

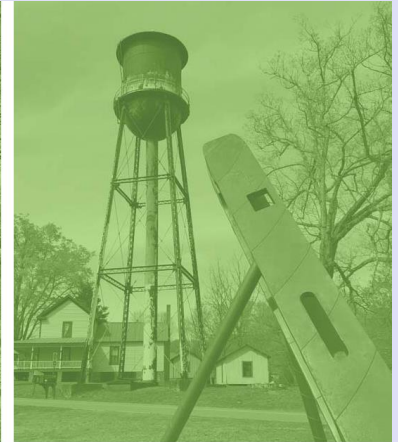
Advisory Committee Meeting & HPC Meeting

for the

**Burlington
Design
Standards
Project**

THE CITY OF
BURLINGTON
NORTH CAROLINA

May 4, 2022



**LOCAL HISTORIC
OVERLAY (LHO) DISTRICT
DESIGN STANDARDS**

for

THE CITY OF
BURLINGTON
NORTH CAROLINA

DRAFT 04.29.2022

Introductions

Consultants:

- **Phil Walker**, The Walker Collaborative
- **Keith Covington**, Common Ground Urban Design + Planning

Key City Staff for Project:

- **Conrad Olmedo**, Planning Manager
- **Jamie Lawson**, Planning Director
- **Nolan Kirkman**, Asst City Manager
- **Russell Williams**, Inspections Director
- **Fred Patrick**, Capital Projects Manager

State HPO:

- **Michele McCabe**, Grants Coordinator

Project Advisory Committee

Tom Cowan
Allen Gant Jr.
Wendy Geiss
Faith Grant
Ryan Kirk
Sue Lazara
Kristina Meinking
Bill Moser
Brian Pennington
Emily Robinson
Patrick Robinson
Jeff Wilkins
James Kirkpatrick, Alternate
Brian Pennington, Alternate

Project Overview

Key Goals of the Project:

- *Modernize standards*
(example – materials)
- *Streamline processes*
(example – major, minor and maintenance work)
- *Create efficient and user-friendly standards*
(example – table of contents)



Project Overview

Project Process

1: Planning and Content Development (February/March) ✓

1.1 Project Kick-off Meeting

1.2 Review and Analysis

2: Stakeholder Engagement (March/April) ✓

2.1: Meeting with City Staff and HPC

2.2: Districts Field Work

2.3: Public Kick-Off Meeting

2.4: Stakeholder Focus Group Meetings

3: Document Development (April/May) ✓

See next slide for outline

4: Document Review and Approval (June/July)

4.1: Meeting with City Staff and the HPC

4.2: Public Workshop

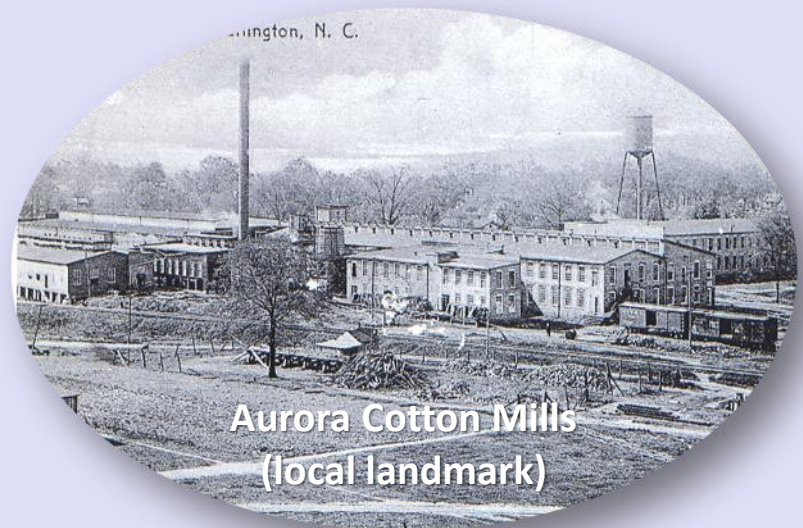
4.3: Submission of Revised Standards/Processes

4.4: Planning & Zoning Commission Meeting

4.5: City Council Workshop

4.6: City Council Hearing

4.7: Submission of Final Doc.



