

Introduction: Levels of Review (continued)

To expedite the design review process, Town Staff has been authorized by the Commission to review and approve COAs for Minor Works. The review is subject to the following General Policies:

1. Delegation to Town Staff is limited to those items specifically listed and subject to conditions enumerated.
2. All approvals by Town Staff shall be reviewed by the Commission at the next meeting.
3. Town Staff shall refer an application to the Commission if any uncertainty exists whether application meets the Design Standards.
4. No application for a COA may be denied without formal action by the Commission.
5. Delegation is specifically not authorized in connection with any work for which a special permit is required.
6. Town Staff may exempt projects involving ordinary maintenance or repair of any exterior architectural feature that does not involve a change in design, material, or outer appearance thereof. Please contact Town Staff for more information.



Ransom Street, Cameron-McCauley Historic District

Scope of Work	Staff	HDC
Disaster preparedness and planning		X
Construction of new buildings		X
Accessory buildings		X
Walls and fences		
Wood fences no more than 6 ft. in height and not visible from the public right-of-way	X	
Pet enclosures and wire garden fences	X	
Removal of non-historic fences, including those constructed of synthetic materials or chain link	X	
Fieldstone or other landscape walls		X
Walkways, driveways, and off-street parking		
Walkways on private property when constructed of red brick or Chapel Hill grit (gravel)	X	
New or replacement driveway materials of gravel, concrete, or red brick	X	
Minor alterations such as maintenance grading or realignment	X	
Exterior lighting		
Removal or installation of non-historic exterior commercial and residential light fixtures made of wood, glass, or metal and installed in traditional locations that do not compromise the architectural integrity of the building	X	
Signage		
Signs that do not require a sign permit	X	
Foundations		
Foundation-level windows on non-street-facing facades	X	
Roofs, gutters, and chimneys		
Roofing materials replaced in-kind	X	
Gutters and downspouts matching the house or trim, as long as no significant architectural features are removed or obscured	X	
Unpainted copper gutters and downspouts, as long as no significant architectural features are removed or obscured	X	

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Scope of Work	Staff	HDC
Removal of non-historic rear chimneys that are not visible from the street	X	
Reconstruction of missing portions of historic chimneys based on photographic or physical evidence	X	
Porches, entrances, and balconies		
Stairs or steps limited in height to no more than three (3) steps that do not require a handrail on side and rear elevations	X	
Exterior walls, trim, and ornamentation		
Removal of non-original siding material (less than 50 years) when the original siding is a natural material and is to be restored. Staff may approve the restoration of original materials so long as no more than 25% of the materials require replacement in-kind. If, after removal, it is determined that more than 25% of siding and/or trim must be restored, HDC review is required	X	
Addition of dormers		X
Windows and shutters		
Replacement of original wood windows with matching materials and design when the original wood window is deteriorated beyond repair	X	
Replacement of non-historic windows matching the material, design, and muntin configuration of the original. In-kind replacement of vinyl windows is not permitted.	X	
Exterior doors		
Replacement of original wood doors with matching materials and design when the original wood door is deteriorated beyond repair	X	
Replacement of non-historic doors matching the material and design of the original. In-kind replacement of vinyl doors is not permitted.	X	
Commercial storefronts		
New storefronts		X

Scope of Work	Staff	HDC
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Awnings made of traditional materials such as canvas, fabric, or metal	X	
Accessibility and life safety concerns		
Accessibility ramps not visible from the street and constructed of traditional materials so long as the new ramp does not require removal of historic building materials or features	X	
Sustainability and energy efficiency		
Window AC units	X	
Removal of satellite dish	X	
Mechanical equipment, such as HVAC units, and generators, located in rear or side yards not visible from the street and screened by vegetation or fences	X	
Solar panels		X
Removal of non-historic storm windows and doors	X	
Vents at foundation level and on non-street-facing facades	X	
Installation of storm windows and doors made of painted wood or painted/powder-coated/baked enamel metal with clear glass that are full light, or where the divisions match the glazing pattern of the associated window or door	X	
Decks and patios		
Patios constructed of natural stone or red brick located in rear or side yards. (This includes red brick retaining walls not exceeding 3 feet in height surrounding the patio.)	X	
Poured concrete patios that are not visible from the street	X	
Wood decks on rear or side house when less than 10% would be visible from the street	X	
Minor projects that do not require building permits because of cost or because they involve non-structural changes	X	
Additions		X

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Demolition of existing buildings		
Demolition of existing accessory buildings less than 50 years of age and constructed outside of the period of significance, as identified by the National Register nomination	X	
Items not regulated		
Little free libraries		
Security cameras		
Mailboxes		
Changes to Certificate of Appropriateness		
Any changes that fall within Town staff's approval authority as outlined in the table	X	
Minor changes not previously approved site plans or elevations not visible from the street so long as they do not significantly alter the design, materials, scale, massing, or overall appearance as shown on the HDC-approved plans	X	
Changes deemed by Town staff to not be substantial in nature	X	
Renewal of Certificate of Appropriateness		
Renewal of an expiring certificate of appropriateness where no change to approved plans is being proposed, and there has been no change to circumstances under which the certificate was initially approved. Per Land Use Management Ordinance (LUMO) 3.6.2(d)(8), staff may approve a single time extension for up to 12 months if: • The certificate holder submits the extension request within 60 days of the expiration date • The certificate holder has proceeded with due diligence and good faith; • Conditions have not changed so substantially as to warrant commission reconsideration of the approved project	X	