

Site Features, Trees, & Plantings

The mature landscapes ~~found in~~ Chapel Hill's historic districts are not static but evolving and their preservation cannot be accomplished in the same way that buildings are preserved. Nonetheless, significant natural site features and plantings—~~such as including~~ mature trees, gardens, foundation plantings, hedges, gardens, grassy lawns, and street tree canopies—are an essential part of the district setting. Collectively, they serve as a cohesive backdrop against which to view the architecture of the districts, and their maintenance is important. They can be maintained through routine fertilizing, pruning, and treatment for diseases. Replacing diseased or damaged trees and plantings with healthy new specimens that will have a similar appearance as they mature also maintains the character of the districts.

Mature trees and the canopy they provide contribute significantly to the character of the historic districts with many streets lined with majestic oak trees that date to the early 1900s. Beyond the aesthetic, shade trees are important elements of a sustainable landscape, reducing energy costs by providing shade in the summer to reduce the cost of cooling and solar heat gain, especially on south-facing walls. For these reasons, trees and plantings can and should be maintained through routine fertilizing, pruning, and treatment for diseases. Replacing diseased or damaged trees and plantings with healthy new specimens that will have a similar height and size canopy appearance as they mature also maintains the character of the districts.

The districts are also characterized by grassy lawns, hedges, shrubs, and plantings along walkways and foundations. Because plants are constantly growing and evolving, the current landscape is the result of many years of cultivation and care. Thus, the continued maintenance of plantings, as well as the retention of the sense of openness or enclosure that they provide, is essential to maintaining the historic character of the district. Like shade trees, plantings are inherently sustainable, providing permeable surface area to absorb rainwater and limit run-off; purifying the air; and providing habitat for a variety of insects, birds, and small wildlife.

Preservation Considerations and Best Practices

Landscapes are constantly evolving as trees and plants grow, die, and new ones are planted. Further, gardens and yard designs are easily changed, often without significant change to the overall character of the site or district. Consequently, the guidelines address only significant landscape features and do not apply to minor or seasonal plantings including low plants and flower beds. However, although many landscaping decisions are entirely up to the individual property owner, a Certificate of Appropriateness is required for the removal of "rare and specimen trees" (as defined in the Chapel Hill Development Ordinances), the removal of mature trees larger than 10" in diameter, in some situations—and for any proposed site work related to new construction or paving hard surfaced driveways, off street parking areas, and walkways. Property owners should ~~can~~ contact the HDC staff to determine whether if a COA is necessary required for proposed site changes or improvements.

When planning site changes or improvements, it is important to consider the overall district setting and specific site characteristics in planning for landscape changes. The selection of new plantings and site features should be selected and located in an effort to that maintain or enhance the existing sense of the enclosed or open sense of the space within the property from the existing vocabulary of and district site features and plantings is always desirable. Additionally, plant materials that are not in keeping with the traditional character of the district or North Carolina's native climate should be avoided. A list of suggested plantings is provided in the Appendixes. The Town's Urban Forester can provide technical advice to property owners as well.

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Routine maintenance of mature trees, including trimming, pruning, and the removal of kudzu and English ivy from tree trunks and limbs is necessary to extend their life cycle. Further, large trees and other important site features should be protected from damage during construction or site work. Related soil compaction or loss of root area as a result of construction activities can also endanger mature trees and plantings.

While modern, sustainable site features like rain barrels, cisterns, and, in some cases, vegetable gardens were not historically part of the nineteenth and twentieth century landscape, if carefully sited, these features can be easily integrated into the historic landscape. Mechanical equipment, transformers, satellite dishes, dumpsters, and other smaller contemporary site features can usually be located in rear or side yards and screened from view by plantings or fencing. However, the introduction of large manmade contemporary site features, such as playground equipment or swimming pools, within the historic districts should only be considered if the site feature can be accommodated in a unobtrusive location that successfully screens its visibility from the street, minimizing its impact on the historic district. Mechanical equipment, transformers, satellite dishes, dumpsters, and other smaller contemporary site features can usually be located in rear or side yards and screened from view by plantings or fencing.

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Guidelines: Site Features, Trees, & Plantings

1. Retain and preserve site features, trees, and plantings that are important in defining the overall historic character of sites and streetscapes within the historic district. These include, but are not limited to mature trees, lawns and ground cover, foundation plantings, hedges, retaining walls, terraces, trellises, accessory buildings, and significant views and vistas.

2. Retain and preserve historic relationship between district buildings, structures, or streetscapes and their site features and plantings, including site topography, retaining walls, hedges, foundation plantings, driveways, and walkways. It is not appropriate to significantly alter the topography of the district by excavating, grading, or filling.

3. Protect and maintain constructed and natural site features, trees, and plantings through a program of regular maintenance and repair using accepted preservation~~appropriate~~ methods. Ensure that constructed surfaces are properly drained and that painted surfaces maintain an intact paint film. ~~including pruning and trimming.~~ Prune or trim trees in a way that encourages the preservation of the district tree canopy.

~~4. Protect and~~ It is not appropriate to remove a healthy, mature tree that is important in defining the overall historic character of the building site or district. maintain mature trees and the district tree canopy. It is not appropriate to remove a healthy, mature tree. However, trees less than 10" in diameter may be removed with Administrative approval. When tree removal is needed (due to disease, structural impact on a historic structure, or other reason), a Certified Arborist must be consulted and the written recommendation must be provided with the COA. The HDC may require the planting of new trees to replace any mature trees that are removed.

~~45.~~ Repair deteriorated or damaged constructed historic site features, such as benches, terraces, gazebos, ~~and~~ trellises, fences, and walls through appropriate methods, outlined in the guidelines for Masonry, Wood, Architectural Metals, and Fences & Walls.

~~56.~~ Replace deteriorated or missing constructed site features with new features match the original in material, design, dimension, pattern, detail, texture, and color. Or install new features that are compatible with the overall historic character of the site, building, or district.

~~67.~~ Replaced damaged or diseased trees and plantings, including mature trees, hedges, and foundation plantings, that are important to the historic character of the site or district with new plantings that are the same or similar in species. Replace damaged or diseased trees with species of a similar mature height and canopy. Preserve and propagate plant species that are indigenous to North Carolina (see the list of suggested plantings in the appendix).

7. Maintain and protect site features, trees, and plantings from damage during or as a consequence of site work or new construction.

8. Introduce compatible, new site features, trees, or plantings with care so that the overall historic character of the site and district is not diminished or compromised. Utilize traditional materials in the construction of benches, terraces, gazebos, trellises, fences, and walls. Repeat dominant landscape designs found in the district when installing new plantings. Locate new site features—including building additions and new construction—in areas that do not obscure historic buildings or their architectural features or require the removal of healthy, mature trees.

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9. Introduce sustainable site features—including solar collectors, rain barrels, and raised planting beds—in locations that do not diminish or compromise the overall character of the site and district.

10. Introduce contemporary site features—including satellite dishes, playground equipment, mechanical equipment, transformers, “hot boxes,” and swimming pools—in locations that do not diminish or compromise the overall character of the site and district.

11. It is not appropriate to introduce contemporary wall or edging materials such as concrete block, prefabricated lattice, landscape timbers, railroad ties, or plastic borders.

