



TOWN OF CHAPEL HILL

Historic District Commission

Meeting Minutes

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

Acting Chair Duncan Lascelles
Deputy Vice-Chair Polly van de Velde
Michael Booth
Brian Daniels

Josh Gurlitz
Nancy McCormick
Anne Perl De Pal
David Schwartz

Tuesday, September 12, 2023

6:30 PM

RM 110 | Council Chamber

Language Access Statement

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Opening

Roll Call

Present

7 - Deputy Vice-Chair Polly van de Velde, Michael Booth,
Brian Daniels , Josh Gurlitz, Nancy McCormick, Anne Perl
De Pal , and David Schwartz

Absent

1 - Vice-Chair Duncan Lascelles

Secretary reads procedures into the record

Commission Chair reads the Public Charge

Approval of Agenda

Grahn-Federmack advised that the commission would interview the HDC candidate at the next meeting; she recommended continuing the item to the October 11th meeting.

Commissioner Daniels moved, seconded by Perl de Pal, to approve the agenda as amended. The motion carried by a unanimous vote.

Announcements

Petitions

Approval of Minutes

1. May 9, 2023 Action Minutes [\[23-0616\]](#)

Commissioner Daniels moved, Gurlitz seconded, to approve the May 9, 2023, minutes. The motion carried by a unanimous vote.

Aye: 7 - Deputy Vice-Chair Polly van de Velde, Michael Booth, Brian Daniels , Josh Gurlitz, Nancy McCormick, Anne Perl De Pal , and David Schwartz

Absent: 1 - Vice-Chair Duncan Lascelles

Historic District Commission Candidate Interviews

2. Historic District Commission Candidate Interviews [\[23-0617\]](#)

Grahn-Federmack advised that the commission would interview the HDC candidate at the next meeting; she recommended continuing the item to the October 11th meeting.

Information

3. Administrative Certificate of Appropriateness Approvals and Maintenance Memos [\[23-0618\]](#)

4. Certified Local Government (CLG) Report [\[23-0619\]](#)

Commissioner Schwartz encouraged the commission to consider volunteering to host a Certified Local Government (CLG) training.

National Register Nomination

5. National Register of Historic Places (NRHP) Nomination- Navy Reserve Officers Training Corps (NROTC) Naval Armory at UNC, 221 South Columbia Street [\[23-0624\]](#)

Grahn-Federmack explained that the Commission's tasks were to review the nomination, receive public comment, and determine if the naval armory met the eligibility criteria. Grahn-Federmack further clarified that the commission needed to vote to authorize the chair to sign on the nomination.

Sandy Hinkle spoke for UNC's Naval ROTC Alumni Association. Hinkle gave a brief overview of the building's history.

Commissioner Gurlitz thought the building's value was in its use and role in

the community. Commissioner Perl de Pal considered the building a gateway to the historic part of the university.

Captain Alfred McClaren commented on the nomination and explained the armory's role in the Korean War, Vietnam War, and Cold War.

Commissioner Daniels asked if the state owned the building and if the nomination offered any protections. Hinkle confirmed the building's ownership and explained that the state could demolish the building even if it was listed on the National Register.

Commissioner Daniels moved, Perl de Pal seconded, to authorize the chair to forward a recommendation and comments on the nomination. The motion carried by a unanimous vote.

Aye: 7 - Deputy Vice-Chair Polly van de Velde, Michael Booth, Brian Daniels, Josh Gurlitz, Nancy McCormick, Anne Perl De Pal, and David Schwartz

Absent: 1 - Vice-Chair Duncan Lascelles

New Business

6. 208 Hillsborough Street

[\[23-0620\]](#)

Harrell explained that the application was to convert the existing screened porch into a three-season room.

Dana Szalontai, a representative for the general contractor, explained that the house was built in 1910 and the porch was added in 2002. Szalontai also said the porch's footprint would not change.

Szalontai presented photos of the existing house and plans for the three-season room. Szalontai explained the porch's original foundation would be used and the roof line would not change. Szalontai also said a shed roof awning may be added to the rear and that the awning would not be visible from the street.

