



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:	19-019
	Permit:	
	STAFF REVIEW	
	<input checked="" type="checkbox"/> Application complete and accepted	
	<input type="checkbox"/> Application not complete and returned with a notation of deficiencies	
Project Description: Add handrails to existing stairs. Parent requested rails installed to assist handicapped child to access stairs.	BY: Becky McDonnell	
	DATE: 2/11/2019	
Instructions: Submit one digital copy of all application materials collated in one file (pdf preferred)		
Deadlines: Applications are due by the close of business the Friday before one month 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:	101 Cobb Terrace	Parcel ID Number:	9788-48-1601
Property Owner(s):	James Kitchen	Email:	jim@jimkitchen.org
Property Owner Address: Po Box 225			
City:	Chapel Hill	State:	NC
Zip:	27517	Phone:	919-801-5230
Historic District: <input type="checkbox"/> Cameron-McCauley <input checked="" type="checkbox"/> Franklin-Rosemary <input type="checkbox"/> Gimghoul			Zoning District: R-3

B: Applicant Information			
Applicant: James (Jim) Kitchen		Role (owner, architect, other): Owner	
Address (if different from above):			
City:	State:	Zip:	
Email:		Phone:	



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C. Application Type (check all boxes that apply)

☐ **Minor Work** Exterior works that do not involve any substantial alterations, and do not involve additions or removals that could impair the integrity of the property and/or the district as a whole. See [Design Guidelines](#) (p. 69) for a list of minor works.

☒ **Historic District Commission Review** Includes all exterior changes to structures and features other than minor works

☒ **Site-work only (walkways, fencing, walls, etc.)** ☐ **After-the-fact application** (for unauthorized work already performed).

☐ **Restoration or alteration**

☐ **Demolition or moving of a site feature.**

☐ **New construction or additions**

☐ **Request for review of new application after previous denial**

☐ **Sign**

D. Basic information about size, scale, and lot placement.

Provide measurements in feet and square feet where applicable. Where possible, please provide accurate measurements from a licensed surveyor, architect, engineer, etc. If exact measurements are not available, please provide estimated information. Current estimated information about lots and buildings can be found on the [Orange County Real Estate Data](#) website. Information about lot placement can be found on the [Chapel Hill](#) and [Orange County Interactive GIS](#) portals.

Zoning District	R-3				
Zoning District:	<i>Minimum setbacks</i>			<i>Maximum heights</i>	
	Street	Interior	Solar	Primary	Secondary
Required by zoning	24	8	11	29	60
Proposed	N/A	N/A	N/A	N/A	N/A
	Existing	Change +/-	Total		
Floor Area	N/A	N/A	N/A	Lot Size (NLA)	N/A
Impervious Surface Area (ISA)	N/A	N/A	N/A	Proposed ISA/NLA Ratio	N/A
New Land Disturbance			2 sq ft	Proposed Floor Area Ratio (for duplexes)	N/A



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 47 # 5	Accessibility & Life Safety Considerations	Rail designed in appropriate scale, materials, and finish
P 17 # 7 & 8	Walls & Fences	New railing will be made of treated wood to match the existing wood steps and will be compatible



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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 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 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 type="checkbox"/>	<input checked="" 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 .	☒		☐	☐	☐
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.

JAMES KIRCHER		2/5/19
Applicant (printed name)	Signature	Date

Property Owner	Signature	Date
(if different from above)		

101 Cobb Terrace Project Narrative & Justification

We are proposing new railings along the existing stairs leading to the street at 101 Cobb Terrace. The current tenant has requested railings to assist a handicapped child to access the stairs. The proposed railings meet Guideline # 7 on page 17, "Introduce compatible new walls and fences, as needed, in ways that do not compromise the historic character of the site or district" and Guideline # 8 "Construct new walls and fences in traditional materials and designs that are compatible in configuration, height, material, scale, and detail with the character of the building, site and district." The railings will be made of treated wood, to match the existing wooden steps. The proposed railing will be approximately 3 feet high and 5 feet long, and will not compromise the character of the existing home. Additionally, all review criteria are not applicable, except H – Appurtenant fixtures and other features. The proposed railings meet this standard of appropriateness, as they will match the existing railings and are made of compatible materials.