It is not appropriate to introduce incompatible site features or equipment including raised planting beds, landscape timbers and other contemporary edging materials, swimming pools, satellite dishes, solar collectors, mechanical equipment, transformers, or “hot boxes” in locations that compromise the overall historic character of the building, site, or surrounding streetscape.

Public ~~Right of Way~~Rights-of-way

The buildings and landscapes that make up Chapel Hill's historic districts are viewed against the backdrop of the public rights-of-way. While generally considered to be secondary to the buildings, ~~t~~The network of streets, alleys, lanes, sidewalks, and planting strips that links stylistically disparate properties within the districts and that accommodates cars as well as pedestrians contributes in significant ways to the historic character of Chapel Hill's historic districts. Elements of the public right-of-way, or streetscape, include the street patterns themselves, through low fieldstone walls, street tree canopies, gravel sidewalks, rolling topography, and occasional brick gutters. The streetscape also includes necessary lighting, signage, and utilities. However, if left unmonitored, the ongoing proliferation of signs, utility lines and poles, transformers, and other contemporary elements to the streetscape can diminish its distinctive historic character.

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Within the districts, streetscape characteristics vary. The core of the Franklin-Rosemary and Cameron-McCauley districts follow a gridded street plan with regular sidewalks and the consistent use of fieldstone walls. The commercial section of Franklin Street in particular is far more rectilinear and formalized than the softer-edged, heavily landscaped residential streets a few blocks away. Development north of North Street in the Franklin-Rosemary district and throughout the Gimghoul district is arranged on curvilinear streets that follow the topography of the land and have fewer sidewalks. However, all district streetscapes share a pedestrian-oriented character and scale.

Preservation Considerations and Best Practices

Maintaining the functionality of the public ~~right of way~~rights-of-way while preserving its historic character requires careful attention to retaining historic materials, such as brick gutters and fieldstone walls, as repairs or improvements are made. The fine-grained gravel used to surface most sidewalks is a distinctive material in the Chapel Hill districts and it is important to retain it. However, in some heavily traveled areas, the gravel sidewalks may prove too irregular or too narrow a passage for pedestrian safety and accessibility or the rapid erosion of sloping sites may make their maintenance too difficult. In these locations, and alternative compatible surface materials, such as brick pavers, may be necessary. However, in situations where a new sidewalk surface material is introduced, it is important to avoid a patchwork effect from alternating surface materials along a particular street or block.

Maintaining and replenishing the tree canopy that contributes to the historic character of many district streetscapes is critical to their preservation. This effort requires monitoring existing trees for damage or disease, pruning them appropriately, protecting them from nearby construction work, and developing a long term plan for their replacement when needed.

The Town of Chapel Hill and the North Carolina Department of Transportation are responsible for maintaining streets, curbs, gutters, and public sidewalks in the districts. While pedestrian and vehicular traffic necessitate the regular repaving of public streets, care should be taken to maintain street widths and to minimize the impact of heavy machinery and vibrations on mature trees and historic buildings and site features.

The pedestrian experience can be enriched by selectively placing lighting, street trees, public art, and street furniture between the curb and building frontage, especially in the commercial corridor. However, as new street furniture, signs, and lights are added or replaced within the public ~~right of way~~rights-of-way, their selection and siting should be carefully reviewed for compatibility in

terms of design, location, materials, color, and scale.

While streetlights, street signs, and power poles have always been a part of the streetscape, ~~there has been a dramatic increase in~~ the amount of equipment, signage, cables, and utilities located within the public ~~right-of-way~~rights-of-way can diminish the historic character of the districts if ~~not carefully monitored.~~ ~~Monitoring and~~Coordinating the work of various services and utilities, ~~locating utilities and equipment in locations that preserves landscape features and historic building fabric, along with the~~and screening of dumpsters and transformers can help to minimize the visual clutter they bring to the streetscape. ~~In some situations,~~Further, underground services ~~may be worth~~should be ~~consideration~~considered when possible.

~~Maintaining and replenishing the tree canopy that contributes to the historic character of many district streetscapes is critical to their preservation. This effort requires monitoring existing trees for damage or disease, pruning them appropriately, protecting them from nearby construction work, and developing a long-term plan for their replacement when needed.~~

Guidelines: Public ~~Right-of-Way~~Rights-of-way

1. Retain and preserve the topography, materials, features, patterns, and dimensions of the streets, alleys, sidewalks, planting strips, and street trees that are important in defining the overall historic character of the districts.

2. Protect and maintain the details, features, and material surfaces of the historic streetscape—including, but not limited to, brick and gravel walkways, stone walls, granite curbs, and brick gutters—through a program of regular maintenance and repair using accepted preservation appropriate methods.

3. ~~Repair or r~~Replace ~~damaged or~~ deteriorated or damaged historic features taking care to replace only the deteriorated portion rather than the entire feature. Replacement features should match the original (or adjacent historic features) in material, design, dimension, configuration, detail, texture, and pattern to match the original in material and design.

4. Protect and maintain street trees and their canopies by trimming and pruning them in a manner that preserves the existing tree canopyappropriately. It is not appropriate to drastically change the shape of a tree by “topping” it. Replace diseased or damaged street trees with new trees of the same or similar species.

5. Maintain existing planting strips between the sidewalk and curb. It is not appropriate to pave over existing planting strips.

6. Introduce new plantings in the public rights-of-way that are compatible with the historic character of the district with regard to species, density, and mature height. Select native species when possible. (A list of appropriate plantings is included in the Appendix.)

7. Limit signage in the public right-of-wayrights-of-way primarily to signs necessary for traffic and pedestrian safety. Locate signage so it does not obscure historic building or landscape features or compromise the overall historic character of the streetscape.

8. Introduce new street lighting, as needed, that is compatible in scale, materials, and design with the pedestrian scale and character of the historic district.

9. Locate necessary ~~street furniture~~, trash receptacles, mailboxes, newspaper racks, and similar elements so they in locations that do not compromise the historic character of the streetscape. Select benches and other street furniture that are compatible with the historic district in design, scale, and materials.

10. Minimize the introduction of additional transformers, utility poles, wires, and cables in the public right-of-wayrights-of-way. Seek less intrusive locations for such elements to reduce their impact on the mature tree canopy and the historic streetscape. Consider painting equipment and exposed utilities to compliment mounting surfaces or screening them with vegetation to reduce their visibility. Consider the introduction of underground utility lines where feasible.

~~7. Locate necessary ~~street furniture~~, trash receptacles, mailboxes, newspaper racks, and similar elements so they do not compromise the historic character of the streetscape. Select benches and other street furniture that are compatible with the historic district in design, scale, and materials.~~

11. It is not appropriate to introduce paving materials, lighting fixtures, or other streetscape

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elements that predate the historic district in an attempt to create a false historical appearance.

Walls & Fences

Throughout Chapel Hill's historic districts, low fieldstone walls are one of the most distinctive landscape features in Chapel Hill's historic districts, especially in the Franklin-Rosemary historic district. The wall, which are either dry stacked or set in mortar, border many front yards and edge the streetscape, delineating property lines and demarcating boundaries between private lots and the public right-of-way. Some are dry stack and others are set in mortar. Where the topography shifts, stone retaining walls accommodate the shift in height between the lawn and the sidewalk. Wooden or cast iron picket fences and pierced brick walls are less common, but are also found within the districts. The low height of stone walls and picket fences within the districts give definition to property lines without screening views of the front yards. Consequently, a visually open feel is characteristic of the district streetscapes.

