



QUESTIONS?
Call or email us!

Town of Chapel Hill
Planning Department
919-969-5040
planning@townofchapelhill.org

Chapel Hill Historic District Certificate of Appropriateness Application	Project:	20-051
	Permit:	
Project Description: Replace siding, windows, trim, and roof of a cottage, an accessory dwelling, at 3 Mint Springs Lane. No changes to existing footprint, and all work to be done to match main house materials approved for 2018 project. On main house, we plan to replace existing garage door with window unit in an effort to convert garage to finished space in future.	STAFF REVIEW	
	<input checked="" type="checkbox"/> Application complete and accepted	
	<input type="checkbox"/> Application not complete and returned with a notation of deficiencies	
	BY: Anya Grahn, DATE: 6/17/2020	
Instructions: Submit one paper copy and a digital copy of all application materials collated in one file (pdf preferred) Deadlines: Applications are due by the close of business 30 calendar days prior to the scheduled meeting date. Note: Only complete applications may be accepted for Certificate of Appropriateness review. Applications that are not complete will be returned with a notation of deficiencies.		

A: Property Information			
Property Address: 3 Mint Springs Ln		Parcel ID Number: 9788594441	
Property Owner(s): Robin + Catherine Williams		Email: catrobwill@comcast.net	
Property Owner Address: 3 Mint Springs Ln			
City: Chapel Hill	State: NC	Zip: 27514	Phone: 678.350.1310
Historic District: <input type="checkbox"/> Cameron-McCauley <input checked="" type="checkbox"/> Franklin-Rosemary <input type="checkbox"/> Gimghoul			Zoning District:

B: Applicant Information			
Applicant: Actual Size Builders, Inc.		Role (owner, architect, other): CO-Owner	
Address (if different from above): PO Box 747			
City: Carrboro	State: NC	Zip: 27510	



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Email: Chasepickett@yahoo.com

Phone: 919, 806, 9213

C. Application Type (check all boxes that apply)

☐ **Minor Work** Exterior works that do not involve any substantial alterations, and do not involve additions or removals that could impair the integrity of the property and/or the district as a whole. See [Design Guidelines](#) (p. 69) for a list of minor works.

☒ **Historic District Commission Review** Includes all exterior changes to structures and features other than minor works

☐ **Site-work only** (walkways, fencing, walls, etc.)

☐ **After-the-fact application** (for unauthorized work already performed).

☒ **Restoration or alteration**

☐ **Demolition or moving of a site feature.**

☐ **New construction or additions**

☐ **Request for review of new application after previous denial**

☐ **Sign**

D. Basic information about size, scale, and lot placement.

Provide measurements in feet and square feet where applicable. Where possible, please provide accurate measurements from a licensed surveyor, architect, engineer, etc. If exact measurements are not available, please provide estimated information. Current estimated information about lots and buildings can be found on the [Orange County Real Estate Data](#) website. Information about lot placement can be found on the [Chapel Hill](#) and [Orange County Interactive GIS](#) portals.

Zoning District:	Minimum setbacks			Maximum heights		Lot size	
	Street	Interior	Solar	Primary	Secondary		
Required by zoning							
Proposed							
	Existing	Change +/-	Total	Total Floor Area Ratio		ISA/NLA ratio	
Floor Area (main structure)				Existing	Proposed		
Floor Area (all other)						Existing	Proposed
Impervious Surface Area (ISA)							
New Land Disturbance							



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E: Applicable Design Guidelines

The Town's [Design Guidelines for the Chapel Hill Historic Districts](#) are integral to the application and review process. These guidelines supplement the required review criteria for Certificate of Appropriateness applications (provided in [Section 3.6.2\(e\)\(4\)](#) of the Land Use Management Ordinance) by providing detailed, practical considerations for how to make changes to properties while preserving the special character of their Historic District context. Please review the Design Guidelines and consider their applicability to your proposed project. (Attach additional sheets, as necessary.)

Section/Page	Topic	Brief description of the applicable aspect of your proposal
3.6.2 (e)(4) (c)	Exterior Construction Materials	We plan to replace rotten siding on cottage with hardie plank to match main house, approved in 2018. Replacing windows to match main house.
3.6.2 (e)(4) (E)	Roof materials	Replacing failing, moss-covered shingles w/ new shingles to match main house color.
3.6.2 (F)(2) (B) (5,6,7,8,9,11)	Conditions of Neglect	Broken windows, lack of paint on siding due to rot, holes in siding, rotten stairs, rotten window & door trim. This cottage is an accessory structure constructed in 1990 that holds no historical significance, and the new owner plans to remodel the cottage and match her main house on the property. We built an addition in 2018 previously approved by the board. She plans to move in her elderly father into the space ASAP in order to keep him out of a facility.



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F. Checklist of Application Materials

