



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

Chapel Hill Historic District Certificate of Appropriateness Application	Project:	21-042
Project Description: Renovation of existing brick veneer two story home. Removal of non original porch and later addition. Removal of 2-story brick veneer ell to rear of main house volume. Removal of non-original deck. Two-story wood frame addition, side porch additions, and entry portico renovation. Re-build side porch which was previously modified and enclosed. Add low landscape walls & picket fence. Reduce size of existing parking and driveway. Add garden house at rear of property. COA Amendment 5/10: Modifications to balcony, fenestration patterns, patios, HVAC, generator, patios and walkways, and landscape lighting.	Permit:	
	STAFF REVIEW	
	<input checked="" type="checkbox"/> Application complete and accepted	
	<input type="checkbox"/> Application not complete and returned with a notation of deficiencies	
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.	BY:	Anya Grahn, 6/14/2021
	DATE:	COA Amendment 4/12/22

A: Property Information			
Property Address: 214 Glenburnie Street		Parcel ID Number: 9788696531	
Property Owner(s): Benjamin Gildin & Vickie Segar		Email: benjamin.gildin@gmail.com	
Property Owner Address: 206 Glen Haven Drive			
City: Chapel Hill	State: NC	Zip: 27516	Phone: 617-519-6068
Historic District: <input type="checkbox"/> Cameron-McCauley <input checked="" type="checkbox"/> Franklin-Rosemary <input type="checkbox"/> Gimghoul			Zoning District: R-1

B: Applicant Information		
Applicant: Cari Filer		Role (owner, architect, other): Architect
Address (if different from above): 976 Martin Luther King, Jr. Blvd., Suite 400-F		
City: Chapel Hill	State: NC	Zip: 27514



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Email: cari@carifilerstudio.com

Phone: 919-442-8525

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
R-1	Street	Interior	Solar	Primary	Secondary		42,094.3 SF
Required by zoning	28'-0"	14'-0"	17'-0"	29'-0"	40'-0"		
Proposed	67'-7"	32'-11"	17'-2"	22'-1"	30'-6"		
	Existing	Change +/-	Total	Total Floor Area Ratio			
Floor Area (main structure)	3,209 SF	+3,521 SF	6,730 SF	Existing	Proposed	ISA/NLA ratio	
Floor Area (all other)	67 SF	+172 SF	6,730 SF	0.06	0.15	Existing	Proposed
Impervious Surface Area (ISA)	10,542 SF	+1,448 SF	11,990 SF	-	-	0.25	0.29
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
Please see attached supplementary documents		



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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 checked="" type="checkbox"/> Current property information for the lot and all structures, including Building Sketches and Building Details, from Orange County Real Estate Data. <input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Elevation drawings showing all proposed changes above current grade from front, back, and both sides. <input checked="" 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 checked="" 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 checked="" type="checkbox"/> The height of each building (if an estimate, indicate that). <input checked="" type="checkbox"/> The setbacks and lots placement of each building (an image from the Town GIS database, including scale, is sufficient). <input checked="" type="checkbox"/> The size of each lot (net land area in square feet). <input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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<input checked="" 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 checked="" 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.

Cari Filer

June 11, 2021

Applicant (printed name)

Signature

Date

DocuSigned by:

6/11/2021

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.



214 GLENBURNIE



COA APPLICATION for REVISIONS: Renovation & Addition MAY 11, 2022 (REVISED)

SUMMARY OF PROPOSED CHANGES

REVISIONS - MAY 11 HDC MEETING:

1. Removed large rear yard balcony & replace with Juliet balconies
2. Removed (1) double hung window at SE elevation
3. Added screened HVAC condenser at SE elevation
4. French Doors with muntins in lieu of sliding doors at rear elevations
5. Travertine patio on grade
6. Simplified brick wall
7. Double hung windows in lieu of sliding doors on rear elevation
8. Removed (1) skylight & (1) double hung window at NW elevation
9. Added screened generator at NW elevation
10. Reduced and revised extent of rear yard walkways
11. Brick edging at rear yard walkways in lieu of granite edging
12. Proposed landscape lighting plan

REVISIONS NARRATIVE

As plans for the residence at 214 Glenburnie Street have developed we have become aware of technical requirements, small adjustments to interior planning, and architectural enhancements that have prompted the requested minor revisions to the COA. Our most fervent hope is to submit for a building permit as soon as these revisions are approved by the commission. There are no changes to the Glenburnie Street primary facade or the historic house.

