



**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 January 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
<p><b>#HDC-23-32</b> <b>211 Hillsborough Street</b></p>	<ul style="list-style-type: none"> <li>Modifications to door and window design on the enclosed porch.</li> </ul>	<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>3.4.6. If new window openings are necessary, when possible, locate them on a side or rear elevation where they are minimally visible from the street, ensuring that they do not damage character-defining features or materials, or otherwise compromise the architectural integrity of the building.</p> <p>3.4.10. Do not install windows with two-dimensional simulations of pane subdivisions, such as snap-in muntins. If not true divided light, glazing should have three-dimensional grills affixed to both the interior and exterior of the window with shadow bars between insulated glass panes.</p> <p>3.4.11. Do not install vinyl and vinyl-clad windows in the historic district.</p> <p>3.4.12. Do not replace clear glazing with tinted glazing.</p> <p>3.5.7. If new doors are necessary, locate them on a side or rear elevation where they are minimally visible from the street, ensuring that they do not damage character-defining features or materials, or otherwise compromise the architectural integrity of the building.</p> <p>3.5.11. Do not install new sidelights or transoms with two-dimensional simulations of pane subdivisions, such as snap-in muntins. If not true divided light, glazing should have three-dimensional grills affixed to both the interior and exterior of the window with shadow bars between insulated glass panes.</p>	<p>12.4.2023</p>

			<p>3.5.12. Do not install vinyl and vinyl-clad sidelights or transoms in the historic district.</p> <p>3.5.13. Do not introduce exterior doors or entrance features to a building that would create a false historical appearance.</p>	
<p><b>#COA-22-16</b> <b>211 Glenburnie Street</b></p>	<ul style="list-style-type: none"> <li>• Adding a transom above entry doors based on interior, structural evidence uncovered during the interior demolition.</li> <li>• Modifying window design and configuration on south and west elevations</li> <li>• Gutters</li> </ul>	<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>3.1.8. Introduce new gutters and downspouts, as needed, with care so that no architectural features are damaged or lost. Select gutters and downspouts that are painted or coated with a factory finish (unless they are copper) to match the building's trim. Replace half-round gutters and cylindrical downspouts in kind.</p> <p>3.1.9. Do not remove or conceal character-defining roof features such as chimneys or chimney pots, dormers, built-in gutters, and vents, especially on a primary or other highly visible elevation.</p> <p>3.4.5. If deterioration necessitates the replacement of an entire window, or if a window is completely missing, replacement windows should match the original feature, based upon physical and documentary evidence, in material, design, dimension, pattern, detail, texture, and color. Consider a compatible substitute material (including aluminum-clad wood or fiberglass) only if replacement in kind is not technically feasible.</p> <p>3.4.6. If new window openings are necessary, when possible, locate them on a side or rear elevation where they are minimally visible from the street, ensuring that they do not damage character-defining features or materials, or otherwise compromise the architectural integrity of the building.</p> <p>3.4.10. Do not install windows with two-dimensional simulations of pane subdivisions, such as snap-in muntins. If not true divided light, glazing should have three-dimensional grills affixed to both the interior and exterior of the window with shadow bars between insulated glass panes.</p> <p>3.4.11. Do not install vinyl and vinyl-clad windows in the historic district.</p> <p>3.4.12. Do not replace clear glazing with tinted glazing.</p>	<p>12.14.2023</p>

			<p>3.5.4. Replace in kind exterior doors and entrance features that are too deteriorated to repair, taking care to replace only the deteriorated portion rather than the entire door or feature. Replacement doors and features should match the original in material, design, dimension, configuration, detail, and texture. 3.5.5. If deterioration necessitates the replacement of an entire door or entrance feature, the replacement door or feature should match the original in material, design, dimension, pattern, detail, texture, and color. Consider a compatible substitute material (including aluminum-clad wood or fiberglass) only if replacement in kind is not technically feasible.</p> <p>3.5.7. If new doors are necessary, locate them on a side or rear elevation where they are minimally visible from the street, ensuring that they do not damage character-defining features or materials, or otherwise compromise the architectural integrity of the building.</p> <p>3.5.11. Do not install new sidelights or transoms with two-dimensional simulations of pane subdivisions, such as snap -in muntins. If not true divided light, glazing should have three-dimensional grills affixed to both the interior and exterior of the window with shadow bars between insulated glass panes.</p> <p>3.5.12. Do not install vinyl and vinyl-clad sidelights or transoms in the historic district.</p> <p>3.5.13. Do not introduce exterior doors or entrance features to a building that would create a false historical appearance.</p>	
<p><b>#HDC-24-1</b> <b>219 Hillsborough Street</b></p>	<ul style="list-style-type: none"> <li>• Repair of an existing wood porch, including new decking, wood railing, and stairs</li> </ul>	<ul style="list-style-type: none"> <li>• Wood decks on rear or side house when less than 10% would be visible from the street.</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>3.6.3. Repair deteriorated or damaged porches, entrances, and balconies through accepted preservation methods of patching, splicing, consolidating, and reinforcing. Repairs may include selective in-kind replacement of missing or deteriorated portions of a feature, such as column base or capital.</p> <p>3.6.4. Replace in kind any feature or surface, or portion thereof, of a porch, entrance, or balcony that is too deteriorated to repair, taking care to replace only the deteriorated portion rather than the entire feature. Replacement features and</p>	<p>1.3.2024</p>

		<ul style="list-style-type: none"> <li>Changes deemed by Town Staff to not be substantial in nature.</li> </ul>	<p>surfaces should match the original in material, design, dimension, configuration, pattern, detail, and texture. Consider a compatible substitute material for wood (including fiber cement board, cellular PVC, or plastic composite trim or siding) only if replacement in kind is not technically feasible or there is an ongoing water infiltration problem, and the wood to be replaced is a painted wood to which the substitute material can be matched. Vinyl is not an appropriate substitute material.</p> <p>3.6.9. Do not replace wood porch floors or steps with wood decking, brick, or concrete.</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.</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.</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.</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.</p>	
<p><b>#HDC-23-28</b> <b>504 N. Boundary Street</b></p>	<ul style="list-style-type: none"> <li>Modification to the arrangement of solar panels</li> </ul>	<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> </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>1.4.2023</p>

		<ul style="list-style-type: none"> <li>Changes deemed by Town Staff to not be substantial in nature.</li> </ul>	<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> <ol style="list-style-type: none"> <li>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.</li> <li>Solar panels should match the color of the existing roof material as much as possible, in order to visually blend with the roof.</li> <li>Solar panels should be set back from the edges of the roof to minimize their visibility.</li> <li>Solar panels should not extend above the roof ridges or otherwise alter the roof form of the building.</li> <li>No associated pipes or cables should be visible from the street.</li> </ol>	
<p><b>#HDC-24-2</b> <b>714 E. Franklin Street</b></p>	<ul style="list-style-type: none"> <li>Replacing asphalt shingle-roof with new asphalt shingle roof</li> </ul>	<ul style="list-style-type: none"> <li>roofing material replaced in-kind</li> <li>Changes deemed by Town Staff to not be substantial in nature.</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> <ol style="list-style-type: none"> <li>Do not replace historic standing-seam, pressed metal, or asphalt-shingled roofs with multi-rib metal roofing.</li> <li>Do not install built-up or rubber roofing in locations that are visible from the street.</li> </ol>	<p>1.18.2024</p>