Higher walls and fences are used for more significant grade changes, especially in the north portions of the Franklin-Rosemary and Gimghoul historic districts and the west end of the Cameron-McCauley historic district. Further, in some cases, taller wood fences screen mechanical equipment and provide privacy for rear yards.

Preservation Considerations and Best Practices

It is important to retain the low stone walls and fences that are so characteristic of the districts. Maintenance and repair of existing masonry walls and metal or wood fences should follow the guidelines for the specific material. In addition, appropriate routine maintenance and repair methods for walls and fences include the following steps:

- Inspect wood, metal, and masonry surfaces and features regularly for signs of water infiltration or damage from moisture, structural failure or fatigue, or settlement.
- Ensure adequate drainage to prevent water from collecting on horizontal surfaces or along foundations.
- Retain space between wood or metal fences and the ground to limit exposure to ground moisture.
- Maintain a sound layer of paint or other protective coating on wood and metal surfaces and features.
- Repoint deteriorated mortar joints to prevent water infiltration.

and to avoid the introduction of high fencing that interrupts the visual continuity of the streetscape. Picket fences are an option in front or rear yards where access must be controlled but tall, solid privacy fences or walls are inconsistent with the informal, visually open setting of the districts and are not appropriate choices. Screening of rear yard parking areas or mechanical equipment can often be accomplished by a low wall or picket fence complemented by shrubs and other plantings.

Maintenance and repair of existing masonry walls and metal or wood fences would follow the guidelines for the specific material. In terms of materials for When considering new fences or walls, traditional materials such as fieldstone, brick, wood, and cast iron are all appropriate choices within the districts. A careful look at the surrounding properties will help determine what material, height, and type of wall or fence will best maintain the streetscape character. Picket fences are an option in front or rear yards where access must be controlled but where high, solid fencing would interrupt the visual continuity of the streetscape. tall, solid privacy fences or walls are inconsistent with the informal, visually open setting of the districts and are not appropriate choices. Screening of rear yard parking areas or mechanical equipment can often be accomplished by a low wall or picket fence complemented by shrubs and other plantings. Tall, solid privacy fences or walls are inconsistent with the informal, visually open setting of the districts and are not appropriate choices for front and side yards.

Contemporary modular concrete products and vinyl or metal chain link fencing are not characteristic of the districts and should not be introduced where they are visible from the street.

Guidelines: Walls & Fences

1. Retain and preserve the materials and decorative and functional features of walls and fences that are important in defining the overall historic character of sites within the historic districts. These include, but are not limited to the overall form, materials, patterns, dimensions, configurations, and details.
2. ~~Retain and preserve the features, materials, patterns, dimensions, configurations, and details of historic fences and walls.~~
3. ~~Protect and maintain the features, materials, surfaces and details of historic walls and fences through a program of regular maintenance and repair using accepted preservation appropriate methods. Ensure that walls are properly drained to divert rainwater from flat surfaces and foundations. Ensure that wood surfaces are properly sealed and/or have sound paint films. Refer to the guidelines for Masonry, Wood, and Architectural Metals.~~
- 4.3. Repair deteriorated or damaged historic walls and fences through recognized preservation methods of patching, splicing, consolidating, and reinforcing. When possible, salvage original materials from a less prominent location to patch more prominent parts of the wall or fence.
- 5.4. Replace in kind any part of a historic walls and fences that ~~are is~~ too deteriorated to repair, taking care to replace only the deteriorated portion rather than the entire feature. Replacement features should matching the original in material, design, dimension, configuration, detail, texture, and pattern.
- 6.5. If a historic wall or fence is completely missing, or if deterioration necessitates its replacement, either replace it to match the original in material, design, dimension, pattern, detail, texture, and color, based upon physical and documentary evidence. Otherwise, or replace it with a new feature that is compatible in material, design, scale, and detail with the building, site, and district.
- 6.7. ~~If desired, i~~ntroduce compatible new walls and fences, ~~as needed,~~ in ways that do not compromise the historic character of the site or district. Site new ~~fences and~~ walls and fences in configurations and locations that are compatible with the character of the building, site, and district and consistent with the location and height of other walls and fences in the district. New front- and side-yard walls and fences should not exceed the average height of the walls and fences of surrounding properties.
- 7.8. Construct new walls ~~and fences~~ in traditional materials and designs that are compatible in configuration, height, material, scale, and detail with the character of the building, site, and district. Walls should be constructed of brick or fieldstone. Walls constructed of bare concrete block or with thin stone veneers applied to concrete or other structural block are not appropriate.
8. Construct new fences in traditional materials and designs that are compatible in configuration, height, material, scale, and detail with the character of the building, site, and district. Fences should be constructed of wood or metal and should relate to the original materials used on similar fences of the period. Wood fences should be constructed with structural members facing inward to the property and must be painted or stained to compliment the historic character of the building, site, and district. Chain link, vinyl, or split rail fences are not appropriate.

99. Introduce contemporary utilitarian walls and fences ~~if necessary~~, in rear and side yards ~~locations~~ only and where they do not compromise the historic character of the building, site, or district. Wood privacy fences should be relegated to rear yards, beginning beyond the rear wall of the primary structure on the property, and should not exceed six feet in height and should be screened with landscaping materials as much as possible. Sites with significant variations in topography should consider segmented walls and fences that step up and down to follow the topography. It is not appropriate to introduce contemporary vinyl or metal chain link fences in locations that are visible from the street.

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Walkways, Driveways & Offstreet Parking

Variations in the size, location, and materials of walkways, driveways, and offstreet parking in the districts is the result of more than two hundred years of development. It also illustrates changing modes of transportation and changes in building usage over time. Nineteenth-century Chapel Hillians relied on foot traffic, bicycles, or in some cases, horses. The twentieth-century shift to automobile transportation resulted in significant changes to the landscape of Chapel Hill's historic districts. Public streets were widened and paved, sidewalks on major streets were paved to allow for ADA access, and commercial and institutional buildings required larger parking lots. While foot and bicycle traffic remain a common form of transportation within and between the districts, changes continue to be made to the landscape to accommodate an ever-growing number of parked cars, especially as residential buildings are enlarged and converted to multi-family or fraternity/sorority housing.

Despite these changes, several dominant styles and materials have emerged for walkways and driveways, contributing to a cohesive historic character within the Chapel Hill's historic districts. Narrow walkways of flagstone, gravel, brick or concrete typically lead the pedestrian from the sidewalk or driveway to the front door of the house. Although the configuration of the driveways and walkways varies greatly for the residential properties, they consistently blend into the site because they conform to the irregularities of the terrain and their edges are often softened by landscaping. Only in the commercial areas of the historic districts do straight, wide, crisply-edged concrete walkways define the pedestrian path.

Driveways are typically, single-lane driveways usually leading from the street to a rear or side yard parking area or garage. In the Gimghoul Historic District, alleys provide access to the rear of properties, negating the need for driveways from the street. Many driveways are gravel while others are defined by concrete runners, asphalt, or brick pavers. On some larger sites, circular drives curve through the front yard, while in other locations with narrower lots a shared driveway accommodates adjoining properties requiring neighborly cooperation are common. Reflecting an earlier era when automobiles were less dominant, most residential drives and garages were designed to accommodate only one or perhaps two vehicles.

