



QUESTIONS?
Call or email us!

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

Chapel Hill Historic District Certificate of Appropriateness Application	Project:	150 E Rosemary Street Town Green
	Permit:	21-047
	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 Grahm,
	DATE:	6/23/2021
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:	150 E Rosemary Street	Parcel ID Number:	9788472803
Property Owner(s):	Town of Chapel Hill	Email:	
Property Owner Address: 405 Martin Luther King Jr. Blvd.			
City:	Chapel Hill	State:	NC
Zip:	27514	Phone:	919-968-2743
Historic District: <input type="checkbox"/> Cameron-McCauley <input checked="" type="checkbox"/> Franklin-Rosemary <input type="checkbox"/> Gimghoul			Zoning District: TC-2

B: Applicant Information			
Applicant: Michael Stevenson, Perkins Eastman Architects		Role (owner, architect, other):	Architect
Address (if different from above): 555 Fayetteville Street, Suite 300			
City:	Raleigh	State:	NC
Zip:	27601		



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Email: m.stevenson@perkinseastman.com

Phone: 202-441-9498

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	0	0	0	44	90		
Proposed	NA	NA	NA	NA	NA		
	Existing	Change +/-	Total	Total Floor Area Ratio			
Floor Area (main structure)	0	0	0	Existing	Proposed	ISA/NLA ratio	
Floor Area (all other)	0	0	0	0	0	Existing	Proposed
Impervious Surface Area (ISA)						9,459	10,009
New Land Disturbance			12,500 SF				



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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
26	Gravel and brick paths, sidewalks and walkways, low stone walls and tree-lined streets	The Town Green will expand the pedestrian public realm on this site, which is where the downtown commercial district meets the E Rosemary residential district. The material palette of the space will utilize typical materials found in the Historic District and will add new street trees consistent with other streets in the area.
27	Concrete and brick-paved sidewalks	Sidewalks will be widened on the E Rosemary and Henderson Street frontages and will be paved with a combination of concrete and brick paving, typical of existing sidewalks in the immediate vicinity.
27	Fieldstone walls, often ivy-covered	The walls screening the service yard facing the Town Green and Henderson Street will be built with fieldstone, similar to walls found in the Historic District. These walls will be planted with ivy or other climbing plants.



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



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<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.					
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.

Michael Stevenson		25 June 2021
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Applicant (printed name)	Signature	Date
--------------------------	-----------	------

Property Owner (if different from above)	Signature	Date
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MAURICE JONES	<i>Maurice Jones</i>	7-08-21
Applicant (printed name)	Signature	Date

Maurice Jones	Town Manager	July 8, 2021
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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.

