

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:	17-109		
Project Description: Alpha Phi is requesting a COA for the installation of 2 Greek letters (an Alpha and a Phi) to be affixed to the front of the existing house as shown on the accompanying elevation sketch.	Permit:			
This project is in the final stages of construction. This request for a COA accompanies a sign plan application.	STAFF REVIEW Application complete and accept			
		tion not complete and ith a notation of deficiencies		
	BY: 7/7 /	2020		

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.



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A: Property Informa	auon		
Property Address:	219 East Rosemary Stre	et	Parcel ID Number: 9788-48-5227
Property Owner(s):	UNC Chapel Hill Alpha Corporation	Phi House	Email:
Property Owner Addre	ess: 1430 Sherman Avenue		
City: Evanston	State: Illinois	Zip: 60201-3214	- Phone:
Historic District: □Ca	ameron-McCauley X Franklin	-Rosemary \square Gimgh	oul Zoning District: R6
B: Applicant Informa	ation		
Applicant: JGA Archite	ects		Role (owner, Architect architect, other):
Address (if different fr	om above): 308 West Rosen	nary Street	
City: Chapel Hill	State	:: NC Zip:	27516
Email: josh@joshgurli	tz.com		Phone: 919-929- 7595
C. Application Type	(check all boxes that appl	y)	
			ions, and do not involve additions or removals that See <u>Design Guidelines</u> (p. 69) for a list of minor works.
X Historic District Con	nmission Review Includes all	exterior changes to st	tructures and features other than minor works
☐Site-work only (wal	kways, fencing, walls, etc.)	☐After-the-fact a	pplication (for unauthorized work already performed).
☐ Restoration or alter	ation	Demolition or m	noving of a site feature.
New construction o	r additions	☐Request for revi	iew of new application after previous denial
XX 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.



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Zoning District:	М	linimum setb	acks	Maxim	num heights	Lot size		
	Street	Interior	Solar	Primary	Secondary			
Required by zoning	NC	NC'	NC'	NC	NC			
Proposed	NC	NC	NC	NC	NC NC			
	Existing	Change +/-	Total	Total Floor Area Ratio				
Floor Area (main structure)	NC	NC	NC	Existing	Existing Proposed		NLA ratio	
Floor Area (all other)	NC	NC	NC	.NC	.NC	Existing	Proposed	
Impervious Surface Area (ISA)	NC	NC	NC	NC NC		NC	NC	
New Land Disturbance			NC					

E: Applicable Design Guidelines

The Town's <u>Design Guidelines for the Chapel Hill Historic Districts</u> are integral to the application and review process. These guidelines supplement the required review criteria for Certificate of Appropriateness applications (provided in <u>Section 3.6.2(e)(4)</u> 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
IV	Additions and New Construction	We used a letter size that is at the smaller end of signs used to identify other sororities and fraternities in the immediate area surrounding this house
II	District Setting	We considered the signs that are affixed to other sorority and fraternity houses in the immediate area surrounding this house. We elected to use only the greek letters to minimize the impact and to retain the identity of the sorority.



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F. Checklist of Application Materials										
Attach the required elements in the order indicated.	то ве	PLETED	TO BE COMPLETED BY TOWN STAFF							
	YES	N/A	YES	N/A	NO					
1. Written description of physical changes proposed. Describe clearly and in detail the physical changes you are proposing to make. Identify the materials to be used (siding, windows, trim, roofing, pavements, decking, fencing, light fixtures, etc.), specify their dimensions, and provide names of manufacturers, model numbers, and specifications where applicable.										
2. History, context, and character information. Please include a summary of what information you have relied on to understand the relevant character and history of the district and subject property—and briefly summarize that information. At a minimum, include:	\boxtimes									
 Current property information for the lot and all structures, including Building Sketches and Building Details, from <u>Orange County Real Estate</u> <u>Data</u>. 										
☐ 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 , for Gimghoul see Gimghoul . (If yours is one of the few properties in McCauley-Cameron or Franklin-Rosemary that has not yet been inventoried, please indicate that.)										
 3. Justification of appropriateness. Attach an annotated statement explaining how the proposed change(s) meets the following standards of appropriateness that the Commission considers in making findings of fact indicating the extent to which the application is or is not congruous with the historic aspects of the historic district. If a standard is not applicable, type "not applicable". A. The height of the building in relation to the average height of the nearest adjacent and opposite buildings. B. The setback and placement on lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings. C. Exterior construction materials, including texture and pattern. D. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials. E. Roof shapes, forms, and materials. F. Proportion, shape, positioning and location, pattern, and size of any elements of fenestration. G. General form and proportions of buildings and structures. H. Appurtenant fixtures and other features such as lighting. I. Structural conditions and soundness. 										