Attach the required elements in the order indicated.	ATTACHED? TO BE COMPLETED BY APPLICANT		TO BE COMPLETED BY TOWN STAFF		
	YES	N/A	YES	N/A	NO
1. Written description of physical changes proposed. Describe clearly and in detail the physical changes you are proposing to make. Identify the materials to be used (siding, windows, trim, roofing, pavements, decking, fencing, light fixtures, etc.), specify their dimensions, and provide names of manufacturers, model numbers, and specifications where applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. History, context, and character information. Please include a summary of what information you have relied on to understand the relevant character and history of the district and subject property—and briefly summarize that information. At a minimum, include: <ul style="list-style-type: none"> <input type="checkbox"/> Current property information for the lot and all structures, including Building Sketches and Building Details, from Orange County Real Estate Data. <input type="checkbox"/> The entry of your property on the most recent inventory of historic resources in the relevant National Register for Historic Places filing, available via the NC State Historic Preservation Office website: for McCauley-Cameron see West Chapel Hill, for Franklin-Rosemary see Chapel Hill Historic District, for Gimghoul see Gimghoul. (If yours is one of the few properties in McCauley-Cameron or Franklin-Rosemary that has not yet been inventoried, please indicate that.) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Justification of appropriateness. Attach an annotated statement explaining how the proposed change(s) meets the following standards of appropriateness that the Commission considers in making findings of fact indicating the extent to which the application is or is not congruous with the historic aspects of the historic district. If a standard is not applicable, type "not applicable". <ul style="list-style-type: none"> A. The height of the building in relation to the average height of the nearest adjacent and opposite buildings. B. The setback and placement on lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings. C. Exterior construction materials, including texture and pattern. D. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials. E. Roof shapes, forms, and materials. F. Proportion, shape, positioning and location, pattern, and size of any elements of fenestration. G. General form and proportions of buildings and structures. H. Appurtenant fixtures and other features such as lighting. I. Structural conditions and soundness. 	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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J. Architectural scale.					
4. Photographs of existing conditions are required. Minimum image size 4" x 6" as printed or the digital equivalent. Maximum 2 images per page.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Site Plan Set showing existing and proposed conditions. (Min. scale: 1 in. = 20 ft.) <input type="checkbox"/> Site plans must show the relationships between, and dimensions of, existing and proposed buildings, additions, sidewalks, walls, fences, driveways, and/or other structures on the property, as well as property lines and applicable zoning setbacks. <input type="checkbox"/> Include both written and drawn scales and show accurate measurements. You may also use a copy of a survey with surveyor's seal deleted. Revise the copy as needed to show existing conditions and your proposed work. <input type="checkbox"/> Indicate the area of all structural footprints (existing and proposed) in square feet; also, indicate lot size in square feet.	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Elevation Drawings showing existing structural facades and proposed changes. Drawings should be submitted as 11" x 17" or 8-1/2" x 11" reductions of full-size drawings. All details should be reasonably legible. Photographs are okay for facades with no changes. <input type="checkbox"/> Elevation drawings showing all proposed changes above current grade from front, back, and both sides. <input type="checkbox"/> Include scale bar, written scale, and label major dimensions (including width of structures and heights from finished grade to fascia/eaves and heights to top of roofs). <input type="checkbox"/> Label materials to be used (roofing, siding, windows, trim, light fixtures, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Information about context (required for all construction of new structures, proposed impervious surfaces greater than 1500 SF, additions greater than 150 SF, and/or proposed land disturbance greater than 5000 SF.) Detailed information about lots and structures can be found on the Orange County Real Estate Data website; information about lot placement can be found on the Chapel Hill and Orange County GIS portals. For each of the nearest adjacent and opposite properties, provide: <input type="checkbox"/> The height of each building (if an estimate, indicate that). <input type="checkbox"/> The setbacks and lots placement of each building (an image from the Town GIS database, including scale, is sufficient). <input type="checkbox"/> The size of each lot (net land area in square feet). <input type="checkbox"/> The size of all buildings on the nearest adjacent and opposite properties, including building footprint areas, Floor Areas (in square feet), and Floor Area Ratios. Provide current figures from Orange County Real Estate Data ; indicate any corrections for accuracy you believe necessary and your basis for doing so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Demolition/Relocation Information (required only if demolition or relocation of a feature is proposed).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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<input type="checkbox"/> Provide a written description of architectural features, additions, remodeling, and any alterations to the structure(s). Make note of any outbuildings on the site plan of the property.					
<input type="checkbox"/> Provide a history of the structure, giving the construction date and architect or carpenter, briefly noting any significant events, persons and/or families associated with the property. Provide current exterior photographs of the property (4" x 6" as printed or the digital equivalent). If information is unknown, please provide a summary of sources consulted.					
<input type="checkbox"/> If an argument about structural soundness is being made, attach a signed and sealed report from a professional engineer.					
<input type="checkbox"/> As necessary, attach a statement explaining how a delay in demolition would cause the property owner to suffer extreme hardship or be permanently deprived of all beneficial use or return from such property by virtue of the delay.					
<input type="checkbox"/> Provide any records about the structure to be demolished.					
9. Mailing notification fee per Planning & Sustainability Fee Schedule . For a list of addresses, please refer to the Town's Development Notification Tool .	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Certificate of Appropriateness fee per Planning & Sustainability Fee Schedule	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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G: Applicant signature

I hereby certify that I am authorized to submit this application; that all information is correct to the best of my knowledge, and all work will comply with the State Building Code and all other applicable State and local laws, ordinances, and regulations.

I acknowledge and agree that the Historic District Commission members, Town employees, and Town agents may enter, solely in performance of their official duties and only at reasonable times, upon the applicant's property for examination or survey thereof pursuant to North Carolina General Statute 160A-400.8. However, no member, employee, or agent of the Historic District Commission may enter any private building or structure without the express consent of the owner or occupant thereof.

I understand and agree that an approved Certificate of Appropriateness is valid only for the particular application, plans, specifications and related project details presented to, and approved by, the Historic District Commission. If any of the data contained in this application, any plans or any specifications presented to the Commission are changed or altered for any reason, including, but not limited to, changes or alternations deemed practically necessary during construction, required due to subsequent Town reviews, or otherwise, a new hearing before the Historic District may be required. By signing below, the applicant agrees to notify the Development Services Center of any changes or alternations in the data contained in this application, the approved plans or the approved specifications related to the project that is the subject of this application.

