



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, March 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.

လատာ်ကတိကျျီးထံ မ့တမာ် လատာ်ကွဲးကျျီးထံအတတ်မၤစၢအဂီၢ် ၶ ကိးဘၣ် (၉၁၉)-၉၆၉-၅၁၀၅

如需口头或
书面翻译服
务，请拨打
919-969-5105.

Opening

Roll Call

Charnika Harrell, Staff Liaison, Mariah McClendon, Staff Liaison, Kevin Hornik, Counsel to the Commission

Present 6 - Vice-Chair Polly van de Velde, Deputy Vice-Chair Nancy McCormick, Michael Booth, Josh Gurlitz, Duncan Lascelles, and Don Tise

Excused 3 - Chair Brian Daniels, David Hawisher, and Clarke Martin

Secretary reads procedures into the record

Commission Chair reads public charge

Approval of Agenda

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

Announcements

Vice Chair van de Velde announced that April 8th would be her last meeting. She requested commissioners think about who they want to be vice chair.

Petitions

Approval of Minutes

1. February 11, 2025 Action Minutes [\[25-0090\]](#)

Commissioner Gurlitz moved, McCormick seconded, to approve the February 11, 2025 meeting minutes. The motion carried by a unanimous vote.

Information

2. Administrative Certificate of Appropriateness Approvals [\[25-0091\]](#)

New Business

3. 208 Spring Lane [\[25-0092\]](#)

Vice Chair van de Velde said the applicant would have to recuse himself from the commission and therefore they would not have a quorum.

Commissioner McCormick moved, Booth seconded, to continue the application to the next meeting on April 8th, 2025. The motion carried by unanimous vote.

4. 500 E. Rosemary Street [\[25-0093\]](#)

Bret Horton, the architect, presented images of the existing house and pointed out the original house and the addition added in the 90s. Horton showed a site plan proposing to convert a screen porch to a sunroom, including replacing the existing flooring that is not in good shape with a tongue and groove PVC decking. The applicant passed around a sample of the flooring to the commissioners. Horton said they would leave the metal roof as is and add insulation to the inside.

Commissioner Lascelles asked if the sunroom would be visible from the street. Horton said he did not believe you could see this section from the street. Tise confirmed that you could not see it. Commissioner Tise also commented on the good quality of the flooring the applicant has proposed.

Commissioner Gurlitz asked the applicant to clarify what the roof material is on the garage and connector. Horton said he thought it was an asphalt shingle roof and the connector was metal. Gurlitz said that when old buildings have additions added on later, they like to have a clear definition between the two and he thinks the applicant is achieving that through the roof material and

the glazing on each side.

Benson Joseph Cobb, who lives at 501 E Rosemary Street, said they lived there since 1993. He said he did not think it would have a significant visual impact. He said the section of the house is not visible from the street because there is some existing fencing and vegetation.

Gurlitz said he thought the proposal is a sensitive solution and adheres to the guidelines.

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

Discussion Items

Vice Chair van de Velde asked if there were any subcommittees with updates for the commission. Commissioner McCormick said she would have a Preservation Month update next month. Commissioner Gurlitz said the Retreat Planning Subcommittee would meet again and have an update next month as well.

Adjournment

Next Meeting - April 8, 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.