Paved parking areas are increasingly common as churches have expanded in size and residential properties are converted for use by multiple unrelated tenants, especially in the Franklin-Rosemary and Cameron-McCauley historic districts. Parking is generally located to the side or rear of buildings, constructed of concrete, asphalt, or gravel, and in some cases is screened with vegetation.

Narrow walkways of flagstone, gravel, brick or concrete typically lead the pedestrian from the sidewalk or driveway to the front door. Although the configuration of the driveways and walkways varies greatly for the residential properties, they consistently blend into the site because they conform to the irregularities of the terrain and their edges are softened by landscaping. Only in the commercial areas of the historic districts do straight, wide, crisply-edged concrete walkways define the pedestrian path.

Preservation Considerations and Best Practices

Changes in land use and lifestyle have resulted in an increase of both pedestrian and vehicular traffic in Chapel Hill's historic districts throughout the late-twentieth and early-twenty-first centuries. Balancing the need for increased parking, with a desire for sustainability, while trying to minimize the impact of changes to the historic districts can be especially challenging. For the residential properties in the historic districts, it is important to retain the informal, harmonious

character of existing walkways and driveways. If their surfaces deteriorate, replacement in kind or with compatible materials will maintain the visual continuity they provide. If steep slopes present an ongoing maintenance problem for gravel driveways, brick pavers or asphalt are more compatible replacement choices than concrete. The introduction of new walkways and driveways should be carefully considered to ensure compatibility with the siting, spacing, configuration, width, and paving materials of other properties within the district.

Increasing offstreet parking for residential properties in the districts is a ~~real~~-challenge ~~in the districts for~~because widening or expanding driveways and parking areas is generally not appropriate. If the building lot is large enough, it may be possible to add offstreet parking in the rear or side yard, provided that if it can be visually screened from adjacent properties and the street. Regardless of the location, nNew parking areas should not significantly alter the site's proportion of landscaped area to constructed/paved area.

For institutional or commercial parking lots within the historic districts, it is important to minimize their visual and environmental impact by screening the lots from view and subdividing large paved areas with landscaped medians or islands that incorporate existing trees or allow for new plantings.

Guidelines: Walkways, Driveways & Offstreet Parking

1. Retain and preserve [the features, materials, patterns, dimensions, details, and configurations of walkways, driveways, and offstreet parking areas](#) that are important in defining the overall historic character of sites within the historic districts.

~~2. Retain and preserve the features, materials, patterns, dimensions, details, and configurations of historic walkways, driveways, and offstreet parking areas.~~

~~3. Protect and maintain the details, features, and materials, and surfaces of historic walkways, driveways, and offstreet parking areas through a program of regular maintenance and repair using accepted preservation appropriate methods. Ensure that surfaces are properly sloped to divert rainwater along appropriate channels.~~

~~4. Repair deteriorated or damaged historic walkways, driveways, and offstreet parking areas through recognized preservation methods. Repairs may include selective in-kind replacement of missing or deteriorated portions of a feature, matching the original in material, design, dimension, configuration, detail, texture, and pattern.~~

~~5. Replace in kind historic walkways, driveways, and offstreet parking areas that are too deteriorated to repair, matching the original in material, design, dimension, configuration, detail, texture, and pattern. Consider a compatible substitute material only if it is not feasible to replace in kind.~~

~~6. If a historic walkway, driveway, or offstreet parking area is completely missing, or if deterioration necessitates its replacement, either replace it to match the original in material, design, dimension, configuration, detail, texture, and pattern, based upon physical and documentary evidence, or replace it with a new feature that is compatible in material, design, scale, and detail with the overall historic character of the site and district.~~

~~7. Design new walkways, driveways, and offstreet parking to conform with the spacing, width, configuration, and materials of character-defining walkways, driveways, and offstreet parking areas in the district.~~

~~8. Introduce compatible new walls and fences, as needed, in ways that do not compromise the historic character of the site or district. Site new walkways, driveways, and offstreet parking areas in locations that are compatible with the character of the building, site, and district—typically to the side and rear of existing buildings—and locate them so the general topography of the site and mature trees and other significant site features are not altered, damaged, or lost.~~

~~9. In residential sections of the districts areas, it is not appropriate to locate offstreet parking areas in locations that are visible from the street. Driveways must lead to parking areas to the side or rear of the primary building on the site. It is not appropriate to locate paved parking areas in front yards.~~

~~10. In commercial and institutional areas, parking should be located at the side or rear of the property whenever possible.~~

~~11. It is not appropriate to locate driveways or parking areas in locations where the paving will abut the principal building. A planting strip of 6"-12" should be retained between historic~~

Commented [HW8]: I'm wondering if this should be "historic" or "significant" or "character defining". I want to convey that not ALL existing walkways/driveways need to be retained or replaced in kind, just the brick, gravel, etc that are characteristic of the district (even if they're not old).

structures and any new paving in order to minimize damage to the foundation.

10. It is not appropriate to locate new offstreet parking on a site, or where the paved area will substantially alter the proportion of the site that is paved versus landscaped.

Commented [HW9]: Is there a broader zoning requirement that addresses this?

11. Construct new walkways in traditional materials and designs that are compatible in configuration, material, scale, and detail with the character of the building, site, and district. These include brick, flagstone, concrete, and Chapel Hill gravel. It is not appropriate to use asphalt for sidewalks within the historic districts.

Commented [HW10]: I didn't call out specific brick patterns/colors, but we can get more specific if you think it's necessary.

12. Construct new driveways, and offstreet parking areas in traditional materials and designs that are compatible in configuration, material, scale, and detail with the character of the building, site, and district. These include brick, concrete, asphalt, and Chapel Hill gravel. Consider permeable materials—including brick—or install paving strips, or concrete runners, to minimize the impervious surface area and thus, reduce runoff from the site. It is not appropriate to use asphalt for curb cuts or aprons within the historic districts.

Commented [HW11]: Do you want all of these available for paving materials? Do you have a preference for concrete vs. asphalt paving?

13. Utilize perimeter plantings, trees, shrubbery, hedges, and other landscape features—including stone walls—to screen new driveways and offstreet parking areas visually from the street and, to buffer adjacent residential properties from their visual impact, and to reduce the solar heat gain of the paved surfaces through the use of perimeter plantings, fences, walls, or hedges. Further reduce the visual impact of large parking areas by subdividing them with interior planting medians.

Garages & Accessory Structures

Outbuildings and accessory buildings have always been a part of Chapel Hill's historic districts, their size, materials, and function illustrating the long development history of the districts. In the eighteenth and nineteenth centuries, a wide variety of outbuildings were extant in the district including privies, barns, carriage houses, kitchens, and sheds. However, few, if any, of these buildings remain. The majority of extant outbuildings in the districts date to the twentieth century and include a number of garages, cottages, studies, storage sheds, carports, and other accessory structures can still be found within Chapel Hill's historic districts.

Typically, ~~the~~ garages are one or two bays wide, located behind the principal structure, and oriented with the doors facing the street. ~~Their materials often match those of the house as do their details.~~ Generally, small cottages and storage buildings are located in rear yards well behind the main house. The materials and details of garages, cottages, and storage buildings often match those of the primary building. Houses constructed in the late twentieth century, especially those located in the north part of the Franklin-Rosemary Historic District, are more likely to have been constructed with attached garages, carports, or storage structures.

