



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 March 27, 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
<p>#HDC-26-9 214 Glenburnie Street</p>	<p>Red-brick parking pad and walkway extension</p>	<ul style="list-style-type: none"> • Staff can approve a certificate of appropriateness for Minor Works. Minor Works include two types of changes: 1) in-kind replacement of materials or features, and 2) minor alterations to a site or structure that do not significantly impact the property or district and are consistent with the Design Standards and the special character of the historic district. • Staff can approve walkways on private property when constructed of red brick or Chapel Hill grit (gravel). • Staff can approve new or replacement driveway materials of gravel, concrete, or red brick. 	<p>1.4.5. Design new walkways, driveways, and off-street parking to conform with the spacing, width, configuration, and materials of character-defining walkways, driveways, and off-street parking areas in the district.</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> <ul style="list-style-type: none"> 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>1.4.9. Construct new walkways in traditional materials and designs that are compatible in configuration, material, scale, and detail with the character of the building, site, and district.</p> <ul style="list-style-type: none"> a. These include red brick, flagstone, concrete, and Chapel Hill grit. b. Do not use asphalt or contemporary materials that mimic other materials for sidewalks within the historic districts. <p>1.4.10. Construct new driveways and off-street parking areas in traditional materials and designs that are compatible in</p>	<p>March 27, 2026</p>

			<p>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>#HDC-26-7 513 E. Rosemary Street</p>	<p>Like-kind fence replacement</p>	<ul style="list-style-type: none"> • Staff can approve a certificate of appropriateness for Minor Works. Minor Works include two types of changes: 1) in-kind replacement of materials or features, and 2) minor alterations to a site or structure that do not significantly impact the property or district and are consistent with the Design Standards and the special character of the historic district. • Staff can approve wood fences no more than 6 feet in height and not visible from the public right-of-way. 	<p>1.3.4. Replace in kind any part of a wall or fence that is 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, texture, and pattern.</p>	<p>March 27, 2026</p>
<p>#HDC-26-6 220 Glandon Drive</p>	<p>Window replacement</p>	<ul style="list-style-type: none"> • Staff can approve a certificate of appropriateness for Minor Works. Minor Works include two types of changes: 1) in-kind replacement of materials or features, and 2) minor alterations to a site or structure that do not significantly impact the property or district and are consistent with the Design Standards and the special character of the historic district. • Staff can approve the replacement of non-historic windows matching the material, design, and muntin configuration of the original. In-kind replacement of vinyl windows is not permitted. 	<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>March 18, 2026</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>	
#HDC-26-5 310 Pittsboro Street	Like-kind fence replacement	<ul style="list-style-type: none"> • Staff can approve a certificate of appropriateness for Minor Works. Minor Works include two types of changes: 1) in-kind replacement of materials or features, and 2) minor alterations to a site or structure that do not significantly impact the property or district and are consistent with the Design Standards and the special character of the historic district. • Staff can approve wood fences no more than 6 feet in height and not visible from the public right-of-way. 	<p>1.3.4. Replace in kind any part of a wall or fence that is 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, texture, and pattern.</p>	March 11, 2026
#HDC-25-13 208 Hillsborough Street	Relocate the existing window on the rear facade approximately 18 inches to the north	<ul style="list-style-type: none"> • 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 • Changes deemed by Town Staff to not be substantial in nature 	<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</p>	February 12, 2026

			architectural integrity of the building. (page 90)	
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The following requests for maintenance and repair have been reviewed by Planning Department staff as of March 27, 2026. 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 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

¹ https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances?nodeId=PTIICO_APXALOUSMA_ART3ZODIUSDIST_3.6OVDI