



## Town of Chapel Hill-Historic District Commission (HDC) Design Guideline Committee

Wednesday, December 16, 2020, 10:30am - 12:00pm

### Virtual Meeting Notification

Board members will attend and participate in this meeting remotely, through internet access, and will not physically attend. The Town will not provide a physical location for viewing the meeting. The public is invited to attend the Zoom webinar directly online or by phone. Register for this webinar: [https://www.townofchapelhill.org/?splash=https%3a%2f%2fus02web.zoom.us%2fwebinar%2fregister%2fWN\\_JsgH5CvzTXieyWfua6bxqA&isexternal=true](https://www.townofchapelhill.org/?splash=https%3a%2f%2fus02web.zoom.us%2fwebinar%2fregister%2fWN_JsgH5CvzTXieyWfua6bxqA&isexternal=true). After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 885 2633 4367.

### Meeting Agenda

#### 1. Opening

- a. Roll Call
- b. Ground Rules

#### 2. Old Business

- Follow-up on any questions or comments from the last meeting

#### 3. New Business

##### Discussion:

- HDC's Authority for Landscape Review and Tree Removal/Protection
- Substitute Materials
  - Should porch floors be anything other than wood or hardiplank?
- Materials
  - What materials are permitted for patios?
  - Are concrete pavers, plain or colored, allowed for driveways?
- Accessory Buildings
  - Are metal storage sheds allowed or not?
- Buildable Area
- Delegation of Approval Authority to Staff
  - Fences
  - Patios
  - Windows & Doors
  - Storm Windows & Doors
  - Changes to Certificates of Appropriateness
  - Demolitions
  - Renewal of Expiring Certificates of Appropriateness

#### 4. Next Steps

<b>December 21, 2020</b>	Last day for Historic District Commissioners to provide individual edits on the draft design guideline document. It's also the deadline for members of the public to provide edits to the document, which has been made available online: <a href="https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:4990ceea-cd40-447d-9a77-721ed31753c7">https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:4990ceea-cd40-447d-9a77-721ed31753c7</a>
<b>Mid-January 2021</b>	Final formatted Design Guidelines draft will be made available online Virtual Open House (5:30pm-7pm)
<b>Late January/ Early February 2021</b>	HDC review and possible adoption of the final Design Guidelines
<b>February 15, 2021</b>	CLG grant contract with Heather Slane expires

#### 5. Public Comment

#### 6. Adjournment

**Public Charge:** The HDC Design Guideline Committee pledges its respect to the public. The Committee asks the public to conduct themselves in a respectful, courteous manner, both with the Committee and with fellow members of the public. Should any member of the Committee or any member of the public fail to observe this charge at any time, the Committee will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Committee will recess the meeting until a genuine commitment to this public charge is observed.

**Public Participation:** The community is welcome to attend and provide public comment at HDC Design Guideline Committee Meetings. Please submit all written comments to Anya Grahn, Senior Planner, via email at [agrahn@townofchapelhill.org](mailto:agrahn@townofchapelhill.org) for distribution to the Committee members. All written public comment will be made available online.

# Delegation of Approval Authority

## Chapel Hill Historic District Design Guidelines

Items marked in red require Design Guideline Committee Discussion

Type of Work <i>(Redlines represent HDC discussion)</i>	Alternatives to consider	Staff Review <i>(Minor Work)</i>	HDC <i>(Major Work)</i>
<b>Site Improvements</b>			
Walkways on private property when constructed of red brick or Chapel Hill gravel		X	
<p><b>Fences</b></p> <ul style="list-style-type: none"> <li>• No more than 6 ft. in height constructed of traditional materials and not visible from the right-of-way</li> <li>• Pet enclosures and wire garden fences</li> <li>• Removal of synthetic fencing materials and chain link fencing</li> </ul>	<ul style="list-style-type: none"> <li>a. Repair of fences and walls located in the front yard that meet the Design Guidelines; <a href="#">(Davidson)</a></li> <li>b. Removal of rear yard fences</li> <li>c. HDC to review any historic fences in front yards</li> <li>d. Replace, add, or remove in rear/rear-side yard (15' or more behind the front corner of principal building) <a href="#">(Monroe)</a></li> <li>e. Alteration/construction/removal of fences, walls greater than 42" in height <a href="#">(Wake Forest)</a></li> <li>f. Construction of new fences or walls in the rear yard, or in the side yard of interior lots <a href="#">(Lexington, NC)</a></li> <li>g. Repair to walks, patios, fences, and driveways, as long as replacement materials match the original <a href="#">(High Point)</a></li> <li>h. Simple picket fences and standard stockade fences not visible from the street <a href="#">(High Point)</a></li> <li>i. Construction or repair of fences and walls located in the side or rear yard that meet the Design Guidelines <a href="#">(Davidson)</a></li> </ul>	X	

