



Town of Chapel Hill
Planning Department

QUESTIONS? 919-969-5040

Call or email us!

Chapel Hill Historic District Certificate of Appropriateness Application	Project: 19-066	
Project Description: Altering facade of the accessory structure to include a standard doorway replacing the existing garage door.	Permit:	
	STAFF REVIEW	
	Application complete and accepted	
Widening the road on Cameron Court to 20 feet wide along property line. This is mandated by the Board of Adjustments.	Application not complete and returned with a notation of deficiencies	
	BY: Anya Grahn,	DATE: 10.24.19
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: 428 W Cameron Ave 27516			Parcel ID Number:
Property Owner(s): Cameron & Cameron Holdings, LLC			Email: Karnsld4593@gmail.com
Property Owner Address: 107 Checkerberry Ln			
City: Greensboro	State: NC	Zip: 27455	Phone: 336-314-9080
Historic District: <input checked="" type="checkbox"/> Cameron-McCauley		<input type="checkbox"/> Franklin-Rosemary <input type="checkbox"/> Gimghoul	
Zoning District:			

B: Applicant Information

Applicant: Kyle Arnold	Role (owner, architect, other):
Address (if different from above):	
City:	State:
Zip:	
Email:	Phone:

C. Application Type (check all boxes that apply)

<input type="checkbox"/> 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 Planning Commission (p. 69) for a list of minor works.	
<input checked="" type="checkbox"/> Historic District Commission Review Includes all exterior changes to structures and features other than minor works	
<input type="checkbox"/> Site-work only (walkways, fencing, walls, etc.)	<input type="checkbox"/> After-the-fact application (for unauthorized work already performed).
<input checked="" type="checkbox"/> Restoration or alteration	<input type="checkbox"/> Demolition or moving of a site feature.
<input type="checkbox"/> New construction or additions	<input type="checkbox"/> Request for review of new application after previous denial
<input type="checkbox"/> 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 website. Information about lot placement can be found on the and portals.

Zoning District:	Minimum setbacks			Maximum heights		Lot size
	Street	Interior	Solar	Primary	Secondary	
Required by zoning	24'	8'	11'	40'	29'	
Proposed						
	Existing	Change +/-	Total	Total Floor Area Ratio		
Floor Area (main structure)	2488.5'	0	2488.5'	Existing	Proposed	ISA/NLA ratio
Floor Area (all other)	671.5 ft ²	0	671.5 ft ²			Existing Proposed
Impervious Surface Area (ISA)						
New Land Disturbance						

E: Applicable Design Guidelines

The Town's are integral to the application and review process. These guidelines supplement the required review criteria for Certificate of Appropriateness applications (provided in 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

F. Checklist of Application Materials

Attach the required elements in the order indicated.	ATTACHED? TO BE COMPLETE D BY APPLICANT	TO BE COMPLETED BY TOWN STAFF			
		YES	N/A	YES	N/A
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 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:	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Current property information for the lot and all structures, including Building Sketches and Building Details, from					
<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 , for Franklin-Rosemary see , for Gimghoul see . (If yours is one					

<p>of the few properties in McCauley-Cameron or Franklin-Rosemary that has not yet been inventoried, please indicate that.)</p>				
<p>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".</p> <p>A. The height of the building in relation to the average height of the nearest adjacent and opposite buildings.</p> <p>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.</p> <p>C. Exterior construction materials, including texture and pattern.</p> <p>D. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials.</p> <p>E. Roof shapes, forms, and materials.</p> <p>F. Proportion, shape, positioning and location, pattern, and size of any elements of fenestration.</p> <p>G. General form and proportions of buildings and structures.</p> <p>H. Appurtenant fixtures and other features such as lighting.</p> <p>I. Structural conditions and soundness.</p> <p>J. Architectural scale.</p>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Photographs of existing conditions are required. Minimum image size 4" x 6" as printed or the digital equivalent. Maximum 2 images per page.</p>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Site Plan Set showing existing and proposed conditions. (Min. scale: 1 in. = 20 ft.)</p> <p><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.</p> <p><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.</p> <p><input type="checkbox"/> Indicate the area of all structural footprints (existing and proposed) in square feet; also, indicate lot size in square feet.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</p> <p><input type="checkbox"/> Elevation drawings showing all proposed changes above current grade from front, back, and both sides.</p> <p><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).</p> <p><input type="checkbox"/> Label materials to be used (roofing, siding, windows, trim, light fixtures, etc.)</p>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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 website; information about lot placement can be found on the and GIS portals.</p> <p>For each of the nearest adjacent and opposite properties, provide:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> The height of each building (if an estimate, indicate that).</p> <p><input type="checkbox"/> The setbacks and lots placement of each building (an image from the Town GIS database, including scale, is sufficient).</p> <p><input type="checkbox"/> The size of each lot (net land area in square feet).</p> <p><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 indicate any corrections for accuracy you believe necessary and your basis for doing so.</p>	<input type="checkbox"/>			
<p>8. Demolition/Relocation Information (required only if demolition or relocation</p>	✓			

of a feature is proposed).

