



Historic District Commission

Staff Communication – Administrative Approval of Certificate of Appropriateness Applications

Summary Report

TOWN OF CHAPEL HILL PLANNING DEPARTMENT
Britany Waddell, Planning Director
Charnika Harrell, Senior Planner
Anna Scott Myers, Planner I

The following Certificate of Appropriateness (COA) applications have been reviewed and approved by Planning Department staff as of July 25, 2025:

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-22-11 313 E Franklin Street	Change the approved black pipe rail guardrail along the back wall (the northwest corner of site) to a 4' wood fence; and rotate the trash enclosure located at the eastern side of the house near the drive entry	<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>1.2.7. Locate necessary street furniture, trash receptacles, mailboxes, newspaper racks, and similar elements in locations that do not compromise, but instead complement the historic character of the streetscape. Select benches and other street furniture that are compatible with the historic district in design, scale, and materials.</p> <p>1.3.1. Retain and preserve the materials and decorative and functional features of walls and fences that contribute to the overall historic character of sites within the historic districts. These include, but are not limited to the overall form, materials, patterns, dimensions, textures, configurations, and details.</p> <p>1.3.5. If a historic wall or fence is completely missing, or if deterioration necessitates its replacement, replace it to match the original in material, design, dimension, pattern, detail, texture, and color, based upon physical and documentary evidence. Otherwise, replace it with a new feature that is compatible in material, design, scale, and detail with the building, site, and district.</p> <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>	June 20, 2025

#HDC-25-7 702 E. Franklin Street	Installation of an electric vehicle charger	<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. 	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.	April 17, 2025
#HDC-25-2 698 Gimghoul Road	Installation of Google fiber in the public right-of-way.	<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. 	1.2.7. Locate necessary street furniture, trash receptacles, mailboxes, newspaper racks, and similar elements in locations that do not compromise, but instead complement the historic character of the streetscape. Select benches and other street furniture that are compatible with the historic district in design, scale, and materials. 1.2.8. Minimize the introduction of additional transformers, utility poles, wires, and cables in the public rights-of-way. Seek less intrusive locations for such elements to reduce their impact on the mature tree canopy and the historic streetscape. Consider painting equipment and exposed utilities to complement mounting surfaces or screening them with vegetation to reduce their visibility. Consider the introduction of underground utility lines where feasible.	01.29.2025
#HDC-25-1 510-520 Hooper Lane and 105 S. Boundary Street	Installation of Google fiber in the public right-of-way.	<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. 	1.2.7. Locate necessary street furniture, trash receptacles, mailboxes, newspaper racks, and similar elements in locations that do not compromise, but instead complement the historic character of the streetscape. Select benches and other street furniture that are compatible with the historic district in design, scale, and materials. 1.2.8. Minimize the introduction of additional transformers, utility poles, wires, and cables in the public rights-of-way. Seek less intrusive locations for such elements to reduce their impact on the mature tree canopy and the historic streetscape. Consider painting equipment and exposed utilities to complement mounting surfaces or screening	01.28.2025

			them with vegetation to reduce their visibility. Consider the introduction of underground utility lines where feasible.	
--	--	--	---	--

The following requests for maintenance and repair have been reviewed by Planning Department staff as of July 25, 2025. 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
#HDC-25-12 218 Pittsboro	Repair existing brick walkway.	June 5, 2025
#HDC-25-10 422 W. Cameron Avenue	Repair and repaint existing metal roof.	May 2, 2025

¹ https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances?nodeId=CO_APXALAUSMA_ART3ZODIUSDIST_3.6OVDI