

**Notice of Request for Proposals (RFP)**

**For**

**Design Guidelines Consultant**

**BID: [RFP: Insert here]**

**TO: ALL PROSPECTIVE BIDDERS**

**FROM: ZAKIA ALAM, PURCHASING & CONTRACTS MANAGER   
SUBJECT: REQUEST FOR PROPOSALS FOR: Design Guidelines Consultant**

**DATE: [RFP: Insert here]**

**Project Summary:** The Town of Chapel Hill requests proposals from urban design and planning consulting firms to develop design guidelines for two specific areas in Chapel Hill— the Ephesus/Fordham Form District and Downtown. The purpose of the design guidelines will be to provide direction/guidance to Town staff, Town Advisory Boards/Commissions, and applicants on the desired aesthetics of each area.

**Date of Issue: [RFP: Insert here]**

**Deadline for Questions: [RFP: Insert here]**

**Responses to Questions Posted: [RFP: Insert here]**

**Proposal Submittal Deadline: [RFP: Insert here]**

**Selection Completion: [RFP: Insert here]**

**Commencement of Project: [RFP: Insert here]**

**Contact Person:**

Megan Wooley, Community Sustainability Planner, Office of Planning and Sustainability  
Town of Chapel Hill   
405 Martin Luther King Jr. Blvd.  
Chapel Hill, NC 27514  
Phone: 919-969-5059 Email: [mwooley@townofchapelhill.org](mailto:mwooley@townofchapelhill.org)

**Questions:**

All inquiries and questions about this request for proposals must be submitted in writing by email to Megan Wooley at [mwooley@townofchapelhill.org](mailto:mwooley@townofchapelhill.org). Questions must be submitted by **[RFP: Insert here]**. All questions and responses will be emailed to all parties.

**REQUEST FOR PROPOSALS**

**DESIGN GUIDELINES FOR EPHESUS/FORDHAM FORM DISTRICT AND DOWNTOWN**

**CHAPEL HILL, NORTH CAROLINA**

**SECTION 1: BACKGROUND AND AREA DESCRIPTION**

In June 2012, the Town Council adopted the Chapel Hill 2020 Comprehensive Plan. As part of the Chapel Hill 2020 planning process, the Council and community identified “Future Focus Areas,” which are areas in Town located along major transportation corridors and are considered likely to change in the near future. These areas require continued conservation/guidance about how they will change and grow. For more information about Chapel Hill 2020, click [here](http://www.townofchapelhill.org/town-hall/departments-services/chapel-hill-2020/about-chapel-hill-2020).[[1]](#footnote-1)

Since the comprehensive plan’s adoption, the Town has begun to develop a more detailed vision for the Downtown and the Ephesus/Fordham areas. The Ephesus Small Area Plan (adopted in 2010) was the basis for a form-based development code adopted by the Town Council in May 2014. The Council has also initiated a Downtown planning process which began in 2013; we anticipate submitting a final plan for Council consideration in the spring of 2016.

Additional information about these processes is provided below.

*Ephesus/Fordham Form District*

In June 2011, the Council adopted the Ephesus Church Road/Fordham Boulevard Small Area Planning/Traffic Analysis. The Chapel Hill 2020 Comprehensive Plan identified implementation of the small area plan and consideration of a form-based code as a major priority.

In May 2014, the Council enacted the Ephesus Church/Fordham Form District Regulations (i.e. form-based code) as an amendment to the Town’s Land Use Management Ordinance.[[2]](#footnote-2) For more information about the Town of Chapel Hill’s Code of Ordinances (including Appendix A: Land Use Management Ordinance), click [here](http://www.townofchapelhill.org/town-hall/government/code-of-ordinances).[[3]](#footnote-3) For more information, visit <http://www.townofchapelhill.org/ephesusfordham>

Existing urban design in Ephesus/Fordham is characterized predominantly by:

* Suburban retail strip-center buildings oriented around large surface parking lots
* Older two-story hotel buildings
* 1-3 bedroom walk-up apartments
* Other standalone 1-story restaurants and retail uses