Preservation Considerations and Best Practices

Like all buildings, the preservation of early garages and accessory structures is dependent on routine maintenance and timely repair of building elements and materials as described in the relevant design guidelines. Guidelines on the rehabilitation of specific materials as well as guidelines for Foundations; Roofs; Exterior Walls, Trim, and Ornamentation; Windows and Shutters; and Exterior Doors should be followed when making changes to existing garages and accessory structures. Additionally, appropriate routine maintenance and repair methods for garages and accessory structures include the following steps:

- Inspect wood, metal, and masonry surfaces regularly for signs of deterioration due to moisture damage, settlement or structural damage, insect or fungal infestation, corrosion, or paint failure.
- Ensure that gutters and downspouts are free from debris and that water does not collect along the foundation or on flat, horizontal surfaces and decorative elements.
- Retain protective paint or stain coatings that prevent deterioration and repaint surfaces as needed to maintain a sound, protective paint film
- Use the gentlest effective method to clean surfaces.

While many historic garages and accessory structures mimic the architectural detailing of the primary resource, it is often in a pared-down fashion. Thus, the addition of architectural elements not original to the building, including decorative doors and windows, porches, and trimwork, is not appropriate as it misrepresents the history and architectural significance of the building. Likewise, it is not appropriate to install overtly modern elements to visible elevations of historic garages and accessory structures including standard two-car overhead garage doors, skylights, solar panels, and modern doors and windows.

If damage or deterioration is severe, the construction of a new garage or accessory structure may be warranted. Particular attention should be given to the compatibility of the proposed design with the roof form, exterior materials, and details of the principal structure in applying the guidelines for new construction. The massing and overall size of new garages or accessory structures should never compete with or diminish the prominence of the principal structure. Their form, height, scale, location, and orientation should be consistent with that of historic garages and accessory structures in the district. For a new garage, selecting doors resembling the appearance of the hinged doors that preceded contemporary overhead doors will enhance its compatibility

within the historic district.

Utilitarian storage sheds and prefabricated storage units may be considered for rear yard locations where they are not visible from the street. It is important to select units that relate to the architectural style and materials of the house or are simple rectangular forms with a gable or hipped roof. Wooden storage buildings are more compatible with the residential sections of the districts than are aluminum or vinyl clad units.

Guidelines: Garages & Accessory Structures

Note: These guidelines apply only to existing garages and accessory structures. Guidelines related to the construction of new garages and accessory structures are located on page --.

1. Retain and preserve the materials and decorative and functional features of garages and accessory structures that are important in defining the overall historic character of sites within the historic districts. These include, but are not limited to the

~~2. Retain and preserve the features,~~ overall form, materials, windows, doors, details, and finishes ~~of historic garages and accessory structures.~~

~~3.2.~~ Protect and maintain the details, features, ~~and~~ materials, and surfaces of historic garages and accessory structures through a program of regular maintenance and repair using accepted preservation appropriate methods. Ensure that drainage features are functioning properly to divert rainwater from buildings walls and foundations and that wood surfaces have sound paint films.

3. Repaint garages and accessory structures following the guidelines for Paint and Exterior Color on page--.

~~4.4.~~ Repair deteriorated or damaged historic garages and accessory structures through recognized preservation methods of patching, splicing, consolidating, and reinforcing. Repairs may include selective in-kind replacement of missing or deteriorated features and surfaces of garages and accessory structures.-

~~5.5.~~ Replace in kind ~~all or any~~ parts of a historic garages ~~and or~~ accessory structures that ~~are is~~ too deteriorated to repair, taking care to replace only the deteriorated portion rather than the entire feature. Replacement features should matching the original in material, design, dimension, detail, texture, and finish.

It is not appropriate to remove rather than repair or replace decorative features on a character-defining elevation of a garage or accessory structure. Consider a compatible substitute material only if replacement in kind is not technically feasible.

6. If deterioration necessitates the replacement of an entire garage or accessory structure, follow the guidelines for Demolition of Existing Buildings on page-- and the guidelines for New Construction of Garages and Accessory Structures on page--.

7. It is not appropriate to remove or conceal materials or details of historic garages or accessory structure—including wood siding, eaves, windows, and original doors. It is not appropriate to install vinyl or fiberglass overhead doors on historic garages.

~~6.~~ If a historic garage or accessory structure is missing, either replace it to match the original, based upon physical and documentary evidence, or replace it with a new feature that is compatible in material, design, scale, and detail with the overall historic character of the site and district.

~~7.~~ Introduce compatible new garages and accessory structures, as needed, in ways that do not compromise the historic character of the site or district. Site new garages or accessory structures in traditional locations that are compatible with the character of the building and site. Design them to be compatible with the main house in material, form, scale, and detail. Maintain the traditional height, proportion, and orientation of garages and accessory structures in the district.

~~8. Locate new utilitarian storage buildings in rear or side yard locations that are visually screened from the street.~~

~~89. It is not appropriate to introduce features or details to a garage or accessory structure in an attempt to create a false historical appearance.~~

Exterior Lighting

Exterior lighting is essential for human safety and can be effectively used to highlight and reinforce a building's architectural character or landscape. Traditionally, exterior lighting of the residential sections of Chapel Hill's historic districts was minimal and generally limited to front porch lighting in the form of a single ceiling or wall fixture or to site lighting in the form a single post light at the end of the front walkway. Exterior lighting increased in the twentieth century with Occasional street lights and simple porch lights were typically the only sources of exterior lighting. low-level lighting along paths and walkways and utilitarian lighting on accessory buildings becoming common.

Exterior lighting in the commercial and institutional areas within the districts was also minimal by today's standards. Commercial lighting was typically limited to a single light illuminating a building sign or a ceiling light within a recessed entrance. Institutional lighting most often includes lights at each entrance to a building, a light illuminating signage on the building or site, and, in some cases, decorative lighting at the exterior walls or within the landscape.

In addition to individual site lighting, the historic districts are lit by streetlights within the public right-of-way.

Preservation Considerations and Best Practices

The need for increased site and street lighting in the twentieth century reflected contemporary concerns with security and safety throughout the historic districts, a concern that continues in the twenty first century. However, it is important to meet these demands in ways that do not compromise the historic character or the pedestrian scale of the site or district and maintain its pedestrian scale. Lighting fixtures are visible in the district by day and selective lighting can enhance the architecture of a building and the character of the district by night. However, the installation of new fixtures should always be carefully considered to compliment the architecture of the building and should be carefully measured against the increased light pollution and energy expended.

When possible, maintain original lighting fixtures (after ensuring that the wiring is safe and meets modern building codes). When replacing or installing new fixtures, consider the design, materials, size, height, scale, and color of proposed exterior lighting fixtures. The design of fixtures should be in keeping with the character of the house and site. Period lighting fixtures may be appropriate if they are consistent with the character of the house. However, while reproduction period lighting is available online and in stores, it is generally preferable to install simple, inconspicuous fixtures—like simple globe fixtures—instead of highly stylized fixtures that may create a false sense of history. are appropriate in the district as are period lighting fixtures if they are consistent with the character of the house.

The brightness, direction, and color of the proposed light source should also be reviewed. Early gas and electric lights were significantly less bright than what we are accustomed to today. Careful placement of fixtures and the installation of low-wattage bulbs can help reduce both light pollution and energy consumption. Selective low-level lighting in key locations and the uses of directional fixtures and downlights can minimize prevent problems with excessive, indiscriminant nighttime light. The impact of undesired exterior lighting can also be minimized by the use of timers and motion sensors that control light sources and reduce energy consumption. As a general rule, Consider the design, materials, size, height, scale, and color of proposed exterior lighting fixtures. The design of fixture should be in keeping with the character of the house and site.

