



Historic District Commission

Meeting Minutes

January 13, 2026, 6:30 PM

RM 110 | Council Chamber

Chair Don Tise

Josh Gurlitz

Vice-Chair Brian Daniels

Nancy McCormick

Glenn Connolly

Laura Moore

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Opening

Roll Call

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

Present 5 - Vice-Chair Brian Daniels, Glenn Connolly, Josh Gurlitz, Nancy McCormick, and Laura Moore

Excused 1 - Chair Don Tise

Secretary reads procedures into the record

Commission Chair reads public charge

Approval of Agenda

Vice Chair Daniels asked to amend the agenda to discuss the historic preservation month proclamation. Commissioner McCormick moved, seconded by Gurlitz to approve the amended agenda. The motion carried by a unanimous vote.

Announcements

Kevin Hornik, counsel to the commission, explained the updated guide for evidentiary hearings and motion scripts he shared with commissioners.

Petitions

Approval of Minutes

1. [December 9, 2025 Meeting Minutes](#)

[26-0001]

Commissioner Gurlitz moved, seconded by Moore, to approve the

December 9, 2025 meeting minutes. The motion carried by a unanimous vote.

Information

2. [Administrative COA Approvals and Maintenance Work Report](#) **[26-0006]**

Consent

3. [132 S. Columbia Street](#) **[26-0002]**

4. [304 N. Boundary Street](#) **[26-0003]**

Commissioner McCormick moved, seconded by Connolly, to approve the written decisions for 132 S. Columbia Street and 304 N. Boundary Street. The motion carried by a unanimous vote.

New Business

5. [260 Glandon Drive](#) **[26-0004]**

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

Brian Jensen, the property owner, was sworn in and explained that the house is a non-contributing building. He said the house is noted in the design standards as breaking with the district's architectural style. He presented site images and stated that proposed changes will not be visible from Glandon Drive but may be visible from Ridge Lane. Jensen explained the project will include filling an interior pool, repurposing the space, and replacing a plexiglass roof with a shingled roof matching the existing roof. Jensen said the project also includes adding skylights, clerestory windows, and a stainless steel flue, as well as removing lattice on the west elevation and replacing it with matching siding. He explained that a new window on the north elevation will only be visible from the interior courtyard.

There were no questions from commissioners.

There were no public comments.

Commissioner Gurlitz said the proposed changes are consistent with the house's style.

Commissioner Moore moved, seconded by Gurlitz, that the application is not incongruous with the special character of the district and requested staff and counsel to prepare the written decision. The motion carried by a unanimous vote.

6. National Register of Historic Places (NRHP) Nomination - Coker Hills [26-0005]

Phill Lyons, a representative of Preservation Chapel Hill, presented the Coker Hills National Register nomination. He explained that he has been working with the Coker Hills Homeowner's Association on the process. In response to the commission's questions about public notice of the meeting, staff explained that the State Historic Preservation Office prepared a legal ad and staff included information in the Town's electronic newsletter. Lyons stated that most property owners support the nomination and confirmed that the proposed historic district boundary matches the neighborhood conservation district boundary. Hornik clarified that a national historic district does not impose additional oversight. Staff shared a letter received with public comment.

Vice Chair Daniels moved, seconded by Gurlitz, that the nomination meets the criteria and recommended it be listed, authorizing him to sign the statement. The motion carried by a unanimous vote.

Discussion

Vice Chair Daniels, on behalf of Commissioner McCormick, shared concern over the reception of their work to proclaim May as Historic Preservation Month in Chapel Hill. The commission discussed options to increase historic preservation awareness and agreed to add the topic to future meeting's discussion items.

Adjournment

Next Meeting - February 10, 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.