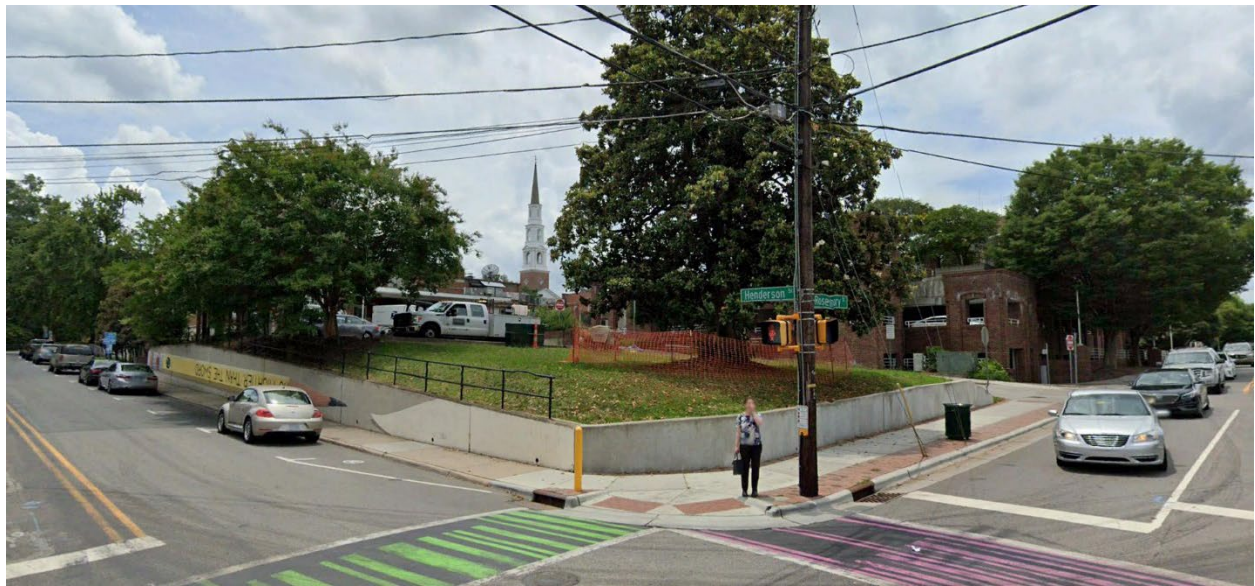
23 June 2021

150 E Rosemary Street Town Green

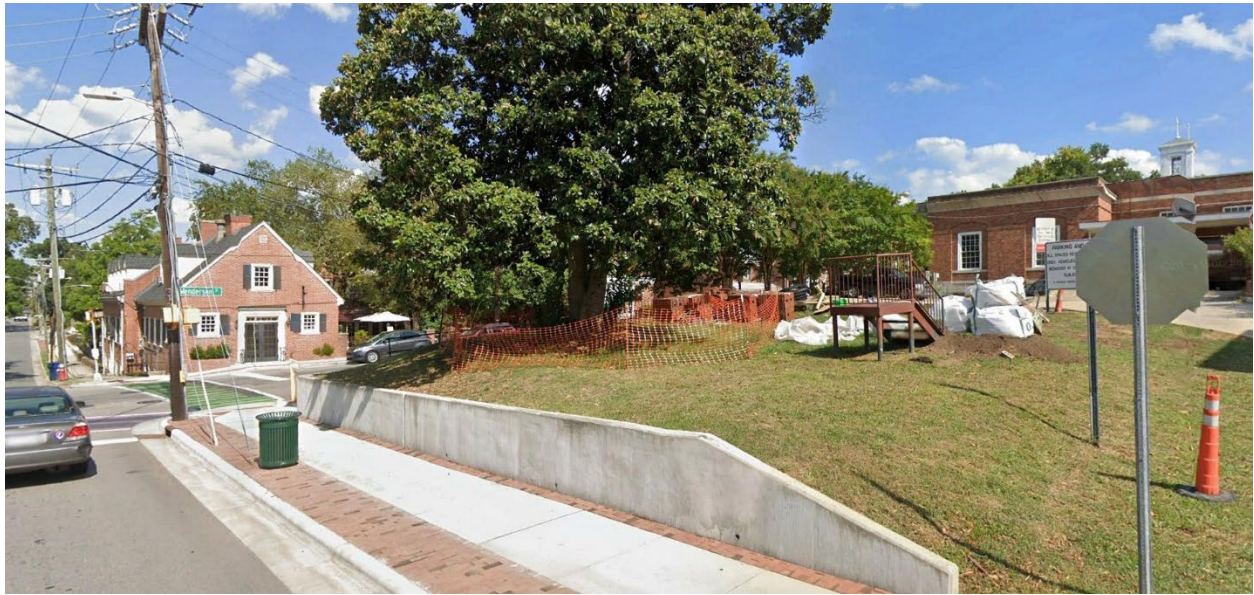
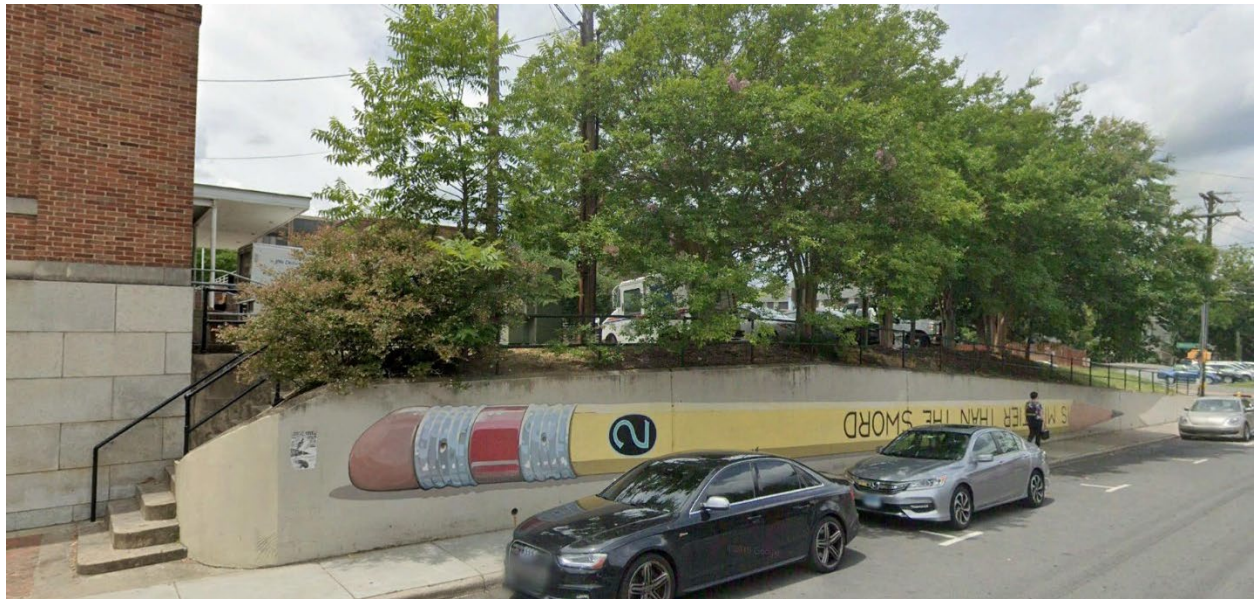
Certificate of Appropriateness Application

F.1: Written Description: The Town Green is a new landscaped public space that will strengthen pedestrian connections in downtown between Franklin Street, E Rosemary Street and Henderson Street. The existing parking lot and service area behind the Post Office will be reconfigured to connect NCNC alley directly to Henderson Street and locate service elements behind a screen wall. The existing topography will be regraded to remove the existing concrete retaining walls and connect the open space with the surrounding sidewalks.

F.2: History, context and character: The current property is a surface parking lot, loading dock and service area for the Post Office and is utilitarian in character. Surrounded by concrete retaining walls, it does not have a strong visual or contextual tie to the historic district.