~~Generally simple, inconspicuous fixtures are appropriate in the district as are period lighting fixtures if they are consistent with the character of the house. The brightness, direction, and color of the proposed light source should also be reviewed.~~ Rather than illuminating an entire area, select fixtures that direct light towards the walkway, path, or steps. Limit the repeated use of footlights along a path to prevent a distracting runway effect. If low-mounted footlights are not appropriate, consider modest height post-mounted fixtures that are compatible with the human scale of the historic districts.

Guidelines: Exterior Lighting

1. Retain and preserve exterior lighting fixtures that are important in defining the overall historic character of buildings or sites within the historic districts.

~~2. Retain and preserve the features, materials, details, and finishes of historic exterior lighting fixtures.~~

~~3. Protect and maintain the details, features, ~~and~~ materials, ~~and~~ finishes of historic exterior lighting fixtures through a program of regular maintenance and repair using accepted preservation appropriate methods.~~

3. Repair deteriorated or damaged exterior lighting fixtures through recognized preservation methods for masonry, wood, and architectural metals. It is not appropriate to replace original light fixtures instead of repairing them.

4. If ~~all or parts of~~ a historic exterior lighting fixture ~~are is~~ missing or too deteriorated to repair, replace the fixture with one that matches the original in material, design, dimension, pattern, detail, and texture. Or, replace it with a new fixture that is compatible in design, scale, material, and finish with the overall historic character of the building, site and district.

5. Introduce new exterior lighting fixtures with care so that the overall historic character of the building, site, and district is not compromised or diminished. Select and site new lighting fixtures so their location, orientation, height, brightness, scale, and design are compatible with the historic district and its human scale. Fixtures should emit a white or warm spectrum light; fluorescent lighting is not appropriate in the historic districts.

6. Introduce low-level lighting in residential areas as needed to ensure safety and security. Minimize their impact on the overall historic character of the site by selecting discreet, ~~unobtrusive~~ fixtures, ~~—~~ such as footlights, recessed lights, directional lights, and lights on pedestrian-scaled posts ~~—~~ and installing them in unobtrusive locations.

7. Control the direction and range of new lighting so it does not invade adjacent properties. Locate low-level or directional site lighting and motion detectors with care to ensure that light does not invade adjacent properties. It is not appropriate to introduce indiscriminant lighting, including bright security lights, or to over-illuminate the facades or front yards of houses in the historic districts. It is not appropriate to install outdoor string lighting that is lit indiscriminately and/or continuously. ~~Control the direction and range of new lighting so it does not invade adjacent properties.~~

8. It is not appropriate to introduce period lighting fixtures from an era that predates the district building in an attempt to create a false historical appearance. It is not appropriate to introduce period lighting fixtures that are stylistically incompatible with the style of the building.

Signage

Signage plays an important way-finding and educational role in Chapel Hill's historic districts. Signs are functional—used to direct, identify, educate, and promote—but are also decorative elements that contribute to the unique character and visual qualities of the historic districts. Appropriately located and detailed signage can enhance the streetscape, the district, and the pedestrian experience. Conversely, inappropriately placed signs obscure historic features, create visual clutter, and disrupt the harmony of the streetscape.

Within the commercial area of the Franklin/Rosemary Historic District a variety of signs can be found. Some are incorporated into the building facades while signboards have been attached to others. Signage has also been applied to many awnings and display windows. Signage in the commercial areas is essential as it identifies businesses and the goods and services they offer. However, signage should be graphically simple and designed to compliment the architecture, color, and textures of the building.

Throughout the residential areas of Chapel Hill's historic districts, institutional signs, traffic signs, and historic plaques are found as well. Institutional signs are generally hanging signs on freestanding posts or larger pedestal signs located low to the ground and softened with landscaping. Fraternity and sorority houses are typically identified by large Greek letters applied to the façade of the building and many individual homes have small wood or brass plaques that name and date the houses. Transportation authorities have jurisdiction over the placement and quantity of traffic signs. However, when possible, public signs should be consolidated on uniform poles to reduce visual clutter.

Preservation Considerations and Best Practices

For commercial properties, the traditional location above the storefront transom or mid-cornice remains an ideal location for wooden signboards that are sized to fit the storefront area. Awnings and display windows continue to provide opportunities for signage to be applied as well.

Throughout the historic districts, plastic signs and signs that are internally illuminated are not appropriate choices because they and are incompatible with the historic character of the districts.

In the residential areas of the historic districts, simple signs that do not detract from the overall historic character can be used to discreetly provide identification or necessary information. Consider the compatibility of proposed new signs in terms of size, overall design, legibility of typeface, and color. The location and supports for proposed signage should also be carefully considered. Generally small, freestanding wooden or metal signs mounted on low supports or a landscaped base can be added to residential properties without detracting from the site or building. If signage must be added directly to a residential building, it is important to find ways to install the sign without concealing or damaging significant architectural features or details. An unobtrusive, inexpensive and easily reversible way to introduce signage on historic buildings is to apply clear adhesive films with opaque lettering onto window or door glazing in appropriate locations. Small identification plaques or wooden signs can sometimes be mounted near a building entrance without compromising the building as well. Within the historic districts, traditional sign materials such as painted wood, metal, and stone are all appropriate.

~~In addition to a Certificate of Appropriateness from the Historic Preservation Commission, property owners must also apply for a Sign Permit from the Town of Chapel Hill.~~

Guidelines: Signage

Note: In addition to a Certificate of Appropriateness from the Historic Preservation Commission, property owners must also apply for a Sign Permit from the Town of Chapel Hill. Signage must comply with sign regulations outlined in the Land Use Management Ordinance (LUMO).

1. Retain and preserve historic signs that are important in defining the overall historic character of buildings or sites within the historic districts.

2. ~~Retain and preserve the features, materials, details, and finishes of historic signs.~~

~~3. Protect and maintain the details, features, and materials and finishes of historic exterior lighting fixtures signs through a program of regular maintenance and repair using accepted preservation appropriate methods. Ensure that drainage features are functioning properly to divert rainwater from horizontal surfaces and that wood and ferrous metal surfaces have sound paint films.~~

3. Repair deteriorated or damaged historic signs and surfaces through recognized preservation methods for the specific feature or material. Repairs may include selective in-kind replacement of missing or deteriorated portions of sign features or materials.

4. If ~~all or parts of~~ a historic sign ~~is~~are missing or too deteriorated to repair, replace the sign with one that matches the original in material, design, dimension, pattern, detail, and texture. Or, replace it with a new sign that is compatible in design, scale, material, and finish with the overall historic character of the building, site and district.

5. Introduce new signage with care so that the overall historic character of the building, site, and district is not compromised or diminished. Select and site new signs so their location, orientation, height, scale, design, and finish are compatible with the historic district and its human scale.

6. In the commercial areas of the districts:

a. Locate wall signs on lintels or within the sign panel on the façade. It is not appropriate to cover a large portion of the façade or any significant architectural features.

b. When multiple businesses are operating within a single building façade, provide unifying elements for multiple signs, including coordinating the height, border, font, and material treatments.

c. Introduce signage or graphics on awnings or windows that are in scale with the feature.