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J. Architectural scale.			
4. Photographs of existing conditions are required. Minimum image size 4" x 6" as printed or the digital equivalent. Maximum 2 images per page.	\boxtimes		
5. Site Plan Set showing existing and proposed conditions. (Min. scale: 1 in. = 20 ft.)			
☐ Site plans must show the relationships between, and dimensions of, existing and proposed buildings, additions, sidewalks, walls, fences, driveways, and/or other structures on the property, as well as property lines and applicable zoning setbacks.			
☐ Include both written and drawn scales and show accurate measurements. You may also use a copy of a survey with surveyor's seal deleted. Revise the copy as needed to show existing conditions and your proposed work.			
Indicate the area of all structural footprints (existing and proposed) in square feet; also, indicate lot size in square feet.			
6. Elevation Drawings showing existing structural facades and proposed changes. Drawings should be submitted as 11" x 17" or 8-1/2" x 11" reductions of full-size drawings. All details should be reasonably legible. Photographs are okay for facades with no changes.	\boxtimes		
 Elevation drawings showing all proposed changes above current grade from front, back, and both sides. 			
☐ Include scale bar, written scale, and label major dimensions (including width of structures and heights from finished grade to fascia/eaves and heights to top of roofs).			
$\ \square$ Label materials to be used (roofing, siding, windows, trim, light fixtures, etc.)			
7. Information about context (required for all construction of new structures, proposed impervious surfaces greater than 1500 SF, additions greater than 150 SF, and/or proposed land disturbance greater than 5000 SF.) Detailed information about lots and structures can be found on the Orange County Real Estate Data website; information about lot placement can be found on the Chapel Hill and Orange County GIS portals.			
For each of the nearest adjacent and opposite properties, provide:			
$\ \square$ The height of each building (if an estimate, indicate that).			
☐ The setbacks and lots placement of each building (an image from the Town GIS database, including scale, is sufficient).			
\square The size of each lot (net land area in square feet).			
☐ The size of all buildings on the nearest adjacent and opposite properties, including building footprint areas, Floor Areas (in square feet), and Floor Area Ratios. Provide current figures from Orange County Real Estate Data; indicate any corrections for accuracy you believe necessary and your basis for doing so.			
8. Demolition/Relocation Information (required only if demolition or relocation of a feature is proposed).			
☐ Provide a written description of architectural features, additions,			



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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 <u>Planning & Sustainability Fee Schedule</u> . For a list of addresses, please refer to the Town's <u>Development Notification Tool</u> .	\boxtimes		
10. Certificate of Appropriateness fee per <u>Planning & Sustainability Fee Schedule</u>			



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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 nearing on the application.

	2 1 VI		
Josh Gurlitz (Fosh X	m 06/25/20	
Applicant (printed name)	Signature	Date	
Rany Hu	yeman	06/25/20 0/25/2020 Date	
Property Owner /	Signature	bate	
(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** <u>on this sheet</u>. 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:

XX	1. Application Form. Either <u>Residential</u> Zoning Compliance or <u>Administrative</u> Zoning Compliance.
XX	2. Recorded plat or deed verifying property's current ownership
XX	3. Recorded plat of easements, right-of-way, and dedications, if applicable
XX	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.
XX	5. Mailing notification fee. The fee per address can be found on the Planning Department's Fee Schedule .
XX	6. Certificate of Appropriateness fee per Planning Department's Fee Schedule
XX	7. Reduced Site Plan Set (reduced to 8.5" x 11")
XX	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.
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(Continued)



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XX

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.

