

**TOWN OF CHAPEL HILL
HISTORIC DISTRICT COMMISSION
WRITTEN DECISION
(HDC-25-11)**

Subject Property: 603 E. Franklin St., Chapel Hill, NC
PIN#: 9788-68-3791
Historic District: Franklin-Rosemary Historic District
Property Owner: Sandra Rich
Applicant: Stephanie King of Renewal by Anderson

At its regular meeting on August 12, 2025, after conducting a duly advertised public meeting, and after considering the above-referenced application for certificate of appropriateness, the application materials, staff report, and exhibits presented at the meeting or otherwise appearing in the record, and the approval criteria established under N.C. Gen. Stat. § 160D-947, Section 3.6.2(e) of the Land Use Management Ordinance (the “LUMO”), and the relevant provisions of the Chapel Hill Historic Districts Design Principles & Standards (the “Principles & Standards”), the Town of Chapel Hill Historic District Commission (the “HDC”) voted 5 to 0 to **APPROVE** a certificate of appropriateness for all elements of the application on the basis that the proposed work is not incongruous with the special character of the historic district.

Findings:

1. The Subject Property is located at 603 E. Franklin, Chapel Hill, NC (PIN 9788-68-3791), is located within the Town’s Franklin-Rosemary Historic District and is zoned Residential-2 District (R-2).
2. The Subject Property is owned by Sandra Rich (the “Owner”).
3. The certificate of appropriateness application (the “Application”) was submitted by Stephanie King, on behalf of Renewal By Anderson, (the “Applicant”) on May 22, 2025. John Fuller appeared before the HDC on behalf of the Applicant and presented their materials and evidence.
4. The Application sought approval to replace one exterior window.
5. The Application was scheduled for hearing by the HDC at its regular meeting on August 12, 2025. Notice of the HDC’s regular meeting was provided as required by law.
6. HDC Members Nancy McCormick and David Hawisher were absent from the meeting. All other HDC Members were present, however HDC Member Don Tise arrived shortly after the beginning of the Applicant’s presentation.
7. An oath was administered to the Applicant.

8. The staff report and application materials associated with the August 12, 2025, evidentiary hearing were entered into the record for the meeting.
9. During the August 12, 2025, evidentiary hearing, the Applicant testified and provided evidence showing:
 - a. The existing window is deteriorating and is allowing moisture to seep into the home and is rotting the window trim as well as the interior of the adjacent wall.
 - b. The proposed replacement window would be constructed of wood composite material and is a premium high quality replacement window.
 - c. The proposed replacement window would have the same distinctive look as the existing window, with an eight-over-twelve grille pattern.
 - d. The Applicant's craftsmen would match the exterior trim and color to the existing windows and trim.
10. No additional public comment was provided on the Application.

Conclusions

1. Based upon the competent, material, and substantial evidence in the record, the approval criteria described in N.C. Gen. Stat. § 160D-947, Section 3.6.2(e) of the LUMO, and in the Principles & Standards, the work proposed in the Application is not incongruous with the special character of the Franklin-Rosemary Historic District.

ACCORDINGLY, based on the foregoing, the Town of Chapel Hill Historic District Commission hereby **APPROVES** the Application proposed by the Applicant for the Subject Property and **DIRECTS** Town Staff to issue a Certificate of Appropriateness to the Applicant.

This the 14th day of October, 2025.

[Name], HDC Chair