7. In the residential areas of the districts:

a. Install freestanding signs on low posts or bases that are compatible with the pedestrian scale of the historic districts and in locations that do not obscure architectural features or significant landscape elements.

b. Mount small identification signs and plaques on building facades in locations that do not damage or conceal significant architectural features or details.

8. Construct new signage out of traditional sign materials, such as wood, stone, or metal. It is not appropriate to introduce new signage in contemporary materials, such as plastic.

9. If necessary, light signs in a manner compatible with the historic character and pedestrian scale of the district (see Guidelines for Exterior Lighting). It is not appropriate to install internally illuminated signs or to install signs that flash, blink, or have illuminated revolving content.

Commented [HW12]: Do we need to address signage on houses converted to sorority/fraternity use?

10. Install new signs with care to prevent damage to historic building fabric. Sign loads should be properly calculated and distributed. Install signs to brick facades with fasteners installed through mortar joints to prevent damage to brick and ensure their removal without damage to brick.~~6-~~
~~Construct new signage out of traditional sign materials, such as wood, stone, or metal. It is not appropriate to introduce new signage in contemporary materials, such as plastic, or internally lighted signs that are incompatible with the overall character of the historic district.~~

~~7. In the residential areas of the district, install freestanding signs on low posts or bases that are compatible with the pedestrian scale of the historic districts. Mount small identification signs on building facades in locations that do not damage or conceal significant architectural features or details.~~

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Archaeology

While the majority of the guidelines in this document are focused on the above-ground buildings and landscape features, Chapel Hill's historic districts also contain an unknown quantities of below-ground archaeological resources. Archaeological resources—including both the site and associated—are artifacts—and features that provide physical evidence of past human activity. Traditionally, archaeology includes both prehistoric and historic time periods, though extant resources in Chapel Hill likely date from the late-seventeenth to the early-twentieth century development of the town. Resources may include ~~They are typically concealed beneath the ground but may be revealed, often inadvertently, during site work.~~ Stones from earlier building foundations, old cisterns and wells, garden pathways, and buried rubbish piles ~~are all examples of archaeological resources.~~ Such artifacts can provide information about the location, configuration, and materials of previous site structures, fences, walls, walkways, and gardens. They can also offer insight into the lifestyles and activities of previous occupants ~~and may even reveal evidence of pre-historic inhabitants.~~

~~They are typically concealed beneath the ground but may be revealed, often inadvertently, during site work.~~

Preservation Considerations and Best Practices

While typically concealed beneath the ground, resources may be revealed, often inadvertently, during site work. For this reason, upon discovery, efforts must be made to protect valuable resources in their natural, undisturbed setting whenever possible.

The best way to preserve archaeological resources is to leave them undisturbed. Consequently it is important to keep site grading, excavating, and changes related to new construction to a minimum within the historic districts. When such activities are planned, it is important to avoid areas with known archaeological resources and to proceed with caution in areas where archaeological resources are probable. During the planning stages of large construction projects, a professional archaeologist should review the project to determine if it is likely to destroy important archaeological resources. The Office of State Archaeology in the North Carolina Division of Archives and History can provide this assistance to property owners.

Occasionally, property owners within the historic districts may uncover archaeological features while making modest site changes, such as adding a walkway, planting a tree, or burying a drain line. Photographing the feature before continuing the work is one way to record such information for future reference.

Guidelines: Archaeology

1. Retain and preserve known archaeological resources that are important to the site or historic district [by maintaining them in place](#).
2. ~~Maintain and Pr~~protect [and maintain](#) known archaeological resources from damage during or as a consequence of site work or construction. It is not appropriate to utilize heavy machinery and equipment in areas known to contain important archaeological resources.
3. Minimize disturbances to terrain, changes in topography, and site grading to reduce the possibility of damaging or destroying important archaeological resources.
4. [If archaeological evidence is discovered during site work in a historic district, contact the Chapel Hill HDC and the Office of State Archaeology.](#)
45. Work with [the Office of State Archaeology and](#) professional archaeologists following current professional practices to plan and conduct investigations of important archaeological resources [and to document archaeological resources exposed during site work](#) that cannot be preserved in place.
5. ~~Document the archaeological evidence if archaeological resources exposed during site work cannot be preserved in place.~~

|

Demolition of Existing Buildings

Demolition is an irreversible action that results in a permanent loss of material integrity and historic character. The demolition of a single building can negatively impact the context and setting of the adjacent buildings and the district as a whole. Thus, demolition is never congruous with the character and qualities of the historic districts. Further, demolition is inherently unsustainable, resulting in both a loss of embodied energy and an increase of building supplies to local landfills. For these reasons, (The demolition of a building that contributes to the historic character of any of within any of Chapel Hill's historic districts is an irreversible act that is strongly discouraged by the [Historic District Commission HDC](#). Instead, the Commission urges property owners contemplating demolition to consult with the Commission and other interested parties to carefully consider alternatives to demolition.

The [Commission HDC](#) cannot deny a [Certificate of Appropriateness COA](#) for demolition unless the State Historic Preservation Officer has determined that the property has statewide significance. However, statewide enabling legislation gives the Commission the authority to delay demolition of any district property for up to 365 days. The intent of the delay is to ensure that adequate time is provided to fully explore ways to save the threatened property. Property owners are encouraged to work with the Commission in identifying viable alternatives and to maintain the property throughout the process. Failure to maintain a historic property can slowly result in its demolition because such neglect can eventually cause a loss of its structural integrity. The loss of historic properties due to extended neglect negatively affects the entire district and is ardently opposed by the Commission in direct conflict with the goals of the Town of Chapel Hill in establishing the historic districts. Thus, buildings not in use should be stabilized and weatherized in order to preserve them for future rehabilitation or relocation.

Preservation Considerations and Best Practices

The Commission will ~~The HDC will~~ carefully weigh any demolition requests to determine if the structure or site in question has special significance by assessing and to assess the impact the proposed demolition will have on adjacent properties and the character of the district as a whole. Serious consideration will be given to the following questions to determine whether a 365-day stay on the demolition is warranted:

- What is the contribution of the ~~threatened~~ building to the historic district? Is it significant because of its use, an event, a person, a builder, or an architect? Is it the last or oldest example of a certain building type? Is the building one of a cluster of buildings that are significant as a group?
- What is the condition of the building (foundation, floors, walls, windows, doors, and roofs)? Is it a hazard to public health, safety, and welfare?
- ~~Could the property be sold to someone whose needs it meets?~~
- ~~Could the building be adapted to meet the needs of the property owner?~~
- Have all possible efforts to preserve the building been considered? Could the building be adapted to meet the needs of the property owner? Could the property be sold to someone whose needs it meets? Could the building be saved if moved to another site?
- Would the proposed new use of the site be of greater benefit to the district than the loss of the historic building?

If all possibilities for preservation have been exhausted, documentation of the building and site is required from the property owner. Efforts should be made to salvage or reuse building materials and the site should be stabilized between the demolition and any new construction in order to protect the trees, soil, and any significant site features. Finally, in order to mitigate the affects of a demolition on surrounding properties, aApplications for demolition must include a proposed site plan illustrating how the site will be altered following demolition. ~~To ensure that a permanent record of the building survives, the property owner is responsible for recording it through visual documents, such as photographs and drawings, to be kept in the Commission's records. Also, any salvageable architectural materials or features should be removed prior to the demolition.~~

Guidelines: Demolition of Existing Buildings

Note: North Carolina Law (NCGS 160.A-400.14.) states that the demolition of buildings and structures within Local Historic Districts requires the prior issuance of a COA. The guidelines below are designed to follow state law. Further, any project that the HDC determines to include substantial or significant exterior demolition (including the demolition of significant portions of a building) may be subject to the guidelines for demolition.