Fieldstone walls <del>not exceeding 3 ft. in height.</del>			X
Patios – DISCUSSION REQUESTED Patios constructed of natural stone or brick located in rear and side yards, including retaining walls not exceeding 3 ft. in height surrounding the patios.	<p>a. Construction of/addition or removal of patios (<a href="#">Wake Forest</a>)</p> <p>b. Installation and repair of sidewalks and patios constructed of common stone or red brick, and bricked in areas on the side or rear of the structure at ground level and not abutting a right-of-way, when the height does not exceed six inches above adjacent ground level. (<a href="#">Greenville</a>)</p> <p>c. Repair of fences and walls located in the front yard that meet the Design Guidelines; (<a href="#">Davidson</a>)</p>	X	
<b>Building Features</b>			
Accessibility ramps not visible from the right-of-way and constructed of traditional materials so long as the new ramp does not require removal of historic building materials or features		X	
Accessory Buildings			X
Additions			X
Architectural Details replacement			X
Awnings on commercial storefronts made of traditional materials such as canvas, fabric, or metal		X	
Chimneys <ul style="list-style-type: none"> <li>Removal of non-historic rear elevation chimneys that are not visible from the front of the house.</li> <li>Reconstruction of missing portions of historic chimneys based on photographic/physical evidence</li> </ul>		X	
Driveways <ul style="list-style-type: none"> <li>New or replacement driveway materials of gravel, concrete, or red brick</li> <li>Minor alterations such as maintenance grading or realignment</li> </ul>		X	
Foundations		X	

<ul style="list-style-type: none"> <li>Foundation-level windows on non-street-facing facades</li> </ul>			
Gutters painted to match the house or trim, as long as no significant architectural features are removed		X	
<p>Lighting</p> <ul style="list-style-type: none"> <li>Installation/alteration or removal of non-historic exterior commercial and residential light fixtures made of wood or metal and hung in traditional locations that do not compromise the architectural integrity of the building.</li> </ul>		X	
Mechanical equipment, such HVAC units and generators, located in rear or side yards not visible from the right-of-way and screened by vegetation or fences.		X	
Porches			X
Removal of non-original siding material (less than 50 years) when the original siding is a natural material and is to be restored. Staff may approve the restoration of original materials so long as no more than 25% of the materials require replacement in-kind. If, after removal, it is determined that more than 25% of siding and/or trim must be restored, HDC review is required ** Need to define restoration		X	
Roofing materials replaced in-kind		X	
Satellite dish removal		X	
Solar Panels			X
Stairs or steps limited in height to no more than three (3) steps that do not require a handrail on side and rear elevations		X	
Storefronts			X
<del>Temporary Features</del>			
Vents at the foundation level and on non-street-facing facades		X	
<p>Storm Windows &amp; Doors –DISCUSSION REQUESTED</p> <ul style="list-style-type: none"> <li>Installation of full-light storm doors made of painted wood or</li> </ul>	a. Removal of non-historic storm windows and doors ( <a href="#">Greenville</a> )	X	

