



Historic District Commission

Meeting Minutes

June 10, 2025, 6:30 PM

Virtual Meeting

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

David Hawisher
Duncan Lascelles
Clarke Martin
Don Tise

For interpretation
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919-969-5105.

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Virtual Meeting Notification

Board members will attend and participate in this meeting remotely, through internet access, and will not physically attend. The Town will not provide a physical location for viewing the meeting.

The public is invited to attend the Zoom webinar directly online or by phone. Register for this webinar: URL After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: ###-####-####

Opening

Roll Call

Charnika Harrell, Staff Liaison, Anna Scott Myers, Staff Liaison

Present 7 - Chair Brian Daniels , Vice-Chair Nancy McCormick,
Michael Booth, Josh Gurlitz, David Hawisher, Clarke
Martin, and Don Tise

Absent 1 - Duncan Lascelles

Secretary reads procedures into the record

Approval of Agenda

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

Announcements

Staff liaison Harrell announced the council will vote on a set of amendments to the Land Use Management Ordinance (LUMO) and the Advisory Board Membership Policy at their June 12th meeting.

Commissioner Martin announced that she will not be seeking reappointment to the commission.

Petitions

Approval of Minutes

1. [May 13, 2025 Action Minutes](#) [25-0266]
2. [April 25, 2025 Retreat Action Minutes](#) [25-0267]

Commissioner Hawisher moved, Tise seconded, to approve the May 13, 2025 meeting minutes and April 25, 2025 Retreat minutes. The motion carried by a unanimous vote.

Information

3. [COA Approval Report and Maintenance Memo](#) [25-0268]

Consent (Written Decisions)

4. [208 Spring Lane](#) [25-0269]

Commissioner Gurlitz recused himself from the item since he is the property owner. Commissioner Hawisher moved, McCormick seconded, to approve the written decision for 208 Spring Lane. The motion carried by a unanimous vote.

5. [118 Mallette Street](#) [25-0270]

6. [707 Gimghoul Road](#) [25-0271]

Commissioner Gurlitz moved, Martin seconded, to approve the written decision for 118 Mallette Street and 707 Gimghoul Road. The motion carried by a unanimous vote.

Discussion Items

Candidate interview

Chair Daniels recommended creating a subcommittee to interview the applicant with the authority to forward a recommendation on to the Town Council. Commissioner Tise and Deputy Vice Chair McCormick

volunteered to be on the subcommittee with Daniels.

Commissioner Gurlitz moved, Tise seconded, to create and authorize a subcommittee to interview and make a recommendation on the potential candidate. The motion carried by a unanimous vote.

Decide when to break for summer

Chair Daniels recommended the commission take a break in July and meet again in August.

Adjournment

Next Meeting - July 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.