Corner of Henderson and E Rosemary







150 E ROSEMARY STREET & TOWN GREEN

HDC Review

18 May 2022

**PERKINS —
EASTMAN**

Surface

E ROSEMARY STREET REDEVELOPMENT



136 E Rosemary
Renovation

150 E Rosemary
Lab/Office Building

125 E Rosen
Parking Deck

UNC/McCorkle Place

Town Green



125 E ROSEMARY PARKING DECK

E. ROSEMARY STREET

URBAN
PARK

136 E ROSEMARY ST

150 E ROSEMARY ST

NCNB ALLEY

AMBER ALLEY

POST OFFICE ALLEY

POST OFFICE

HENDERSON STREET

137 E FRANKLIN ST

E. FRANKLIN STREET

PERKINS
EASTMAN

SITE PLAN

0' 25' 50' 100' 200'



PEDESTRIAN REALM

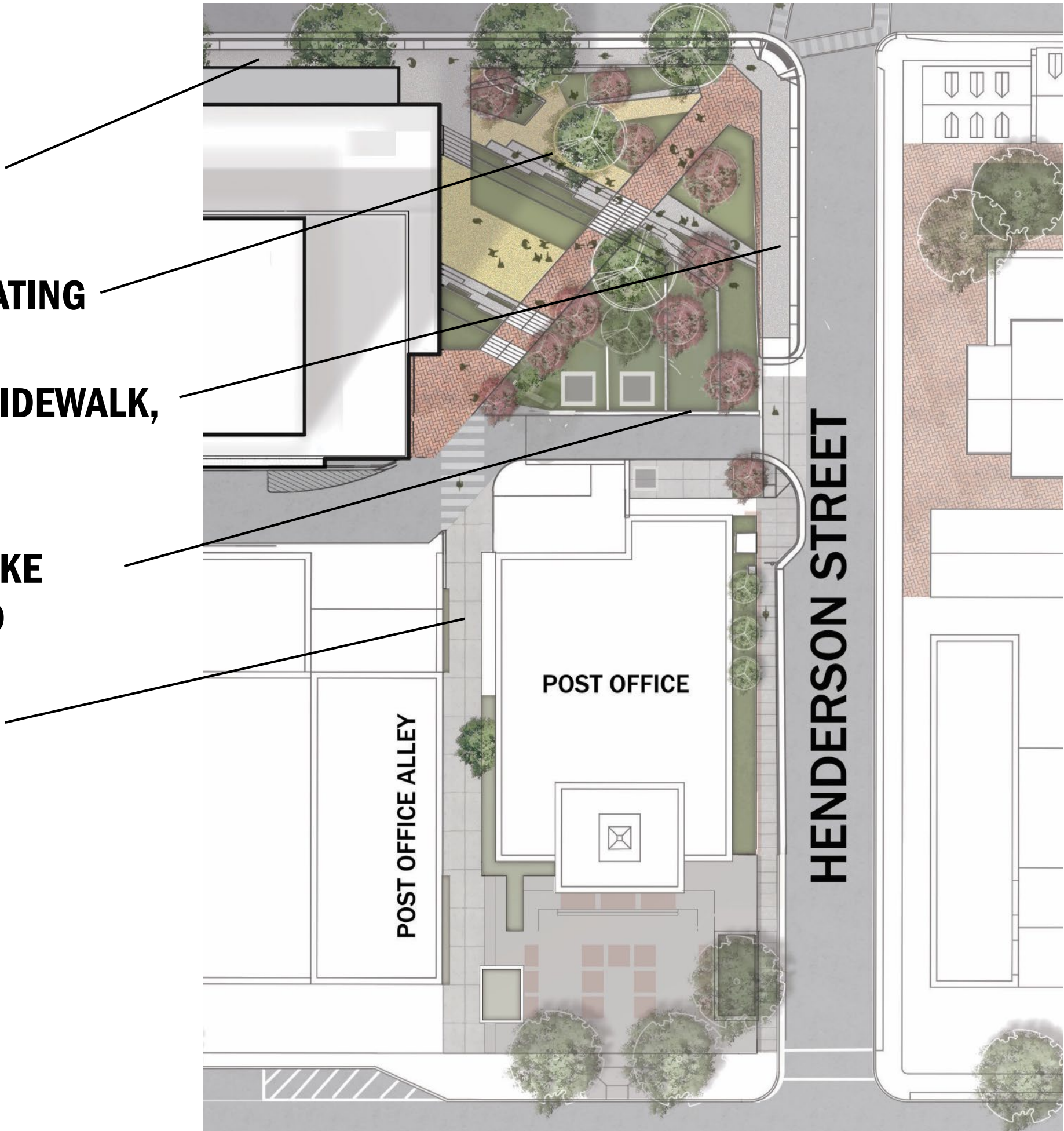
**E ROSEMARY STREET: WIDENED
SIDEWALK & NEW STREET TREES**

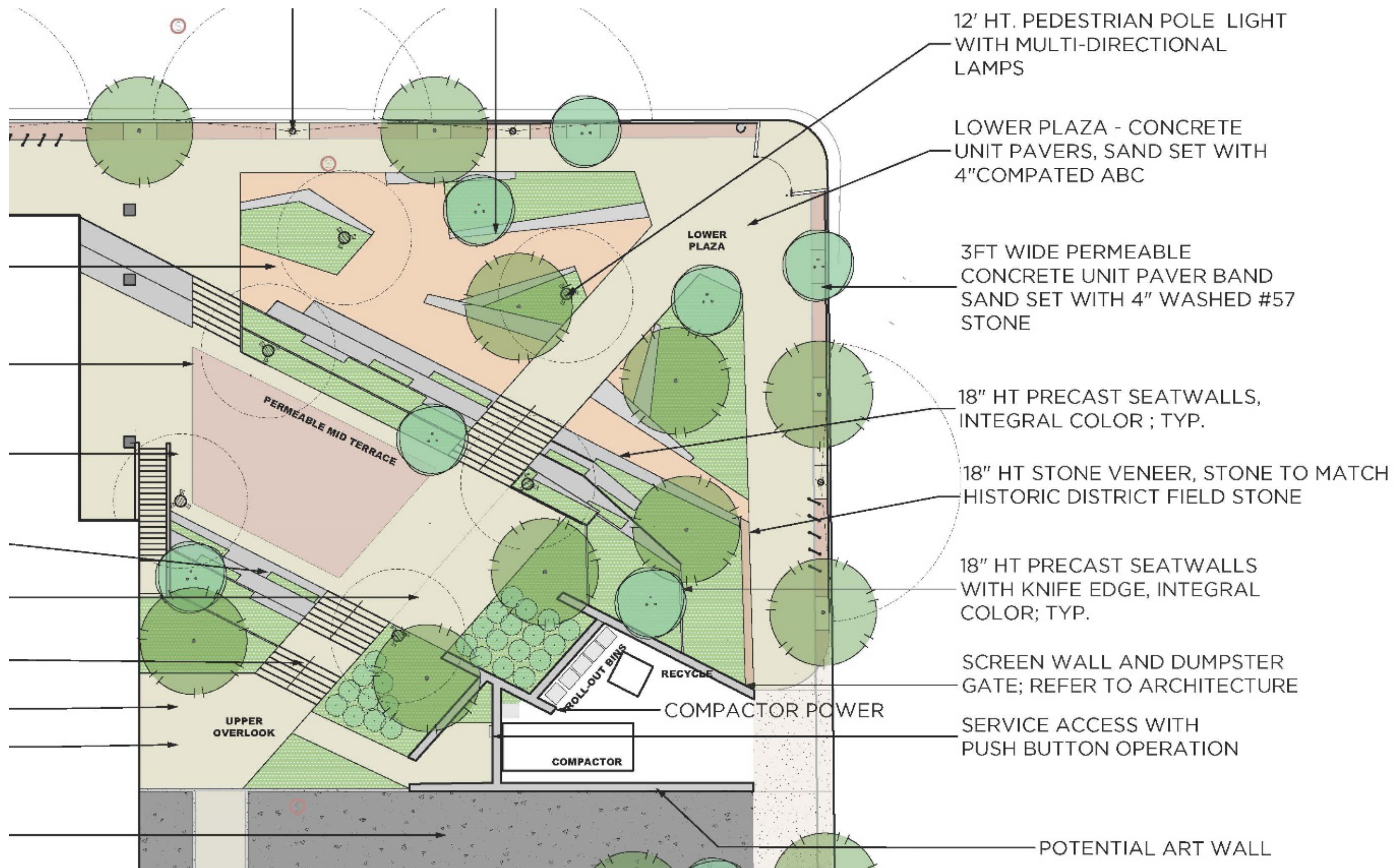
