



# Historic District Commission

## Meeting Minutes

May 13, 2025, 6:30 PM

RM 110 | Council Chamber

Chair Brian Daniels  
Deputy Vice-Chair Nancy McCormick  
Michael Booth  
Josh Gurlitz

David Hawisher  
Duncan Lascelles  
Clarke Martin  
Don Tise

For interpretation or translation services, call 919-969-5105.

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### Opening

- Present** 6 - Chair Brian Daniels , Vice-Chair Nancy McCormick, Michael Booth, Josh Gurlitz, David Hawisher, and Don Tise
- Absent** 2 - Duncan Lascelles, and Clarke Martin

#### Roll Call

- Present** 6 - Chair Brian Daniels , Vice-Chair Nancy McCormick, Michael Booth, Josh Gurlitz, David Hawisher, and Don Tise
- Absent** 2 - Duncan Lascelles, and Clarke Martin

*Secretary reads procedures into the record*

*Commission Chair reads public charge*

### Approval of Agenda

Staff Liaison Harrell requested the commission amend the agenda to include review of a new commissioner’s application and make a recommendation to send to council.

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

### Announcements

Staff reminded commissioners of the CLG training requirements. The Town is hosting a workshop on May 29th that will satisfy the requirement.

**Petitions****Approval of Minutes**

1. [April 8, 2025 Action Minutes](#) [25-0201]

Vice Chair McCormick moved, Gurlitz seconded, to approve the April 8, 2025, meeting minutes. The motion carried by a unanimous vote

**Information**

2. [Administrative Certificate of Appropriateness Approvals](#) [25-0202]

**Consent (Written Decisions)**

3. [208 Spring Lane](#) [25-0203]

Commissioner Gurlitz requested to recuse himself from voting on the written decision for 208 Spring Lane. The item was continued due to lack of quorum.

4. [742 Gimghoul Road](#) [25-0204]

Commissioner Hawisher moved, Tise seconded, to approve the written decision for 742 Gimghoul Road. The motion carried by a unanimous vote.

**New Business**

5. [118 Mallette Street](#) [25-0205]

Jim Spencer, the applicant and architect, was sworn in. Spencer introduced the home as one of the older homes in the historic districts. Spencer said the home was likely built originally in the 1860s and modified in the 1900s. He said the property received a Certificate of Appropriateness (COA) from the commission about 10 years ago to replace the siding and windows. Spencer gave the commission some background on the home and told the commission the house is a contributing structure on the national register. He told the commission the garage is an existing nonconformity because it is in the setbacks. Spencer presented the property on the Sanborn map and said the footprint is similar to what is there now.

Spencer presented photos of the existing conditions including the Chapel Hill gravel driveway and sidewalk. He pointed out that all the windows are replacements but in the same configuration as the

originals. He told the commission that the existing roofs are shingle roofs. He presented photos of the existing garage and said the only thing about the garage that is original is the footprint. He said the garage does not meet current codes for structural integrity and they would like to repair it in place with new materials to make it more usable.

Spencer showed the commission the site plan. He explained the proposed changes include a rear addition to expand the existing mudroom and a new stone landing and stair. He said the mudroom will increase by around 90 square feet. He noted the addition will be setback from the existing structure and will have slightly different siding and a metal roof.

Spencer noted the application includes replacing the gravel drive with red brick, an approved material in the Design Standards, with a gravel base so that it drains well.

Spencer said they will rebuild the garage, replace studs, re-sheath and make it more structurally sound. He said the materials will be replaced in kind.

Spencer also explained the proposal to build a 5-foot tall, black, aluminum fence to keep deer and students from cutting through the yard. He said overall, there will be no changes to the front elevation of the house.

Spencer presented photos of houses in the neighborhood and described the architectural style of the nearby houses. He talked about how the project meets the standards. He said the addition is in the rear, the proposed materials are comparable but differentiated, and it will have matching windows. He said the metal fence allows for more visibility. He said the small-scale garage fits with the scale of the house.

Vice Chair McCormick asked if the garage doors would be replaced with the same style. Spencer explained that the existing doors are plywood swing doors that are not original. He said the new door will have a similar appearance but will be an overhead swing.

Chair Daniels asked if there were any conflicts of interest. There were none.