Technical changes:

- The addition of a third heating and air conditioning system compressor at the southeast elevation toward the rear of the structure. It will be screened by a picket fence replicating the pattern of the approved picket fence and by plantings.
- The addition of a generator. The generator will be located on the northwest side recessed into a niche at the new stair and screened from Glenburnie Street view by the sunroom. It will also be buffered by evergreen plantings.

Interior Planning Driven Revisions:

- Several windows have been relocated or removed in response to internal plan development. One of these changes is visible partially from the street.
- Two of the large sliding glass door bays have been deleted in favor of French doors with muntins.

Architectural Enhancements:

- The second floor balcony at the eastern end of the house has been deleted reducing the visual length of the house as seen from the southeast and northwest. Smaller scale Juliet balconies were added to the approved upper floor doors.
- The depth of the trellis on the northeast elevation has been reduced and the center column deleted.

We feel strongly that development has improved the architectural character of the house and site, and further strengthened the relationship with the historic district. We request approval of these slight changes in hopes of proceeding immediately with a building permit application upon approval.



1 southeast elevation - APPROVED

1/8" = 1'-0"



2 southeast elevation - proposed

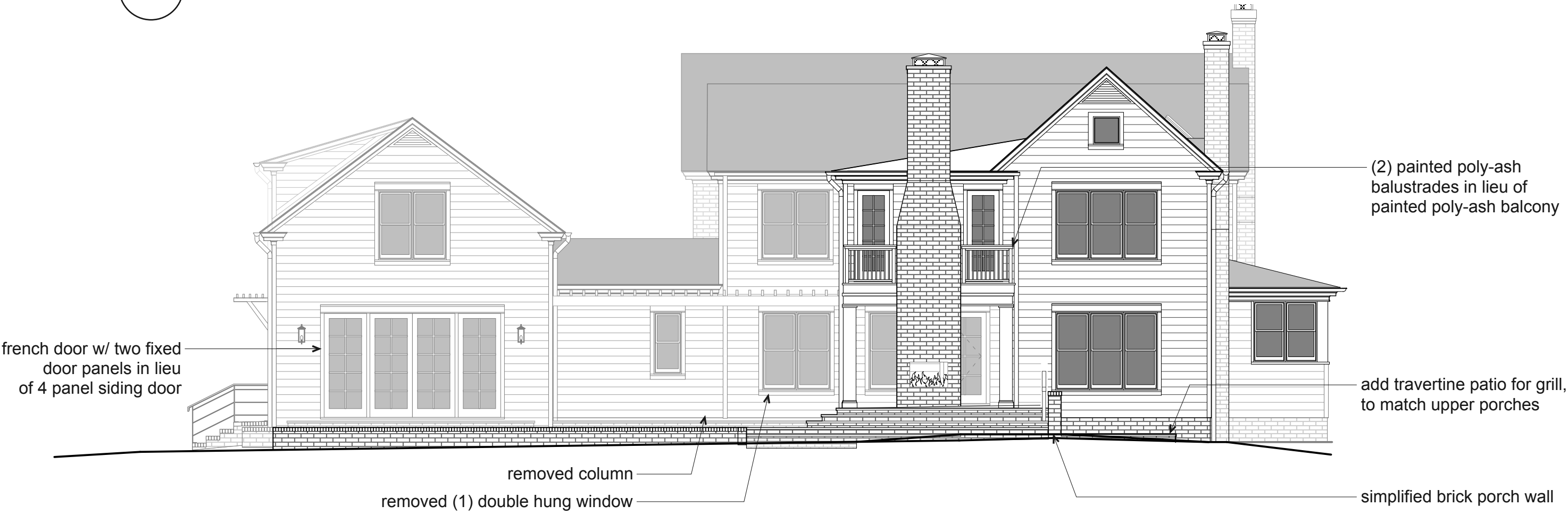
added (1) HVAC condenser unit -
screened with painted picket fence
& evergreen ornamental plantings

