



QUESTIONS?
Call or email us!

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

<p>Chapel Hill Historic District Certificate of Appropriateness Application</p>	Project:	19-073
<p>Project Description: I am seeking a certificate of appropriateness for the replacement of my shingle roof over my house and the metal roof over my porch. The roof over my porch is currently metal and I would like to replace the metal with singles to match the new house shingles.</p> <p>The size of both roofs is 1,030 sq.ft</p> <p>The shingles used for both house and porch roofs will be Landmark Pro, picture included.</p> <p>The color will be Moire Black.</p>	Permit:	
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: 6.10.19		
<p>Instructions: Submit one paper copy and a digital copy of all application materials collated in one file (pdf preferred)</p> <p>Deadlines: Applications are due by the close of business 30 calendar days prior to the scheduled meeting date.</p> <p>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.</p>		

A: Property Information	
Property Address: 304 Hillsborough Street	Parcel ID Number: 9788590003
Property Owner(s): Michelle deFosset	Email: defosset@gmail.com
Property Owner Address: 304 Hillsborough Street	
City: Chapel Hill	State: NC
Zip: 27514	Phone: 919.619.5800
Historic District: <input type="checkbox"/> Cameron-McCauley <input checked="" type="checkbox"/> Franklin-Rosemary <input type="checkbox"/> Gimghoul	Zoning District: R2

B: Applicant Information	
Applicant: Michelle deFosset	Role (owner, architect, other): Owner
Address (if different from above):	
City:	State:
Zip:	



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Email:	Phone:
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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			
Floor Area (main structure)				Existing	Proposed	ISA/NLA ratio	
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
37 Sections 2,3,4,5	Roofs	Request to repair and replace existing worn roofs over house and porch with asphalt shingles



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<ul style="list-style-type: none"> <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. 					
<p>9. Mailing notification fee per Planning & Sustainability Fee Schedule. For a list of addresses, please refer to the Town's Development Notification Tool.</p>	☒		☐	☐	☐
<p>10. Certificate of Appropriateness fee per Planning & Sustainability Fee Schedule</p>	☒		☐	☐	☐



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Planning Department
919-969-5040
planning@townofchapelhill.org

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.

Michelle de Fosset *Michelle de Fosset* *6/7/2019*

Applicant (printed name) Signature Date

Michelle deFosset

Property Owner Signature Date
(if different from above)



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Certificate of Appropriateness Supplemental Requirements

*In addition to [Residential](#) Zoning OR [Administrative](#) Zoning Compliance Permit Requirements

Certificate of Appropriateness applications are subject to review and approval by the Historic District Commission as well as by Town staff. For assistance with this application, please contact the Chapel Hill Planning Department.

Please submit **all materials listed on this sheet**. The Historic District Commission meets on the second Tuesday of each month at 6:30 pm. For confirmation of a meeting date and the placement of your request on the agenda, please call the Planning Department. **Applications are due one month in advance of meeting.**

Application Process:

1. Historic District Commission Review of Certificate of Appropriateness (COA) Supplemental materials
2. Staff review of Residential / Administrative Zoning Compliance Permit (ZCP) materials

**COA (step 1) and ZCP (step 2) materials may be submitted simultaneously or separately.

Required Application Materials

(In addition to [Residential](#) Zoning Compliance Permit or [Administrative](#) Zoning Compliance Permit Requirements)

An Electronic copy of each document is required in addition to paper copies.