<p>           painted/powder-coated/baked enamel metal with clear glass         </p> <ul style="list-style-type: none"> <li>           Installation of storm windows made of painted wood or painted/powder-coated/baked enamel metal with clear glass that are full light, or where the divisions match those of the original windows behind.         </li> </ul>	<ul style="list-style-type: none"> <li>           Modification, installation, or replacement of storm windows or storm doors (<a href="#">Durham</a>)         </li> <li>           Restoration of original window or door openings where doors and windows match original or existing (<a href="#">Durham</a>)         </li> </ul>		
<p> <b>Windows &amp; Doors – DISCUSSION REQUIRED</b> </p> <ul style="list-style-type: none"> <li>           Replacement of windows on non-historic structures and additions provided the muntin configuration remains the same as the window being replaced. Replacement of windows in same material and design.         </li> </ul>	<ul style="list-style-type: none"> <li>           Replacement of feature with similar match (<a href="#">Monroe</a>)         </li> <li>           Replacement windows in same material and design (<a href="#">Monroe</a>)         </li> <li>           Alteration/removal of doors/door openings/trim (<a href="#">Wake Forest</a>)         </li> <li>           Installation of doors/door openings/trim (<a href="#">Wake Forest</a>)         </li> <li>           Alteration/removal of existing windows, sash, window openings, or trim (<a href="#">Wake Forest</a>)         </li> <li>           Replacing original wood windows with matching materials and design (<a href="#">Old Salem</a>)         </li> <li>           Replacement of existing windows or doors on the rear elevation, or on side elevations of interior lots (<a href="#">Lexington, NC</a>)         </li> <li>           Repair or replace existing windows or doors (no change) (<a href="#">Washington</a>)         </li> <li>           Replacement of window glass (<a href="#">High Point</a>)         </li> <li>           Replacement of doors and windows compatible to the style, material, size, and color; (<a href="#">Davidson</a>)         </li> <li>           Replacement of non-original and non-contributing windows and doors, and non-street facing doors (<a href="#">Durham</a>)         </li> <li>           Modification or installation of window and door openings not facing the street (<a href="#">Durham</a>)         </li> </ul>	<p>X</p>	
<p>Window AC Units</p>		<p>X</p>	

Wood decks on rear or side of house when less than 10% would be visible from a public right-of-way		X	
<b>Other</b>			
<del>Bricked-in areas on side or rear of structure at ground level and not abutting right-of-way</del>		Eliminate from list	Eliminate from list
<p>Changes to Approved Certificates of Appropriateness – DISCUSSION REQUIRED</p> <ul style="list-style-type: none"> <li>Changes in previous COAs within Staff’s approval authority (Staff recommendation)</li> </ul>	<ul style="list-style-type: none"> <li>Minor changes to previously approved site plan or elevation details for rehabilitation, new construction, or additions as long as they do not significantly alter the design, materials, scale, massing, or overall appearance as shown in the approved plan. (<a href="#">Salisbury</a>)</li> <li>Changes in previous COAs deemed by staff to be non-substantial in nature (word smithed from <a href="#">Wake Forest</a>)</li> <li>Amendment to valid COA for minor revisions (<a href="#">Lexington, NC</a>)</li> <li>Minor amendments (<a href="#">Durham</a>)</li> </ul>	X	
<p>Demolitions – DISCUSSION REQUESTED</p> <ul style="list-style-type: none"> <li>Demolition or removal of existing accessory buildings less than 50 years of age and erected outside the period of significance</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Removal of deteriorated accessory buildings not original to the site</li> <li>Removal of accessory structures which are not architecturally or historically significant according to the National Register nomination form (<a href="#">Greenville</a>)</li> <li>Removal of deteriorated accessory buildings, which are not original to the site or otherwise historically significant (<a href="#">Davidson</a>)</li> <li>Non-contributing outbuilding (<a href="#">Durham</a>)</li> </ul>	X	
Minor projects that do not require building permits because of cost or because they involve nonstructural changes		X	
Projects that have documentation of approval from the North Carolina State Historic Preservation Office (SHPO) for Historic Preservation Tax Credits.			

<p>Renewal of expiring COAs (COAs are valid for one year and can be renewed for one additional year.) – DISCUSSION REQUESTED</p>	<p>a) Six-month extension of COAs (<a href="#">Wilmington</a>)  b) Renewal of COA where no change is proposed, or only minor work revisions are proposed (<a href="#">Lexington, NC</a>)  c) Renewal of an expired certificate of appropriateness where no change to approved plans is being proposed, and there has been no change to circumstances under which the certificate was initially approved. (<a href="#">Greenville</a>)  d) Renewal of expired COAs (<a href="#">Durham</a>)</p>	<p>X</p>	
<p>Signs that do not require a sign permit</p>		<p>X</p>	
<p><b>Not Regulated</b></p>			
<p>Little Free Libraries</p>			
<p>Security Cameras</p>			