1/8" = 1'-0"



2 northeast elevation - APPROVED

1/8" = 1'-0"



3 northeast elevation - proposed

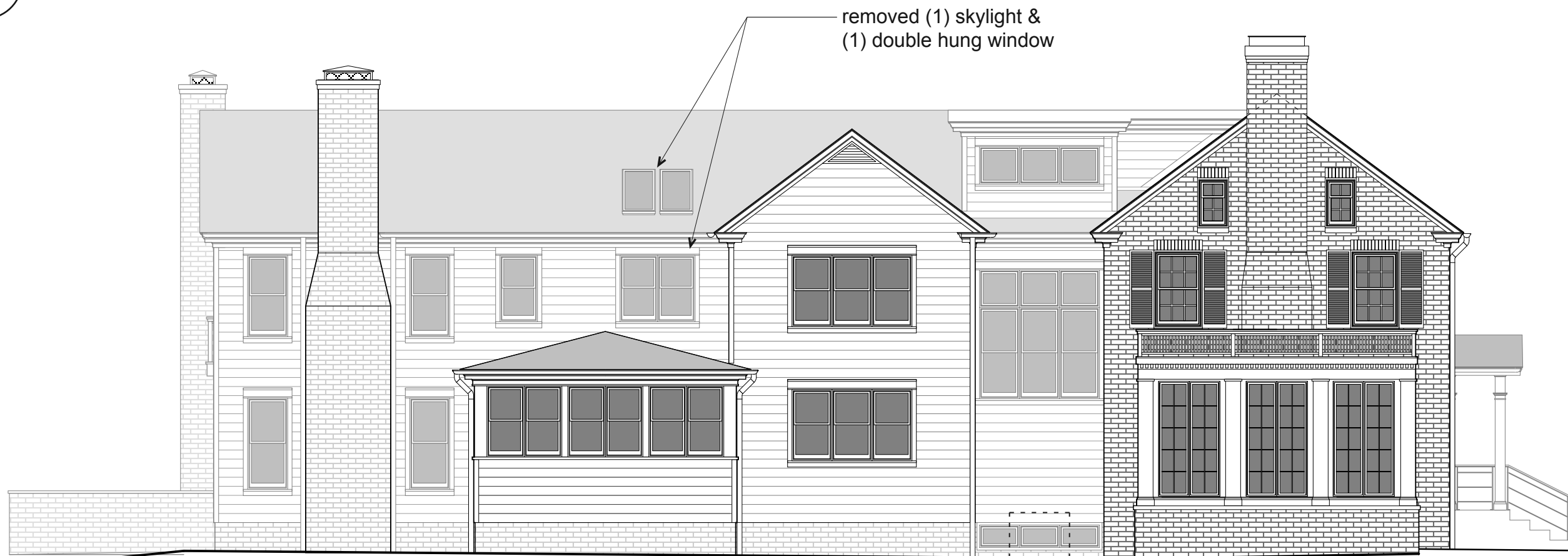
1/8" = 1'-0"



5

northwest elevation - APPROVED

1/8" = 1'-0"



6

northwest elevation - proposed

generator - screened w/
everygreen landscaping

1/8" = 1'-0"

GUIDELINE COMPLIANCE

Window changes do not alter compliance with Guidelines 4.5.1 A & B:

"Design new buildings so that window and door openings are compatible with buildings in the immediate surroundings when the window and door openings are important in defining the overall historic character of the district. This compatibility includes:

- a. the ratio of solids (walls) to voids (windows and doors)*
- b. the rhythm and placement of windows and door openings"*

Removal of balcony (addition of Juliet balconies) complies with 4.10.4:

"Limit the size and scale of decks and patios to minimize their visual impact. Do not introduce a deck or patio if it will visually overpower the building or site or substantially alter the proportion of constructed area to unbuilt area on the site."