Hearings on Certificate of Appropriateness applications before the Commission are quasi-judicial proceedings. Therefore, Historic District Commission members are not permitted to discuss a pending application with the applicant or other party. By signing below, the applicant agrees to refrain from speaking with or contacting any member of the Historic District Commission about an application outside of the formal evidentiary hearing on the application.

Robert C Pickett		6/11/2020
Applicant (printed name)	Signature	Date

Catherine Williams		6/12/20
Property Owner	Signature	Date

(If different from above)



Actual Size Builders, Inc.

NC LICENSE 54819

PO Box 747, Carrboro, NC 27510

919.806.9213

www.actuallysizebuilders.com

chasepickett@yahoo.com

June 12, 2020

Certificate of Appropriateness Application

3 Mint Springs Lane

Description of Physical Changes Proposed:

On the accessory structure, a cottage recently combined with the main property at 3 Mint Springs Lane, we plan to replace the rotten siding with painted 8" cement board lap siding with a 6" reveal to match existing main house. We plan to replace rotten corners, fascia, and other exterior trim with PVC to match existing main house. We plan to replace the failing window units with JeldWen Sitaline units with SDL's to match existing units in main house addition approved in 2018. We plan to replace the moss covered roof with shingles to match existing house, Certainteed lifetime shingles, color matching existing main house. We plan to make one protrusion out of the siding to allow for a range hood vent in the future.

On the main house, we plan to replace a garage door with a window unit to match the existing units per the plans submitted. No other changes to the exterior. All changes made per the plans, and no changes will be made to the footprint.

History:

The cottage we plan to renovate was built in 1990 and holds no historical significance other than residing in the historic district. It was recently acquired by our client and combined with her property, and she plans to move in her elderly father as soon as possible to keep him out of a nursing facility.

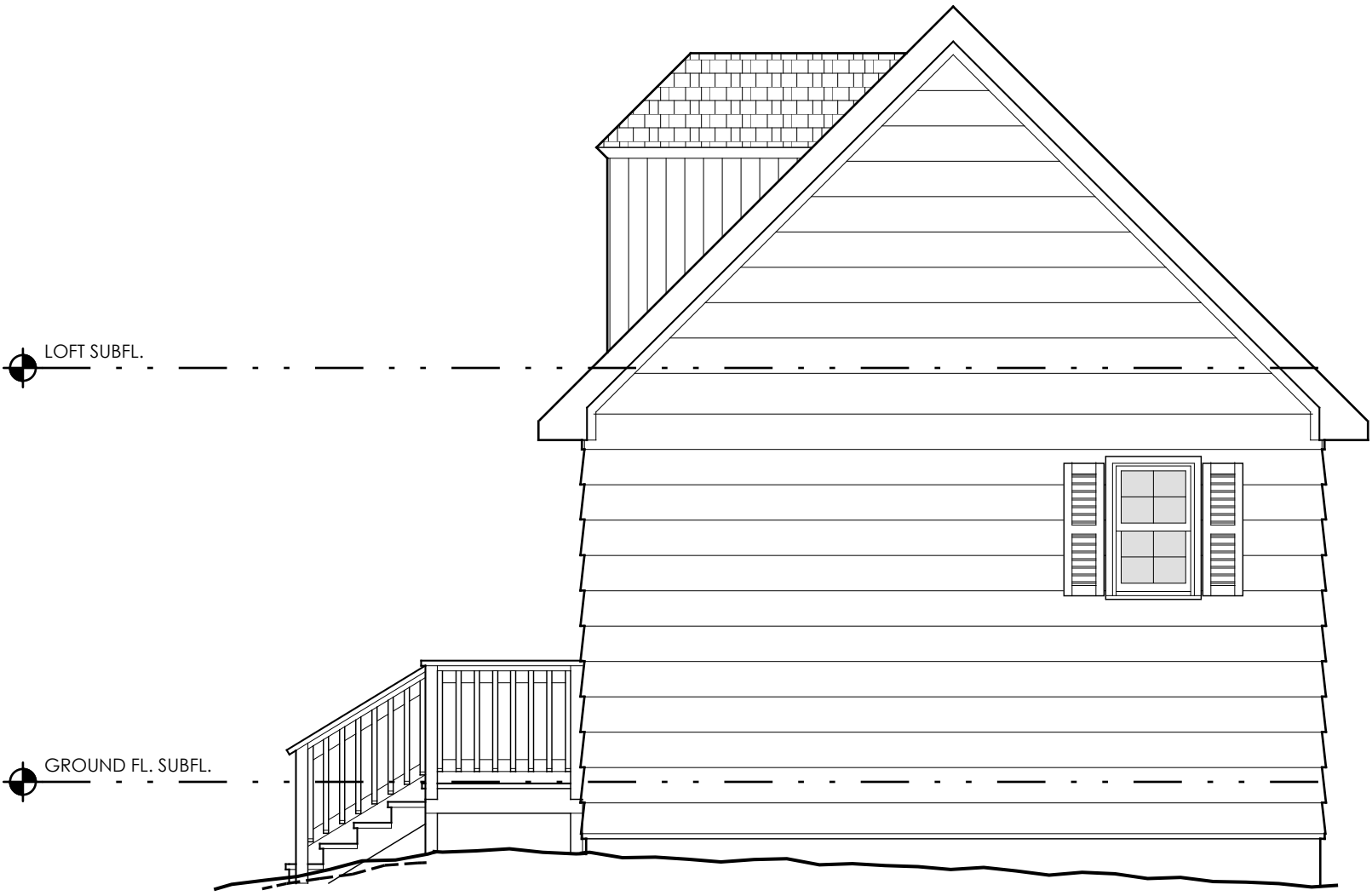
The main house was built in 1949 and recently renovated in 2018 with a plan approved by the HDC. The only exterior change will be eliminating a single garage door and replacing with a window unit.

