



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

**Summary Report**

TOWN OF CHAPEL HILL PLANNING DEPARTMENT  
 Britany Waddell, Planning Director  
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The following Certificate of Appropriateness (COA) applications have been reviewed and approved by Planning Department staff as of April 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-24-12</b> <b>700 Gimghoul Road</b></p>	<ul style="list-style-type: none"> <li>Installing a new red brick paver in-lay between stone pillars and dressing the drive with Chapel Hill grit</li> </ul>	<ul style="list-style-type: none"> <li>New or replacement driveway materials of gravel, concrete, or red brick</li> </ul>	<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> <ul style="list-style-type: none"> <li>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.</li> <li>b. Do not use gravel in sizes larger than one-half inch.</li> </ul>	<p>2.28.2024</p>
<p><b>111 Ridge Lane</b></p>	<ul style="list-style-type: none"> <li>After-the-face construction of a concrete paver driveway and patio</li> </ul>	<ul style="list-style-type: none"> <li>New or replacement driveway materials of gravel, concrete, or red brick</li> <li>Patios constructed of natural stone or red brick located in rear and side yards. (This includes red brick retaining walls not exceeding 3 feet in height surrounding the patio.)</li> <li>Poured concrete patios that are not visible from the street</li> </ul>	<p>1.4.4. If a historic walkway, driveway, or off-street parking area is completely missing, or if deterioration necessitates its replacement, replace it to match the original in material, design, dimension, configuration, detail, texture, and pattern, based upon physical and documentary evidence. Otherwise, replace it with a new feature that is compatible in material, design, scale, and detail with the overall historic character of the site and district.</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> <ul style="list-style-type: none"> <li>a. These include red brick, concrete, asphalt, and Chapel Hill grit. Consider permeable materials—including brick—or install paving strips or concrete runners, to</li> </ul>	<p>3.1.2024</p>

			<p>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>4.10.1. Locate decks and patios on rear elevations or in inconspicuous areas that are minimally visible from the public right-of-way.</p> <p>4.10.3. Retain and preserve historic building materials and trim and minimize the visual impact of a deck or patio by designing them to be inset from the building's corners.</p>	
<p><b>#HDC-23-3</b> <b>403 McCauley Street</b></p>	<ul style="list-style-type: none"> <li>• Changes to the fenestration pattern on the east (side) and south (rear) elevations</li> <li>• Modification of the patio materials from poured concrete to concrete block</li> </ul>	<ul style="list-style-type: none"> <li>• Patios constructed of natural stone or red brick located in rear and side yards. (This includes red brick retaining walls not exceeding 3 feet in height surrounding the patio.)</li> <li>• Poured concrete patios that are not 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> <li>• Changes deemed by Town Staff to not be substantial in nature.</li> </ul>	<p>4.5.1. Design new buildings so that window and door openings are compatible with buildings in the immediate surroundings when the window and door openings are important in defining the overall historic character of the district. This compatibility includes:</p> <ol style="list-style-type: none"> <li>a. the ratio of solids (walls) to voids (windows and doors)</li> <li>b. the rhythm and placement of windows and door openings</li> <li>c. the proportions of window and door openings (ratio of width to height)</li> <li>d. the overall size and shape of window and door openings</li> </ol> <p>4.5.2. Design new buildings so that the articulation of window and door openings is compatible with buildings in the immediate surroundings when that articulation is important in defining the overall historic character of the district. For example, openings are generally recessed on a masonry building while doors and windows are surrounded by raised trim on a frame building. New openings that are flush with the rest of the wall are not appropriate on traditionally styled buildings.</p> <p>4.5.3. Design new buildings so that the pattern and style of windows and doors are compatible with the windows and doors of buildings in the immediate surroundings when the pattern and style of windows and doors is important in defining the overall historic character of the district and are consistent with the overall style of the building.</p>	<p>3.25.2024</p>

			<p>4.5.4. Do not install windows, doors, or sidelights 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>4.5.5. Install windows and doors constructed of materials that are compatible with the windows and doors of buildings in the immediate surroundings when those materials are important in defining the overall historic character of the district. These include wood, aluminum-clad, and fiberglass-clad wood windows as well as wood, metal, metal-clad wood, or fiberglass doors. Vinyl and vinyl-clad windows are not appropriate in the historic districts.</p> <p>4.10.3. Retain and preserve historic building materials and trim and minimize the visual impact of a deck or patio by designing them to be inset from the building's corners.</p> <p>4.10.4. Limit the size and scale of decks and patios to minimize their visual impact. Do not introduce a deck or patio if it will visually overpower the building or site or substantially alter the proportion of constructed area to unbuilt area on the site.</p>	
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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](#)<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.

<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)

Address	Description of Work	Date Memo Issued
<b>111 Ridge Road</b>	After-the-fact in-kind replacement of the existing charcoal-colored, architectural asphalt shingle roofing.	2.28.2024
<b>103 S. Boundary Street</b>	Repair and replace in-kind any deteriorated wood trim materials and the repainting of the trim	3.4.2024