



# 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 Nancy McCormick  
Glenn Connolly  
Josh Gurlitz

David Hawisher  
Laura Moore  
Don Tise

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**Tuesday, August 12, 2025**

**6:30 PM**

**RM 110 | Council Chamber**

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#### Language Access Statement

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

ဘာသာပြန်ဆိုခြင်းနှင့် စကားပြန်ခြင်းအတွက်၊ (၉၁၉) ၉၆၉-၅၁၀၅ ကိုဖုန်းခေါ်ပါ။

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လၢတၢ်ကတိၤကျိးထံ မ့တမၢ် လၢတၢ်ကွဲးကျိးထံအတၢ်မၤစၢၤအဂီၢ် ၂ ကိးဘၣ် (၉၁၉)-၉၆၉-၅၁၀၅

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#### Opening

##### *Roll Call*

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

<b>Present</b>	6 - Chair Brian Daniels , Vice-Chair Nancy McCormick, Glenn Connolly, Josh Gurlitz, Laura Moore, and Don Tise
<b>Absent</b>	1 - David Hawisher

*Secretary reads procedures into the record*

*Commission Chair reads public charge*

#### Approval of Agenda

Chair Daniels asked for a vote to approve the agenda. The agenda was approved by a unanimous vote.

#### Announcements

Staff Liaison Harrell reminded the commissioners we need one more member to participate in a training that satisfies the CLG requirements by the end of September.

## Petitions

### Approval of Minutes

1. June 10, 2025 Action Minutes [\[25-0372\]](#)

Commissioner Gurlitz moved to approve the June 10, 2025, meeting minutes.  
The motion carried by a unanimous vote.

### Information

2. Administrative Certificate of Appropriateness Approvals [\[25-0373\]](#)

### New Business

3. 603 E. Franklin Street [\[25-0374\]](#)

John Fuller, a representative for Renewal by Andersen, explained that the window proposed to be replaced has deteriorated. He presented photos of the home and site plan. Fuller said the new window would be a premium high quality replacement made of a wood composite material that will not rot. He said the window will look the same as the existing windows. He explained that the replacement window will be double hung, with a mortise and tenon joint construction, and matching grille pattern. Fuller said the wood trim would be replicated and presented a rendering of the replacement window.

Fuller showed the commission photos of the damage to the existing window. He pointed out where water was infiltrating and destroying the wood exterior and getting into the wall.

Commissioner Tise asked if they are replacing the head and sill materials and if they would be replaced in kind. Fuller confirmed.

Commissioner Moore asked if the replacement window will look the same as the existing windows. Fuller said the replacement window will look slightly different up close, but from a distance it will match the existing windows.

There was no public comment.

Tise asked the commission if windows were typically reviewed and approved by the commission. Chair Daniels confirmed.

Commissioner Gurlitz liked the depth of the muntin on the outside because it would replicate the depth of historic true divided light windows.

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

**4. 208 Hillsborough Street**

**[\[25-0375\]](#)**

Jody Brown, the architect, presented a photo of the existing house and explained it is a colonial revival style home that dates to about 1910 because it shows up on the 1915 Sanborn map. Brown said there is an addition on the back of the home that they think was originally a porch but has since been enclosed. The proposed addition is for a primary suite on the first floor to include a bedroom, bathroom, walk in closet, and laundry area.

Brown presented a site plan, pointing out the existing stone path they would be relocating around the addition. He also presented an elevation of the existing house and the new addition. He said there is a small porch between the enclosed sunroom and addition that will be rebuilt to accommodate the geometry of the new addition. He presented other elevations showing the existing house and proposed new addition from different sides. He showed an elevation from the street and explained that the addition would not be visible from the street.

Brown explained the addition will be secondary because it is one story and has a lower roof profile than the house. He said the materials will match the existing house.

Commissioner Gurlitz asked if the roof slopes would match the other first floor roofs. Brown confirmed.

Commissioner Moore asked which windows have shutters. Brown said the new addition does not have any shutters, and the sunroom addition only had shutters on the front.

Tim Curry, a resident at 206 Hillsborough Street, voiced his support of the application and noted the addition was consistent with the rest of the neighbors.

Gurlitz said the addition was very sympathetic and will be sufficiently

delineated as different from the house. He said the triple window reflects the existing triple windows, which ties them together.

Chair Daniels said he thought the application was a good example of the right amount of detail needed for an application

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

#### Discussion

Chair Daniels reminded the commission they will need to elect new officers at the September meeting.

Staff Liaison Harrell recommended that the commission remove the Deputy Vice Chair position from the Rules of Procedure and elect only a Chair and Vice Chair.

#### *Adjournment*

Next Meeting - September 9, 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.*