Justification of Appropriateness:

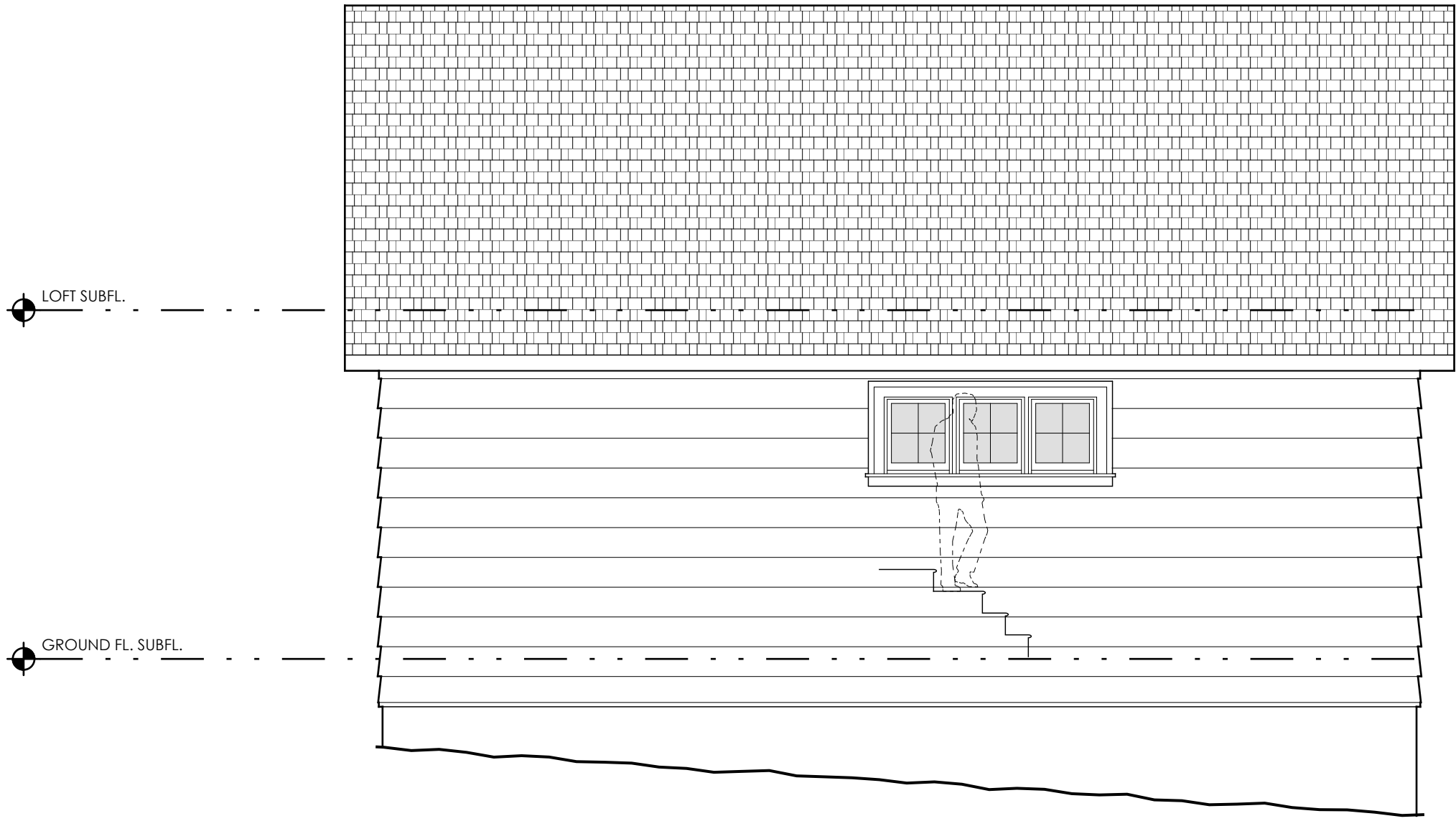
This cottage holds no historical significance other than residing in the historic district. Nonetheless, we plan to renovate the failing exterior with the exact products used on the main house's addition, which was approved for appropriateness for our 2018 project. The rotten siding will be replaced with cement board lap siding with a 6" reveal to match, the failing windows will be replaced with JeldWen Siteline units with simulated divided lights to match the existing windows of the main house, and the moss-covered roof will be replaced with the exact shingles from the main house. The property isn't visible from North St or Mint Springs Lane, but is an eyesore when you walk up to it.

NOTES

- 1. General contractor shall be responsible for obtaining all required structural engineering.
- 2. General contractor shall be responsible for obtaining all required permits, inspections and fees for construction.
- 3. All construction shall conform to N. C. State Building Codes and supercede any notes in these drawings.
- 4. All dimensions are to be verified in field and may be modified in field as required to achieve proper clearances.
- 5. Plumbing fixtures shown are for graphical purposes only. All plumbing specifications shall be approved by the homeowner.
- 6. General Contractor shall verify all lighting and electrical device specifications and locations with the homeowner prior to beginning wiring.
- 7. All window and door specifications and locations shall be verified with the homeowner and shall supercede any dimensions on these drawings. Window and door sizes listed on these plans are for reference only.
- 8. All grades shall be verified. Final grades shall be determined in the field. Grades shown on these drawings are for graphical purposes only.
- 9. Required steps have been omitted from these drawings and shall be coordinated with the homeowner.



