



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

**Summary Report**

TOWN OF CHAPEL HILL PLANNING DEPARTMENT  
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The following Certificate of Appropriateness (COA) applications have been reviewed and approved by Planning Department staff as of July 29, 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
<b>HDC-24-24/ 400 E. Franklin Street</b>	<ul style="list-style-type: none"> <li>Chatham Stone fieldstone piers at the end of the driveway, measuring 6-foot tall by 2-foot square.</li> <li>New 10-foot driveway turnaround near the E. Franklin St. entrance</li> <li>Bluestone steppingstone walkway at the proposed western stone pier, adjacent to the driveway.</li> </ul>	<ul style="list-style-type: none"> <li>Minor alterations such as maintenance grading or realignment.</li> <li>Minor Projects that do not require building permits because of cost or because they involve non-structural changes.</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> <li>Changes deemed by Town Staff to not be substantial in nature.</li> </ul>	<p>1.3.6. Site new walls and fences in configurations and locations that are compatible with the character of the building, site, and district and consistent with the location and height of other walls and fences in the district.</p> <p>1.3.7. Construct new walls using traditional materials and designs that are compatible in configuration, height, material, scale, and detail with the character of the building, site, and district.</p> <ul style="list-style-type: none"> <li>a. Walls in front and side yards should generally not exceed 30" and should be constructed of red brick or fieldstone.</li> <li>b. Walls constructed of cut stone, bare concrete block, or with thin stone veneers applied to</li> </ul> <p>1.4.5. Design new walkways, driveways, and off-street parking to conform with the spacing, width, configuration, and materials of character-defining walkways, driveways, and off-street parking areas in the district.</p> <p>1.4.6. Site new walkways, driveways, and off-street parking areas in locations that are compatible with the character of the building, site, and district—typically to the side and rear of existing buildings—and locate them so the topography of the site and mature trees and other significant site features are not significantly altered, damaged, or lost.</p> <ul style="list-style-type: none"> <li>a. In residential areas, do not locate off-street parking areas in front yards. Whenever possible, driveways should lead</li> </ul>	<p>7.1.2024</p>

			<p>to parking areas to the side or rear of the primary building on the site.</p> <p>b. In commercial and institutional areas, parking should be located at the side or rear of the property whenever possible.</p> <p>1.4.7. Do not locate driveways or parking areas in locations where the paving will abut the principal building. A planting strip should be retained between historic residential structures and any new paving in order to minimize damage to the foundation.</p> <p>1.4.8. Do not locate new off-street parking on a site where the paved area will substantially alter the proportion of the site that is paved versus landscaped.</p> <p>1.4.9. Construct new walkways in traditional materials and designs that are compatible in configuration, material, scale, and detail with the character of the building, site, and district.</p> <p>a. These include red brick, flagstone, concrete, and Chapel Hill grit.</p> <p>b. Do not use asphalt or contemporary materials that mimic other materials for sidewalks within the historic districts.</p> <p>1.4.10. Construct new driveways and off-street parking areas in traditional materials and designs that are compatible in configuration, material, scale, and detail with the character of the building, site, and district.</p> <p>a. These include red brick, concrete, asphalt, and Chapel Hill grit. Consider permeable materials—including brick—or install paving strips or concrete runners, to minimize the impervious surface area and thus, reduce runoff from the site.</p> <p>b. Do not use gravel in sizes larger than one-half inch.</p> <p>1.4.11. Utilize perimeter plantings, trees, shrubbery, hedges, and other landscape features—including low stone walls—to screen new driveways and off-street parking areas visually from the street, to buffer adjacent residential properties from their visual impact, and to reduce the solar heat gain of paved surfaces. Further reduce the visual impact of</p>	
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			large parking areas by subdividing them with interior planting medians.	
<b>HDC-24-26/511 E. Rosemary St.</b>	<ul style="list-style-type: none"> <li>Asphalt Shingle Roof Replacement</li> </ul>	<ul style="list-style-type: none"> <li>Roofing materials replaced in-kind</li> </ul>	<p>3.1.5. If deterioration necessitates the replacement of an entire roof surface, replacement surfaces should match the original in material, design, dimension, pattern, detail, texture, and color. Consider a compatible substitute material (including composite shingle, synthetic slate, and wide-pan matte-finish metal roofing) only if the replacement material is compatible with the design, size, and scale of the building.</p> <ul style="list-style-type: none"> <li>a. Do not replace historic standing-seam, pressed metal, or asphalt-shingled roofs with multi-rib metal roofing.</li> <li>b. Do not install built-up or rubber roofing in locations that are visible from the street.</li> </ul>	7.26.2024

The following requests for maintenance and repair have been reviewed by Planning Department staff as of February 26, 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, 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>611 E. Rosemary Street</b>	Repair of damaged wood porch decking	5.7.2024
<b>209 North Street</b>	Repair and in-kind replacement of a culvert	5.14.2024
<b>400 E. Franklin Street</b>	Repair and in-kind replacement of driveway following installation of electrical conduit.	6.20.2024

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