TOWN GREEN: PLANTING AND SEATING

**HENDERSON STREET: WIDENED SIDEWALK,
CURBSIDE PARKING REMOVED**

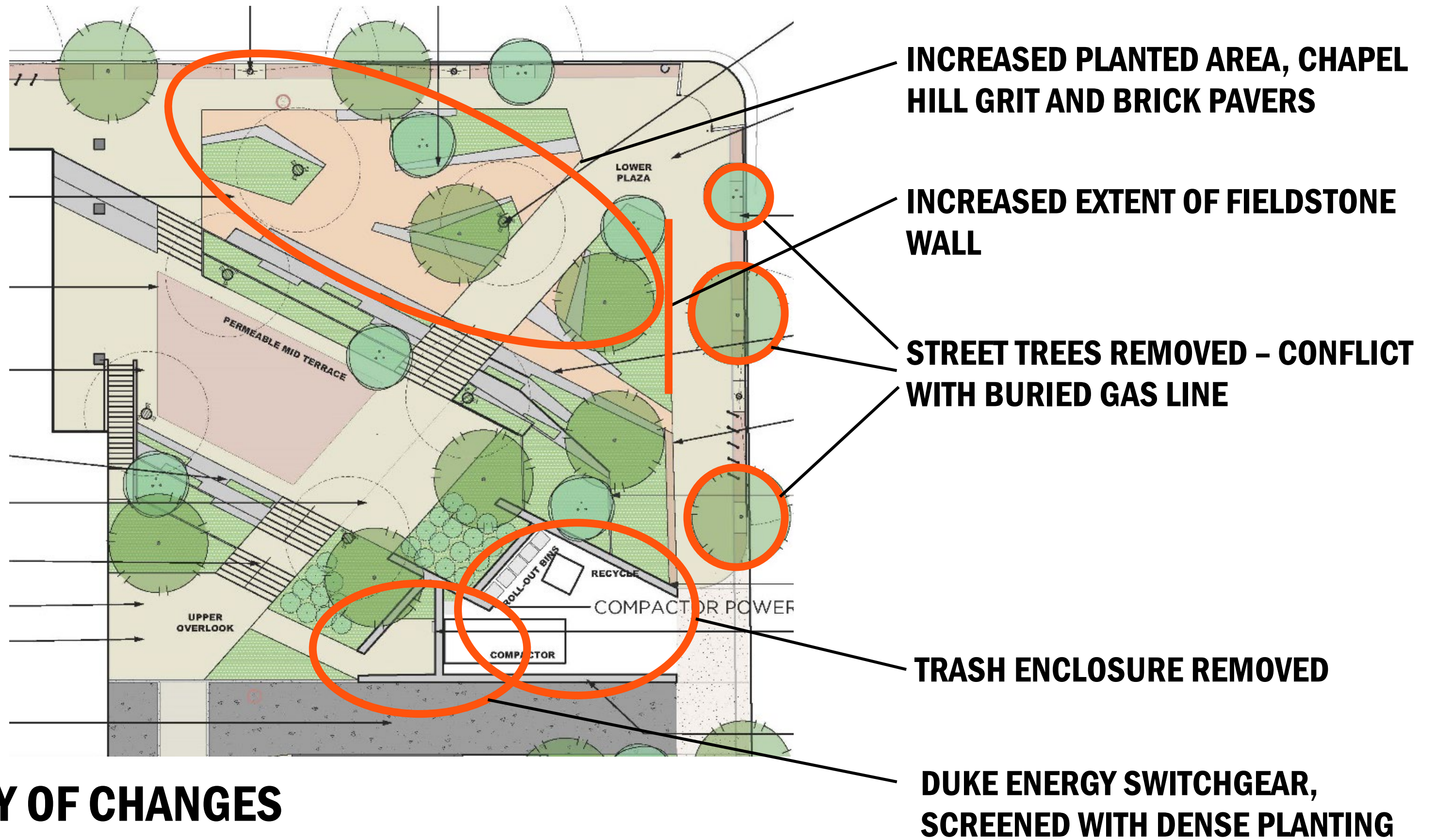
**NCNB ALLEY: STRAIGHTENED, DUKE
ENERGY SWITCHGEAR SCREENED**

**POST OFFICE ALLEY: EXTENDED
TO E ROSEMARY AND CORNER**



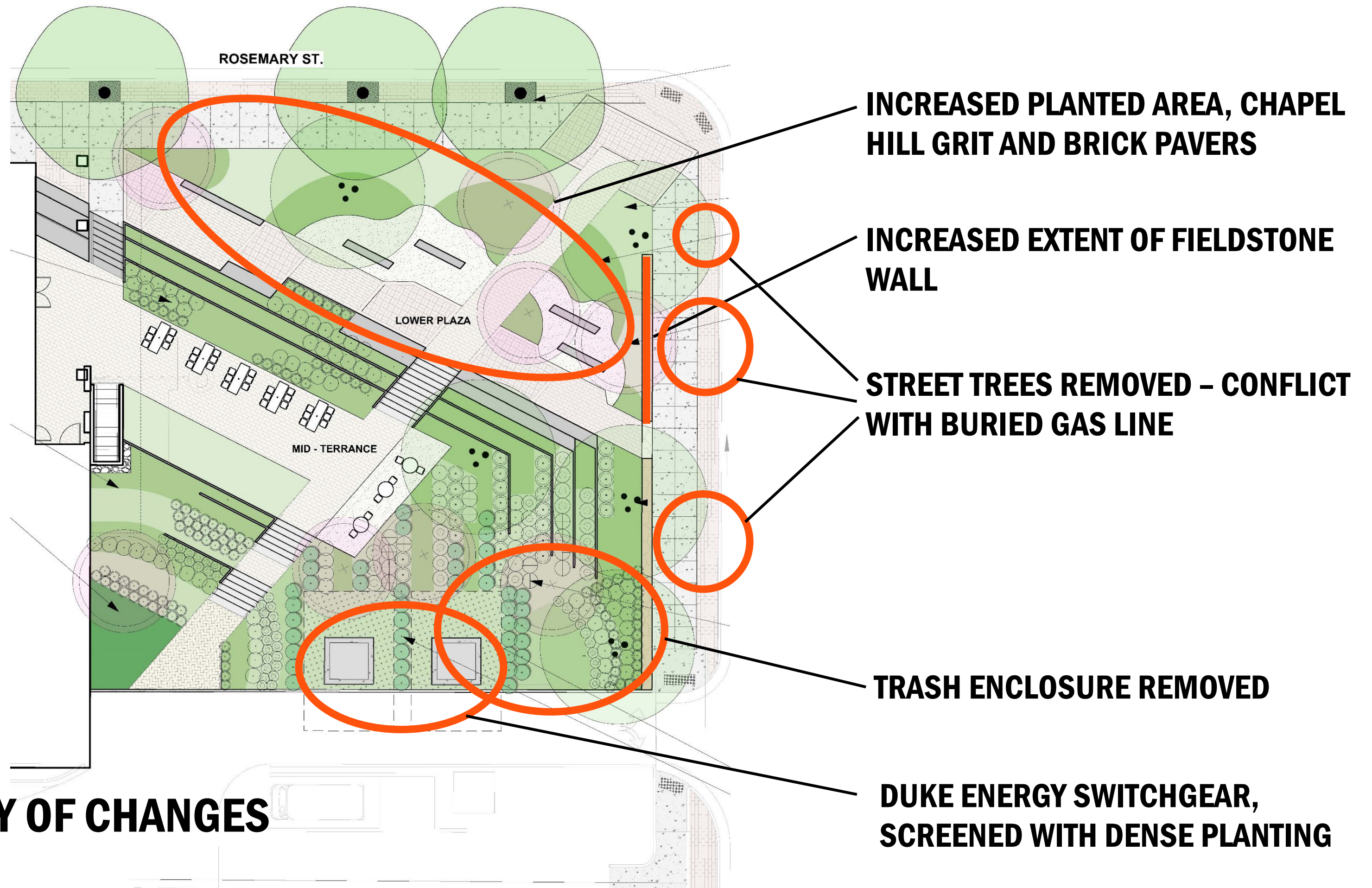


APPROVED DESIGN