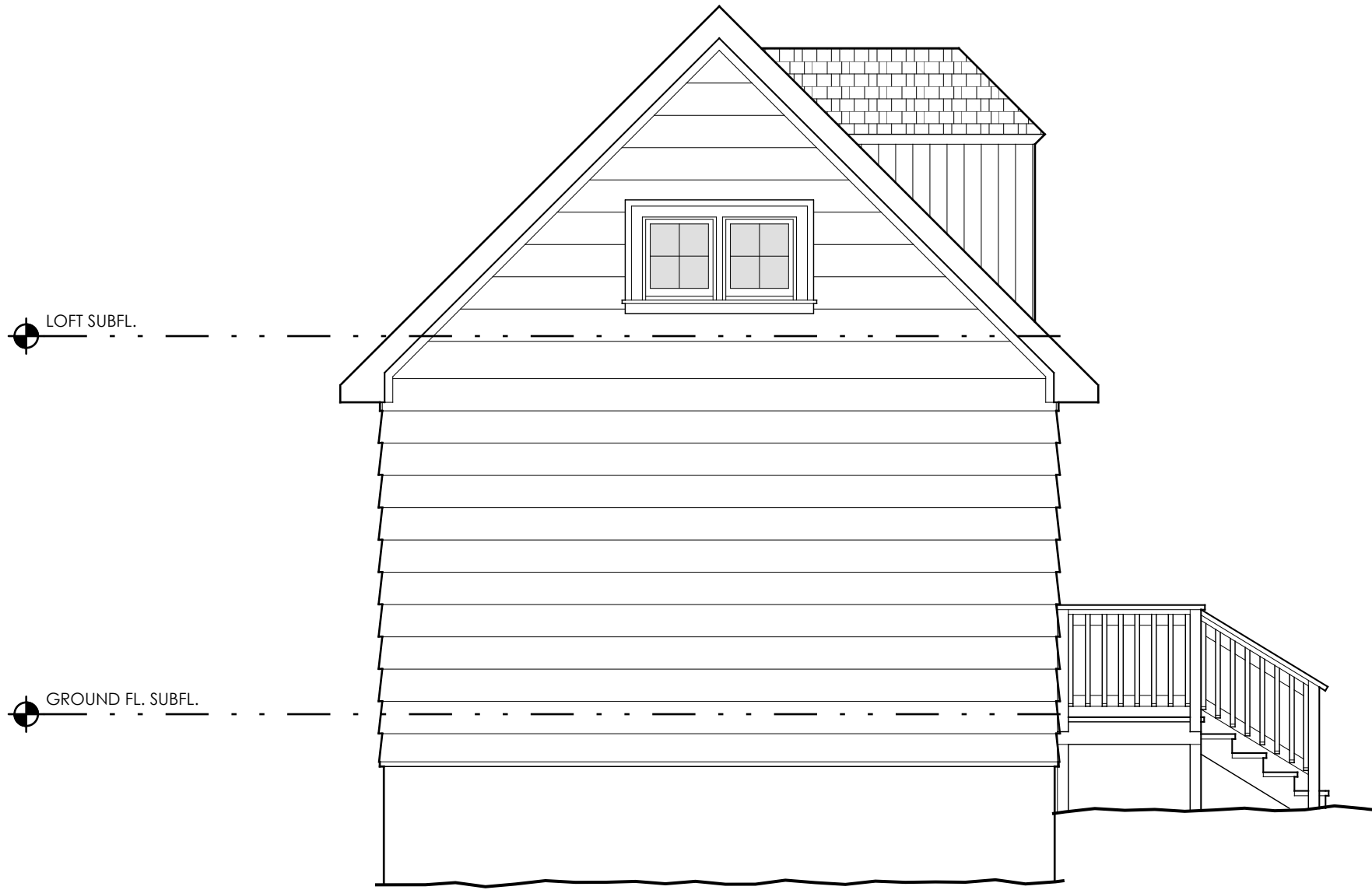
1 PROP. EAST ELEVATION
A-1 SCALE: 1/4" = 1'-0"



