



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 August 28, 2023:

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-23-21 214 Glenburnie Street	<ul style="list-style-type: none">Replacing approved square columns with round columns on front porticoExterior light fixtures	<ul style="list-style-type: none">Changes deemed by Town Staff to not be substantial in natureRemoval or installation of non-historic exterior commercial and residential light fixtures made of wood, glass, or metal and installed in traditional locations that do not compromise the architectural integrity of the building	<p>1.6.4 If a historic exterior lighting fixture is missing or too deteriorated to repair, replace the fixture with one that matches the original in material, design, dimension, pattern, detail, and texture. Or, replace it with a new fixture that is compatible in design, scale, material, and finish with the overall historic character of the building, site and district.</p> <p>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.</p> <p>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.</p> <p>3.6.7. Do not remove or conceal materials or details of historic porches, entrances, and balconies including, but not limited to, columns, balustrades, brackets, pilasters, steps, floors, ceilings, cornices, and trim.</p> <p>3.6.10. Do not introduce porch, entrance, or balcony features or details to a building</p>	8.24.2023

			that would create a false historical appearance.	
#HDC-22-12 504 E. Franklin Street	<ul style="list-style-type: none"> Removing a portion of the driveway and replacing it with a new red brick walkway. The work is located behind the house. 	<ul style="list-style-type: none"> Walkways on private property when constructed of red brick or Chapel Hill grit (gravel) 	<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"> a. In residential areas, do not locate off-street parking areas in front yards. Whenever possible, driveways should lead to parking areas to the side or rear of the primary building on the site. b. In commercial and institutional areas, parking should be located at the side or rear of the property whenever possible. <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. 	8.3.2023
#HDC-23-19 407 Hillsborough Street	<ul style="list-style-type: none"> Replacing two aluminum-clad windows in-kind on the north elevation of the kitchen ell and replacing the existing window-door configuration to a series of folding French 	<ul style="list-style-type: none"> Replacement of non-historic windows matching the material, design, and muntin configuration of the original. In-kind replacement of vinyl windows is not permitted. 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 	<p>3.3.7. Locate new exterior wall features, such as windows, doors, chimneys, bays, and communication or mechanical equipment, on exterior walls that are not visible from the street or in locations that do not compromise the architectural integrity of the building.</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</p>	7.17.2023

	doors on the south elevation of the kitchen ell.	<p>significantly alter the design, materials, scale, massing, or overall appearance of the site or structure as shown on the HDC-approved plans</p> <ul style="list-style-type: none"> Changes deemed by Town Staff to not be substantial in nature 	<p>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>3.4.10. 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>3.5.11. 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>#HDC-23-16 223 E. Rosemary Street</p>	<ul style="list-style-type: none"> Installing a new HVAC unit and wall vent on the northeast corner of the house and screening these improvements with a new 4-foot-tall wood picket fence 	<ul style="list-style-type: none"> Wood fences no more than 6 ft. in height and not visible from the public right-of-way 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 Vents at the foundation level and on non-street-facing facades 	<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>1.3.8. Construct new front- and side-yard fences 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"> a. Front- and side-yard fences, in front of the rear corner of the main block of the building, should generally not exceed 30" in height, should be constructed of wood or metal with structural members facing inward to the property, and must be painted or sealed. b. Temporary, light-gauge wire fencing may be constructed as necessary to keep animals out of gardens, side, and rear yards. c. Chain link, vinyl, or split rail fences are not appropriate. 	6.20.2023

			<p>3.3.7. Locate new exterior wall features, such as windows, doors, chimneys, bays, and communication or mechanical equipment, on exterior walls that are not visible from the street or in locations that do not compromise the architectural integrity of the building.</p> <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>	
<p>#COA-22-16 211 Glenburnie Street</p>	<ul style="list-style-type: none"> Replacing two proposed door openings on the west elevation of the reconstructed garage with two fixed windows 	<ul style="list-style-type: none"> 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 Changes deemed by Town Staff to not be substantial in nature 	<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>3.4.13. Install shutters, whether operable or fixed, where there is physical or documentary evidence of shutters having existed, matching the original shutters in material, design, dimension, pattern, detail, texture, and color. Shutters should be proportional to the opening and all shutters, whether operable or fixed in place, should have operable hardware including hinges and holdbacks.</p>	6.16.2023
<p>#HDC-23-12 207 W. Cameron Avenue</p>	<ul style="list-style-type: none"> Replacing asphalt shingle roof and new gutters 	<ul style="list-style-type: none"> Roofing materials replaced in-kind Gutters and downspouts matching the house and trim, as long as no significant architectural features are removed or obscured 	<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,</p>	6.14.2023

			<p>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>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>#HDC-23-13 203 Battle Lane</p>	<ul style="list-style-type: none"> Replacing the Chapel Hill grit sidewalk in the front yard with red brick 	<ul style="list-style-type: none"> Walkways on private property when constructed of red brick or Chapel Hill grit (gravel) 	<p>1.1.2. Retain and preserve historic relationships between district buildings, structures, or streetscapes and their site features, including site 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. 	6.12.2023
<p>#COA-22-21 379 Tenney Circle</p>	<ul style="list-style-type: none"> Replacing existing driveway materials with Chapel Hill grit Replacing existing front walkways with Bluestone/flagstone materials Relocating the deck stairs from the east side to the west side of the deck 	<ul style="list-style-type: none"> New or replacement driveway materials of gravel, concrete, or red brick 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 	<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. <p>1.4.10. Construct new driveways and off-street parking areas in traditional materials and designs that are compatible in configuration, material,</p>	6.1.2023

	<ul style="list-style-type: none"> Relocating the door to the north side of the west elevation and installing a relocated window to the south side. Relocating the brick stoop with the door. 	<ul style="list-style-type: none"> Changes deemed by Town Staff to not be substantial in nature. 	<p>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>4.10.6. Design and detail decks and any related steps and railings to be compatible with the historic building in scale, material, configuration, and proportion. Consider designing deck piers and foundation infill to relate to the house in the same way that a porch would. However, avoid replicating historic porch posts and railings for contemporary, uncovered decks.</p> <p>3.3.7. Locate new exterior wall features, such as windows, doors, chimneys, bays, and communication or mechanical equipment, on exterior walls that are not visible from the street or in locations that do not compromise the architectural integrity of the building.</p>	
#COA-22-16 304 S. Columbia Street	<ul style="list-style-type: none"> Relaying the existing brick walkway Replacing the concrete walkways with brick pavers 	<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 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> <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>	5.31.2023

The following requests for maintenance and repair have been reviewed by Planning Department staff as of July 24, 2023. No Certificate of Appropriateness (COA) is required for maintenance, in accordance with [Land Use Management Ordinance \(LUMO\) 3.6.2¹](#):

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

(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
412 W. Cameron Avenue & 123 Kenan Street	Repair red brick chimneys and replace the metal chimney caps	6.12.2023