



Historic District Commission

Staff Communication – Administrative Approval of Certificate of Appropriateness Applications

Summary Report

TOWN OF CHAPEL HILL PLANNING DEPARTMENT
Anya Grahn, Principal Planner
Charnika Harrell, Planner I
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 April 21, 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
COA-22-1	370 Glandon Drive	Installing new water feature	Minor Projects that do not require building permits because of cost or because they involve non-structural changes	1.1.7. Introduce new site features to be compatible in scale, design, and materials with the overall historic character of the site and district. Utilize traditional materials in the construction of benches, terraces, gazebos, trellises, fences, and walls. 1.1.8. Introduce contemporary site features—including playground equipment and swimming pools—in locations that do not diminish or compromise the overall character of the site and district, typically in rear yards or other locations not visible from the street.	3.29.2022

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, 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.

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

Project#	Address	Description of Work	Chapel Hill Historic Districts Design Principles & Standards	Date Memo Issued
N/A	412 W. Cameron Avenue	<ul style="list-style-type: none"> Remove the existing brick pavers, regrade the walkways and patio, and re-install the salvaged brick pavers in the existing pattern Caulk and paint the existing wood windows and doors Replace the broken wood louvered shutter in-kind 	N/A	Repair & Maintenance Memo