



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 September 24, 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
#HDC-24-34 211 Glenburnie Street	<ul style="list-style-type: none"> Replacing a Craftsman-style wood paneled door with a new 6-panel wood door matching the Colonial Revival-style design of the door surround with its transoms and sidelights. 	<ul style="list-style-type: none"> Replacing non-historic doors matching the material and design of the original 	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.	9.11.2024

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](#)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
300 Tenney Circle	Reconstruction of a brick landscape wall damaged by a fallen tree.	9.9.2024

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