1 PROP. NORTH ELEVATION
A-1 SCALE: 1/4" = 1'-0"



1 PROP. SOUTH ELEVATION
A-1 SCALE: 1/4" = 1'-0"



1 PROP. WEST ELEVATION
A-1 SCALE: 1/4" = 1'-0"

NOT FOR CONSTRUCTION

Williams Cottage
Renovation
3 Mint Springs Road
Chapel Hill, North Carolina

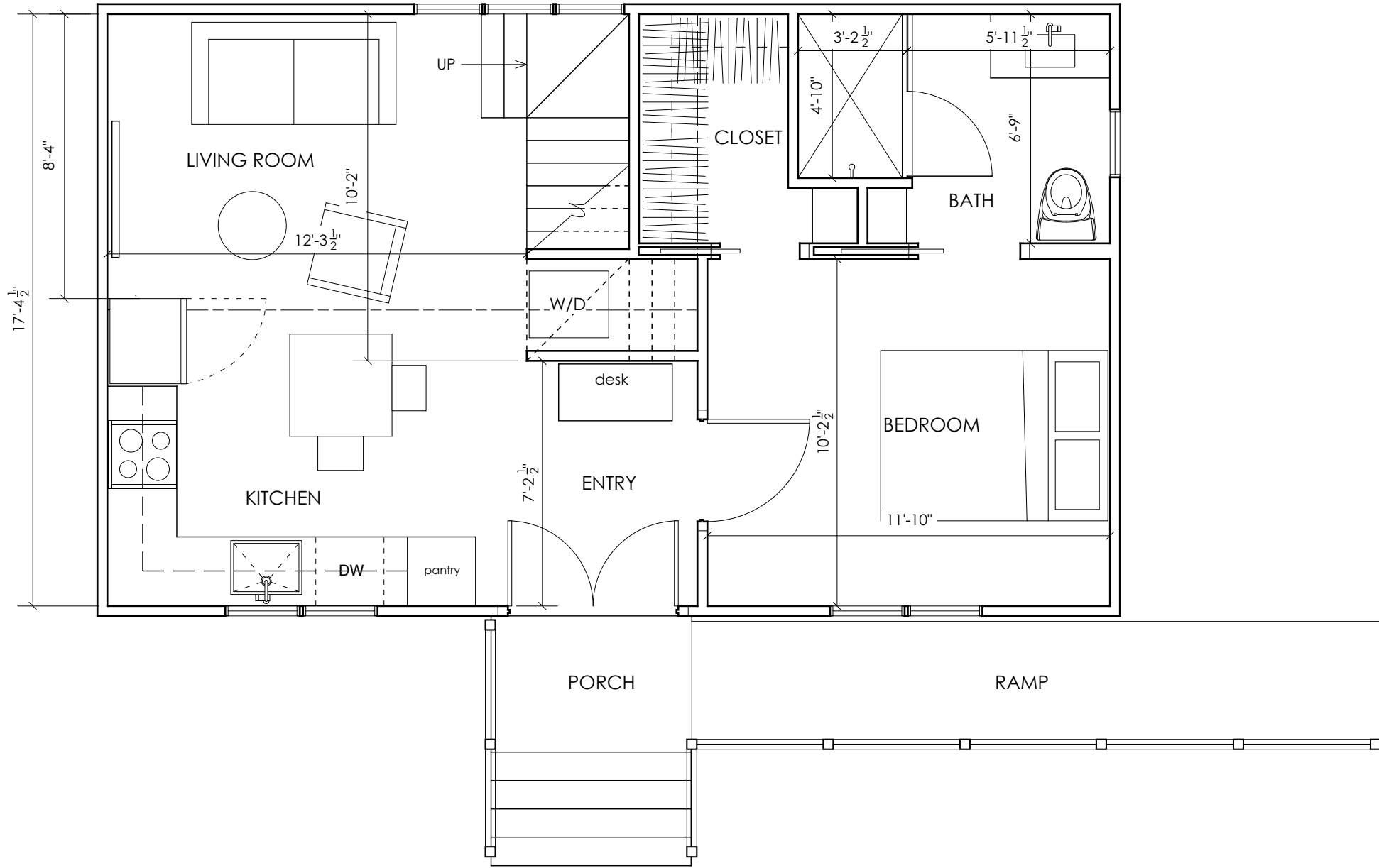
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FOR REVIEW	4.7.20

stevenjoseph
DESIGN
81 Dogwood Acres Drive
Chapel Hill, North Carolina 27516
mobile: 919.624.3215
email: stevenjoseph@mac.com
www.stevenjosephdesign.com

NOTES

- 1. General contractor shall be responsible for obtaining all required structural engineering.
- 2. General contractor shall be responsible for obtaining all required permits, inspections and fees for construction.
- 3. All construction shall conform to N. C. State Building Codes and supercede any notes in these drawings.
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- 9. Required steps have been omitted from these drawings and shall be coordinated with the homeowner.



1 PROP. FLOOR PLAN
A-1 SCALE: 1/4" = 1'-0"

NOT FOR CONSTRUCTION

Williams Cottage
Renovation
3 Mt. Springs Road
Chapel Hill, North Carolina

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Proposed
Floor Plan

FOR REVIEW	4.7.20

A-1

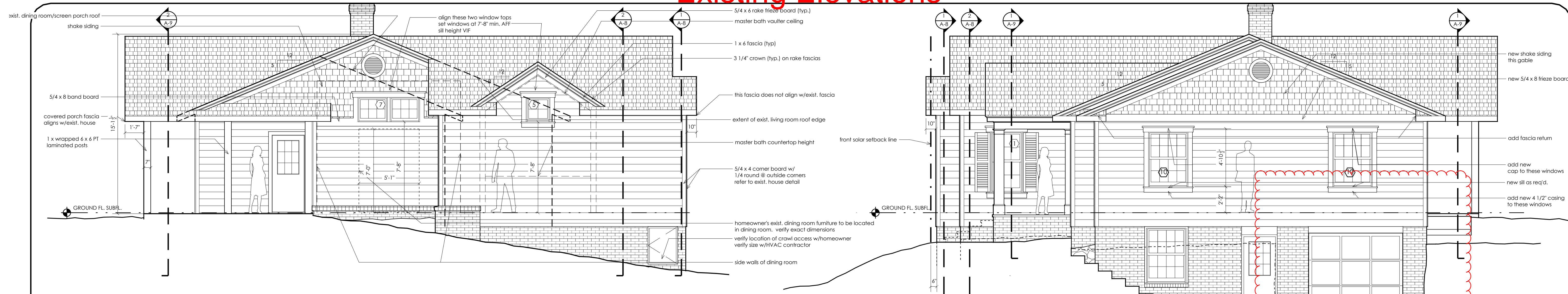
stevenjoseph
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mobile: 919.624.3215 email: stevenjoseph@mac.com www.stevenjosephdesign.com