While there has been relatively sporadic aesthetic change to Ephesus/Fordham since properties were annexed by the Town from 1968 to 1978, the area is experiencing increased demand for new development. Recently, the Town approved the 6-story Village Plaza Apartments mixed-use building as the first project regulated by the new Ephesus/Fordham Form District Regulations. For more information about the Village Plaza Apartments project, click [here](http://www.townofchapelhill.org/town-hall/departments-services/planning-and-sustainability/development/development-activity-report/village-plaza-apartments).[[4]](#footnote-4)

The Ephesus/Fordham Form District regulations require that most of the proposed development activities in Ephesus/Fordham (see map below) seek administrative approval of a “Form District Permit” and approval of a “Certificate of Appropriateness” from the Town’s Community Design Commission prior to receiving a building permit. The Town Council has requested the development of design guidelines that outline appropriate architectural design within the urban fabric of Ephesus/Fordham to serve as a basis for the Community Design Commission’s review of Certificate of Appropriateness applications.

The Ephesus/Fordham design guidelines should also be compatible with new streetscape standards that the Town is developing. The Town has engaged Kimley-Horn in a process to develop these standards by the fall of 2015.

For more information and updates about the Ephesus Fordham District, please visit the [Ephesus Fordham Scorecard](http://www.arcgis.com/apps/MapJournal/?appid=fe38a0e5e1a542d8be4485d24693dcbd)[[5]](#footnote-5), a website that illustrates key performance indicators (metrics) that have been selected to assess progress towards the Town’s goals for the district.

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| **Ephesus/Fordham Form District Regulating Plan and Map** |
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*Downtown Chapel Hill*

Downtown is the heart of Chapel Hill with a core of mostly 2-3 story buildings (many of which are historic). Over the past few years, Downtown has experienced change and new development which differs from the historic structures; for example, recent additions include 140 West and Greenbridge—both about 8-10 stories in height.

The boundary of Downtown is defined on the east by Henderson Street, west by the Carrboro town limits, north by Rosemary Street, and south by Franklin Street (see map below).

Downtown was identified in the Chapel Hill 2020 Comprehensive Plan as “Future Focus Area 1.” The comprehensive plan also contained five “Big Ideas,” one of which is to “create an entrepreneurial hub in the Rosemary Street corridor.” (Rosemary Street is one of the main streets in Downtown.)

After the adoption of the Comprehensive Plan, the Town and the Chapel Hill Downtown Partnership led a community visioning process (called Rosemary Imagined) from summer of 2013 to spring of 2014. In June of 2014, this process was expanded to “Downtown Imagined” to include all of Downtown. These ideas and visions are gathered in a document titled “Downtown Imagined: Community Visions.” For a link to this document, visit [www.townofchapelhill.org/downtown](http://www.townofchapelhill.org/downtown).

The Town has initiated the development of the Downtown master planning process which includes data/analysis of current conditions and the community’s visions – together these aim to create a comprehensive Downtown Master Plan. We anticipate that plan will be completed in spring of 2016.

The Town is interested in developing design guidelines for Downtown that encourages consistency between new and traditional buildings. We would like to maintain the character, history, and feel of Downtown while also embracing new structures and modern architecture.

The Downtown design guidelines should carefully consider the transitions and buffers between Downtown and surrounding neighborhoods, especially the Historic Districts and Neighborhood Conservation Districts. For more information about Historic Districts in Chapel Hill, click [here](http://www.townofchapelhill.org/town-hall/departments-services/planning-and-sustainability/resources/historic-districts-2326).[[6]](#footnote-6) For more information about Neighborhood Conservation Districts in Chapel Hill, click [here](http://www.townofchapelhill.org/town-hall/departments-services/planning-and-sustainability/resources/neighborhood-conservation-district-ncd-zoning-overlays).[[7]](#footnote-7)

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| **Downtown Chapel Hill – Defined by the Municipal Service District** |
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**SECTION 2: SCOPE OF PROJECT**

The Town is interested in contracting with an urban design and planning consulting firm (Consultant) to provide the following tasks/deliverables for the Ephesus/Fordham Form District and Downtown.

While the two projects are similar in scope, developing design guidelines for the Ephesus/Fordham Form District will be Phase I of this project, and developing design guidelines for Downtown will be Phase II of this project.

