

REVIEW INSTRUCTIONS

Bold and underlined text shows proposed changes.

~~Struckthrough~~ text shows text proposed to be removed.

Levels of Review (markup version)

Levels of Review	Staff	HDC
Ordinary Maintenance and Repair including but not limited to:	X	
Repainting previously painted surfaces		
Repairing or reglazing a window		
Removal of non-historic fences, including those constructed of synthetic materials or chain link	X	
Removal of non-historic exterior commercial or residential light fixtures without composing the architectural integrity of the building	X	
Removal of satellite dish	X	
Removal of non-historic storm windows and doors	X	
Any work deemed ordinary maintenance or repair by staff	X	
Disaster preparedness and planning		X
Construction of new buildings or accessory buildings		X
Walls and fences		
New or like-kind replacement of wood or metal (not chain link or synthetic materials) fences no more than 6 ft. in height in side or rear yards or 4 ft. in	X	

Levels of Review	Staff	HDC
height in front yards and are not visible from the public right-of-way		
Pet enclosures and wire garden fences	X	
Fieldstone or other landscape walls		X
Walkways, driveways, and off-street parking		
New walkways, or alterations to existing walkways including realignment, on private property when constructed of red brick, or Chapel Hill grit, (gravel), or concrete	X	
New or replacement materials for driveways or parking areas, including realignment, or replacement driveway materials of when constructed of gravel, concrete, or red brick	X	
Minor alterations such as maintenance grading or realignment	X	
Exterior Lighting		
Removal or Installation of non-historic exterior commercial and residential light fixtures made of wood, glass, or metal and installed in traditional locations that do not compromise the architectural integrity of the building	X	
Signage		
Signs that do not require a sign permit	X	

Commented [CH1]: This section lists different types of work that could be considered ordinary maintenance and repair and staff could determine would be exempt from obtaining a COA.

Commented [CH2]: Relocated this from walls and fences.

Commented [CH3]: HDC: Officers have allowed staff to approve a COA for like-kind replacements of fences in front yards. Can staff approve new wood or metal fences (including any related gates) in front yards that don't exceed 4 ft. in height?

Commented [CH4]: HDC: What does 'traditional locations' mean?

Levels of Review	Staff	HDC
All other signs		X
Foundations		
Like-kind replacement of historic or non-historic foundation-level windows, except vinyl or vinyl-clad windows, matching the material, design, and muntin configuration of the original	X	
New foundation-level windows or replacements that are not like-kind Foundation-level windows on non-street-facing facades	X	X
New or replacement vents at foundation level and on non-street-facing facades	X	
Roofs, gutters, and chimneys		
New or like-kind replacement of roofing materials replaced in-kind	X	
Gutters and downspouts that match the house or trim if no significant architectural features are removed or obscured	X	
Unpainted copper gutters and downspouts, if no significant architectural features are removed or obscured	X	
Removal of non-historic rear chimneys that are not visible from the street	X	

Levels of Review	Staff	HDC
Reconstruction of missing portions of historic chimneys based on photographic or physical evidence	X	
Porches, entrances, and balconies		
New or replacement porches, entrances, or balconies		X
New 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	
Exterior walls, trim, and ornamentation		
Removal of non-historic non-original siding material (less than 50 years) and restoration of the original natural siding material based on photographic or physical evidence. 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	X	
Addition of dormers		X
Windows and shutters		

Commented [CH5]: HDC: Staff can approve like-kind replacement of windows. Can we expand that to include the like-kind replacement of foundation-level windows?

Commented [CH9]: HDC: Add this item so it's clear that the HDC needs to review new, replacement, or alterations to porches, entrances, or balconies.

Does the HDC need to review these features on all facades or just the street-facing façade?

Commented [CH10]: HDC: Can staff expand what staff can approve for stairs and steps? Can staff approve exterior stairs or steps (including handrails) that are not attached to the house? Is there a material or height that staff can approve?

Commented [CH11]: Ask commission to clarify if this refers to stairs attached to the house or any stairs on the property?

Commented [CH12]: Revised this item so it's easier to apply and enforce.

Commented [CH6]: HDC: Can staff approve all foundation level vents? Does the commission consider a vent on a street-facing façade a significant change that they need to review?

Commented [CH7]: Suggest removing. If architectural features are removed or obscured, I think it should be up to the commission to determine if it's significant enough to be incongruent with the district character.

Commented [CH8]: Same comment as above.