Daniels asked where the fence would start and about the height of the fence. Spencer described the location of the fence and that a nearby house is close to the property line. He said the fence is meant to keep deer out of the yard and prevent students from using the yard as a cut through. He said the fence is 5 feet to keep the deer out but is intentionally on the side and rear due to the placement of existing houses, existing vegetation, and zoning regulations.

Commissioner Hawisher asked for clarification on the addition symmetry and the siding. Spencer said the addition makes it more balanced and the siding will be slightly different. Hawisher asked if the addition was going to be inset, and Spencer confirmed it would be.

There was no public comment.

Commissioner Tise said the application adheres to the standards and he thought the addition was architecturally sympathetic. He said he liked the proposed metal roof.

Commissioner Gurlitz said he appreciated the need for the fence to keep people off the property and he said the location of the fence meets their standards. He said the new addition would be setback and distinguished from the original structure.

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

**6. 707 Gimghoul Road**

**[25-0206]**

Alan Curtis, the applicant and architect, was sworn in. He told the commission the application is for an entrance and stairway to an existing attic on the existing garage. Curtis said the garage which includes an accessory apartment was built in 2021 when the house was remodeled. Curtis presented photos of the property and the garage from Gimghoul Road. He showed the commission an existing

generator that would be replaced and a new mini split HVAC unit.

Curtis explained that the proposed changes meet the design standards. He said the stair is not visible from Gimghoul Road and minimally visible from the private drive in the rear. He noted that the changes would not impact any of the other elevations. Curtis then presented a drawing from the original plans for the garage and said they would remove the shuttered opening.

Curtis showed side-by-side comparisons of the proposed changes in renderings next to images of the existing conditions. He said they would use materials to match the existing materials. He showed the commission a photo of an existing stair on a nearby property.

Commissioner Gurlitz noticed the renderings included heavy vegetative screening from the street. Curtis showed the rendering and the existing conditions, explaining that the vegetation was existing.

Chair Daniels asked if Evergreen Lane was a service lane, and Curtis confirmed.

Commissioner McCormick asked for clarification on the shuttered openings. Curtis provided a plan of the originally approved shuttered openings. He said the opening on the right was not constructed so that the electrical panels could be located there. McCormick asked if they were going to remove the remaining shuttered opening and Curtis confirmed.

Chair Daniels asked for any conflicts of interest. There were none.

There was no public comment.

Commissioner Gurlitz said the stairs are located where the guidelines indicate they should be.

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

## **Discussion Items**

*Candidate recommendation*

Chair Daniels recalled the commission agreeing that all three candidates interviewed last year would be a good fit but acknowledged Commissioners Hawisher and Tise were not there. Tise said he knows the applicant and thinks she would be a good fit.

Chair Daniels moved, Hawisher seconded, to forward a recommendation to council to appoint Laura Moore to the commission. The motion carried by a unanimous vote.

*Vice Chair election*

Chair Daniels explained the impacts of the proposed Land Use Management Ordinance (LUMO) text amendments on the commission. He said with proposed reduction in board size, it did not make sense to fill the vice chair position. He said Deputy Vice Chair McCormick would effectively serve as vice chair until the officer elections in the fall. Daniels reminded the commission that his term as chair will end this cycle.

Staff liaison Myers informed the commission of Commissioner Lascelles' decision not to reapply to be on the commission.

*Debrief on commission retreat*

Chair Daniels explained that at the retreat, commissioners discussed tackling some of the special topics in their regularly scheduled meetings.

Deputy Vice Chair McCormick asked if the Town Council had delegated authority for the commission to change their design standards. Hornik said that because these are land use and development regulations, they may need to be reviewed and approved by Town Council. Hornik suggested asking the Town Council and Town Attorney's office to weigh in.

*Decide when to break for summer*

Deputy Vice Chair McCormick said they have done a poll in the past to decide whether to take July or August off and asked if they could do that again. Counsel Hornik suggested a poll to find a time the commission could conduct a special meeting to approve the written decision for 208 Spring Lane. Hornik said staff would need at least 48

hours to properly notice the meeting.

Phill Lyons of Preservation Chapel Hill informed the commission that they submitted the application to nominate Coker Hills to the national register.

*Adjournment*

Next Meeting - June 10, 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](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.*