- 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
- i) 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.

XX

11. Information Regarding Surrounding Properties

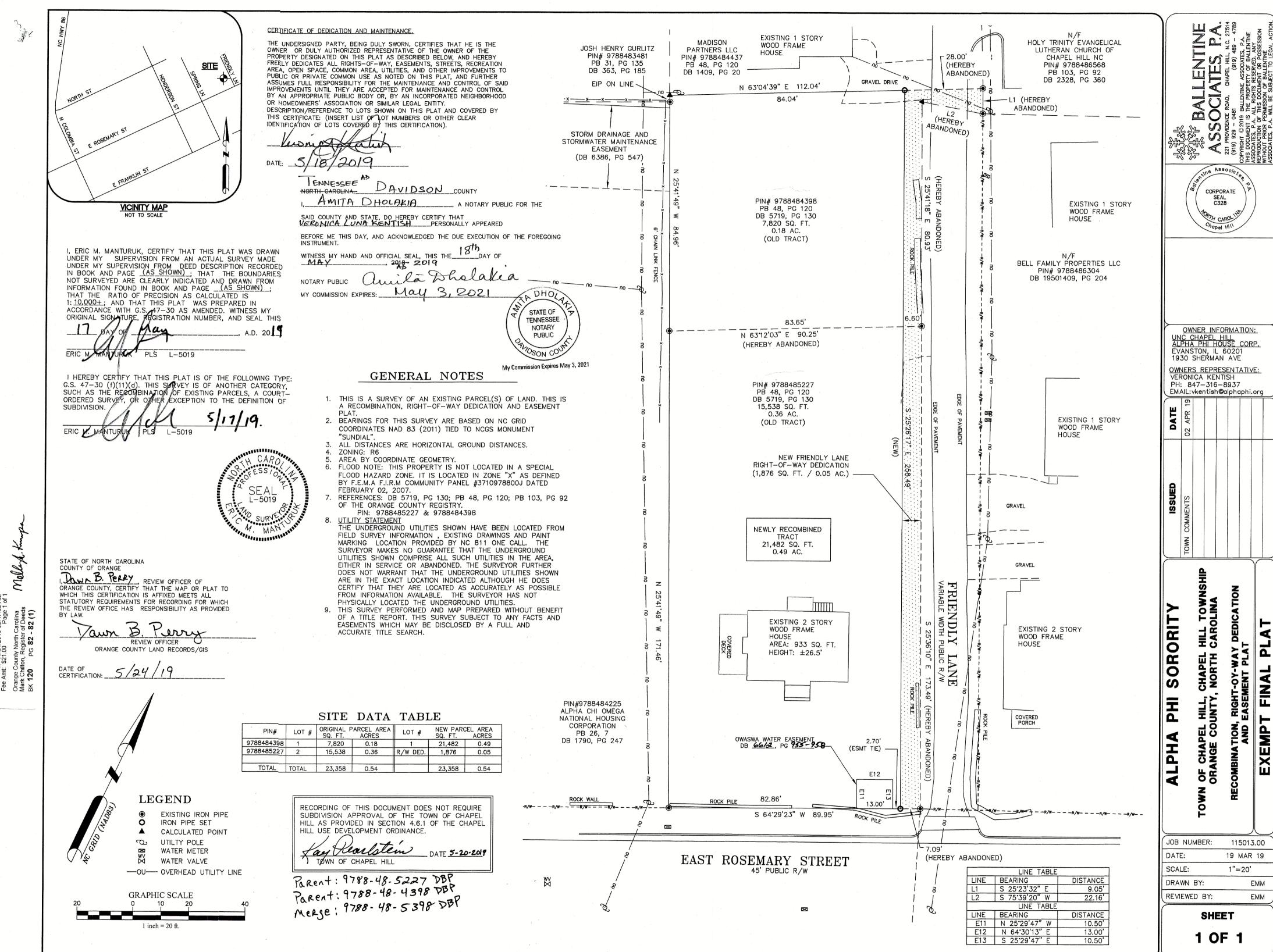
For new construction or large projects, the applicant is required to provide information on:

- 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.

| 1

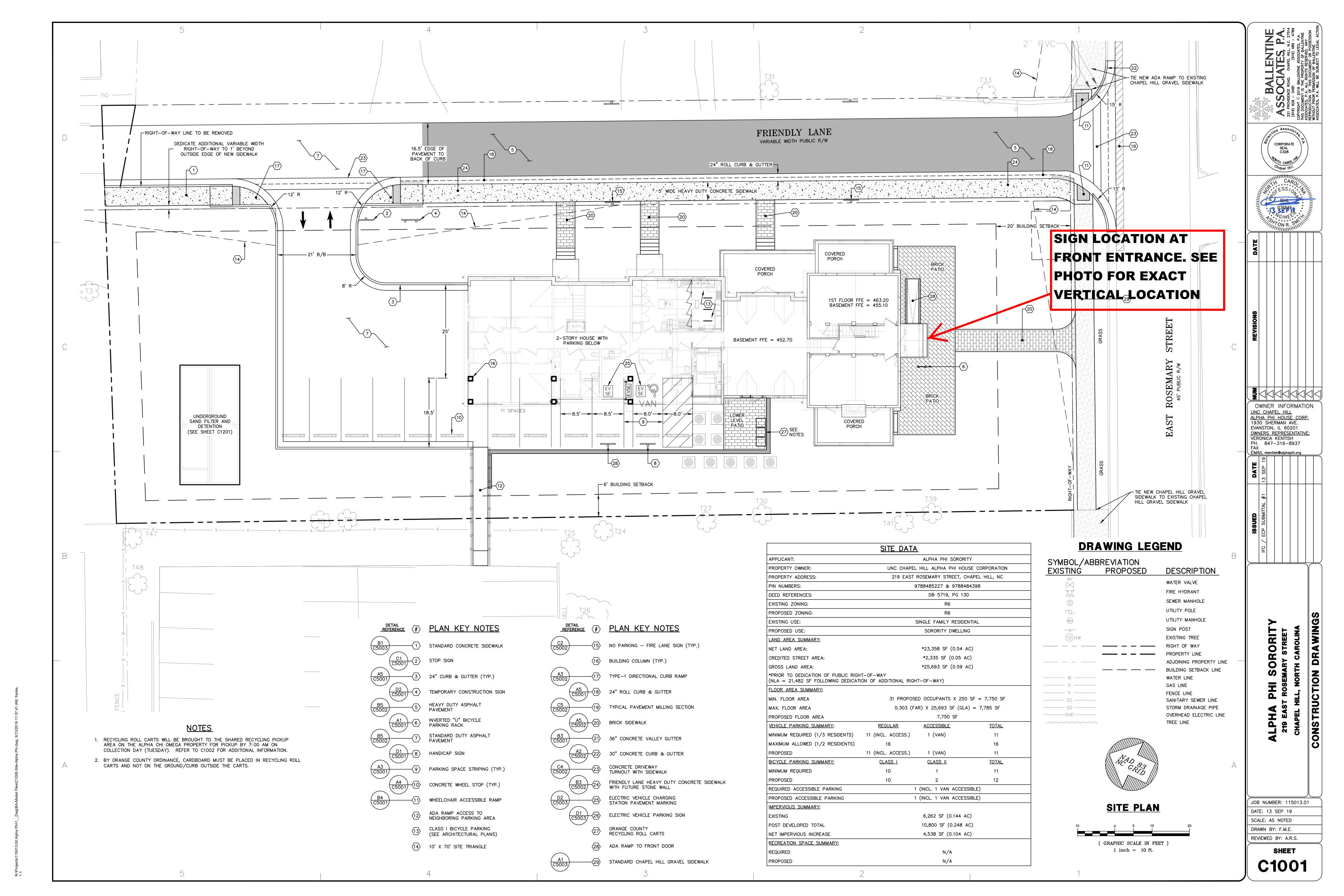
12. **Demolition Information (if applicable)**