The following is scope for the two Phases.

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| **Phase I: Design Guidelines for the Ephesus/Fordham Form District** | | |
| **Task** | **Description** | **Schedule** |
| Contract with the Consultant | Finalize contract with the selected consultant. |  |
| Background Review | The Consultant will review the following documents and become familiar with the recommendations, issues, and concerns:   * Ephesus/Fordham Form District Applications – [Webpage](http://www.townofchapelhill.org/town-hall/departments-services/chapel-hill-2020/future-focus-areas/the-ephesus-fordham-district/form-district-applications)[[8]](#footnote-8) and Documents on webpage * [Ephesus/Fordham Form District Regulations](http://www.townofchapelhill.org/town-hall/departments-services/chapel-hill-2020/future-focus-areas/the-ephesus-fordham-district/form-based-code)[[9]](#footnote-9) * [Chapel Hill 2020 Comprehensive Plan](http://www.townofchapelhill.org/town-hall/departments-services/chapel-hill-2020/about-chapel-hill-2020)[[10]](#footnote-10) * Town of Chapel Hill Design Manual and Standard Details – [Click here for webpage](http://www.townofchapelhill.org/town-hall/departments-services/public-works/engineering/design-manual-and-standard-details).[[11]](#footnote-11) * Community Design Commission Charge – Click [here](http://www.townofchapelhill.org/town-hall/government/boards-commissions) for the Boards & Commissions webpage, click on “Community Design Commission” on the sidebar.[[12]](#footnote-12) * Other pertinent plans, policies, and regulatory documents |  |
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| Prepare Documents | **Develop base map:** The Consultant will work with Town staff to determine what information is needed to develop base maps for the project. The Town will provide the necessary information (such as maps, map layers, and shape files) in an ESRI format.  **Site Analysis:** The Consultant will assess the physical details, architecture, and urban fabric of the study area and surrounding area. The Consultant will provide a written analysis and coded map of key findings.  **News Release:** The Consultant will draft a news release to inform the public about the project and the Consultant’s credentials. The Town will edit and issue the release.  **Webpages:** The Consultant will provide text, photographs, maps, renderings, and other images as required for explaining the progress of the Ephesus/Fordham Phase of this project for use on the Town of Chapel Hill’s website. |  |
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| Public Process | **Design Workshop:**   * The Consultant will hold a Design Workshop to gather input and ideas from the community and members of the Community Design Commission. * This workshop may be held in the evening and repeated the same day or following day at lunch time.   **Draft Review #1:**   * The Consultant will prepare a draft of the design guidelines document based on community and Town staff input and best practices. * The Consultant will present the draft to the Community Design Commission during a regularly scheduled meeting to solicit feedback on the draft. * The draft will be available at least one week prior to the meeting for the Commission’s review. * Community members will be invited to share their comments at the Community Design Commission meeting.   **Draft Review #2:**   * After the first review, the Consultant will revise the draft based on the feedback received from the Community Design Commission, Town staff, and community. * The second draft will be presented to the Community Design Commission during a regularly scheduled meeting to solicit feedback on the draft. * The draft will be available at least one week prior to the meeting for the Commission’s review. * A community meeting will be held to solicit feedback from community members on the draft.   **Draft Review #3:**   * After the second review, the Consultant will revise the draft based on the feedback received from the Community Design Commission, Town staff, and the community. * The third draft will be presented to the Community Design Commission during a regularly scheduled meeting to solicit feedback on the draft. * The draft will be available at least one week prior to the meeting for the Commission’s review. This should be the final version of the draft. * Community members will be invited to share their comments at the Community Design Commission meeting.   **Community Design Commission Review for Approval:**   * The final version of the design guidelines will be presented to the Commission for their review and possible recommendation. |  |
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| Completion | **Approval of Ephesus/Fordham Design Guidelines by the Town Manager** | Fall 2015 |
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| Training | Following adoption of the design guidelines, the Consultant will train Town staff and the Community Design Commission when reviewing applications for the area |  |