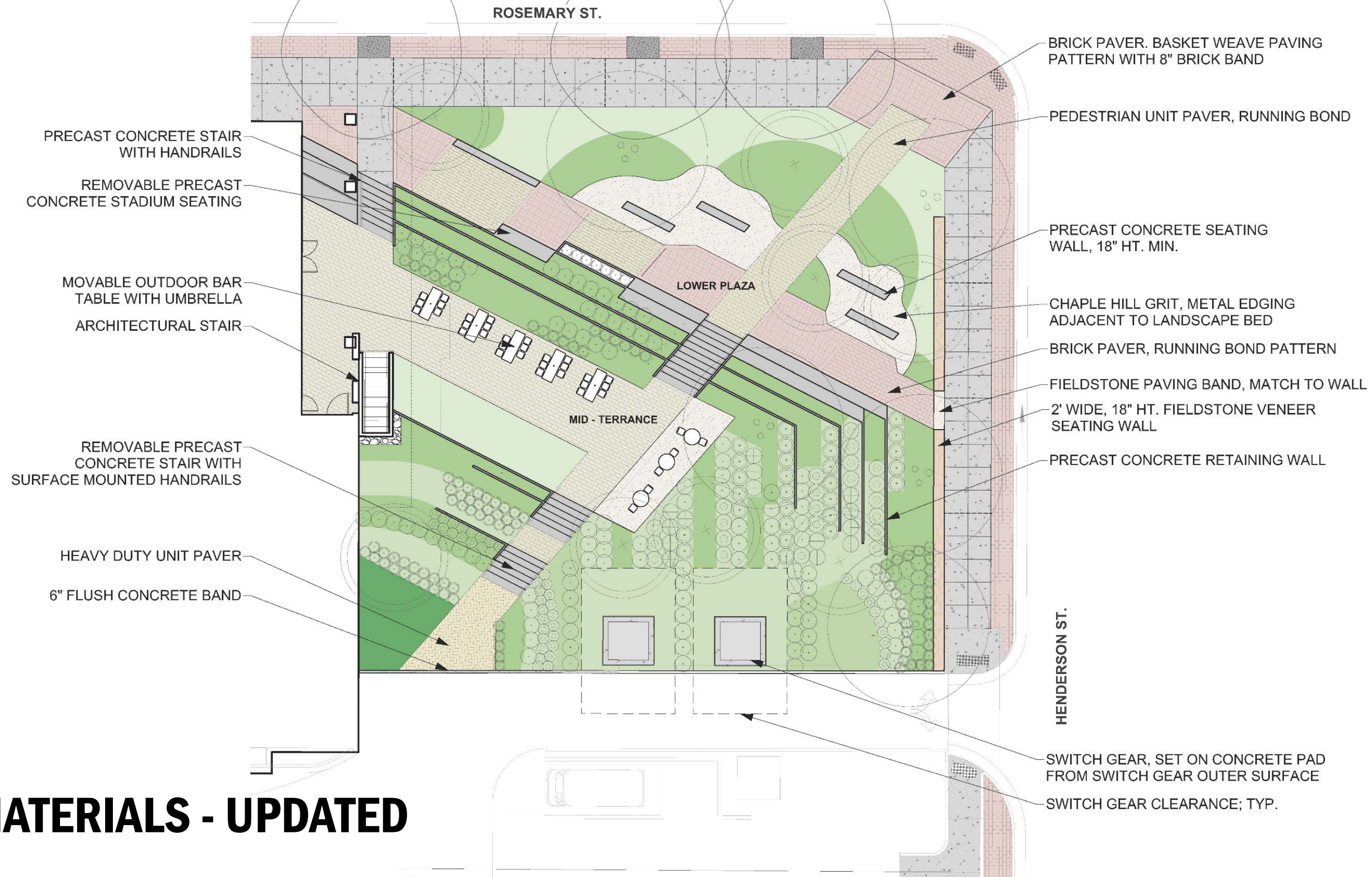


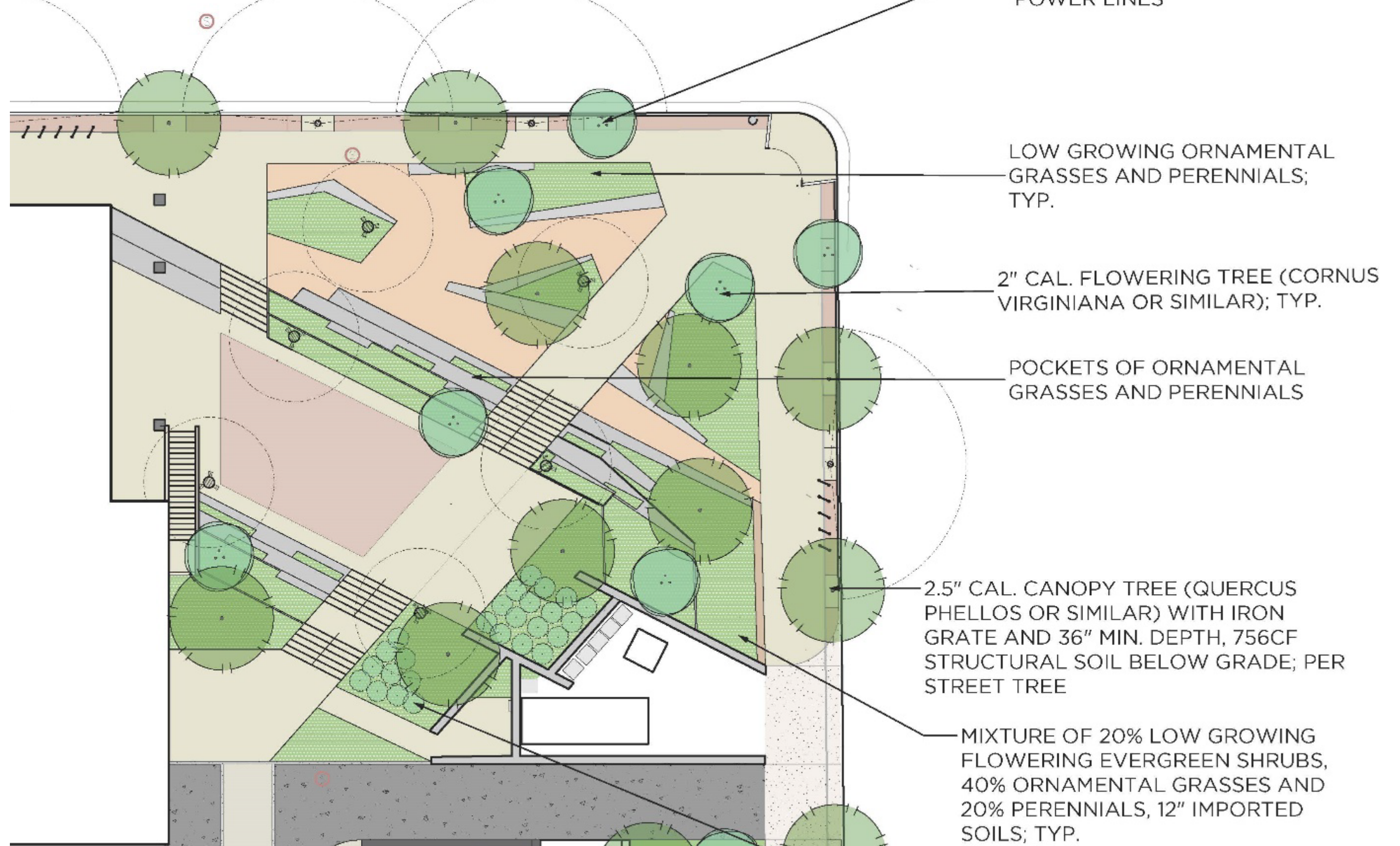
SUMMARY OF CHANGES

SUMMARY OF CHANGES



MATERIALS - UPDATED





PLANTING - APPROVED

PLANTING - UPDATED

LOW GROWING PLANTING IN TERRANCES
- MIXTURE OF EVERGREEN SHRUBS,
ORNAMENTAL GRASSES AND PERENNIALS

LOW GROWING PLANTING AREA -
MIXTURE OF EVERGREEN
SHRUBS, ORNAMENTAL GRASSES
AND PERENNIALS

HEAVY DUTY TURF,
SAND BASED SOD

ROSEMARY ST.

LOWER PLAZA

MID - TERRANCE

2.5" CAL. CANOPY TREE
(QUERCUS PHELLOS OR SIMILAR)
WITH METAL TREE GRATE

LAWN

LOW GROWING ORNAMENTAL
GRASSES AND PERENNIALS; TYP.

2" CAL. FLOWERING TREE (CORNUS
VIRGINIANA OR SIMILAR); TYP.

HENDERSON ST.

2.5" CAL. CANOPY TREE
(QUERCUS PHELLOS OR SIMILAR)

