



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 21, 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
<p>Project #HDC-23-7 716 Gimghoul Road</p>	<p>Constructing a new wood deck on the rear elevation</p>	<p>Wood decks on rear or side house when less than 10% would be visible from the street</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>4.10.2. Locate decks and patios in locations that do not damage or conceal significant building or site features or details. Do not introduce a deck or patio if it requires the loss of a character-defining building or site feature, including porches, projecting bays or wings, historic garages, accessory buildings, and retaining walls.</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> <p>4.10.5. Align decks with the building's first floor. For sites with steep topography or high foundations, consider multilevel decks that step down to follow the topography of the site.</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>3.29.2023</p>

			<p>4.10.7. Construct decks of wood or substitute materials that visually replicate wood. When visible from the street, construct patios in traditional materials—including red brick, flagstone, and Chapel Hill grit.</p>	
<p>Permit # HDC-23-10 300 Glandon Road</p>	<p>Replacing gravel and dirt with concrete pavers in basketweave pattern between stone retaining wall and the edge of pavement. (Work is being completed to address erosion concerns)</p>	<p>New or replacement driveway materials of gravel, concrete, or red brick.</p> <p>Minor alterations such as maintenance grading or realignment.</p>	<p>1.2.1. Retain and preserve the topography, materials, site features, and street patterns of the rights-of-way and the dimensions of the streets, alleys, sidewalks, and planting strips, that are important in defining the overall historic character of the districts.</p> <p>1.2.9. Do not introduce paving materials, lighting fixtures, or other streetscape elements that predate the historic district that would create a false historical appearance.</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> <p>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.</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> <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>4.20.2023</p>

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The following requests for maintenance and repair have been reviewed by Planning Department staff as of December 19, 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, 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	Chapel Hill Historic Districts Design Principles & Standards	Date Memo Issued
219 E. Rosemary Street	Selective repair and replace deteriorated wood siding, trim, and other elements	Repair & Maintenance	4.29.2023

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