



QUESTIONS?
Call or email us!

Town of Chapel Hill
Office of Planning and Sustainability
Development Services 919-969-5066
planning@townofchapelhill.org

Chapel Hill Historic District Certificate of Appropriateness Application	Project:	
	Permit:	
Project Description: Installation of a properly sized generzator beside the building known as Cheltenham on the property of Delta Delta Delta Sorority	STAFF REVIEW	
	☐ Application complete and accepted	
	☐ Application not complete and returned with a notation of deficiencies	
	BY: DATE:	
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:	407 East Franklin Street	Parcel ID Number:	# 9788584384
Property Owner(s):	Alpha Sigma House Corp. of Delta Delta Delta, inc.		
Property Owner Address: 407 East Franklin Stret			
City:	Chapel Hill	State:	N. C.
Zip:	27514	Phone:	
Historic District: ☐ Cameron-McCauley ☒ Franklin-Rosemary ☐ Gimghoul		Zoning District: R -6	

B: Applicant Information	
Applicant: Sara Louise Oldenburg, , AIA	Role (owner, architect, other): Vice President of the House Corporation



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Email:

Phone:

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**

X Generator

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: R-6	Minimum setbacks			Maximum heights			Lot size
	Street	Interior	Solar	Primary	Secondary		
Required by zoning	20'	6'	8'				
Proposed	N/A	N/A	12'				
	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							



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
p 49	Utilities and energy retrofit	Guidelines 8 and item 9 are met in that the location of the generator unit is in a corner beside the building which in size and adjacency to the building is functional and unobtrusive. The unit has a simple and clean appearance.



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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.	☐	☐	☐	☐	☐
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: ☐ Current property information for the lot and all structures, including Building Sketches and Building Details, from Orange County Real Estate Data. ☐ 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.)	☐	☐	☐	☐	☐
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". 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.	☐		☐	☐	☐



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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.	☐	☐	☐	☐	☐
5. Site Plan Set showing existing and proposed conditions. (Min. scale: 1 in. = 20 ft.) ☐ 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. ☐ 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. ☐ Indicate the area of all structural footprints (existing and proposed) in square feet; also, indicate lot size in square feet.	☐		☐	☐	☐
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. ☐ Elevation drawings showing all proposed changes above current grade from front, back, and both sides. ☐ 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). ☐ Label materials to be used (roofing, siding, windows, trim, light fixtures, etc.)	☐	☐	☐	☐	☐
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: ☐ The height of each building (if an estimate, indicate that). ☐ The setbacks and lots placement of each building (an image from the Town GIS database, including scale, is sufficient). ☐ The size of each lot (net land area in square feet). ☐ 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.	☐	☐	☐	☐	☐
8. Demolition/Relocation Information (required only if demolition or relocation of a feature is proposed).	☐	☐	☐	☐	☐



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☐ 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.					
☐ 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.					
☐ If an argument about structural soundness is being made, attach a signed and sealed report from a professional engineer.					
☐ 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.					
☐ 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 .	☐		☐	☐	☐
10. Certificate of Appropriateness fee per Planning & Sustainability Fee Schedule	☐		☐	☐	☐



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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.

Sara Louise
Oldenburg

8/16/18

Applicant (printed name)

Signature

Date

Sara Louise Oldenburg 8/17/18

Alpha Sigma House
Corporation of Delta Delta
Delta, Inc.

8/16/18

Property Owner

Signature

Date

Sara Louise Oldenburg

(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.

407 E Franklin St

Project Narrative & Justification of Appropriateness

The unit is screened on two sides by an existing fence. There is no possibility of it being seen from any public way. It is also located near an existing gas supply line which will allow little disturbance of the ground around it. When the installation is complete, the piping involved will be basically invisible. The generator should have no bearing on the historic fabric of the building.