Existing conditions

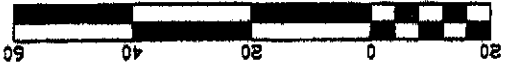


Proposed railings

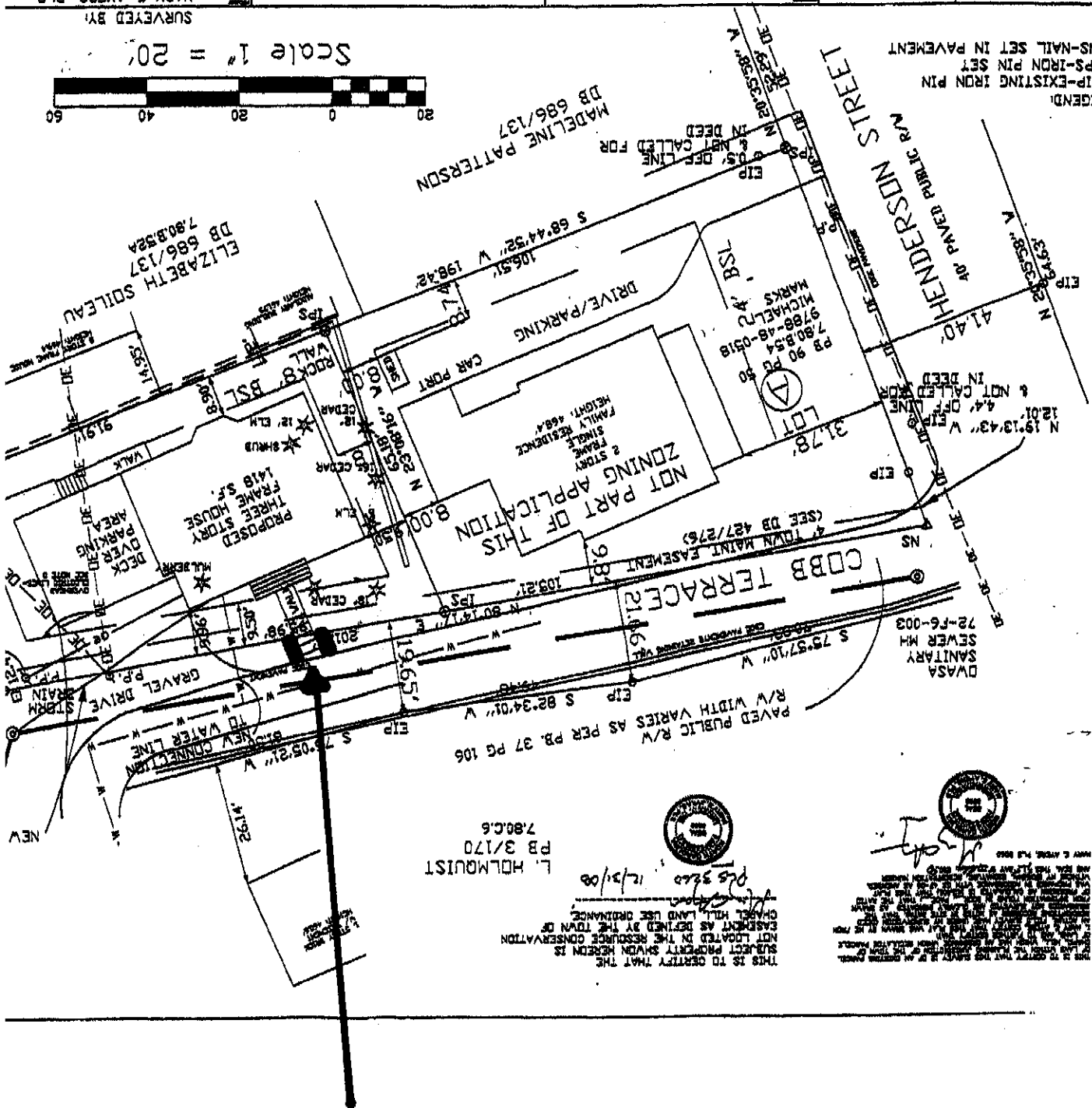
MARY E. AYERS, PLS
8111 NC OLD 86, CHAPEL HILL, NC
919.942-7906
27816

SURVEYED BY:

Scale 1" = 20'



- LEGEND:
- △ NS-NAIL SET IN PAVEMENT
 - ⊙ IPS-IRON PIN SET
 - ⊙ EIP-EXISTING IRON PIN



L. HOLMQUIST
PB 3/170
780.C.6

THIS IS TO CERTIFY THAT THE
SUBJECT PROPERTY SHOWN HEREON IS
NOT LOCATED IN THE RESOURCE CONSERVATION
EASEMENT AS DEFINED BY THE TOWN OF
CHAPEL HILL LAND USE ORDINANCE
12/31/08

MARY E. AYERS, PLS 8000
I am a duly Licensed Professional Surveyor in the State of North Carolina. I have examined the original field notes and computations of the above described survey and find them to be correct and in accordance with the laws and regulations of the State of North Carolina. I have also examined the original field notes and computations of the above described survey and find them to be correct and in accordance with the laws and regulations of the State of North Carolina. I have also examined the original field notes and computations of the above described survey and find them to be correct and in accordance with the laws and regulations of the State of North Carolina.

Proposed Rails

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Continuation SheetSection number 7 Page 88Chapel Hill Historic District Boundary Increase and
Additional Documentation
Orange County, North Carolina**101 Cobb – House – 2009****NC – Building**

This two-story, hip-roofed house is five bays wide and double-pile with a projecting, front-gabled wing on the right (west) end of the façade. The house has fiber-cement siding and vinyl windows throughout. The six-panel door has five-light sidelights and a five-light transom and is sheltered by a three-bay-wide, inset, two-story porch that is supported by square columns with a turned railing at each level. At the second-floor level, the porch is accessed by French doors with transoms. An uncovered wood deck on the left (east) elevation is accessed by paired French doors and shelters parking at the basement level. County tax records date the building to 2009.

