



Historic District Commission

Staff Communication – Administrative Approval of Certificate of Appropriateness Applications

Summary Report

TOWN OF CHAPEL HILL PLANNING DEPARTMENT
Britany Waddell, Planning Director
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The following Certificate of Appropriateness (COA) applications have been reviewed and approved by Planning Department staff as of September 22, 2023:

Project#/Address	Description of Work	Approval Authority (page 9-11 of the Chapel Hill Historic Districts Design Principles & Standards)	Chapel Hill Historic Districts Design Principles & Standards	Date Approved
#HDC-23-8 304 E. Franklin	<ul style="list-style-type: none">Reconfiguring the placement of solar panels and decreasing the number of panels from 115 to 103	<ul style="list-style-type: none">Minor changes not previously approved by the Commission on site plans or minor changes to elevations not visible from the street. Any minor changes should not significantly alter the design, materials, scale, massing, or overall appearance of the site or structure as shown on the HDC-approved plansChanges deemed by Town Staff to not be substantial in nature	<p>3.9.8. Locate low-profile solar panels on side or rear elevations, when possible, or on low-sloped roofs where they are minimally visible from the street.</p> <ul style="list-style-type: none">a. Solar panels should be flush-mounted—installed parallel with and close to the surface of the roof to which they are attached—in order to minimize their visual impact.b. Solar panels should match the color of the existing roof material as much as possible, in order to visually blend with the roof.c. Solar panels should be set back from the edges of the roof to minimize their visibility.d. Solar panels should not extend above the roof ridges or otherwise alter the roof form of the building.e. No associated pipes or cables should be visible from the street.	8.31.2023
#HDC-22-24 240 Glandon Drive	<ul style="list-style-type: none">New generator	<ul style="list-style-type: none">Mechanical equipment, such as HVAC units and generators, located in rear or side yards not visible from the street and screened by vegetation or fences.	<p>3.9.7. Locate new mechanical equipment, utilities, and sustainable site features—including air-conditioning and heating units, meters, exposed pipes, rain barrels or cisterns, and raised planting beds—in locations that are minimally visible from the street and do not alter or remove historic fabric from the building or do not diminish or compromise the overall character of the building, site, or district. Screen ground-level equipment from view with vegetation or fencing.</p> <p>3.9.11. Do not install condensers, skylights, ventilators, antennas, satellite dishes, and mechanical or communication equipment on roof slopes or building elevations that are visible from</p>	9.6.2023

			the street or in locations that visually compromise the architectural character of the historic building.	
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The following requests for maintenance and repair have been reviewed by Planning Department staff as of September 22, 2023. No Certificate of Appropriateness (COA) is required for maintenance, in accordance with [Land Use Management Ordinance \(LUMO\) 3.6.2](#)¹:

(1) Nothing in this article shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in the historic district that does not involve a change in design, material, or outer appearance thereof, or to prevent the construction, reconstruction, alteration, restoration, moving, or demolition of any such feature that the building inspector or similar official shall certify is required by the public safety because of unsafe or dangerous condition.

(2) On the basis of preliminary sketches or drawings and other supporting data, the town manager may exempt from requirements for a certificate of appropriateness projects involving the ordinary maintenance or repair of any exterior architectural feature that does not involve a change in design, material, or outer appearance thereof. The town manager shall notify the commission of all such exemptions.

Address	Description of Work	Date Memo Issued
603 E. Franklin St.	HVAC replacement	8.31.2023
126 Mallette St.	Repair of wood fascia and in-kind replacement of metal gutters and downspouts	9.1.2023

¹ https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances?nodeId=CO_APXALAUSMA_ART3ZODIUSDIST_3.6OVDI