We are asking for permission to install this unit to provide coverage for the hand scanning equipment which allows entry to the building in the event of an outage. Further it will maintain WiFi capability for the students who rely heavily on this access for their studies. Along with the heating and cooling of the building, a generator is an essential piece of equipment for modern times.

Brief History of the Delta Delta Delta House

The Delta Delta Delta House was built in 1856 by Samuel Phillips, who taught law to University and independent students. His law office was the little building on the corner of Franklin and Hillsborough Streets. The original house consisted of eight rooms, and was built in the Greek Revival style. The two-story, Queen Anne porch was added in the late 1800s. Although the original house has been modified extensively over the years, the first addition was a large dining room, which is now the informal sitting room called the Delta Shelter. Many professors and towns people provided board for students, and the large dining room was added for this purpose. The living room of the House Director's apartment was the original dining room. The kitchen was a separate building in the rear. There was, however, a winter kitchen in the basement. Later, a kitchen connected to the house was added. It was in the location of the present laundry room.

The Delta Delta Delta Sorority bought the property in 1978, and added the large dining room and kitchen addition at the rear, connected to the main house by a skylighted connector. The sorority complex consists of four adjacent houses, and includes almost all of the tract of land which was laid out by the Town as one of the original residential lots. The tract ran from the alley on the East of the property, to Hillsborough Street on the West, and

from Franklin Street to Rosemary on the North-South axis.

The Middle House, known in the past as the Green House, was originally built as servants quarters, but was later enlarged by subsequent owners as a residence for relatives. It has been improved on the interior by the sorority over the years.

Cheltenham Place, which faces the alley, began as a carriage house and cow barn, but was later converted to two apartments. The sorority renovated this building in 1991 to include an inside stairway connecting the upper and lower levels, along with other interior improvements.

The Brecht House facing Rosemary Street was purchased in 1991 from the estate of Dr. Brecht. The parcel had been part of the original tract, but had been sold off early in the century. It, too, has been renovated, but is basically as it was at the time of purchase.

Once beautifully landscaped and the scene of many garden parties, the grounds had become largely overgrown at the time the sorority bought the property. Over the years, a great effort has been made to restore some of the old features and generally improve the landscape. Today, the grounds are laced with walkways, planting beds and open lawns, providing a useful and beautiful setting for the houses.

Weezie Oldenburg '57

Subject: 072618MSW/0939:picReference_409ERosemary_TriDelta_proposedGenLocation
From: "Michael S. Williams" <michael@ncgenerators.com>
Date: 7/26/18, 9:41 AM
To: <weezie@oldenburgaia.com>
CC: "E & W Electrical, LLC / Teresa Hanson" <admin@ncgenerators.com>

Mrs. Oldenburg,

Attached please find a drawing showing the proposed location for the generator. I have included the dimensions on the drawing but in case they cannot be read, generator is 47" wide, 25" front to back, and 30" tall. The generator will be positioned onto a concrete pad we provide.

I have also provided pictures of the generator in our shop, technicians just completed refurbish day before yesterday.