Additional HVAC compressor unit & generator complies with 3.9.7:

"Locate new mechanical equipment, utilities, and sustainable site features—including air-conditioning and heating units, meters, exposed pipes, rain barrels or cisterns, and raised planting beds—in locations that are minimally visible from the street and do not alter or remove historic fabric from the building or do not diminish or compromise the overall character of the building, site, or district. Screen ground-level equipment from view with vegetation or fencing."

French doors w/ simulated divided lites in lieu of sliders complies with 4.5.1 C & 4.5.4:

"4.5.1 Design new buildings so that window and door openings are compatible with buildings in the immediate surroundings when the window and door openings are important in defining the overall historic character of the district. This compatibility includes:

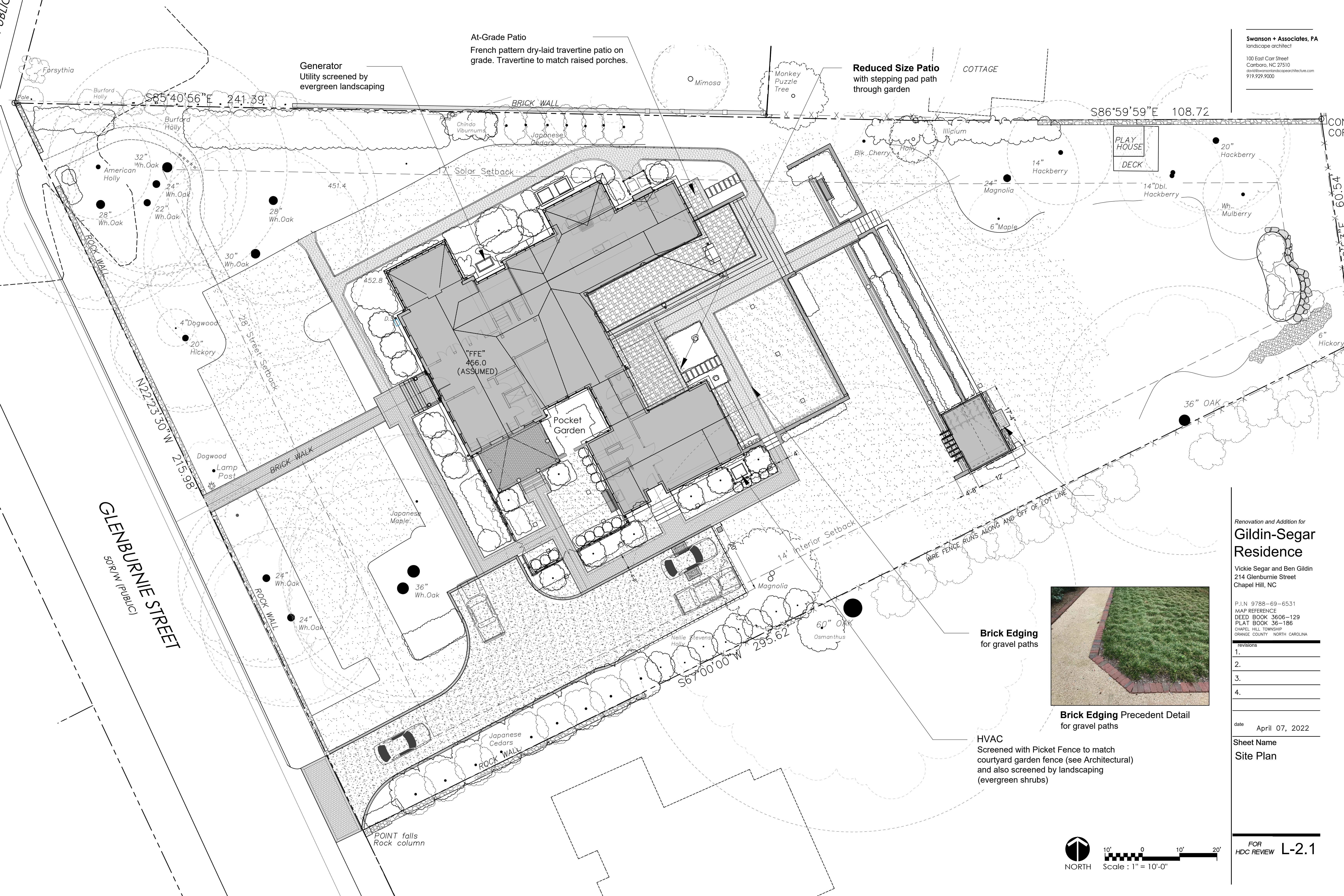
- c. the proportions of window and door openings (ratio of width to height)"*