North Columbia Street**101-107 N. Columbia**

See entry for 100-102 West Franklin Street.

108-110 N. Columbia – Commercial Building – c. 1925**C – Building**

This one-story, brick commercial building has a corbelled brick parapet with concrete coping and brick pilasters flanking and dividing the two-bay façade. The replacement storefronts are aluminum-framed, full-height glass storefronts with transoms above topped by soldier-course brick lintels. There is a recessed entrance on the right (south) bay and cloth awnings sheltering the storefronts. Four window openings each on the right elevation have been boarded and windows on the left (north) elevation have replacement, one-light fixed windows. There is an entrance at the rear of each side elevation, terra cotta coping on the side parapets, and another commercial building (fronting on Franklin Street) attached to its rear (east) elevation. According to Sanborn maps, the building was constructed between 1915 and 1925 and the north bay is labeled as “Cleaning & Pressing” on the 1925 map. County tax records date the building to 1925.

Cottage Lane**204 Cottage – House – c. 1930, c. 1950****C – Building**

This one-story, side-gabled house is three bays wide and double-pile with weatherboards, brick veneer over the lower one-sixth of the façade, an interior brick chimney, exposed rafter tails, and one-over-one wood-sash windows. The six-panel door is sheltered by a front-gabled porch supported by tapered square columns on a brick floor. A shed-roofed wing at the left rear (northeast) is covered with German-profile weatherboards and has windows spanning the full depth of the wing. A basement-level gabled wing extends from the north elevation of the rear ell.

A side-gabled wing at the right rear (southeast) was constructed between 1949 and 1974 and houses a separate apartment. It is three bays wide and double-pile with asbestos siding, six-over-six wood-sash windows, and an exterior brick chimney in the right (south) gable end. This wing also has brick veneer on the lower one-fourth of the façade. The entrance is sheltered by a wood pergola that spans the width of this wing. There is a gabled ell at the right rear of this wing that is set slightly lower,

Unofficial Property Record Card - Orange County, NC

General Property Data

Parcel ID **9788481601**
 Property Owner **KITCHEN JAMES H**

Mailing Address **PO BOX 225**

City **CHAPEL HILL**
 State **NC**
 Zipcode **27514**

Property Location **101 COBB TER**
 Property Use
 Most Recent Sale Date **8/13/2012**
 Legal Reference **5422/499**
 Grantor **PALMS REAL PROPERTY LLC**
 Sale Price **0**
 Land Area **0.13 AC**

Current Property Assessment

Card 1 Value Building Value **347,100** Other Features Value **0** Land Value **171,000** Total Value **518,100**

Building Description

Building Style Single Fam	Foundation Type 1/2 Basement	Heating Type Combo H&A
# of Living Units 1	Roof Structure Hip	Heating Fuel N/A
Year Built 2009	Roof Cover Shingle	Air Conditioning 100%
Finished Area (SF) 3215	Siding Frame	# of Bsmt Garages 0
Full Baths 3	1/2 Baths 1	3/4 Baths 0
# of Other Fixtures 0		

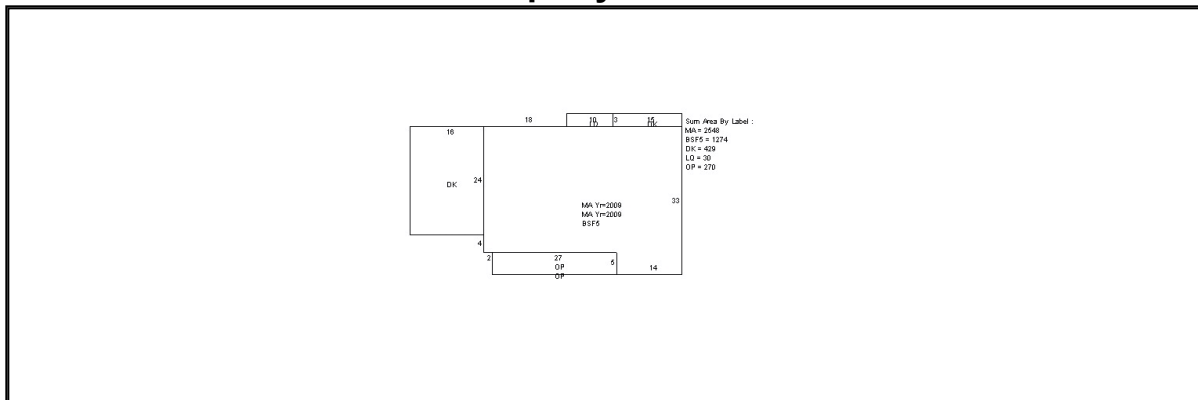
Legal Description

B MAGOLA BOHORQUEZ P90/50

Narrative Description of Property

This property contains 0.13 AC of land mainly classified as with a(n) Single Fam style building, built about 2009 , having a finished area of 3215 square feet, with Frame exterior and Shingle roof cover, with 1 unit(s).

Property Sketch



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.