Commissioner McCormick asked why the edge of the proposed windows on the street-facing façade were not aligned with the transom. Szalontai said there would be cabinetry on the other side of the window. Avery Russell, owner, said they could remove the cabinetry and space the windows evenly under the transom. Russell also mentioned adding shutters to each window.

Commissioner Booth asked if the owners considered replacing the screens with glass to preserve the porch's aesthetic. Szalontai said they did not consider that and reiterated that the porch was not historic.

Commissioner Gurlitz thought the existing side porch complemented the simple design of the existing front porch. Gurlitz questioned why the owners moved from a simpler design. Captain Alfred McClaren, owner, thought three-season room was consistent with the rest of the house because the proposed windows matched.

Commissioner Perl de Pal asked if the owners considered adding three windows to the street-facing façade. Russell said three windows would not accommodate shutters. Booth suggested one window with shutters. Russell did not think one window provided enough light. Russell also mentioned replacing the transom window, so it followed the roof line.

There was no public comment.

McCormick asked if they could continue the item to next month because of the design changes they had discussed.

Counsel Hornik explained quasi-judicial procedures for the Szalontai and the owners. Hornik said the commission could only decide on the application based on the evidence presented. Hornik noted that an amended elevation showing different window configurations was not provided.

Russell asked if they could provide revised materials and have the commission vote before the next regularly scheduled meeting. Chair van de Velde said a special meeting may not be an option because the commission needed a quorum to vote, and notices needed to be sent.

Commissioner Daniels moved, Schwartz seconded, to continue the application to October 11, 2023, or an earlier date, if possible. The motion carried by a unanimous vote.

Aye: 7 - Deputy Vice-Chair Polly van de Velde, Michael Booth, Brian Daniels , Josh Gurlitz, Nancy McCormick, Anne Perl De Pal , and David Schwartz

Absent: 1 - Vice-Chair Duncan Lascelles

7. 207 West Cameron Avenue[\[23-0621\]](#)

Grahn-Federmack reminded the commission that the application was for a building that was not historic and not listed on the National Register. She also explained that an After-the-Fact Certificate of Appropriateness (COA) was issued for repairs to the roof and gutters.

Chris Cook, a representative of the general contractor, explained that the existing wood materials would be replaced with rot-resistant materials, like Hardie Board in some areas. Cook said this change applied to the siding, trim, and flashing on all dormers. Cook presented photos of the damaged wood materials and of the proposed materials.

Commissioner Gurlitz asked how identical the non-wood material used for the trim would be to the existing. Cook confirmed that it would be custom made and as close to the existing as possible.

There was no public comment.

Gurlitz and Commissioners discussed the diagonal siding on the dormers and supported the contractor's intent to replace it with horizontal siding. They mentioned how diagonal siding was a historic treatment method found in the districts.

Commissioner Daniels moved, Perl de Pal seconded, that the changes were not incongruous with the special character of the district and to grant the Certificate of Appropriateness (COA). The motion carried by a unanimous vote.

Aye: 7 - Deputy Vice-Chair Polly van de Velde, Michael Booth, Brian Daniels , Josh Gurlitz, Nancy McCormick, Anne Perl De Pal , and David Schwartz

Absent: 1 - Vice-Chair Duncan Lascelles

8. 379 Tenney Circle[\[23-0622\]](#)

Harrell explained the application was for a new pool, pool cabana, screened side porch, and other site improvements.

Commissioner Perl de Pal recused herself, citing a conflict of interest.

Michael Ulku-Steiner explained that the proposal was for a saltwater pool,

concrete paver deck, and equipment storage cabana. Mr. Steiner presented photos of the existing elevations.

Beril Ulku-Steiner said the proposed side porch would be visible on the north elevation and that it would be concealed.

Mr. Ulku-Steiner said the pool, decking, and fencing followed the topography of the land. He also said those features would be behind the house and not visible from the street. He stated the side porch would not damage the character or architectural integrity of the existing house and would provide balance.

The Steiners presented photos of other pools in the district that showed the pool behind the house. They also shared photos of accessory buildings, like the pool cabana, at nearby houses. They provided historic photos and renderings of Cape Cod-styled homes with side porches.

