



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
Duncan Lascelles
David Schwartz

Tuesday, November 14, 2023

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။

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Opening

Roll Call

Anya Grahn-Federmack, Staff Liaison, Charnika Harrell, 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, David Schwartz, and Duncan Lascelles

Absent 1 - Chair Brian Daniels

Secretary reads procedures into the record

Commission Chair reads the Public Charge

Approval of Agenda

Commissioner McCormick recommended continuing the retreat discussion to the December meeting. McCormick moved, seconded by Gurlitz, to approve the amended agenda. The motion carried by a unanimous vote.

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

Absent: 1 - Chair Brian Daniels

Announcements

Vice Chair van de Velde announced Anne Perl de Pal's resignation from the commission.

Petitions

Approval of Minutes

1. October 10, 2023 Action Minutes

[\[23-0777\]](#)

Commissioner McCormick moved, seconded by Lascelles, to approve the October 10, 2023 minutes. The motion carried by a unanimous vote.

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

Absent: 1 - Chair Brian Daniels

Information

2. Administrative Maintenance Memos

[\[23-0778\]](#)

New Business

3. 233-235 McCauley Street

[\[23-0779\]](#)

David Gehle, an owner, explained the application was to improve the quality of windows in the common areas and provide an opportunity for individual condo owners to replace their windows. He explained that the apartment building was converted into condominiums in 1982-83. He presented photos of deteriorated windows on the buildings.

Gehle explained that they met with different wood window suppliers and chose Sierra Pacific because of their work in the historic district. He presented photos of deteriorated windows for units and common areas. He said existing screens and storm windows had contributed to the deterioration. He said the proposal was for aluminum-clad windows because they were easier to maintain than wood.

Commissioner Gurlitz asked about their contact with Double Hung, LLC. Dov Cohn, also an owner, said they received an expensive quote for window restoration. Cohn also said that restoring the wood windows would leave

residents with plywood over the windows openings for six to eight weeks. Cohn reiterated that the select owners and the owners' association's preference for aluminum-clad windows.

Commissioner McCormick asked if the windows were assessed to determine which could be restored. Gehle stated that an assessment had not occurred.

Commissioner Lascelles asked if they considered a wood sash replacement window. Gehle said the wood sash replacement would be identical to the new wood windows but not clad in aluminum. He explained that the wood would be treated to resist rot, but these windows would need more maintenance. Gehle said the owners' association would consider wood but preferred aluminum-clad windows.

Brad Rice, an owner, mentioned that a lot of the units are investments. He said replacing the windows was each owner's responsibility. He said the existing windows do not seal well and the screens and storm windows trap debris. He said the aluminum-clad windows allow for the windows to be maintained in a more uniform way. He also said the windows needed to be replaced for energy efficiency.

Gurlitz asked if the owners' association would prohibit storm windows. Virginia McAfee, a representative with the owners' association, said they would have to review the bylaws.

Vice-Chair van de Velde said the building was built in 1928 and asked if aluminum storm windows were historically consistent. Schwartz said some windows had wood screens. Gehle said the storm windows may have been installed in 1982 when the buildings were renovated.

Lascelles asked if the applicants were asking for blanket approval for all units and common areas in both buildings. Rice said the approval would only apply to common areas and select units.

McCormick mentioned the applicant's statement in the narrative that they preferred aluminum-clad but would accept a wood replacement. Gehle confirmed that they were flexible.

William Hargrove Jr., a fellow owner, provided public comment. He said he had lived at Graham Court since 1985. He did not think window replacements

were warranted based on his own observations and thought the applicants misrepresented existing conditions.

Commissioner Booth favored uniformity in replacement windows. He offered removing the storm windows and keeping the existing windows as an option.

Lascelles was unclear on the proposed replacement given the options discussed and if the approval would cover both buildings.

Counsel Hornik advised that the approval would be for select units where owners have given authorization and the common areas.

Gurlitz mentioned the possibility of having two buildings with different windows. McCormick mentioned that windows that were available today may not be available in the future. Gurlitz also thought the Sierra Pacific sash kits were a good option.

Van de Velde asked if approving a certain window would influence future applications for windows. Schwartz said that requiring restoration would ensure consistency between both buildings.

McAfee clarified that the existing windows were not uniform or consistent. She also mentioned that windows have been replaced without the approval or the commission or the owners' association.

Gurlitz asked for an estimated cost for the window replacements. Rice said the Sierra Pacific sash kit was \$4,200 per window. He said cost was a consideration in the window replacement options presented.

Van de Velde asked for the commissioner's thoughts on congruity. Lascelles thought the application was congruous but was not sure if the approval should be for wood or aluminum-clad windows. Booth said he preferred the applicant repair the existing wood windows but acknowledged the commission could not require restoration. Commissioners agreed that wood or aluminum-clad window replacements would not be incongruous.

Commissioner Schwartz moved, seconded by Gurlitz, that the window replacements were not incongruous with the special character of the district, provided the replacements were with Sierra Pacific wooden sash windows, and to grant the Certificate of Appropriateness. The motion carried by a

unanimous vote.

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

Absent: 1 - Chair Brian Daniels

Discussion

4. 157 E. Rosemary Street - Petition to Town Council

[\[23-0780\]](#)

Commissioner Gurlitz recused himself from the discussion.

Commissioners discussed how they thought approval of the project would impact Chapel Hill and the character of the nearby historic district.

Land Use Management Ordinance Text Amendment (LUMOTA) -
Planning Systems Implementation

Grahn-Federmack described the proposed Land Use Management Ordinance (LUMO) text amendment that was scheduled for the November 15, 2023, Council meeting. She explained that the amendment would allow Planning Commission or Council to review concept plans, instead of the Community Design Commission (CDC). She said that concept plans do not typically have elevations for the CDC to review, and Planning Commission could offer more holistic comments.

Grahn-Federmack also explained that the amendment created a minor and major special use permit. She explained the thresholds for a minor special use permit and that those applications could be reviewed by the Board of Adjustment (BOA).

Council liaison Amy Ryan added that council does not have discretion when deciding on special use permit applications because of quasi-judicial procedures.

Commission Retreat

Adjournment

Next Meeting - December 12, 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.