"4.5.4 Do not install windows, doors, or sidelights with two-dimensional simulations of pane subdivisions, such as snap-in muntins. If not true divided light, glazing should have three-dimensional grills affixed to both the interior and exterior of the window with shadow bars between insulated glass panes."

Addition of grill patio complies with Guidelines 4.10.1-4.10.5.

Removal of pergola column and reconfigured brick porch wall does not alter pergola or wall compliance to guideline 1.1.7:

"Introduce new site features to be compatible in scale, design, and materials with the overall historic character of the site and district. Utilize traditional materials in the construction of benches, terraces, gazebos, trellises, fences, and walls."



Swanson + Associates, PA
landscape architect
100 East Carr Street
Carrboro, NC 27510
david@swansonandassociates.com
919.929.9000

Renovation and Addition for
**Gildin-Segar
Residence**

Vickie Segar and Ben Gildin
214 Glenburnie Street
Chapel Hill, NC

P.I.N 9788-69-6531
MAP REFERENCE
DEED BOOK 3606-129
PLAT BOOK 36-186
CHAPEL HILL TOWNSHIP
ORANGE COUNTY NORTH CAROLINA

revisions
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date April 07, 2022

Sheet Name
Site Plan

FOR
HDC REVIEW **L-2.1**



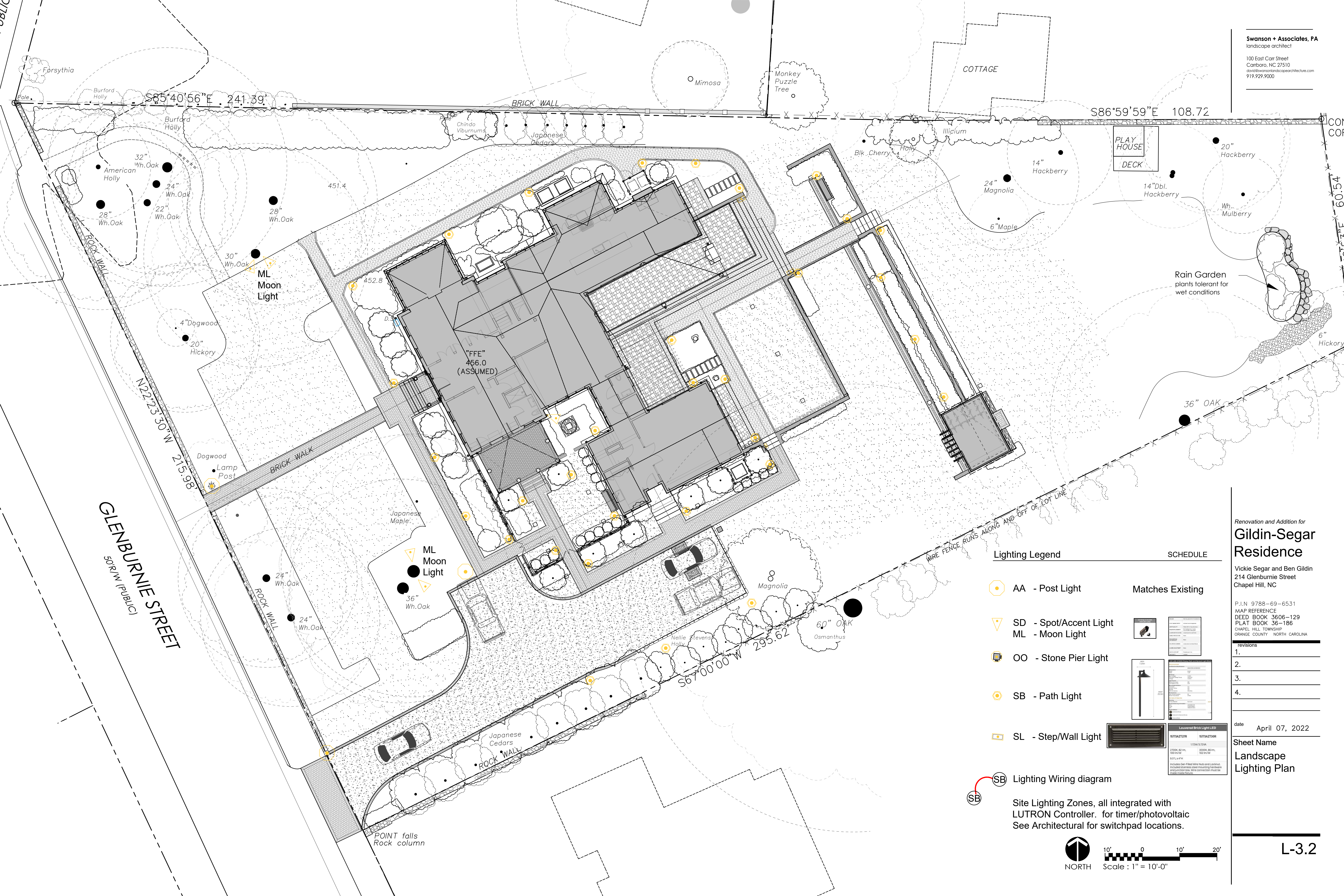
Brick Edging Precedent Detail
for gravel paths

Brick Edging
for gravel paths

HVAC
Screened with Picket Fence to match
courtyard garden fence (see Architectural)
and also screened by landscaping
(evergreen shrubs)



10' 0 10' 20'
Scale : 1" = 10'-0"



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Renovation and Addition for
**Gildin-Segar
Residence**

Vickie Segar and Ben Gildin
214 Glenburnie Street
Chapel Hill, NC

P.I.N 9788-69-6531
MAP REFERENCE
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date April 07, 2022

Sheet Name
**Landscape
Lighting Plan**

Lighting Legend

SCHEDULE

AA - Post Light

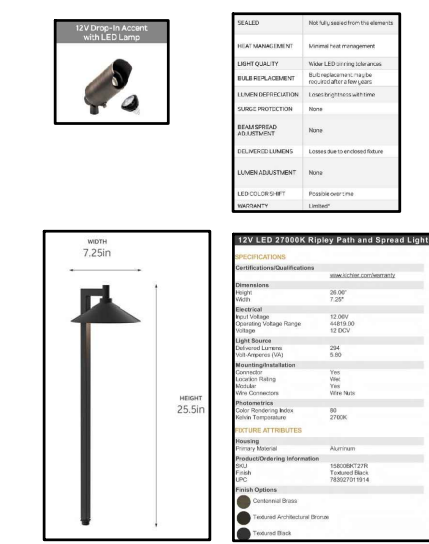
SD - Spot/Accent Light
ML - Moon Light

OO - Stone Pier Light

SB - Path Light

SL - Step/Wall Light

Matches Existing



1577AAZ20R	1577AAZ30R
1200K, 40 W, 100 lm/ft	3000K, 40 W, 100 lm/ft
5.0' L x 4.0' H	5.0' L x 4.0' H

SB Lighting Wiring diagram

Site Lighting Zones, all integrated with
LUTRON Controller. for timer/photovoltaic
See Architectural for switchpad locations.



10' 0 10' 20'
Scale : 1" = 10'-0"