



Revising the Design Guidelines for Chapel Hill Historic Districts

Public Information Meeting – Monday, February 17, 2020

Meeting Schedule

- 5:30pm-6:00pm: Informational Open House
- 6:00pm-7:00pm: Presentation by Heather Slane, HMW Preservation, and opportunity for public comment

What are the Design Guidelines?

The Guidelines set the standards for property owners and for the Historic District Commission (HDC) on what is congruent, or consistent, with the character of the Town's three local historic districts: Franklin-Rosemary, Cameron-McCauley, and Gimghoul.

The purpose of the Design Guidelines is to provide direction to:

- Property owners as they plan exterior changes
- The HDC as it reviews the appropriateness of all proposed exterior changes
- Staff as they provide administrative approvals for minor projects

Interior alterations, routine maintenance, and minor repairs to the building's exterior that do not change the appearance or materials are not included in the design review process.

What the Guidelines CAN DO:	What the Guidelines CAN NOT DO:
<ul style="list-style-type: none">• Provide clear and concise guidance for property owners and the HDC regarding exterior changes to the buildings and sites	<ul style="list-style-type: none">• Regulate building use or occupants• Regulate on-street parking• Require maintenance or rehabilitation• Deny demolition

Why is the Town and the Historic District Commission revising the Design Guidelines?

The *Design Guidelines for Chapel Hill Historic Districts* were adopted in 2002. Because they play a crucial role in the HDC's review of Certificate of Appropriateness (COA) applications, the Design Guidelines need to provide a sound basis for the consistent review of applications for incongruity with the special character of the relevant district and help avoid arbitrary or capricious decisions. The Town and the HDC hope to revise the Design Guidelines in order to improve the clarity of the specific guidelines, address new technologies and construction materials, and create a more user-friendly document.

Scope of the Project

This project will amend the current guidelines in the following ways:

- Provide a clear description of the COA application and review process
- Outline the special character of each of the three districts
- Provide guidance regarding the maintenance of historic building materials
- Provide information about appropriate alternative materials
- Expand guidelines for New Construction and Additions
- Include guidance for disaster preparedness and recovery
- Include updated photos and graphics
- Present the guidelines in an online/digital format



Tentative Schedule for Revising the Design Guidelines

How to be Involved

- **Visit the Town’s Historic District Design Guidelines Revision webpage at <https://chplan.us/HDguidelines>.** The webpage includes helpful information such as upcoming meeting dates and times, information on current Design Guidelines, and more.
- **Sign up to be included on email notifications.** Share your email with staff and we’ll notify you of upcoming meeting dates.
- **Attend Historic District Commission and Public Information Meetings.**

Meeting Dates and Times

Date	Meeting	Location
Monday, March 16, 2020 at 2pm	Historic District Commission (HDC) Committee Meeting*	First Floor Conference Room (Room 102) in Town Hall
Monday, April 6, 2020 at 2pm	HDC Committee Meeting*	Meeting Room C at the Chapel Hill Public Library
Monday, April 27, 2020 at 2pm	HDC Committee Meeting*	First Floor Conference Room (Room 102) in Town Hall
Tuesday, June 23, 2020	Public Open House to review document (Tentative)	Chapel Hill Public Library
Tuesday, July 14, 2020 at 6:30pm	Consultant presentation to the HDC at their regular meeting	Council Chambers, Town Hall
August 2020	Final formatted draft of the Design Guidelines submitted to the Town	
September-December 2020	HDC adopts the revised Design Guidelines	

**Committee meetings are special meetings dedicated specifically to the revision of the Design Guidelines. All of these meetings, as well as the Open House and the HDC’s regular monthly meetings, are open to the public to attend.*

For more information, please visit: <https://chplan.us/HDguidelines> or contact Anya Grahn at agrahn@townofchapelhill.org or 919.969.5059.