Levels of Review	Staff	HDC
Replacement of original wood windows with matching materials and design when the original wood window is deteriorated beyond repair	X	
Replacement of non-historic windows, except vinyl or vinyl-clad windows , matching the material, design, and muntin configuration of the original. In-kind replacement of vinyl windows is not permitted.	X	
<u>New windows or removal of existing windows</u>		X
Exterior doors		
Replacement of original wood doors with matching materials and design when the original wood door is deteriorated beyond repair	X	
Replacement of non-historic doors, except vinyl doors , matching the material and design of the original. In-kind replacement of vinyl doors is not permitted.	X	
<u>New exterior doors or removal of existing exterior doors</u>		X
Commercial storefronts		
<u>New storefronts or façade renovation</u>		X

Levels of Review	Staff	HDC
<u>New or replacement awnings</u> made of traditional materials such as canvas, fabric, or metal	X	
Accessibility and life safety concerns		
<u>New or replacement accessibility ramps that are compatible with the design, scale, materials, and finish of the existing building and do not require removal of historic building materials or features</u> not visible from the street and constructed of traditional materials so long as the new ramp does not require removal of historic building materials or features	X	
<u>New or replacement fire stairs when constructed of metal and on side or rear building elevations</u>	X	
Sustainability and energy efficiency		
<u>New or replacement window AC units</u>	X	

Commented [CH16]: HDC: A COA shouldn't be a barrier to accessibility improvements. What does the commission think of the proposed changes?

Commented [CH13]: Vinyl windows aren't included in what staff can approve. Standard 4.5.5 also says vinyl and vinyl-clad windows aren't appropriate.

Commented [CH17]: HDC: A COA shouldn't be an added barrier for life safety improvements. What does the commission think of the proposed changes?

Commented [CH14]: Remove. Add vinyl doors to standard 4.5.5.

Commented [CH15]: HDC: Does this mean a new building/building addition with a storefront? Or, a significant façade renovation of an existing building that basically creates a "new storefront"

Levels of Review	Staff	HDC
New or replacement mechanical, electrical, or plumbing equipment, such as HVAC units <u>or</u> generators, located in rear or side yards <u>or in front yards (when there is no other practical or available location for the equipment)</u> not visible from the street <u>in locations that minimize visibility from the street to the extent practicable</u> and screened by vegetation or fences	X	
Solar panels	X	X
Installation of new storm windows and doors	X	
Installation of storm windows and doors made of painted wood or painted/powder-coated/baked enamel metal with clear glass that are full light, or where the divisions match the glazing pattern of the associated window or door		
Decks and patios		
Patios constructed of natural stone, red brick, <u>concrete, or pavers</u> located in rear or side yards, <u>including any retaining walls surrounding the patio when constructed of a similar material</u> (This includes red brick	X	

Levels of Review	Staff	HDC
retaining walls not exceeding 3 feet in height surrounding the patio.)		
POURED concrete patios that are not visible from the street	X	
Wood decks on the rear or side of a <u>building</u> house when less than 10% would be visible from the street	X	
Minor projects that do not require building permits because of cost or because they involve non-structural changes	X	
Additions		X
Demolition of existing buildings or structures		
Demolition of existing accessory buildings <u>or structures</u> less than 50 years of age and <u>or</u> constructed outside of the period of significance, (as identified by the National Register nomination <u>or based on photographic or other physical evidence</u>)	X	
All other demolitions		X
Public right-of-way improvements		
Signage (exempt from permitting requirements), walkways (as mentioned above), driveways (as mentioned above), utility poles, or other equipment in the right-of-way	X	

Commented [CH22]: HDC: Concrete was added to the row above. This item seems duplicative. Any concerns with removing?

Commented [CH18]: The commission doesn't regulate landscape.

Commented [CH19]: HDC: There are standards for storm windows and doors. Is the commission comfortable with staff approving a COA for this?

Commented [CH20]: Consolidated with the row about removing non-historic storm windows and doors.

Commented [CH21]: HDC: Can staff approve patios with more materials? Also, can we remove this material distinction so that staff can approve all retaining walls less than 3 feet in height regardless of the material?

Levels of Review	Staff	HDC
Changes to Certificate of Appropriateness		
Any changes that fall within Town staff's approval authority as outlined in the table	X	
Minor changes not previously approved by the Commission on site plans or minor changes to elevations not visible from the street so long as they do not significantly alter the design, materials, scale, massing, or overall appearance as shown on the HDC-approved plans	X	
Changes deemed by Town staff to not be substantial in nature	X	
Renewal of Certificate of Appropriateness		
Renewal of an expiring certificate of appropriateness where no change to approved plans is proposed, and there has been no change to circumstances under which the certificate was initially approved. Per Land Use Management Ordinance (LUMO) 3.6.2(d)(8), Staff may approve a single time extension for up to 12 months if: <ul style="list-style-type: none"> The certificate holder submits the extension request within 60 days of the expiration date 	X	

Levels of Review	Staff	HDC
<ul style="list-style-type: none"> The certificate holder has proceeded with due diligence and good faith; and Conditions have not changed so substantially as to warrant commission reconsideration of the approved project		
Subsequent time extensions		X

Items not regulated	Staff	HDC
Little free libraries		
Security cameras		
Mailboxes		

Commented [CH23]: Wrong section number. I don't think LUMO gives staff this ability. Maybe we can include it as a commission-delegated ability?