



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
123 Kenan Street	In-kind replacement of wood windows	<ul style="list-style-type: none"> Replacement of original wood windows with matching materials and design when the original wood window is deteriorated beyond repair. Replacement of non-historic windows matching the material, design, and muntin configuration of the original. In-kind replacement of vinyl windows is not permitted. 	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.	4.27.2023

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	Date Memo Issued
104 N. Boundary St.	Replacement of two sump pumps and a new discharge line	4.27.2023
223 E. Rosemary St.	Restoration of 21 wood double-hung and casement windows. (Withdrew previous COA application for window replacement.)	5.19.2023

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