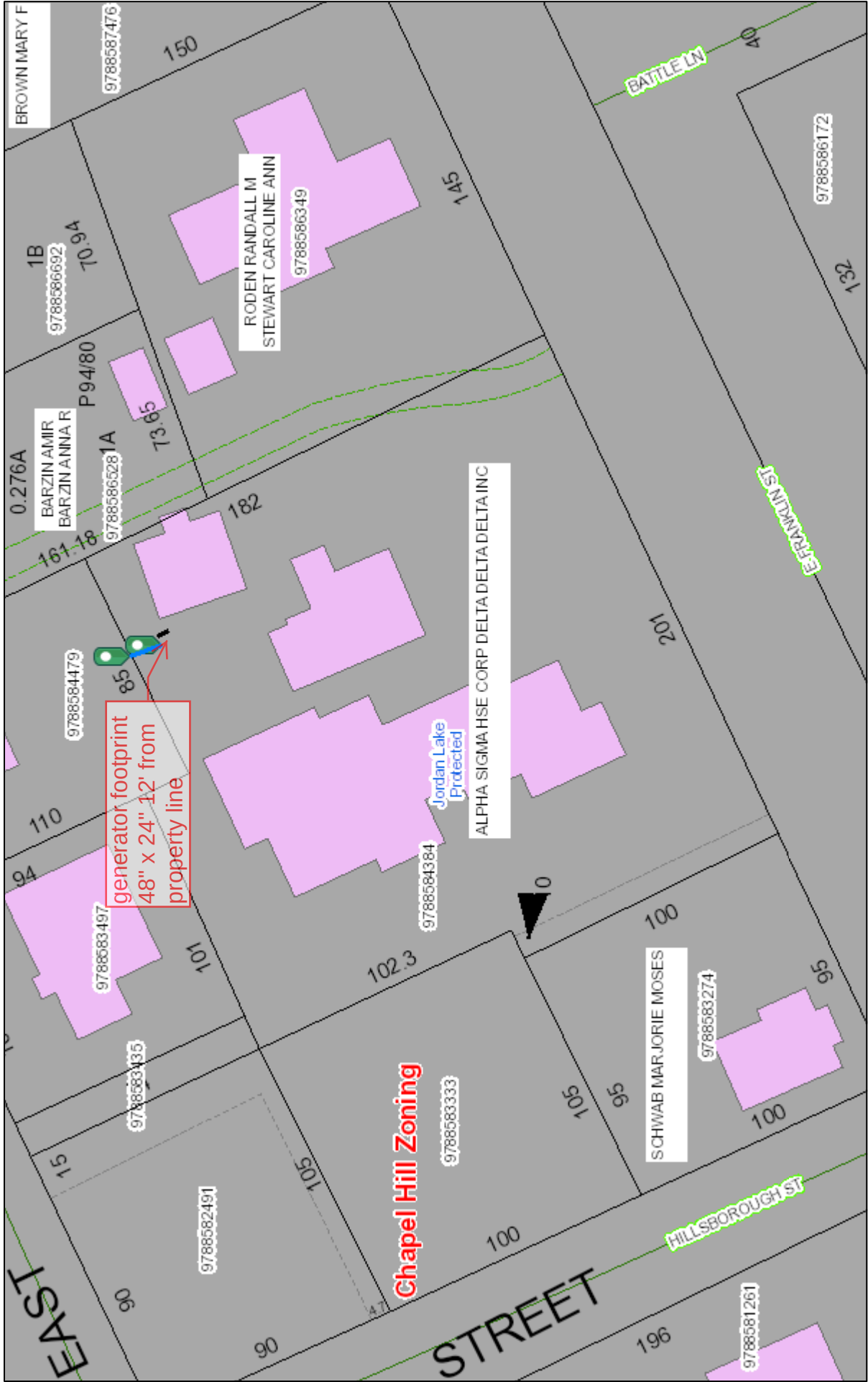
Let me know if they need anything else at this time.

Michael S. Williams, President (Service & Operations Mgr.)
E&W Electrical, LLC | 515 Meadowland Drive Suite 100, Hillsborough, NC 27278
[919-245-0200](tel:919-245-0200) extension 102 (office) | [919-475-6536](tel:919-475-6536) (cell)
[E-Mail](#) | [Visit Us Online!](#) | [Schedule Service](#)