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| **Phase II: Design Guidelines for Downtown\***  \*Note: The Town is currently engaged in a Downtown Master Planning process. For more information, visit [www.townofchapelhill.org/downtown](http://www.townofchapelhill.org/downtown). The effort to develop design guidelines for Downtown will most likely closely follow, or closely coincide with, the adoption of a Downtown Master Plan, tentatively scheduled for spring of 2016. | | |
| **Task** | **Description** | **Schedule** |
| Background Review | The Consultant will review the following documents and become familiar with the recommendations, issues, and concerns:   * [Downtown Imagined: Community Visions](http://www.townofchapelhill.org/town-hall/departments-services/chapel-hill-2020/big-ideas/downtown-master-planning-process)[[13]](#footnote-13) * [Chapel Hill 2020 Comprehensive Plan](http://www.townofchapelhill.org/town-hall/departments-services/chapel-hill-2020/about-chapel-hill-2020)[[14]](#footnote-14) * [Northside and Pine Knolls Community Plan](http://www.townofchapelhill.org/town-hall/departments-services/housing-and-community/affordable-housing-policy/northside-and-pine-knolls-community-plan)[[15]](#footnote-15) * [Design Guidelines for the Chapel Hill Historic Districts](http://www.townofchapelhill.org/town-hall/departments-services/planning-and-sustainability/resources/historic-districts-2326)[[16]](#footnote-16) * [Northside Neighborhood Conservation District Regulations](http://www.townofchapelhill.org/town-hall/departments-services/planning-and-sustainability/resources/neighborhood-conservation-district-ncd-zoning-overlays/cd-1-northside)[[17]](#footnote-17) * [Pine Knolls Neighborhood Conservation District Regulations](http://www.townofchapelhill.org/town-hall/departments-services/planning-and-sustainability/resources/neighborhood-conservation-district-ncd-zoning-overlays/cd-4-pine-knolls)[[18]](#footnote-18) * Report(s) from ongoing Downtown Master Planning Process * Other pertinent plans, policies, and regulatory documents |  |
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| Prepare Documents | **Develop base map:** The Consultant will work with Town staff to determine what information is needed to develop base maps for the project. The Town will provide the necessary information (such as maps, map layers, and shape files) in an ESRI format.  **Site Analysis:** The Consultant will assess the physical details, architecture, and urban fabric of the study area and surrounding area. The Consultant will provide a written analysis and coded map of key findings.  **News Release:** The Consultant will draft a news release to inform the public about the project and the Consultant’s credentials. The Town will edit and issue the release.  **Webpages:** The Consultant will provide text, photographs, maps, renderings, and other images as required for explaining the progress of the Downtown Phase of this project for use on the Town of Chapel Hill’s website. |  |
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| Public Process | **Design Workshop:**   * The Consultant will hold a Design Workshop to gather input and ideas from the community, members of the Community Design Commission, and other stakeholder groups. * This workshop may be held in the evening and repeated the same day or following day at lunch time.   **Draft Review #1:**   * The Consultant will prepare a draft of the design guidelines document based on community and Town staff input and best practices. * The Consultant will present the draft to the Community Design Commission during a regularly scheduled meeting to solicit feedback on the draft. * The draft will be available at least one week prior to the meeting for the Commission’s review. * Community members will be invited to share their comments at the Community Design Commission meeting.   **Draft Review #2:**   * After the first review, the Consultant will revise the draft based on the feedback received from the Community Design Commission, Town staff, and community. * The second draft will be presented to the Community Design Commission during a regularly scheduled meeting to solicit feedback on the draft. * The draft will be available at least one week prior to the meeting for the Commission’s review. * A community meeting will be held to solicit feedback from community members on the draft.   **Draft Review #3:**   * After the second review, the Consultant will revise the draft based on the feedback received from the Community Design Commission, Town staff, and the community. * The third draft will be presented to the Community Design Commission during a regularly scheduled meeting to solicit feedback on the draft. * The draft will be available at least one week prior to the meeting for the Commission’s review. This should be the final version of the draft. * Community members will be invited to share their comments at the Community Design Commission meeting.   **Community Design Commission Review for Approval:**   * The final version of the design guidelines will be presented to the Commission for their review and possible approval. |  |
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| Completion | **Approval of Downtown Design Guidelines** |  |
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| Training | Following adoption of the design guidelines, the Consultant will train Town staff and the Community Design Commission when reviewing applications for the area |  |

**SECTION 3: DELIVERABLES**

The Consultant will develop separate design guidelines for the Ephesus/Fordham District and Downtown.