Provide a single set of the following materials:

- | | |
|--|--|
| | 1. Application Form. Either Residential Zoning Compliance or Administrative Zoning Compliance. |
| | 2. Recorded plat or deed verifying property's current ownership |
| | 3. Recorded plat of easements, right-of-way, and dedications, if applicable |
| | 4. Mailing List of Property Owners, applicable within 100 feet of property boundaries
The Town will prepare a formal notice to be mailed to surrounding property owners about the application. You may find it helpful to discuss the proposed changes with your neighbors in person so you can address their concerns both in your planning and presentation. |
| | 5. Mailing notification fee. The fee per address can be found on the Planning Department's Fee Schedule. |
| | 6. Certificate of Appropriateness fee per Planning Department's Fee Schedule |
| | 7. Reduced Site Plan Set (reduced to 8.5" x 11") |
| | 8. Building Elevations (label building height from top of roof to finished grade line) |
| | 9. Floor Plan , only if accessory apartment, duplex, or commercial application. |

(Continued)



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10. Written Description

Describe all proposed changes to the property, list all materials to be used, and address the criteria (listed below) that the Commission uses to determine appropriateness. Presenting your proposal with these criteria in mind will provide a clear basis for the Commission's deliberations.

- a) The height of the building in relation to the average height of the nearest adjacent and opposite buildings;
- b) The setback and placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite buildings;
- c) The exterior construction materials, including textures and patterns;
- d) The architectural detailing such as lintels, cornices, brick bond, and foundation materials;
- e) The roof shape, form, and materials;
- f) The proportion, shape, location, pattern, and size of any elements of fenestration (windows, doors);
- g) The general form and proportion of the buildings;
- h) The accessory fixture and other features (including lighting fixtures, hardware, awnings, etc.);
- i) The architectural scale in relation to existing structures and surrounding buildings; and
- j) Structural conditions and soundness.

Provide photographs of existing property and elevation drawings of the proposed changes. Depict changes in as much detail as possible, paying special attention to those features which the Commission uses to determine appropriateness. This section of the application allows the Commission to see the current state of the property, to visualize the proposed changes, and to assess the impact. The visual description must include dimensions. For new buildings and major additions, the visual description must include the interior floor plan.

11. Information Regarding Surrounding Properties

For new construction or large projects, the applicant is required to provide information on:

- The height of the nearest adjacent and opposite buildings;
- The setback and placement of the nearest adjacent and opposite buildings;
- The scale of the nearest adjacent and opposite buildings, including percentage of lot coverage.

12. Demolition Information (if applicable)

Provide a 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. Provide a history of the structure, giving the construction date and architect or carpenter, briefly noting any significant events, persons, and/or families associate with the property.

deFosset Addendum and Pictures

To the Planning Chapel Hill Planning Department:

Attached is an application for a Certificate of Appropriateness for the replacement of my roof over my house and porch at 304 Hillsborough Street. I consider this minor work, routine maintenance and repair. I am requesting approval by the Town Manager for a Certificate of Appropriateness. I believe I meet the criteria outlined in the Chapel Hill January 1, 2019 LUMA cited below:

Michelle deFosset

January 1, 2019 LUMO 3.6.2. Historic District (b) 4. Certificate of appropriate required

A certificate of appropriateness application may be reviewed and approved by the town manager according to specific review criteria contained in state law and guidelines approved by the commission when the application is determined to involve minor work.

Minor works are defined as those exterior changes 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.

C. Certain Changes not prohibited

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 conditions.

On the basis of preliminary sketches or drawings and other supporting data, the town manager may exempt from requirements for a certificate of appropriateness 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. The town manager shall notify the commission of all such exemptions.

Pictures

House and porch roof from front and both sides showing 2.18 pitch on roof porch and roofing shingles