- 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 addresses, please refer to the Town's	. For a list of		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Certificate of Appropriateness fee per		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 alterations 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 alterations 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.

Applicant (printed name)		Date
Property Owner (if different from above)	Signature	Date

Certificate of Appropriateness Supplemental Requirements

*In addition to **Zoning OR** **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 **Zoning Compliance Permit or** **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	Zoning Compliance or	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.	, 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		
6. Certificate of Appropriateness fee per		
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)

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.

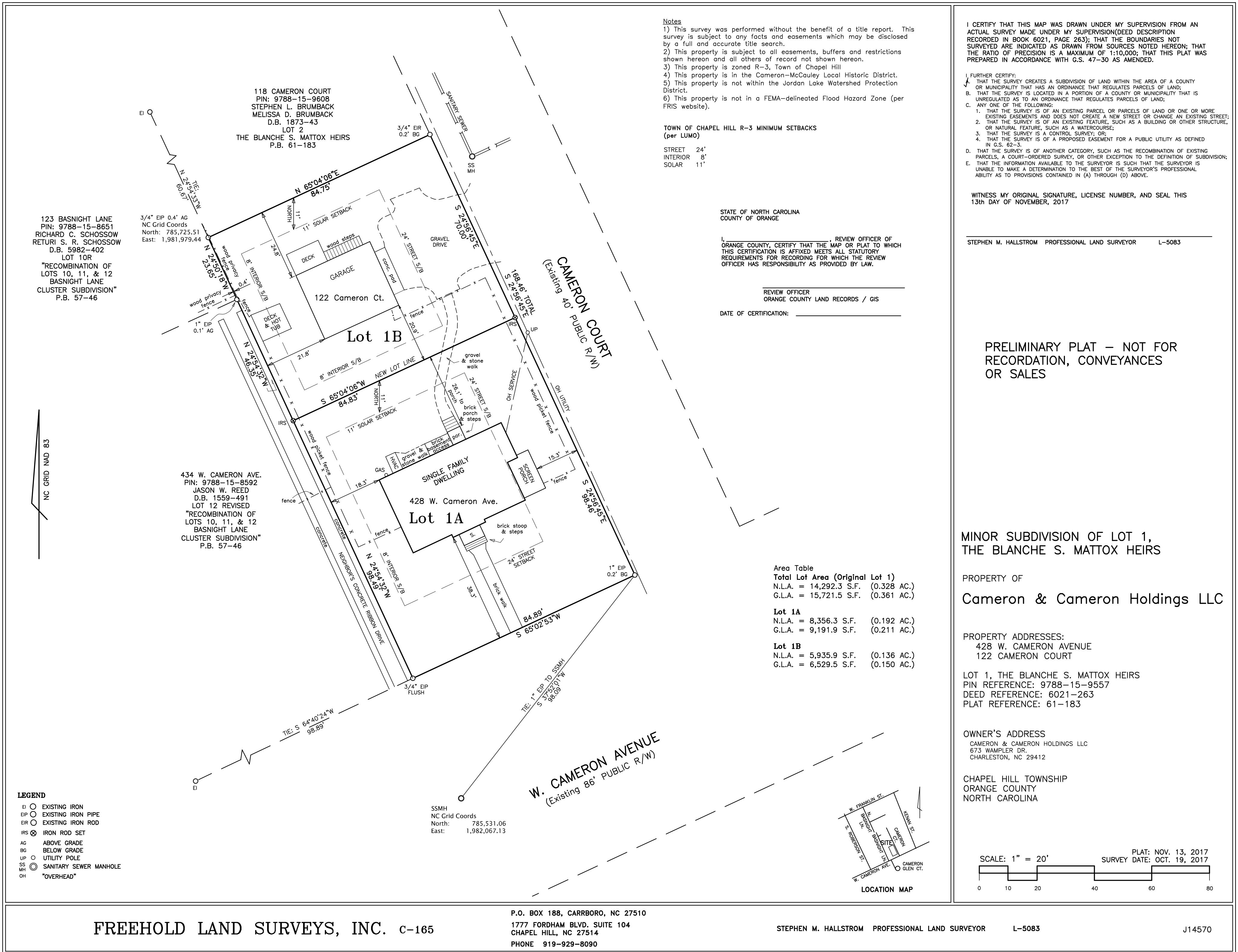
11. Information Regarding Surrounding Properties

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.



