



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

**Summary Report**

TOWN OF CHAPEL HILL PLANNING DEPARTMENT  
 Britany Waddell, Planning Director  
 Charnika Harrell, Senior Planner  
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The following Certificate of Appropriateness (COA) applications have been reviewed and approved by Planning Department staff as of February 24, 2026:

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
<b>#HDC-25-13</b> <b>208 Hillsborough Street</b>	Relocate the existing window on the rear facade approximately 18 inches to the north.	<ul style="list-style-type: none"> <li>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</li> <li>Changes deemed by Town Staff to not be substantial in nature</li> </ul>	<p>3.4.1. Retain and preserve the materials and the decorative and functional features of windows and shutters that are important in defining the overall historic character of buildings within the historic districts. These include, but are not limited to, frames and hardware; sashes, glass, and muntins; lintels, sills, and surrounds. (page 90)</p> <p>3.4.6. If new window openings are necessary, when possible, locate them on a side or rear elevation where they are minimally visible from the street, ensuring that they do not damage character-defining features or materials, or otherwise compromise the architectural integrity of the building. (page 90)</p>	February 12, 2026

The following requests for maintenance and repair have been reviewed by Planning Department staff as of February 24, 2026. No Certificate of Appropriateness (COA) is required for maintenance, in accordance with [Land Use Management Ordinance \(LUMO\) 3.6.2](#)<sup>1</sup>:

(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 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 from the requirement to obtain a certificate of appropriateness. The town manager shall notify the commission of all such exemptions.

Address	Description of Work	Date Memo Issued

<sup>1</sup> [https://library.municode.com/nc/chapel\\_hill/codes/code\\_of\\_ordinances?nodeld=PTIICO\\_APXALOUSMA\\_ART3ZODIUSDIST\\_3.6OVDI](https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances?nodeld=PTIICO_APXALOUSMA_ART3ZODIUSDIST_3.6OVDI)