

**MEMORANDUM**

TO: Chapel Hill Historic District Commission

FROM: Britany Waddell, Planning Director  
Anya Grahn-Federmack, Principal Planner  
Charnika Harrell, Senior Planner

SUBJECT: 3 Mint Springs Lane: Certificate of Appropriateness (COA)  
(PIN 9788-59-4441, HDC-24-23)

FILING DATE: June 26, 2024

DATE: July 25, 2024

**COA SUMMARY**

The applicant, Catherine Williams, requests a COA to enclose an existing open back porch with windows and doors for climate control. The back porch was added in 2018. All finishes will match the current house.

**EXISTING CONDITIONS**

The proposed location is zoned Residential-2 (R-2) and is in the Franklin-Rosemary Historic District.

**BACKGROUND**

June 26, 2024	The applicant submits a COA application for the work described above.
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**DISCUSSION**

The Commission should discuss whether the work proposed by the Applicant is or is not incongruous with the special character of the Franklin-Rosemary Historic District. The Applicant has plans and photos of the porch enclosure, its materials, and location, which the Applicant asserts shows that the proposed project is not incongruous with the character of the Franklin-Rosemary Historic District.

If the COA is granted for the exterior change, the applicant would then be required to obtain any necessary zoning compliance and building permits from the Town.

**NOTE**

The [\*Chapel Hill Historic Districts Design Principles and Standards\*](#)<sup>1</sup> are incorporated into the record by reference.

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<sup>1</sup>[https://townhall.townofchapelhill.org/large\\_docs/historic\\_district/CH%20HD%20Design%20Principles%20and%20Standards.pdf](https://townhall.townofchapelhill.org/large_docs/historic_district/CH%20HD%20Design%20Principles%20and%20Standards.pdf)

## ATTACHMENTS

1. [Special Character Essay – Franklin-Rosemary Historic District \(pages 25-30\)](#)<sup>2</sup>
2. Application Materials

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<sup>2</sup>[https://townhall.townofchapelhill.org/large\\_docs/historic\\_district/CH%20HD%20Design%20Principles%20and%20Standards.pdf](https://townhall.townofchapelhill.org/large_docs/historic_district/CH%20HD%20Design%20Principles%20and%20Standards.pdf)