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ATTACHMENT 1
AMENDED RESOLUTION A
OVERRULING THE PLANNING COMMISSION DECISION

**RESOLUTION OVERRULING THE PLANNING COMMISSION'S DECISION, ON
MAY 1, 2018, TO DENY A MINOR SUBDIVISION APPLICATION AT 428 W
CAMERON AVENUE (PIN 9788-15-9557, PROJECT #18-067)**

WHEREAS, having reviewed the appellant's argument and various documents and other evidence submitted at the hearing on this matter, and having heard public comment on the application, the Board of Adjustment finds as facts those facts summarized by the Chair at the conclusion of the Board's hearing of this matter and hereby incorporates them by reference as Board Findings of Fact; and finds that such facts are supported by competent, material and substantial evidence presented to the Board; and

WHEREAS, in particular the Board finds that the appellant's argument to overrule the May 1, 2018 decision by the Planning Commission to deny the Minor Subdivision Application for 428 W Cameron Avenue has merit; and

THE BOARD FURTHER concludes that the evidence before the Board of Adjustment does not support the determination of the Planning Commission that the Minor Subdivision application for 428 W Cameron Avenue, does not comply with applicable provisions of the Chapel Hill Land Use Management Ordinance, and the Board does not adopt the decision and reasons of the Commission as the determination and reasons of the Board.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF ADJUSTMENT HEREBY OVERRULES the decision by the Planning Commission on May 1, 2018 to deny the Minor Subdivision application for 428 W Cameron Avenue, further identified as Orange County parcel identifier number 9788-15-9557, and hereby APPROVES the requested Minor Subdivision approval, with the following condition:

- Revise stipulation #4 of the attached minor subdivision resolution of approval to require a payment-in-lieu for the provision of sidewalk on the W. Cameron Ave. frontage, as follows:
- 4. "That prior to recordation of the Final Plat, the property owner of 428 W. Cameron Avenue, shall provide a payment-in-lieu of a sidewalk along the W. Cameron Avenue frontage of future Lot 1A, of the same width and material as the existing sidewalk on the western half of the block, connecting to the sidewalk at Cameron Court."

BE IT FURTHER RESOLVED that the applicant's appeal is hereby approved.



Signed - Board of Adjustment Chair, James A. Bartow

This is the 2nd day of August, 2018.

TOWN OF CHAPEL HILL HISTORIC DISTRICT COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS WRITTEN DECISION

Application Number: 19-066
Subject Property Location: 428 West Cameron
Applicant: Kyle Arnold
Filing Date: 6/3/2019
Meeting Dates: 7/9/2019

I. INTRODUCTION TO THE APPLICATION

Historic District: Cameron-McCauley Historic District
Zoning District: Residential – 3 (R-3)
Nature of Project: Replacing a garage door with a new roof overhang, door, window, and concrete step.

II. EVIDENCE & TESTIMONY PRESENTED

- A. Application Materials
- B. Public Testimony

III. PROPOSED FINDINGS OF FACTS AND CONCLUSIONS OF LAW

Based upon the Application submitted on this matter, considered under the Historic District Commission Review Criteria set out in LUMO section 3.6.2(e), and the Design Guidelines for the Chapel Hill Historic Districts, Commissioner McCormick moved to approve the above stated application based on the following findings of fact and conclusions of law:

1. This is an Application to replace an existing garage door with a new roof overhang, entry door, window, and concrete step.
2. Proposed Findings of Fact applicable to this application:
 - A. A new concrete slab measuring 4 feet by 7 feet will be installed at the new entry.
 - B. The applicant is proposing a three-fourth light paneled door with a matching paneled sidelight. The glazing on the door will have a two-over-two divided light pattern and the glazing of the sidelight will match with a one-over-one divided light pattern.
 - C. Above the new door, a projecting hip roof overhang will be supported by two decorative columns. The applicant proposes a standing seam metal roof.
 - D. Beneath the roof overhang, the applicant proposes a light fixture attached at the ceiling.
 - E. Directly north of the new entrance, the applicant proposes to install a new six-over-six double-hung window flanked by louvered shutters. New matching shutters will also be installed on the upper story window.
3. The Design Guidelines for *New Construction* in the Historic District provide on page 53, Guidelines 6, 7, & 8:
6. Design new buildings and their features to be compatible in scale, materials, proportions, and details with neighboring historic buildings. Select exterior surface

materials that are compatible with those of neighboring historic building in terms of module, composition, texture, pattern, color, and detail.

