



Historic District Commission

Meeting Minutes

December 09, 2025, 6:30 PM

RM 110 | Council Chamber

Chair Don Tise
Vice-Chair Brian Daniels
Glenn Connolly

Josh Gurlitz
Nancy McCormick
Laura Moore

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Opening

Roll Call

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

Commissioner Gurlitz arrived at 6:36PM.

Present 5 - Chair Don Tise, Glenn Connolly, Josh Gurlitz,
Nancy McCormick, and Laura Moore

Absent 1 - Vice-Chair Brian Daniels

Secretary reads procedures into the record

Commission Chair reads public charge

Approval of Agenda

Commissioner McCormick moved, Moore seconded, to approve the
agenda. The motion carried by a unanimous vote.

Aye: 4 - Chair Don Tise, Glenn Connolly, Nancy McCormick,
and Laura Moore

Absent: 2 - Vice-Chair Brian Daniels , and Josh Gurlitz

Announcements

Phillip Lyons, a representative of Preservation Chapel Hill, gave the
commission an update on the Coker Hills National Register nomination.

Staff Liaison Myers mentioned that staff are working on the Certified
Local Government report.

Petitions

Approval of Minutes

1. [November 11, 2025 Action Minutes](#) [25-0531]

Commissioner Moore moved, seconded by Connolly, to approve the November 11, 2025, meeting minutes. The motion carried by a unanimous vote.

Aye: 4 - Chair Don Tise, Glenn Connolly, Nancy McCormick, and Laura Moore

Absent: 2 - Vice-Chair Brian Daniels , and Josh Gurlitz

Old Business

2. [132 S Columbia Street](#) [25-0532]

Zell Hoole, representative of the architect, presented a list of the proposed changes and restated the feedback from the commission at the November meeting. Hoole explained that the brick wall of the bedroom addition was set back one foot, so it would be more distinct. He presented photos of the revised elevations and renderings. He said two dormers were added to the roofline to tie the bedroom addition into the existing building. Hoole explained that the cafeteria addition would be inset one foot. He also clarified that the cafeteria extends 14 feet, and the existing porch extends 13 feet. He said the cafeteria addition would still comply with the setbacks. Hoole said the cafeteria addition could not be built on the north side of the building because the interior layout did not work. He also presented renderings that show the existing vegetation.

Chair Tise asked if the existing gutters are built in and if the proposed gutters would be built in. Kal Fadem, representative of the architect, said the gutters would be at the edge of the roof, like an exposed gutter and that would match parts of the existing gutters.

Commissioner Gurlitz asked to see the elevation view from S. Columbia Street and the elevation view from Cameron Avenue. He said the windows on the bedroom addition are extended to right underneath the cornice and he thought that was not compatible with the S. Columbia Street elevation. Gurlitz asked why the windows extend so far. Fadem said the windows are intended to match the

second-floor windows that extend to the bottom of the cornice. Hoole showed the commission an image of the existing windows.

Chair Tise said he likes the idea of the dormers, but thought they need to be updated to match the original. Gurlitz agreed. Commissioner Moore said the front roof is steeper and you can see more of the roof in front of the dormer but that is not the case for the bedroom addition. Fadem confirmed the slope of the roof of the bedroom addition is lower. Tise suggested making the dormers longer and mentioned they are more like monitors, not dormers. Fadem clarified that they are intended to bring light into the space.

There was no public comment.

Gurlitz thought the applicant addressed the commission's feedback. He said he wished the bedroom addition could be recessed more than a foot, but he thought the foot would make a big difference. Tise said he thinks the detailing would be critical and he would prefer the dormers match the original building.

Gurlitz moved, seconded by Connolly, that the application was not incongruous with the special character of the district, with the condition that the monitors be extended and match the glazing on the original dormers. The motion carried by a unanimous vote.

Aye: 5 - Chair Don Tise, Glenn Connolly, Josh Gurlitz, Nancy McCormick, and Laura Moore

Absent: 1 - Vice-Chair Brian Daniels

New Business

3. [304 N Boundary Street](#)

[25-0533]

LeAnn Nease Brown, counsel for the property owner, explained that the existing house has a modern design that was approved in 2000. She explained that there have been additions to the house since then and that the house is unique to the district.

Madhu Beriwal, property owner, said the application is to add a greenhouse as an entrance to the existing garden which has a temporary gate that has been there for almost six years. She

explained that an addition was approved in 2024. Beriwal said that the existing house is mainly metal and glass, and that the same materials are proposed for the greenhouse. Beriwal presented several photos of the existing house and gate from N. Boundary Street and Rose Lane. She explained that the structure would not be visible from the road. She also presented photos and renderings of the greenhouse structure and a photo of the existing wooden gate.

Nease Brown explained how the project meets the design standards and how the design of the greenhouse is compatible with the unique design of the existing house.

There was no public comment .

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

Aye: 5 - Chair Don Tise, Glenn Connolly, Josh Gurlitz, Nancy McCormick, and Laura Moore

Absent: 1 - Vice-Chair Brian Daniels

Discussion

4. [Chapel Hill Historic District Commission Rules of Procedure Revisions](#)

[25-0534]

A motion was made by Chair Tise, seconded by Gurlitz, that the Commission adopt the revisions to the Rules of Procedure. The motion carried by a unanimous vote.

Adjournment

Next Meeting - January 13, 2026

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.