**Objective:** Each set of design guidelines will consider the existing character of the areas and anticipate future changes; the goal of the design guidelines is to provide clear direction and guidance for bridging the existing character and future/envisioned changes. The guidelines should be designed to encourage high-quality urban spaces defined by a variety of building types, high quality streetscapes, signage, building elements, and other important architectural characteristics with special consideration to street frontage.

Each set of design guidelines must include the following at a minimum:

1. Introduction: including principles, intent, and explanation of process in clear user-friendly language
2. Design Guidelines: including architectural guidelines, site design based upon required/allowable site features, and signage
3. Separate templates for Town Staff and Advisory Board/Commission members to use when reviewing development applications.

Following adoption of the design guidelines, the Consultant will train Town staff and the Community Design Commission when reviewing applications for each area.

At the end of the project, the Consultant will deliver to the Town:

* A final digital version of all documents;
* Original files of photos or other images used the design guidelines documents; and
* Final digital versions of any maps and graphic images required for the design guidelines documents.

All maps, map layers, and shape files must be compatible with ESRI-based products, and all editable text documents must be compatible with Microsoft Office.

**SECTION 4: SUBMITTAL REQUIREMENTS**

*No paper submittals please!* The Proposals should not exceed 25 pages; however, brevity should not be at the cost of clarity.

Please email your documents to Zakia Alam, Purchasing and Contract Manager, Business Management Department, at [zalam@townofchapelhill.org](mailto:zalam@townofchapelhill.org).

For files exceeding 14 MB in size, use a download service. Note that the Town cannot be charged for receipt of any files submitted through a download service. If you do not have access to email or download services you may send a CD containing the PDF of your submittal to:

Zakia Alam, Purchasing and Contract Manager

Business Management Department

Town of Chapel Hill

405 Martin Luther King Jr. Blvd. Chapel Hill, NC 27514

Include the following in your submittal:

1. **Description of Approach:** Up to three pages describing the intended approach and methods for the project. The description should also incorporate the scheduled outlined in Section 2 and provide a list of products to be produced, including:
   1. Elaboration upon the tasks to be performed as outlined in Section 2;
   2. Tentative timelines for completing each task as outlined in Section 2;
   3. Methods to manage the project and communicate with Town staff and the public as the project progresses;
   4. How the Design Workshop and sessions with the Community Design Commission will be conducted;
   5. Data the consultant expects the Town of Chapel Hill to provide.
2. **Team Expertise:** Description of who specifically from the Consultant’s team will be working on this project, and any subcontractors who will be responsible for specific tasks. Provide specific information on the project manager who would be the main contact/responsible for the project. Provide general information on other team members, including their qualifications and specific evidence of relevant experience creating design guidelines.

Include contact information (addresses, telephone numbers, and email) for three past client references.

1. **Sample Design Guidelines Document:** At least one and no more than threesample design guidelines from past projects. When appropriate, if the example differs from the formally adopted design guidelines, provide a brief explanation of the difference between the adopted version and the consultant-generated version. Photos of designed or built results of the design guidelines are encouraged and must be accompanied by a description of their specific relationship to the design guidelines.
2. **Project Cost:** $[RFP: insert amount here] has been budgeted for this project. Submittal should include a detailed description of the proposed fee. This should include:

* Hourly rates (inclusive of overhead and profit) for personnel or personnel categories;
* The cost of each task as outlined in Section 2;
* Signature of the person responsible for the decisions as to costs and services being offered.

If travel, food, and other reimbursements are requested, the General Service Administration per diem rates will apply.

1. **Statement of Start Date**: Statement concerning the Consultant’s ability to begin work with the Town on [RFP: insert date here].
2. **Additional Information**: Any additional information may be useful during the selection process.

The consultant may propose additions/options to the scope of work and provide pricing accordingly. A potential item could include proposed regulatory updates.