7. Design a new building so that the placement, shape, scale, size, materials, pattern, and proportion of the window and door openings are compatible with the windows and doors of neighboring historic buildings.
8. Design new buildings that are compatible with but subtly discernible from historic buildings in the districts.

4. Based on the foregoing Findings of Fact and the relevant Design Guidelines, the Commission proposes congruity findings for the following Criteria as specified per LUMO Section 3.6.2(e):

- A. Criterion C: The proposed exterior construction materials, including texture and patterns, will be ***congruous*** with those found in the historic district and complimentary to those found on neighboring historic houses.
- B. Criterion D: Architectural detailing, such as lintels, cornices, brick bond, and foundation materials are ***congruous*** with those seen on historic houses in the neighborhood.
- C. Criterion E: Roof shapes, forms, and materials of the proposed overhang are ***congruous*** with those found in the historic district and those found on neighboring historic houses.
- D. Criterion F: The proportion, shape, positioning and location, pattern, and size of any elements of fenestration is ***congruous*** with those patterns established by existing historic houses in the district.
- E. Criterion G: The general form and proportions of the proposed building's roof overhang is ***congruous*** with porch roof forms and proportions found within the district.
- F. Criterion J: The architectural scale of the proposed stoop and its overhangs are ***congruous*** with the architectural scale established by neighboring houses within the historic district.

5. Based on the foregoing findings of fact and conclusions of law, the Historic District Commission **approves** the Application for a Certificate of Appropriateness as referenced in Section I of this document on the basis that it **would not be incongruous** with the special character of the district.

The motion was seconded by Commissioner Kunz and passed unanimously (6-0).

IV. CONDITIONS OF APPROVAL

1. The applicant shall simplify the front entrance by removing the side light so that there is only a single door, centering the door beneath the roof overhang, and reducing the scale of the roof overhang proportionally.

V. DECISION ON THE APPLICATION

Based on the foregoing findings of fact and conclusions of law, the Historic District Commission **approves** the Application for a Certificate of Appropriateness on the basis that it **would not** be incongruous with the special character of the district.

Vote Total: 6-0

Members Voting: 6

Signed this the 11th day of July, 2019.

Robert Epting
Robert Epting, Commission Chair

Date Filed with Town of Chapel Hill Planning Department: 7.11.19.

NOTE:

Any changes or additions to the proposed improvements/activity that deviate from this approved Certificate of Appropriateness may be considered a zoning violation of Section 3.6.2 of the Land Use Management Ordinance. Should a change to this approval be desired, please contact the Town to discuss ways of seeking additional approval(s).

Before work begins, please obtain all necessary zoning and/or inspections permits from the Town and present this document when applying for your permits. Attached is the Certificate of Appropriateness placard, which must be displayed at the site during construction, along with a copy of your approved plans and elevations.

Any decision of the Historic District Commission in granting or denying a Certificate of Appropriateness may be appealed to the Board of Adjustment and shall be reviewed on the record. An application for appeal shall be filed with the Town Clerk within thirty (30) days of the filing of the decision being appealed or the delivery of any required written notice of the decision, whichever is later. If any application for appeal to the above referenced Certificate of Appropriateness is filed with the Town Clerk, the Town will be sure to contact you.

Town of Chapel Hill, North Carolina

HISTORIC DISTRICT

CERTIFICATE OF APPROPRIATENESS

HAS BEEN ISSUED FOR
428 West Cameron Place

Project # 19-066

Date: July 9, 2019

Alteration-Repair of Existing Structure(s) – Replacing a garage door with a new roof overhang, door, window, and concrete step, and adding shutters to existing windows.

Construction of New Structure(s)

Other



Robert Epting, Commission Chair

Kyle Arnold
Owner & Applicant

This card must be kept posted in a conspicuous location until all phases of the described project are completed. The work must conform with the Code of Ordinances of the Town of Chapel Hill and laws of the State of North Carolina. This Certificate of Appropriateness has been issued consistent with the proposal found in the attached application materials.