



**Historic District Commission**  
**Staff Communication – Administrative Approval of Certificate of Appropriateness Applications**

**Summary Report**

TOWN OF CHAPEL HILL PLANNING DEPARTMENT  
 Britany Waddell, Planning Director  
 Anya Grahn-Federmack, Principal Planner  
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The following Certificate of Appropriateness (COA) applications have been reviewed and approved by Planning Department staff as of December 20, 2024:

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
<p><b>#HDC-24-43</b>  <b>511 Senlac Road</b></p>	<p>Installation of a new brick-faced chimney on the north (rear) elevation of the house. This portion of the house is a new addition, constructed in 2004. The design, dimensions, and materials of the new chimney and the chimney cap will match an existing chimney on the original c.1924 portion of the house.</p>	<ul style="list-style-type: none"> <li>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.</li> <li>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 plans.</li> </ul>	<p>3.1.7. When possible, locate new roof features and mechanical equipment—including, but not limited to dormers, chimneys, skylights, vents, plumbing stacks, solar collectors, and satellite dishes—on roof slopes where they are not visible from the street or in locations where they will not compromise this historic roof design, damage character-defining features or materials, or otherwise compromise the architectural integrity of the building.</p>	<p>12.11.2024</p>
<p><b>#HDC-22-11</b>  <b>313 E. Franklin Street</b></p>	<p>Remove the accessible ramp on the front (southeast corner) of the Patterson House to preserve an existing tree;</p> <p>Build a small roof projection on the rear (north elevation) to accommodate the elevator;</p> <p>Build a shed roof over the rear accessible entry (north elevation); and</p> <p>Build new egress basement stair and</p>	<ul style="list-style-type: none"> <li>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 plans.</li> <li>Changes deemed by Town Staff to not be substantial in nature.</li> </ul>	<p>3.1.7. When possible, locate new roof features and mechanical equipment—including, but not limited to dormers, chimneys, skylights, vents, plumbing stacks, solar collectors, and satellite dishes—on roof slopes where they are not visible from the street or in locations where they will not compromise this historic roof design, damage character-defining features or materials, or otherwise compromise the architectural integrity of the building. (page 81)</p> <p>3.1.10. Do not introduce roof features or details to a building or site that would create a false historical appearance. (page 82)</p> <p>3.6.6. If new porches or entrances are necessary, locate them on a side or rear elevation where they are minimally visible from the street, ensuring that they do not</p>	<p>12.17.2024</p>

	<p>wall on the west elevation of the house.</p>		<p>damage character-defining features or materials or otherwise compromise the architectural integrity of the building. (page 98)</p> <p>3.8.2. Meet accessibility and life safety code requirements in ways that do not compromise the historic character or significant features of the historic district or building site. (page 104)</p> <p>3.8.3. Meet accessibility and life safety code requirements in ways that do not compromise the historic character or significant architectural features of the building. (page 104)</p> <p>3.8.4. Introduce new or alternate means of access and new life safety features, as needed, in ways that are reversible and do not compromise the historic materials, features, or character of the building. (page 104)</p> <p>3.8.5. Locate new or alternative means of access—such as ramps, handrails, and mechanical lifts—on side or rear elevations where they are minimally visible from the street. Design accessibility features so they are compatible with the historic building in design, scale, materials, and finish. Consider using vegetation to screen the features and minimize their visual impact. (page 104)</p> <p>3.8.6. Locate life safety features—including but not limited to fire doors, elevator additions, and fire stairs—on side or rear elevations where they are minimally visible from the street. Design life safety features to be compatible with the historic building in scale, proportion, materials, and finish. Consider using vegetation to screen the features and minimize their visual impact. (page 104)</p>	
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The following requests for maintenance and repair have been reviewed by Planning Department staff as of December 20, 2024. No Certificate of Appropriateness (COA) is required for maintenance, in accordance with [Land Use Management Ordinance \(LUMO\) 3.6.2](#)<sup>1</sup>:

- (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,

<sup>1</sup> [https://library.municode.com/nc/chapel\\_hill/codes/code\\_of\\_ordinances?nodeId=CO\\_APXALOUSMA\\_ART3ZODIUSDIST\\_3.6OVDI](https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances?nodeId=CO_APXALOUSMA_ART3ZODIUSDIST_3.6OVDI)

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
<b>507 E. Rosemary Street</b>	Repair and in-kind replacement of any damaged wood tongue and groove wood flooring and associated trim, as well as new structural supports	12.11.2024