**SECTION 5: SELECTION PROCESS**

Firms responding to this request should have demonstrated ability in the preparation of design guidelines. The firm selected must demonstrate a capacity to work closely with the Town staff, Town Advisory Boards/Commissions, elected officials, and the public.

A selection team of Town staff will evaluate all submittals. The Town may have an interview process. Proposals submitted by Consultants will be evaluated according to the following elements, and the final selection will be the Consultant that provides the best mix of skills, experience, and price:

* Experience in preparing design guidelines in other communities
* Experience with areas undergoing change and new forms of development
* Experience pairing design guidelines with form-based code or other innovative regulatory structures
* Experience in preparing downtown design guidelines with historic and new building types
* Experience in suburban redevelopment areas
* Strength of graphic skills
* Strength of written and verbal communication/presentation skills
* Experience in identifying, evaluating, synthesizing, and explaining the essential qualities of community design and character
* Demonstrated results
* Rationale for proposed fee
* Ability to begin work in [RFP: Insert date here]
* Ability to meet Town insurance requirements

Consultant selection will not be affected by the proposal of add-on items or lack thereof. Any additional items will be negotiated separately if Town staff decides to pursue these.

Town staff and the Consultant will agree on deliverables, a finalized schedule, and other details after a selection is made (including but not limited to public engagement, collaboration with Town Advisory Boards/Commissions, and training).

The Town reserves the right to reject any or all submittals, to waive technicalities, and to be the sole judge of the suitability of consultants to provide the desired services. The Town reserves the right to engage in consultant services that are determined to best meet the interests of the Town.

**Due Date**

Proposals should be received by Zakia Alam, Purchasing and Contract Manager, by 3:00 P.M., on [RFP: Insert date here].

**Questions**

Any questions regarding this RFP should be sent via email to Megan Wooley at [mwooley@townofchapelhill.org](mailto:mwooley@townofchapelhill.org) with “Questions from Design Guidelines Consultant RFP” in the subject line.

Questions should be sent no later than noon on [RFP: Insert date here].

Answers will be posted to the Town’s website [www.townofchapelhill.org](http://www.townofchapelhill.org/) by 5:00pm on [RFP: Insert date here].

For questions on the bidding procedures, contact the Purchasing Division in the Business Management Department at (919) 969-5022.

Published:

Town of Chapel Hill Website – [www.townofchapehill.org](http://www.townofchapehill.org/) DATE: [RFP: Insert date here.]   
NC Plan Listserv – [ncplan@listserv.unc.edu](mailto:ncplan@listserv.unc.edu) DATE: [RFP: Insert date here.]

NCAPA Website – [www.nc-apa.org](http://www.nc-apa.org/) DATE: [RFP: Insert date here.]

**Insurance**

The successful bidder shall procure and maintain during the life of the contract the following insurance coverages:

Worker’s Compensation: Coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include employer’s liability with a limit of $100,000 for each accident, $100,000 bodily injury by disease each employee and $500,000 bodily injury by disease policy limit.

Comprehensive General Liability: Shall have minimum limits of $2,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, sudden and accidental pollution losses, and a contractual liability endorsement.

Business Auto Policy: Shall have minimum limits of $1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and non- owned vehicles and employee non-ownership.

Professional Liability Insurance: The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of $2,000,000.

Special Requirements: The Town of Chapel Hill is to be named as an additional insured on the Comprehensive General Liability policy.

Current, valid insurance policies meeting the above requirements shall be maintained for the duration of the project. Renewal certificates shall be sent to the Town of Chapel Hill thirty (30) days prior to any expiration date. There shall also be a 30 day notification to the Town in the event of cancellation or modification of any stipulated insurance coverage. Certificates of Insurance on an Accord 25 (8/84) or similar form meeting the required insurance provisions shall be forwarded to the Town of Chapel Hill. Wording on the Certificate of Insurance which states that no liability shall be imposed upon the company for failure to provide such notice is not acceptable. Original policies or certified copies of policies may be required by the Town at any time.

