



Historic District Commission

Staff Communication – Administrative Approval of Certificate of Appropriateness Applications

Summary Report

TOWN OF CHAPEL HILL PLANNING DEPARTMENT

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The following Certificate of Appropriateness (COA) applications have been reviewed and approved by Planning Department staff as of September 27, 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 |
|---------------------------------|---|---|--|---------------|
| 21-042 214 Glenburnie | Reconstruction of the brick chimney and replacement of steel basement windows | Minor changes not previously approved by the Commission to elevations not visible from the street. Minor changes shall not significantly alter the design, materials, scale, massing, or overall appearance of the site or structure as shown on the plans approved by the HDC. | <p>2.2.1. Retain and preserve masonry features and surfaces that are important in defining the overall historic character of buildings or site features within the historic districts. These include, but are not limited to, masonry walls (both building and landscape walls), foundations, chimneys, porch supports, sidewalks and steps, door and window surrounds, and commercial cornices and parapets.</p> <p>2.2.2. Retain and preserve the details and finishes of historic masonry features and surfaces including bond patterns, tooling, coatings, and colors.</p> <p>2.2.8. Replace masonry features and surfaces that are too deteriorated to repair, taking care to replace only the deteriorated portion rather than the entire feature or surface. Replacement features and surfaces should match the original in material, design, bond pattern, dimension, detail, texture, color, and finish. Consider a compatible substitute material only if replacement in kind is not technically or economically feasible.</p> <p>3.1.1. Retain and preserve roof shapes, materials, and decorative and functional features that are important in defining the overall historic character of buildings within the historic districts. These include, but are not limited to, roof height, form, shape, pitch, and overhang; roof materials and functional features including shingles, flashing, vents, and gutters; and decorative features including dormers, chimneys, turrets, spires, cupolas, and balustrades.</p> | 9.2.2022 |

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| | | <p>3.4.4. Replace in kind window details and features that are too deteriorated to repair, taking care to replace only the deteriorated portion rather than the entire feature. Replacement features should match the original in material, design, dimension, configuration, detail, and texture.</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>3.4.7. Do not replace deteriorated windows with stock items that do not fill the original openings or to install smaller shutters that would not, if closed, cover the window opening.</p> <p>3.4.8. Do not remove or conceal window openings on street-facing elevations.</p> <p>3.4.9. Do not remove or conceal materials or details of historic windows and shutters—including, but not limited to beveled glass, art glass, transoms, and decorative trim.</p> <p>3.4.10. Do not install windows with two-dimensional simulations of pane subdivisions, such as snap-in muntins. If not true divided light, glazing should have three-dimensional grills affixed to both the interior and exterior of the window with shadow bars between insulated glass panes.</p> <p>3.4.11. Do not install vinyl and vinyl-clad windows in the historic district.</p> <p>3.4.12. Do not replace clear glazing with tinted glazing.</p> | |
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The following requests for maintenance and repair have been reviewed by Planning Department staff as of August 29, 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 |
|-------------------------------|---|--|------------------|
| 305 E. Rosemary Street | Replacement of black-colored metal chimney cap atop the brick chimney of the east façade. | Repair & Maintenance | 9.1.2022 |
| 208 Glandon Drive | Replacement of pressure treated wood vertical fence. | Repair & Maintenance | 9.19.2022 |

¹ https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances?nodeId=CO_APXALAU_SMA_ART3ZODIUSDIST_3.6OVDI