1. Consider demolition only when all other preservation alternatives have been exhausted (all alternatives investigated, including structural integrity reports, must be included in the COA). Work with the Historic District Commission and other interested parties in seeking viable alternatives to demolition. It is not appropriate to demolish a viable structure in order to create an infill construction opportunity.
2. Prior to demolition, document the historic building in its original setting—utilizing photographs, site plans, and building drawings—and record the existing site and building through photographs and/or drawings prior to demolition. Include photographs of interiors, exteriors, architectural elements, and streetscapes to contextualize the setting. Provide a copy of the documentation to both the Chapel Hill Historic District Commission and the State Historic Preservation Office.
3. Salvage or provide the opportunity for preservation organizations and others to salvage reusable architectural building materials and architectural features—including wood flooring, doors, windows, brick and stone, trim, mantels, stair rails and newel posts, and other decorative features—prior to demolition. It is the applicant’s responsibility to manage the salvage operation including identification of the salvage company or organization, hiring, contracting, scheduling, supervision, and execution of the salvage operation.
4. Submit a site plan illustrating the proposed treatment of the site following demolition as part of the COA application for demolition. Site plans will be reviewed against the guidelines for District Setting.
5. Protect adjacent buildings and significant site features such as mature trees from damage during-or as a result of-the demolition.
6. Protect any known or newly identified archaeological resources from any damage during-or as a result of-the demolition.
7. Clear the site of all debris promptly following the demolition and maintain and tend the site until it is reused.
8. Implement the approved site plan in a timely manner following the demolition.

Relocation of Existing Buildings

A historic building is experienced within the context of its neighborhood, landscaping, and siting. A historic district derives its significance as a collection of buildings and landscapes that tell a particular development story. Moving a historic building ~~can~~ compromises the integrity of ~~that~~ its context and setting, disconnecting the building from the tangible evidence of its history. It also distorts the historic development pattern of the district.

Moreover, the successful relocation of a historic building is a time-consuming, complex, and expensive process requiring careful investigation and planning in order to minimize the loss of building materials and historic context. Despite the complexities, ~~however,~~ moving a building within the historic district may be warranted as the alternative of last resort for preventing demolition an alternative to demolition or if it ~~development plans for the area threaten the historic context of the building in its current location and a move~~ will ultimately provide a more compatible setting for the building.

Preservation Considerations and Best Practices

If the relocation of a building is warranted to prevent demolition, careful planning is necessary to ensure that a compatible site is selected, that the building is appropriately sited on the new site, and that the building is secured before, during, and after the move.

Relocating buildings to sites within the same historic district can help to alleviate the disconnect that results when a building is removed from its original location and is thus preferable to moving buildings to sites outside of their respective districts. As with new construction, the building being moved should be compatible with the scale, mass, orientation, and height of existing adjacent buildings on the new site.

Regardless of the location, the selected site should allow for the moved building (or buildings) to be sited with spacing, setback and lot coverage, orientation, and landscaping that are both similar to the original location and compatible with surround structures. This includes replicating the grade of the site, constructing a foundation of similar height, and reconstructing significant site features including foundation plantings, walls, fences, and outbuildings if they contribute to the historic context of the building.

Careful planning is required to property support, transport, and reassemble moved buildings. Planning and executing the relocation of a building requires careful coordination of many parties and involves several steps. Once a site has been selected, it is necessary to determine whether ~~if~~ the building is structurally sound enough to endure the actual-physical move and to devise a feasible relocation route. A contractor experienced in moving buildings can help identify ways to prevent or minimize damage to the building itself, to the original and new site, and to properties along the route.

Property owners are encouraged to work carefully with Town of Chapel Hill planning staff and the Restoration Branch of the State Historic Preservation Office for advice and assistance regarding the relocation of buildings. A COA is required for the relocation of buildings. For requests to relocate buildings, In reviewing the COA, the Commission will consider the condition and the architectural merits of the historic building and the impact the relocation will have on adjoining properties and the district streetscape. They will also consider the future use of the original site and, if the new site is in a historic district, the impact of the relocated building on the district character.

Guidelines: Relocation of Existing Buildings

Note: The guidelines below apply to the removal of the building from the site, the selection of a new site, and the transportation of the building within the historic district. The guidelines for New Construction and the guidelines for Changes to Existing Buildings apply to the placement of the building on its new site and any modifications to the building that occur as part of its new site and rehabilitation.

1. Consider relocation only when all other on-site preservation alternatives have been exhausted (all alternatives investigated must be included in the COA).

2. Prior to relocation, document the historic building in its original setting—utilizing photographs, site plans, and building drawings—and record the existing site conditions through photographs prior to relocation. Provide a copy of the documentation to both the Chapel Hill Historic District Commission and the State Historic Preservation Office.

3. If relocating a building within the historic district, select a new site that is compatible with the original site in visual character and historical association, choosing a site within the same historic district when possible. Select a site and that will provide a similar setting in terms of setback, and lot coverage, spacing, orientation, landscaping, and rhythm with neighboring properties, spacing to nearby district buildings, and orientation to the street.

4. Employ a professional house moving contractor and protect the historic building from damage during and after the move by taking the following steps:

- Evaluate the structural condition. Undertake a professional structural assessment of the building to determine if it is structurally sound enough to withstand the move.
- Move the building as a single unit if at all possible. If this is not possible, partial disassembly may be necessary.
- Take all necessary precautions to prevent damage to the structure from damage caused by shifting load bearing points, vibration, and lateral shifting during the move.
- Work with contractors who have experience in moving historic structures. Coordinate with the Town of Chapel Hill and local utilities when planning a route for the move.
- Protect and secure the building from damage due to vandalism and exposure to weather and environmental hazards, the elements.

5. Protect significant site features—including other buildings and structures, man-made features, archaeological sites, mature trees and plantings, topography, and other natural features—on the original site, along the relocation route, and on the new site from damage during or as a result of the move.

4. If relocating a building within the historic district, select a new site that is compatible with the original site in visual character and that will provide a similar setting in terms of setback, spacing to nearby district buildings, and orientation to the street.

5. If relocating a building within the historic district, review the compatibility of its proposed siting with surrounding buildings according to the pertinent design guidelines for New Construction.

6. If relocating a building within the historic district, review the compatibility of its proposed siting according to the guidelines for New Construction.

Commented [HW13]: I assume that two simultaneous COAs are required for moves within the district: one for the removal/transportation of the house and a second for the placement of the house on the new site and any rehabilitation that occurs. Is that true? Also, are there additional permits required that we should mention in a sidebar?

Commented [HW14]: This is a guideline that Wake Forest included. Is it something we should be including?

7. ~~If relocating a building within the historic district, submit a COA for any related proposed site modifications—including site features, plantings, driveways, walkways, accessory buildings—following according to the pertinent design guidelines for in the section on~~ District Setting.

78. ~~If the original site is within the historic district~~ Submit a COA with site plan for the post-removal site development. ~~Clear the site~~ of debris and implement the approved site plan promptly after the relocation.