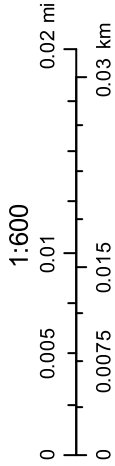


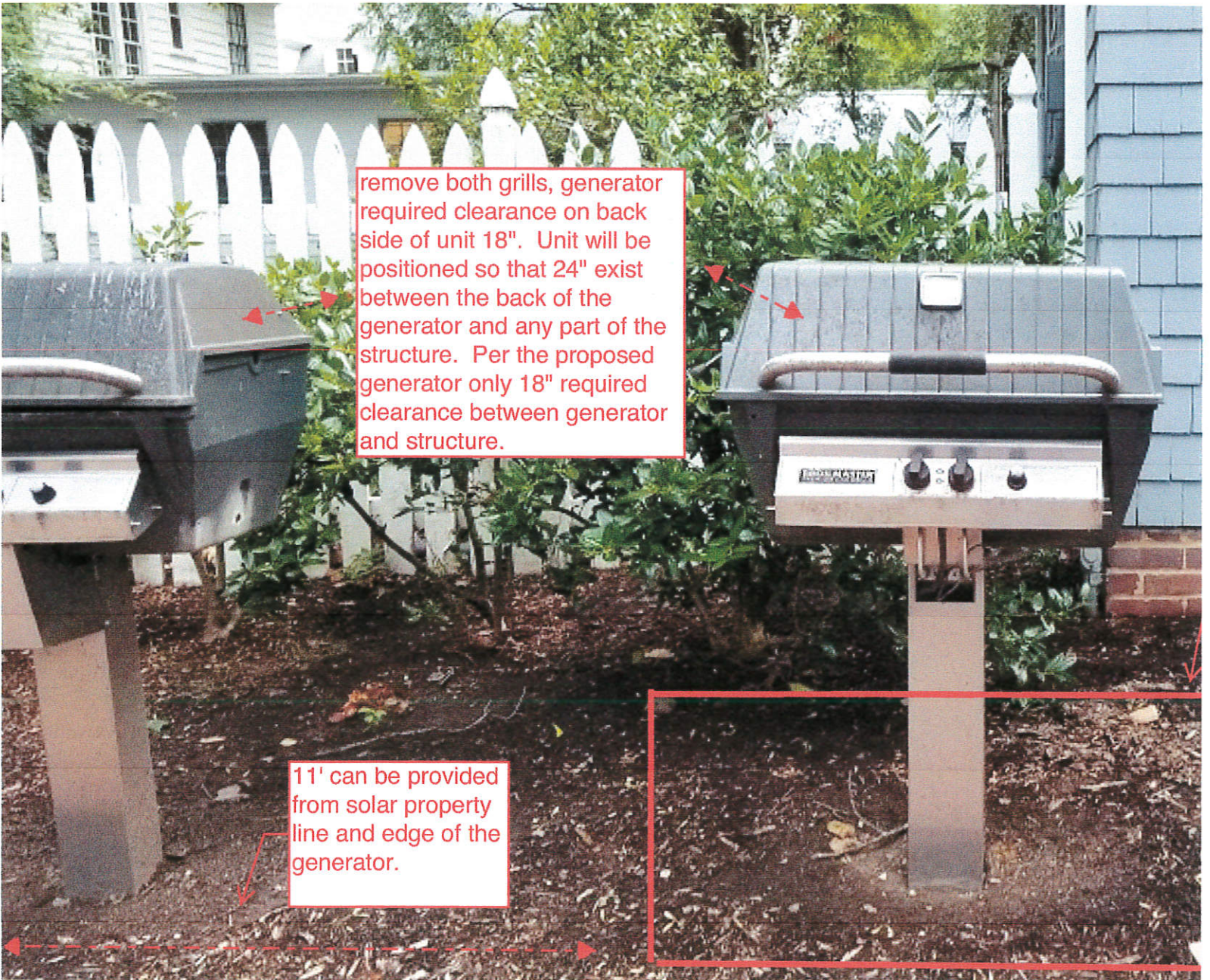
—20180726_073010.jpg—

Tri Delta



August 12, 2018





remove both grills, generator required clearance on back side of unit 18". Unit will be positioned so that 24" exist between the back of the generator and any part of the structure. Per the proposed generator only 18" required clearance between generator and structure.

11' can be provided from solar property line and edge of the generator.