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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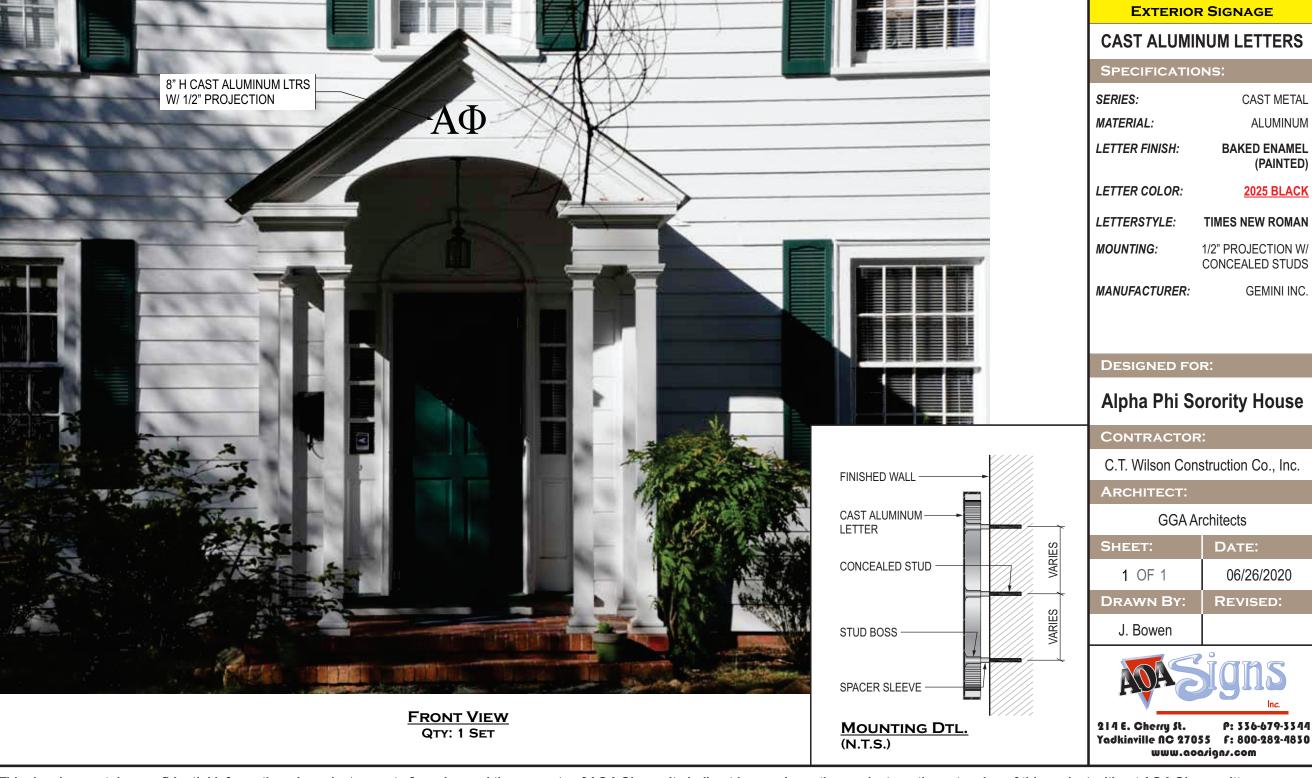














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Times New Roman

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Flat Face	2"*	3"*	4"	5"	6″	8″	9″	10"	12"	15"	16"	18"	20"	24"
Brushed Aluminum				ı									1	
Brushed Bronze														
Approx Depth	3/8	1/2	5/8	3/4	3/4	3/4	3/4	1	1	1 1/4	1 1/4	1 1/2	1 1/2	1 1/2
Approx Stroke	1/4	5/8	5/8	7/8	1	1 1/4	1 1/2	1 5/8	1 7/8	3 1/2	3 3/4	4	4 3/8	5
	•													

^{*}Not available in lower case.

Larger sizes and alternate depths available. See page 50 & 52



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