



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

Summary Report

TOWN OF CHAPEL HILL PLANNING DEPARTMENT
 Anya Grahn, Senior Planner
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The following Certificate of Appropriateness (COA) applications have been reviewed and approved by Planning Department staff as of March 25, 2022:

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
R-21-1436	6 Briarbridge Lane	Installing new exterior water heater	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. 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.	3.16.2022

The following requests for maintenance and repair have been reviewed by Planning Department staff as of February 21, 2022. 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,

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

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.

Project#	Address	Description of Work	Chapel Hill Historic Districts Design Principles & Standards	Date Memo Issued
N/A	609 North Street	In-kind replacement of beige-colored tiles on the south and west patios of the house	N/A	Repair & Maintenance Memo
N/A	700 Gimghoul Road	In-kind replacement of wood shutters and window boxes	N/A	Repair & Maintenance Memo