



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

**Summary Report**

TOWN OF CHAPEL HILL PLANNING DEPARTMENT  
 Anya Grahn, Senior Planner  
 Judy Johnson, Assistant Planning Director  
 Colleen Willger, Planning Director

The following Certificate of Appropriateness (COA) applications have been reviewed and approved by Planning Department staff as of June 24, 2021:

Permit #	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
19-055	203 Battle Lane	COA Amendment for modification of divided light transom windows above doors and new powder coated aluminum storm windows.	<p>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> <p>Changes deemed by Town Staff to not be substantial in nature.</p> <p>Installation of storm windows and doors made of painted wood or painted/powder-coated/baked enamel metal with clear glass that are full light, or where the divisions match the glazing pattern of the associated window or door</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 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>3.9.3. Introduce narrow-profile storm windows so that they do not damage or obscure the historic sash or frame.</p> <ol style="list-style-type: none"> <li>Select exterior storm windows with a painted or factory-finished color.</li> <li>Operable storm window dividers should align with the existing sash division of double-hung windows.</li> <li>Storm windows with a bare aluminum finish may be appropriate for post-1945</li> </ol>	6.4.2021

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