat, standing-seam metal roof, which was tucked under the hipped roof. He presented photos of a later addition that was built with a low-sloped roof that was tucked under the previous roof. He said it would be impossible to flash and finish the roof of the reconstructed structure if they had to replicate the existing rooflines.

Mehlman presented a drawing of the proposed accessory structure with a proposed hipped roof that extended over the entire building form. He also stated that the shed roof would be shifted to the rear of the structure. The new structure included a new window on the west elevation.

There was no public comment.

There was no discussion among commissioners.

Commissioner Gurlitz moved, seconded by van de Velde, that the application was not incongruous with the special character of the district and to grant the Certificate of Appropriateness. The motion carried by a unanimous vote.

Counsel Hornik reminded commissioners that a second motion was needed for the written decision. Grahn-Federmack passed out copies of the written

decision, and commissioners reviewed it. Commissioner McCormick mentioned that the number of commissioners needed to be updated, and she suggested some language in finding #9 to improve clarity.

Commissioner van de Velde moved, seconded by Booth, to approve the written decision with the suggested edits and authorize the chair to sign it. The motion carried by a unanimous vote.

**Aye:** 6 - Chair Brian Daniels , Vice-Chair Polly van de Velde, Deputy Vice-Chair Nancy McCormick, Michael Booth, Josh Gurlitz, and Clarke Martin

**Excused:** 2 - Duncan Lascelles, and David Schwartz

5. 740 Gimghoul Road

[\[24-0062\]](#)

Grahn-Federmack explained that the application was for a new pool, red brick patio, and black metal fence.

Christopher Jones, a representative for the general contractor, explained that the application was for a pool. Jones described the pool as reflective of the southern colonial revival style of the Gimghoul Historic District.

Jones explained that the proposal included a red brick patio and a stacked flagstone wall, which he noted are materials used throughout the district. He also said that the application included landscaping around the pool to limit the view from outside.

Jones shared photos of the house and yard. He explained that the pool would be in front of a hedge. He presented a rendering of the pool that showed landscaping, which he noted would be native plantings. He also said that rumbled brick was chosen for the patio to match the brick used along Gimghoul Road. He presented a photo of a minimalistic black metal fence as an example of what the fence could look like. He also shared photos of the existing walls and noted that the proposed wall would match. He mentioned that the water feature was a ram's head, which matched those found in Gimghoul's secret society.

Commissioner van de Velde asked about the location of the pool equipment. Jones said the pool equipment would be near the rear of the house, next to the house's heating and cooling equipment.

Chair Daniels asked about the location of the proposed pool fence. Jones

presented the site plan that showed the fence's location. Jones said that the fence would be behind an existing stone wall. Jones also said that a small part of the fence would be visible from the street and that they were proposing to landscape the area. Daniels asked for the distance between the fence and the street. Jones said the fence was about 50 feet away from the street. Daniels asked if the photo of the black metal fence was the fence that would be used. Jones said he only had the one picture and that it would be a very simple fence that met building code requirements.

There was no public comment.

Counsel Hornik asked if there were conflicts of interest, site visits, or ex-parte communication. There were none noted.

Commissioner Gurlitz said he wanted design details for the exact fence that would be used and the exact distance from the street. He also commented that the photo Jones presented was of a standard fence, but he wanted more precise information. He also said the Design Standards discouraged fences in the front yard.

Commissioner van de Velde said the fence was required by code. Gurlitz said that the fence could be in front of the existing wall instead of behind it, or it could be in the side yard. Commissioner McCormick asked if the fence could be landscaped. van de Velde stated that the commission could not require landscaping.

Chair Daniels invited Jones back to answer a few questions. Jones described the proposed landscaping. Gurlitz asked for the height of the existing wall. Jones said it was 3.5-feet tall. Gurlitz asked if they considered installing a rail on the existing wall instead of a fence. Jones stated that the wall was a retaining wall, and that a rail would not work because of the grade.

Hornik encouraged commissioners to discuss whether the style, material, and location of the fence was incongruous with the character of the district. Gurlitz asked if there were similar fences in the Gimghoul district, and if those fences were in the front yard. Jones said there are other fences of a different style that extend to the street. Daniels mentioned that photos of the fences would have provided the needed context.

McCormick asked if the application could be split. Hornik confirmed it could be

split but recommended not doing so. He also advised that the commission ask the applicant to provide photos of other fences in the district.

Commissioner van de Velde moved, seconded by Gurlitz, that the application, except for the fence, was not incongruous with the special character of the district and to grant the Certificate of Appropriateness. The motion carried by a unanimous vote.

**Aye:** 6 - Chair Brian Daniels , Vice-Chair Polly van de Velde, Deputy Vice-Chair Nancy McCormick, Michael Booth, Josh Gurlitz, and Clarke Martin

**Excused:** 2 - Duncan Lascelles, and David Schwartz

## Training

### 6. Quasi-Judicial Legal Training

[\[24-0063\]](#)

Counsel Hornik reviewed quasi-judicial decisions and proceedings with the commissioners.

## Discussion

Historic District Commission Retreat

Chair Daniels advised that he was working with other commissioners and staff on the agenda, and they plan to share the agenda with everyone next week.

### *Adjournment*

Next Meeting - March 12, 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.*