



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 February 26, 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>#HDC-23-1 412 W. Cameron Avenue</p>	<ul style="list-style-type: none"> Installing new exterior lighting fixtures, a reconstructed front door, and a new standing seam metal garage roof. 	<ul style="list-style-type: none"> Removal or installation of non-historic exterior residential light fixtures made of wood, glass, or metal and installed in traditional locations that do not compromise the architectural integrity of the building. Roofing materials replaced in-kind. Replacement of non-historic doors matching the material and design of the original. 	<p><i>1.6.5. Introduce new exterior lighting fixtures with care so that the overall historic character of the building, site, and district is not compromised or diminished. Select and site new lighting fixtures so their location, orientation, height, brightness, scale, and design are compatible with the historic district and its human scale. Fixtures should emit a white or warm spectrum light; fluorescent, neon, blinking, or colored lighting is not appropriate in the historic districts.</i></p> <p><i>1.6.6. Introduce low-level lighting in residential areas as needed to ensure safety and security. Minimize their impact on the overall historic character of the site by selecting discreet fixtures—such as footlights, recessed lights, directional lights, and lights on pedestrian-scaled posts—and installing them in unobtrusive locations.</i></p> <p><i>1.6.8. Control the direction and range of new lighting so it does not invade adjacent properties. Locate low-level or directional site lighting and motion detectors with care to ensure that light does not invade adjacent properties. Do not introduce bright security lights, floodlights, continuous lighting, or uplighting that over illuminates the facades or front yards of houses.</i></p> <p><i>1.6.9. Do not introduce period lighting fixtures that are stylistically incompatible with the building or that are from an era that predates the building and would create a false historical appearance.</i></p>	<p>2.6.2024</p>

			<p>3.5.6. If an exterior door or entrance feature is completely missing, replace it to match the original feature, based upon physical and documentary evidence, only if the feature to be replaced coexisted with the features currently on the building. Otherwise, replace it with a new door or feature that is compatible in material, design, size, and scale with the building.</p> <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"> a. Do not replace historic standing-seam, pressed metal, or asphalt-shingled roofs with multi-rib metal roofing. b. Do not install built-up or rubber roofing in locations that are visible from the street. 	
<p>#HDC-24-7 209 N. Boundary Street</p>	<ul style="list-style-type: none"> • Installing a new generator on the northwest (rear) corner of the house 	<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 the street or in locations that visually compromise the architectural character of the historic building.</p>	2.20.2024
<p>#HDC-24-5</p>	<ul style="list-style-type: none"> • Replacing existing Chapel Hill grit 	<ul style="list-style-type: none"> • Walkways on private property when constructed of red brick. 	<p>1.1.2. Retain and preserve historic relationships between district buildings, structures, or streetscapes and their site features, including site</p>	2.20.2024

735 Gimghoul Road	walkway with red brick pavers		<p>structures, retaining walls, fences, foundations, driveways, and walkways.</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> <ul style="list-style-type: none"> a. These include red brick, flagstone, concrete, and Chapel Hill grit. b. Do not use asphalt or contemporary materials that mimic other materials for sidewalks within the historic districts. 	
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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](#)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
3 Mint Springs Lane	Replacement of a ruptured water main	2.20.2024
381 Tenney Circle	Reframe the southeast (rear) corner of the house and replace any windows in-kind to address storm damage from 2023.	2.20.2024

¹ https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances?nodeld=CO_APXALOUSMA_ART3ZODIUSDIST_3.6OVDI