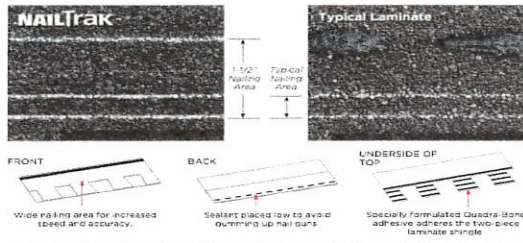




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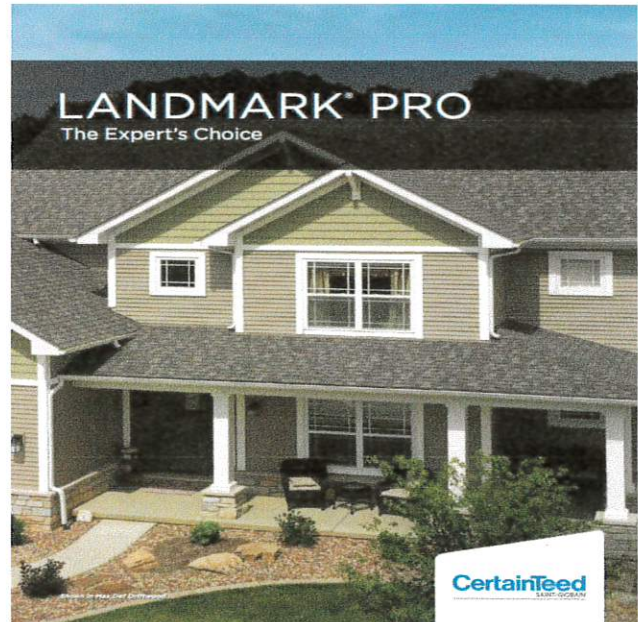
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United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 7 Page 121

Chapel Hill Historic District Boundary Increase and
Additional Documentation
Orange County, North Carolina

C-Building – Shed, c. 1930 – Shed-roofed, frame shed with German-profile siding, a six-light window, and paired batten doors on the east elevation.

301 Hillsborough – Julius Algemon “Ben” Warren House – 1922

C – Building

Impressively sited on a large lot and distinctive for its stone chimney and porch piers, this two-story, side-gabled, Colonial Revival-style house is three bays wide and double-pile. It has plain weatherboards, nine-over-one wood-sash windows, paired on the façade, deep eaves with partial cornice returns, and an interior stone chimney. The six-panel door has one-light-over-one-panel sidelights and a three-part transom. It is sheltered by a front-gabled porch with projecting partial cornice return, supported by columns with a low stone knee wall flanking the concrete steps. A one-story, side-gabled porch on the left (south) elevation is supported by full-height stone piers and is accessed by two pairs of ten-light French doors on the left elevation. There are paired windows in the gables, an enclosed sleeping porch at the right rear (northwest) of the second floor, a gabled dormer on the rear (west) elevation, and a one-story, gabled ell at the right rear (northwest). A shed-roofed bay projects from the right (north) side of the rear ell and a hip-roofed screened porch projects from its rear elevation. A stone wall extends across the front of the property with stone piers flanking the front walkway.

In 1917, Mr. Julius Algemon “Ben” Warren bought four acres on Hillsborough Street. In 1922, he and his wife, Pattie Spurgeon, built the large, two-story frame house, under the supervision of local builder, Brodie Thompson. Mr. Warren was treasurer of the University of North Carolina from 1912 to 1952. County tax records date the building to 1922 and the house appears on the 1925 Sanborn map.

C-Building – Auxiliary House, c. 1932 – Located behind the main house as early 1932, this one-story, hip-roofed, house is three bays wide and double-pile with plain weatherboards, six-over-six wood-sash windows, and an interior brick chimney. The house has a three-light-over-three-panel door on the east elevation that is sheltered by a shed-roofed porch supported by square columns. Two additional auxiliary houses once stood behind the house, though this is the only one that remains.

304 Hillsborough – Fountain House – 1873, 1977

C – Building

This one-story, side-gabled, vernacular house is three bays wide and single-pile. It has plain weatherboards, six-over-six replacement wood windows, and an interior brick chimney. The entrance is centered on the façade and sheltered by a shed-roofed porch with a metal roof supported by square columns. There is a projecting side-gabled bay on the left (north) elevation with a metal roof, a side-gabled wing on the right (south) elevation with a projecting shed-roofed bay on the right gable end, and a full-width, shed-roofed rear wing.

One of the earliest houses on Hillsborough Street, the house appears on the 1915 Sanborn map and was sold to Mr. Fountain in 1923. Fountain operated the house as a rental and never lived in it, though two of his children did. The house was enlarged in 1977 with the construction of a bedroom, utility room, and kitchen at the rear.