*----End of Request for Proposals for Design Guidelines Consultant---*

1. Chapel Hill 2020 Webpage: [www.townofchapelhill.org/town-hall/departments-services/chapel-hill-2020](http://www.townofchapelhill.org/town-hall/departments-services/chapel-hill-2020) [↑](#footnote-ref-1)
2. The Form District Regulations reflect legislation passed by the North Carolina General Assembly in 1965 allowing the Town of Chapel Hill to control the appearance of structures in certain districts deemed Special Appearance Districts. [↑](#footnote-ref-2)
3. Town of Chapel Hill Code of Ordinances Webpage: <http://www.townofchapelhill.org/town-hall/government/code-of-ordinances> [↑](#footnote-ref-3)
4. Village Plaza Apartments Webpage: <http://www.townofchapelhill.org/town-hall/departments-services/planning-and-sustainability/development/development-activity-report/village-plaza-apartments> [↑](#footnote-ref-4)
5. Ephesus Fordham District Scorecard Webpage: <http://www.arcgis.com/apps/MapJournal/?appid=fe38a0e5e1a542d8be4485d24693dcbd> [↑](#footnote-ref-5)
6. Historic Districts Webpage: [www.townofchapelhill.org/town-hall/departments-services/planning-and-sustainability/resources/historic-districts-2326](http://www.townofchapelhill.org/town-hall/departments-services/planning-and-sustainability/resources/historic-districts-2326) [↑](#footnote-ref-6)
7. Neighborhood Conservation District Webpage: [www.townofchapelhill.org/town-hall/departments-services/planning-and-sustainability/resources/neighborhood-conservation-district-ncd-zoning-overlays](http://www.townofchapelhill.org/town-hall/departments-services/planning-and-sustainability/resources/neighborhood-conservation-district-ncd-zoning-overlays) [↑](#footnote-ref-7)
8. Ephesus/Fordham Form District Applications Webpage: <http://www.townofchapelhill.org/town-hall/departments-services/chapel-hill-2020/future-focus-areas/the-ephesus-fordham-district/form-district-applications> [↑](#footnote-ref-8)
9. Ephesus/Fordham Form District Regulations Webpage: <http://www.townofchapelhill.org/town-hall/departments-services/chapel-hill-2020/future-focus-areas/the-ephesus-fordham-district/form-based-code> [↑](#footnote-ref-9)
10. Chapel Hill 2020 Webpage: <http://www.townofchapelhill.org/town-hall/departments-services/chapel-hill-2020/about-chapel-hill-2020> [↑](#footnote-ref-10)
11. Town of Chapel Hill Design Manual and Standard Details Webpage: http://www.townofchapelhill.org/town-hall/departments-services/public-works/engineering/design-manual-and-standard-details [↑](#footnote-ref-11)
12. Boards & Commissions Webpage – Community Design Commission’s Charge: <http://www.townofchapelhill.org/town-hall/government/boards-commissions> [↑](#footnote-ref-12)
13. Downtown Imagined Community Visions: <http://www.townofchapelhill.org/town-hall/departments-services/chapel-hill-2020/big-ideas/downtown-master-planning-process> [↑](#footnote-ref-13)
14. Chapel Hill 2020 Comprehensive Plan webpage: <http://www.townofchapelhill.org/town-hall/departments-services/chapel-hill-2020/about-chapel-hill-2020> [↑](#footnote-ref-14)
15. Northside and Pine Knolls Community Plan: <http://www.townofchapelhill.org/town-hall/departments-services/housing-and-community/affordable-housing-policy/northside-and-pine-knolls-community-plan> [↑](#footnote-ref-15)
16. Chapel Hill Historic Districts: <http://www.townofchapelhill.org/town-hall/departments-services/planning-and-sustainability/resources/historic-districts-2326> [↑](#footnote-ref-16)
17. Northside Neighborhood Conservation District regulations: <http://www.townofchapelhill.org/town-hall/departments-services/planning-and-sustainability/resources/neighborhood-conservation-district-ncd-zoning-overlays/cd-1-northside> [↑](#footnote-ref-17)
18. Pine Knolls Neighborhood Conservation District regulations: <http://www.townofchapelhill.org/town-hall/departments-services/planning-and-sustainability/resources/neighborhood-conservation-district-ncd-zoning-overlays/cd-4-pine-knolls> [↑](#footnote-ref-18)