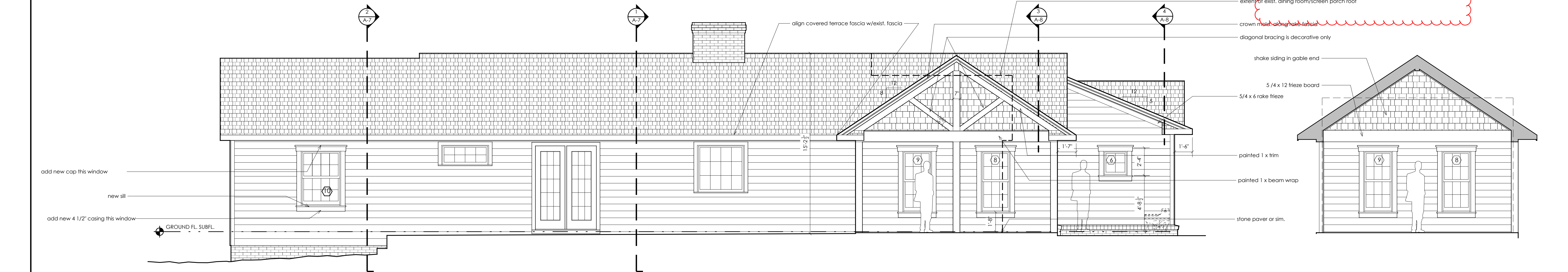


Existing Elevations



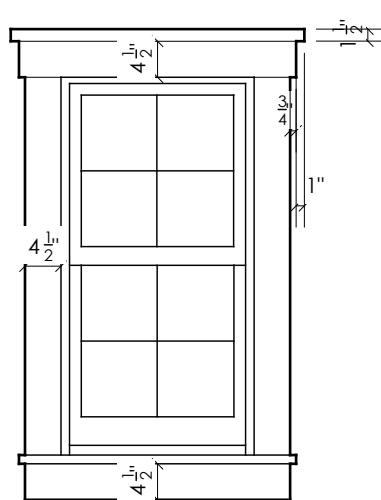
1 PROP. EAST ELEVATION
A-6 SCALE: 1/4" = 1'-0"

2 PROP. WEST ELEVATION
A-6 SCALE: 1/4" = 1'-0"



3 PROP. SOUTH ELEVATION
A-6 SCALE: 1/4" = 1'-0"

5 COVERED PORCH SECTION/ELEVATION
A-6 SCALE: 1/4" = 1'-0"



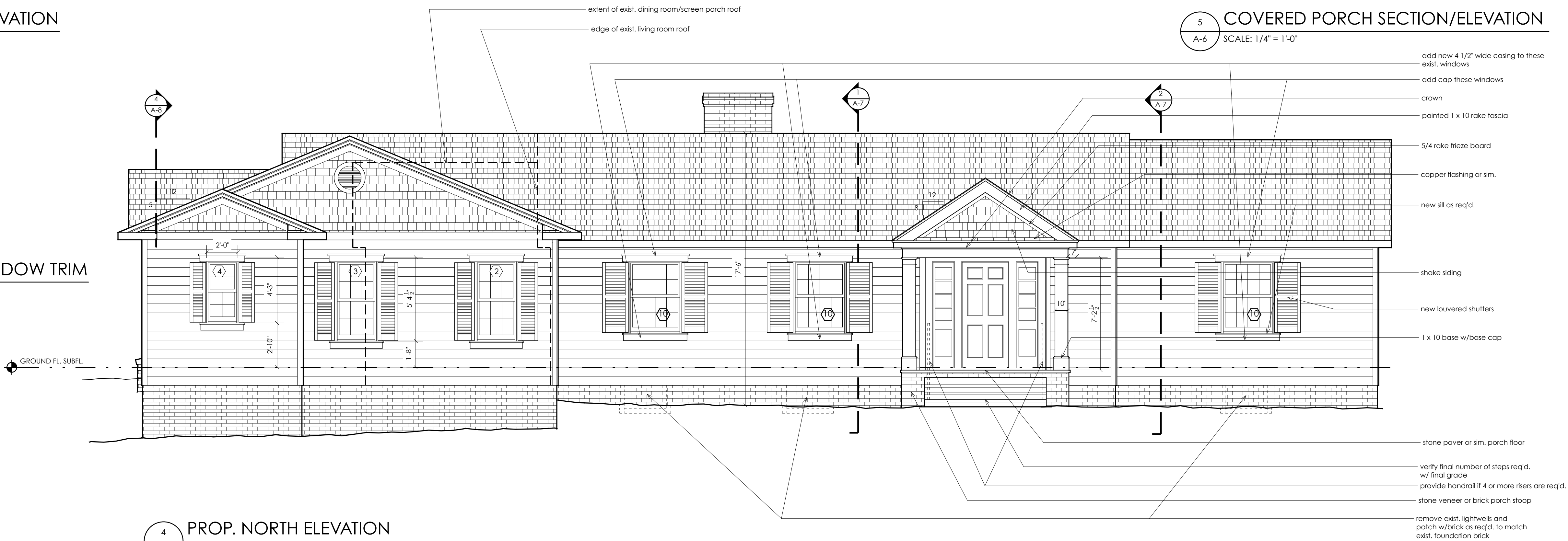
5 TYPICAL EXT. WINDOW TRIM
A-6 SCALE: 1/2" = 1'-0"

NOTES

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- General contractor shall be responsible for obtaining all required permits, inspections and fees for construction.
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- All dimensions are to be verified in field and may be modified in field as required to achieve proper clearances.
- Plumbing fixtures shown are for graphical purposes only. All plumbing specifications shall be approved by the homeowner.
- General Contractor shall verify all lighting and electrical device specifications and locations with the homeowner prior to beginning wiring.
- All window and door specifications and locations shall be verified with the homeowner and shall supercede any dimensions on these drawings. Window and door sizes listed on these plans are for reference only.
- All grades shall be verified. Final grades shall be determined in the field. Grades shown on these drawings are for graphical purposes only.
- Required steps have been omitted from these drawings and shall be coordinated with the homeowner.

