



Historic District Commission

Meeting Minutes

April 14, 2026, 6:30 PM

RM 110 | Council Chamber

Chair Don Tise
Vice-Chair Brian Daniels
Glenn Connolly

Josh Gurlitz
Nancy McCormick
Laura Moore

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

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如需口头或书面翻译服务，请拨打 919-969-5105。

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Para servicios de interpretación o traducción, llame al 919 969-5105.

Opening

Roll Call

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

Present 6 - Chair Don Tise, Vice-Chair Brian Daniels , Glenn Connolly, Josh Gurlitz, Nancy McCormick, and Laura Moore

Deaf History Month acknowledgement

Secretary reads procedures into the record

Commission Chair reads public charge

Approval of Agenda

Vice Chair Daniels moved, Gurlitz seconded, to approve the agenda. The motion carried by a unanimous vote.

Aye: 6 - Chair Don Tise, Vice-Chair Brian Daniels , Glenn Connolly, Josh Gurlitz, Nancy McCormick, and Laura Moore

Announcements

Petitions

Information

- [Administrative COA Approvals and Maintenance Work Report](#)

[26-0086]

Old Business

2. 208 Glandon Drive**[26-0087]**

Sean Murphy, property owner, explained that the application was for a hardscape and landscape project with no changes to the existing house. He presented an image of the property on a GIS map and on Orange County Real Estate map. He also presented photos of neighboring properties and a survey of the house.

Murphy explained that the application included replacing a slate walkway with a brick walkway, replacing a wood step to the house with a brick stoop, removing existing stone steps and building two new sets of stone steps, and reconfiguring low voltage lighting. He presented a site plan of the property and photos of existing conditions. He said that the existing brick stoop at the front of the house would be replaced in-kind and a wood step at another entrance would be replaced with a brick stoop. He presented photos of where the new steps would be located. He said the steps would be stone with stone cheek walls and a metal railing on the upper set of stairs. He presented photos of steps in the neighborhood and explained that most of the houses have a combination of stone steps and brick walkways.

Commissioner McCormick asked about the color of brick for the walkway. Murphy said red brick with some flashing in it, which he said was typical in the neighborhood. McCormick thought that gray brick would be more consistent with the color of the existing slate. Chair Tise said the blend of red brick and stone was typical for the area based on the photographs presented.

Commissioner Moore asked about the number of steps needed. Murphy explained that the steps are within one riser of what was shown on the plans.

There was no public comment.

Commissioner Gurlitz thought the proposed changes were sensitive and the combination of smaller steps near the

street and taller steps near the house was common for the area. He agreed with McCormick's comment about the color of the proposed brick. Murphy explained that red brick was chosen because it was used elsewhere on the house and they did not want to introduce a new color.

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

Aye: 6 - Chair Don Tise, Vice-Chair Brian Daniels , Glenn Connolly, Josh Gurlitz, Nancy McCormick, and Laura Moore

3. [209 N. Boundary Street](#)

[26-0088]

Sasha Berghausen, architect, presented the application. He explained that the house was built in 1920. He presented photos of the street and neighboring houses. He also presented a photo of the property on the Sanborn Map. He explained that the site had not changed much and that the accessory buildings shown on the Sanborn Map were in the same locations. He said that a bump-out addition was also shown on the Sanborn Map. He said the footprint of the bump-out did not appear to have changed, but that it had been altered. He said the rear bump-out was where the project was located.

Berghausen explained his qualifications and those of Jennifer Hoffman, general contractor and interior designer.

Berghausen explained that the interior considerations motivated the exterior changes. He also explained that they had to bring the floor down to create a master bedroom. He presented a site plan of the existing house and of the proposed addition to the rear bump-out. He also presented existing and proposed elevations. He said that all the windows would be new because the floor had to be lowered 21 inches.

Berghausen explained how the project met the design standards. He said the addition did not project beyond the two-story part of the house and it could not be seen from

the street. He also said the foundation height would be preserved and that the addition would be differentiated from what was existing. He presented computer-generated models of the proposed addition.

Hoffman discussed the proposed window replacements. She explained that the existing windows are ill-fitting and allow moisture to get in resulting in mold. She passed out a photo of a window in the house. She said the stained-glass windows would remain. She explained that the replacement windows would be Marvin Ultimate Pine Wood Windows. She said the commission had approved the same window on a previous project she worked on for UNC's Study Center. She also brought a sample of the window and passed it around.

Hoffman said the application also included replacing three French doors. She said the existing doors were sagging and energy inefficient. She the proposed doors would be Marvin Ultimate Pine Wood French Doors that would have a similar light pattern to the existing doors.

Chair Tise asked if the windows would be replaced in-kind in terms of the number of panes. Hoffman confirmed they would be in-kind.

Commissioner Gurlitz asked about the simulated divided light that was not shown in the window sample. Hoffman explained that the replacement windows would look like true divided light windows and that they would have a ridge.

Gurlitz asked noticed a hip roof on a one-story portion of the house and asked why the roof on the addition had a gable instead of a hip roof. Berghausen explained that there was a conflict with the roofline of the existing house and bump-out. He also said he was not sure if the roof on that part of the house was always like that. He said they wanted to preserve the roof form of the existing bump-out. Gurlitz asked why they did not adjust the walls and extend the gable. Berghausen explained that they did not want to

extend into the yard.

There was no public comment.

Vice Chair Daniels moved, Connolly seconded, that the application was not incongruous with the special character of the district. The motion carried by a unanimous vote.

Aye: 6 - Chair Don Tise, Vice-Chair Brian Daniels , Glenn Connolly, Josh Gurlitz, Nancy McCormick, and Laura Moore

Discussion

4. [Education and Outreach](#) [26-0090]

Vice Chair Daniels said the commission should review the state’s preservation plan and discuss what the commission could do. The commission decided to discuss education and outreach in June. The commission discussed recruitment.

5. [Design Standards](#) [26-0091]

The commission talked about creating a look book. Counsel Hornik mentioned creating something that mentioned the character of the districts. The commission agreed to continue the discussion after the special meeting on April 30, 2026.

Adjournment

Next Meeting - May 12, 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.