Commissioner Daniels asked for clarity on the proposal because the materials included two different elevations. Mrs. Ulku-Steiner confirmed that the elevation showing both the cabana and porch reflects the current proposal.

Daniels asked if the porch would be screened. Mrs. Ulku-Steiner said the back of the porch would be screened. Mrs. Ulku-Steiner also presented photos of existing vegetation that would remain undisturbed and would screen the porch.

Commissioner Booth thought the proposed hipped roof on the porch was not consistent. Gurlitz agreed and thought the front elevation was unbalanced with the side porch. Gurlitz suggested they consider a porch with a similar roof line.

The commissioners discussed the quality of the application materials. They found the applicants did not provide enough detail for them to review and decide on the application. They asked for dimensioned drawings and specifications for proposed materials.

There was no public comment.

Commissioner Schwartz moved, Daniels seconded, to continue the application to October 11, 2023. The motion carried by a unanimous vote.

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

Absent: 1 - Vice-Chair Duncan Lascelles

Recused: 1 - Anne Perl De Pal

9. 104 North Boundary Street

[\[23-0623\]](#)

Grahn-Federmack explained the application was for new stone walls in the backyard, a stone walkway, and adding screens to the existing porch.

Mark Wilson, the architect, explained that the brick Colonial Revival style house was built in 1927. Wilson said the house was renovated in 2005 and an addition was built earlier this year.

Wilson presented photos of the existing stone walls in the backyard and a site plan that showed the existing and proposed walls. Wilson explained that the proposed walls would be dry-stacked Shawnee Mountain stone and vary in height from 8 inches to 18 inches. Wilson also stated the wall would end in 24-inch capped piers, with lighting installed under the cap.

Wilson spoke of the two proposed walkways would be constructed in the same way and of the same materials as the existing walkways. Wilson said the walkway that connected the driveway to the exterior stairs and accessible ramp would be of a different, smoother material.

Wilson presented photos of the existing porch. Wilson said it was not visible from the south side and the added screening would match the porch on the other side of the house. Wilson explained that the screening material would be somewhat transparent.

Wilson presented photos of the existing round columns and explained that they would be replaced with square columns. Wilson said they determined the existing columns were fiberglass and not original. Wilson shared photos documenting the ghost lines adjacent to the round columns that demonstrated square columns in the past. Wilson also explained that the framing materials for the screens were thin, and the frames would be located behind the columns to minimize their visibility from the street. Wilson presented photos of other houses with porches on each side that were visible from the street.

Commissioner McCormick asked if there was a step on the front side of the porch and if the door could be added to the back. Wilson said there was one step at the front and that the change in elevation prevented them from putting the door in the back.

Commissioner Perl de Pal asked about the door framing. Wilson said the door would be framed on the back side of the columns, so the view of the columns would be more prominent.

Commissioner Gurlitz asked if they used thin wood framing before. Wilson confirmed they had and had no issues.

Commissioner Schwartz asked why the material proposed for the walls was chosen as it is not typically used in the historic district and. Wilson said they considered using fieldstone, but the owners preferred the proposed stone. Wilson also reiterated that the walls were in the rear and not visible from the street.

There was no public comment.

Commissioner Daniels moved, Gurlitz seconded, that the changes were not incongruous with the special character of the district and to grant the Certificate of Appropriateness (COA). The motion carried by a unanimous vote.

Aye: 7 - Deputy Vice-Chair Polly van de Velde, Michael Booth, Brian Daniels , Josh Gurlitz, Nancy McCormick, Anne Perl De Pal , and David Schwartz

Absent: 1 - Vice-Chair Duncan Lascelles

Election of Commission Officers

Election of Chair

Commissioner Schwartz moved, Perl de Pal seconded, to appoint Brian Daniels as Chair. The motion carried by a unanimous vote.

Election of Vice Chair

Commissioner Gurlitz moved, Daniels seconded, to appoint Polly Van de Velde as Vice Chair. The motion carried by a unanimous vote.

Election of Deputy Vice Chair

Commissioner Gurlitz moved, Daniels seconded, to appoint Nancy McCormick as Deputy Vice Chair. The motion carried by a unanimous vote.

Adjournment

Next Meeting - October 10, 2023

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.