NOT FOR CONSTRUCTION

4 PROP. NORTH ELEVATION
A-6 SCALE: 1/4" = 1'-0"



steven joseph
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Williams Residence
Addition and Renovation
3 Mint Springs Road
Chapel Hill, North Carolina

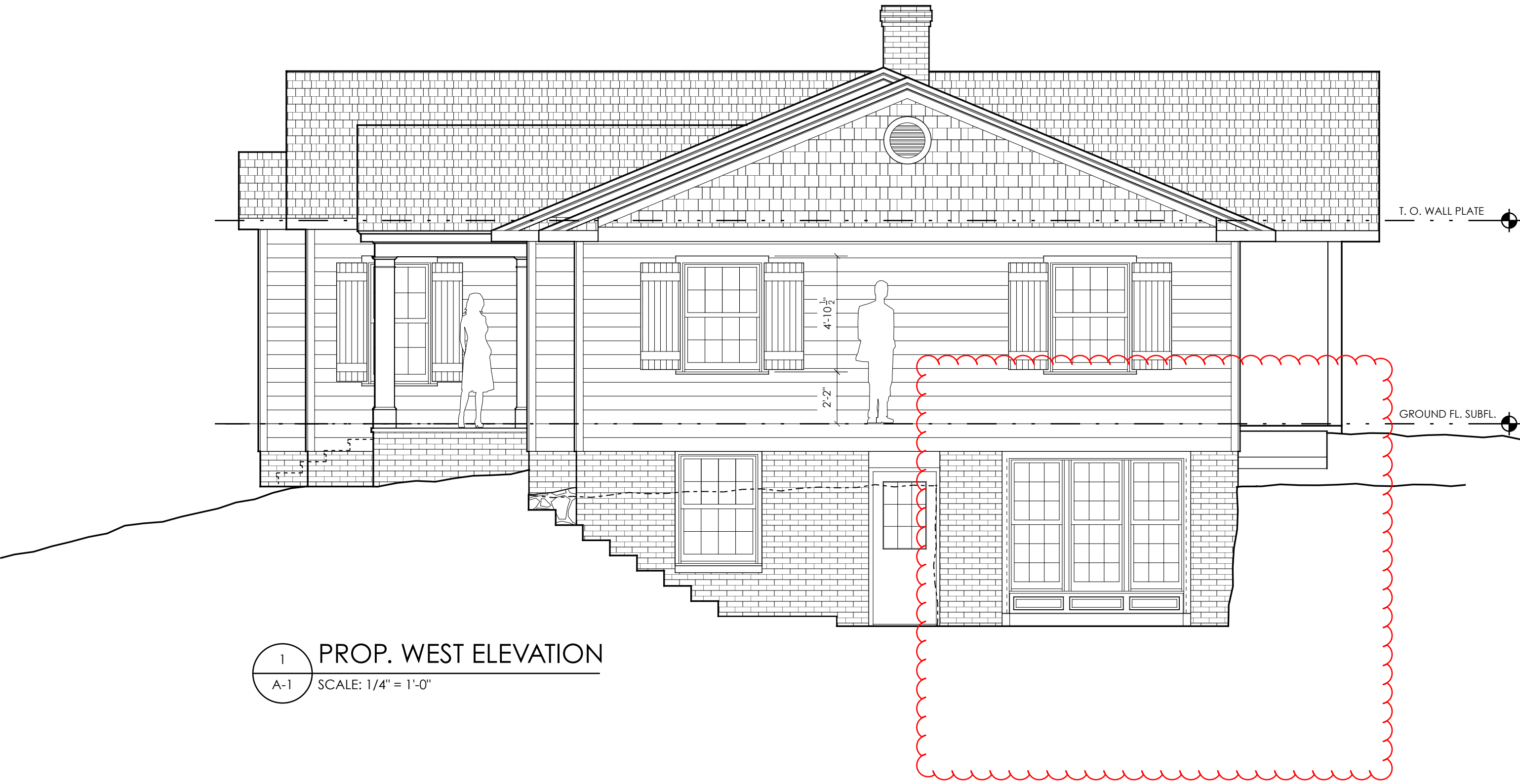
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Proposed
Ext. Elevations

REVIEW SET	2.13.17
PRICING SET	2.27.17
REVISION 1	7.20.17

A-6

Proposed Basement Elevation



Orange County



June 12, 2020

This map contains parcels prepared for the inventory of real property within Orange County, and is compiled from recorded deed, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained on this map.

The county and its mapping companies assume no legal responsibility for the information on this map.

PIN: 9788594441

OWNER 1: WILLIAMS ROBIN

OWNER 2: WILLIAMS CATHERINE L

ADDRESS 1: 1305 KING BIRD CT

ADDRESS 2:

CITY: MOUNT PLEASANT

STATE, ZIP: SC 29466

LEGAL DESC: S/S MINT SPRINGS RD P3/56 & 3A RECOMB ROBIN & CATHERINE L WILLIAMS & ELIZABETH H DEBREE P121/143

SIZE: 0.43 A

DEED REF: 6650/116

RATECODE: 22

TOWNSHIP: CHAPEL HILL

BLDG SQFT:

YEAR BUILT:

BUILDING COUNT:

LAND VALUE:

BLDG_VALUE:

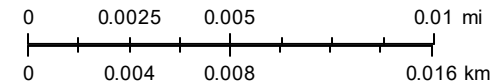
USE VALUE: \$0

TOTAL VALUE:

DATE SOLD: 03/17/2020

TAX STAMPS:

1:300




ORANGE COUNTY
NORTH CAROLINA