LOW GROWING PLANTING AREA
- MIXTURE OF EVERGREEN
SHRUBS, ORNAMENTAL
GRASSES AND PERENNIALS

LOW EVERGREEN
GROUND COVER

EVERGREEN SCREENING SHRUB

CORNER VIEW - EXISTING



CORNER VIEW - APPROVED





HENDERSON STREET - EXISTING



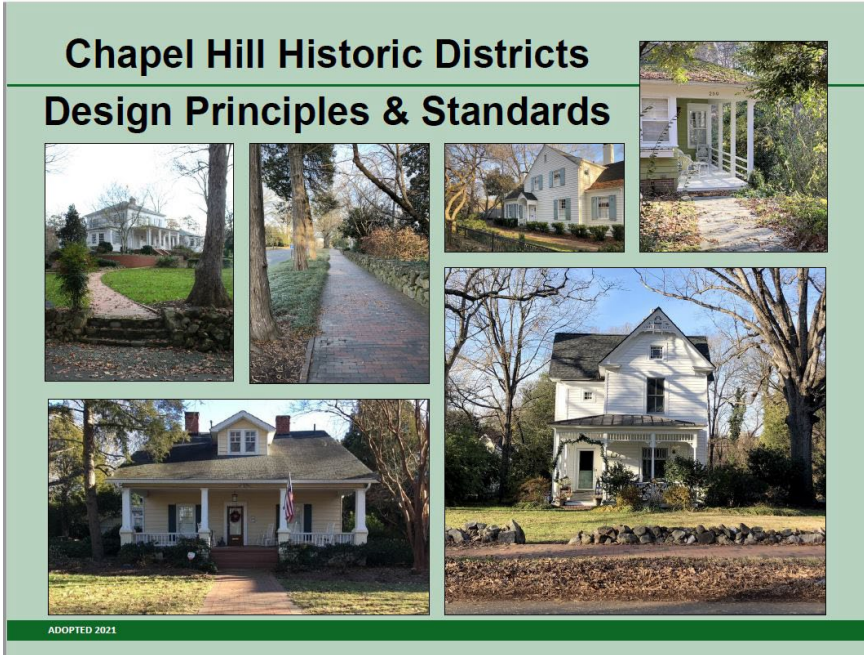
HENDERSON STREET - APPROVED



HENDERSON STREET - UPDATED



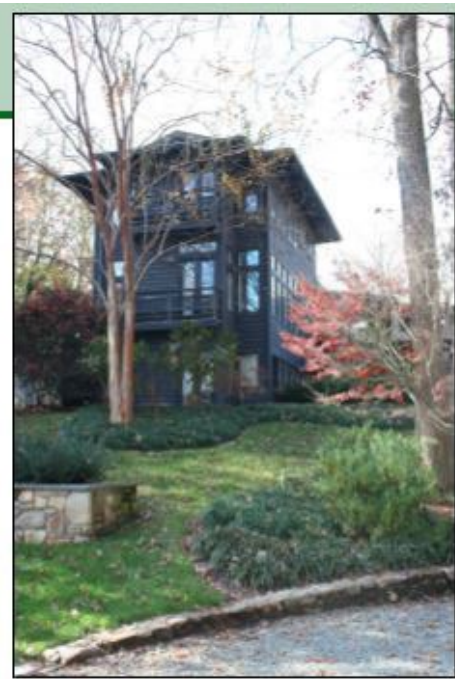
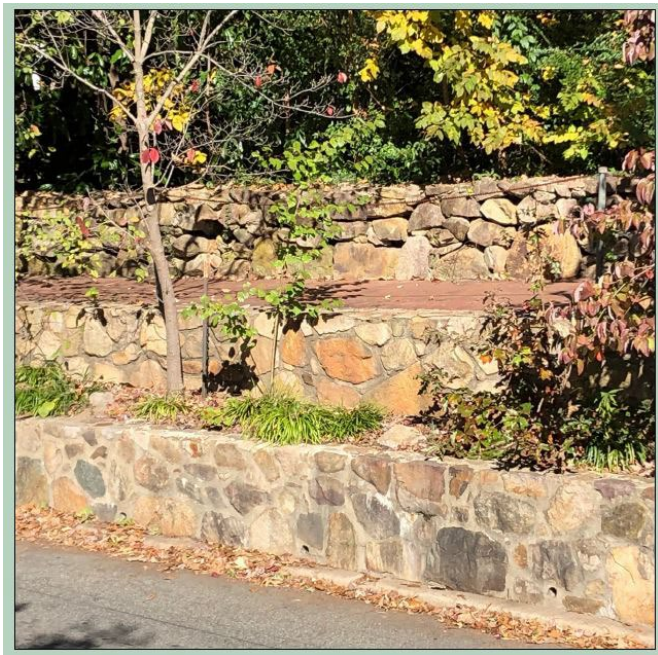
RELEVANCE - 2021 DESIGN PRINCIPLES & STANDARDS



Increased extent of fieldstone wall.

Increased area of brick pavers and Chapel Hill grit.

Increased area of landscaping.



APPENDIX

SUMMARY OF APPLICABILITY FROM APPROVED COA

APPLICABLE DESIGN GUIDELINES

1.2 Public Rights-of-way (page 45):

1.2.1. Retain and preserve the topography, materials, site features, and street patterns of the rights-of-way and the dimensions of the streets, alleys, sidewalks, and planting strips, that are important in defining the overall historic character of the districts.

1.2.2. Protect and maintain the details, features, and material surfaces of the historic streetscape—including, but not limited to, red brick and Chapel Hill grit walkways, fieldstone walls, and brick gutters—through a program of regular maintenance and repair using accepted preservation methods.

1.2.7. Locate necessary street furniture, trash receptacles, mailboxes, newspaper racks, and similar elements in locations that do not compromise, but instead complement the historic character of the streetscape. Select benches and other street furniture that are compatible with the historic district in design, scale, and materials.

Existing topography of the rights-of-way are will not be altered.

Existing streetscape is being extended with materials and planting strip prevalent in the vicinity.

Brick pavers, Chapel Hill grit and fieldstone walls will be used.

Street furniture will complement the historic district in character.

APPLICABLE DESIGN GUIDELINES

1.3 Walls & Fences (pages 48-49)

1.3.6. Site new walls and fences in configurations and locations that are compatible with the character of the building, site, and district and consistent with the location and height of other walls and fences in the district.

1.3.7. Construct new walls using traditional materials and designs that are compatible in configuration, height, material, scale, and detail with the character of the building, site, and district.

1.3.8. Construct new front- and side-yard fences using traditional materials and designs that are compatible in configuration, height, material, scale, and detail with the character of the building, site, and district.

1.3.9. Introduce contemporary utilitarian walls and fences in rear yards only where they do not compromise the historic character of the building, site, or district.

New seat walls will be approximately 18” high and will be precast concrete with a limestone color and finish.

The screen walls for the service area will be built with fieldstone, and will be segmented with small sections that follow the topography of the Town Green.

Fieldstone screen walls will be planted with climbing plants.

APPLICABLE DESIGN GUIDELINES

1.4 Walkways, Driveways, & Off-Street Parking (pages 52-53)

1.4.5. Design new walkways, driveways, and off-street parking to conform with the spacing, width, configuration, and materials of character-defining walkways, driveways, and off-street parking areas in the district.

1.4.6. Site new walkways, driveways, and off-street parking areas in locations that are compatible with the character of the building, site, and district—typically to the side and rear of existing buildings—and locate them so the topography of the site and mature trees and other significant site features are not significantly altered, damaged, or lost.

- b. In commercial and institutional areas, parking should be located at the side or rear of the property whenever possible.

New walkways will be consistent in dimension and character with the historic district.

New parking is located along NCNB alley, outside of the historic district boundary.

APPLICABLE DESIGN GUIDELINES

1.4.9. Construct new walkways in traditional materials and designs that are compatible in configuration, material, scale, and detail with the character of the building, site, and district. a. These include red brick, flagstone, concrete, and Chapel Hill grit. b. Do not use asphalt or contemporary materials that mimic other materials for sidewalks within the historic districts.

1.4.11. Utilize perimeter plantings, trees, shrubbery, hedges, and other landscape features—including low stone walls—to screen new driveways and off-street parking areas visually from the street, to buffer adjacent residential properties from their visual impact, and to reduce the solar heat gain of paved surfaces. Further reduce the visual impact of large parking areas by subdividing them with interior planting medians.

New walkways will use brick, concrete and Chapel Hill grit.

The eastern extension of NCNB alley will be screened by fieldstone walls.

Parking spaces will be located on NCNB alley outside of the historic district boundary and not visible from Henderson or E Rosemary Streets.

THANK YOU