COA Processes

Existing Processes & Recommendations

Addresses Key Goal of Streamlining Processes

- *Key input point from City Council and from first Advisory Committee meeting*

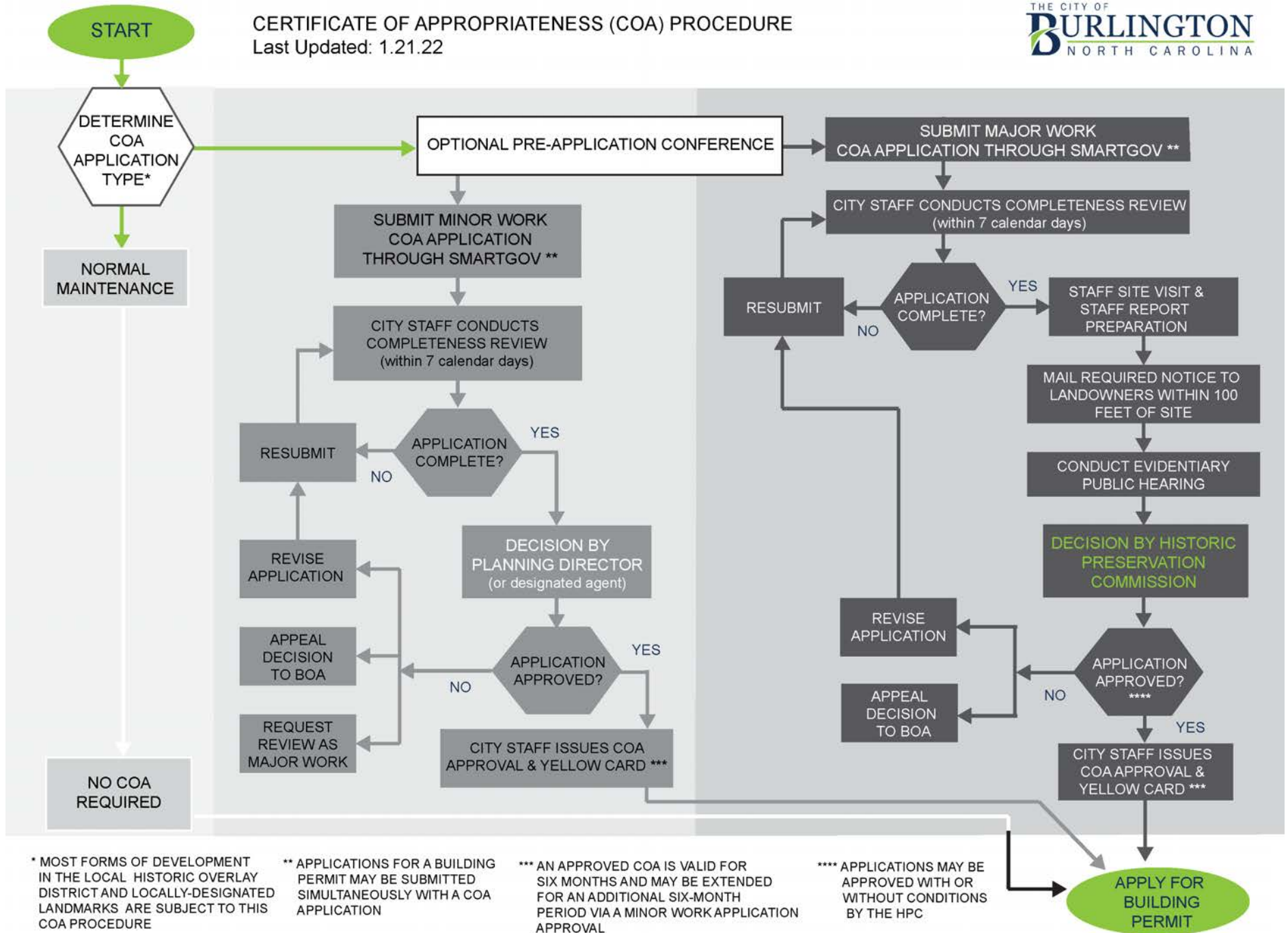
Staff assessment of all HPC processes

- *Goal to streamline processes to the extent allowed and practical*
- *Include Legal/Statutory/UDO review to identify any constraints*
- *Two Main Roles of HPC in Processes*
 1. Quasi-Judicial Processes
 - Major COA's (to be defined in new Historic Standards)
 2. Advisory Processes
 - Historic Standards: draft/recommend standards (Council approves)
 - LHO Boundary Requests
 - Architectural Surveys

New Standards will dictate which elements can be done via major, minor or maintenance with consideration for emergency repairs

- *Goal is to shift, as much as reasonably practical, as many current Major COA's to Minor COA's and Minor COA's to Maintenance*

CERTIFICATE OF APPROPRIATENESS (COA) PROCEDURE
Last Updated: 1.21.22



* MOST FORMS OF DEVELOPMENT IN THE LOCAL HISTORIC OVERLAY DISTRICT AND LOCALLY-DESIGNATED LANDMARKS ARE SUBJECT TO THIS COA PROCEDURE

** APPLICATIONS FOR A BUILDING PERMIT MAY BE SUBMITTED SIMULTANEOUSLY WITH A COA APPLICATION

*** AN APPROVED COA IS VALID FOR SIX MONTHS AND MAY BE EXTENDED FOR AN ADDITIONAL SIX-MONTH PERIOD VIA A MINOR WORK APPLICATION APPROVAL

**** APPLICATIONS MAY BE APPROVED WITH OR WITHOUT CONDITIONS BY THE HPC

Process Recommendations

General

- **Provide training by the City's Legal Department to the HPC to clarify the difference between advisory and quasi-judicial roles and to advise the HPC members on issues regarding ex-parte communications with interested parties and potential conflicts of interest.**
- **Consider expanding the HPC board membership to allow for the addition of members with historic structure architecture and building experience to enhance the practical review aspect for COAs.**
- **Activating the Design Review Committee (DRC) as an option for applicants. The make-up and role of the DRC would be established in the Historic Design Standards. The DRC could serve to provide more nimble guidance and input to applicants.**
- **Advertise on its website, reference in the Historic Design Standards and communicate annually via CityWorks: that staff is available to meet potential applicants on-site to provide guidance and input on their projects, and that kiosks are available with staff support to assist any applicants with setting up their SmartGov accounts and applications.**
- **Review the Historic District Standards and processes annually and provide recommendations to P&A and City Council on any text amendments.**
- **Set Special Meetings when needed to assist applicants in expediting their requests.**

Advisory Role Process Improvements

- Provide guidance to HPC members regarding their advisory role which provides additional leeway in communication with applicants, including site visits.

Quasi-Judicial Role Process Improvements

- Proposed Historic Design Standards include a number of shifts from Major COAs to Minor COAs as well as shifts from Minor COAs to General Maintenance in an effort to reduce the time it takes an applicant to undertake work on their property.

Major COA shifted to Minor COA

- Replacement of windows or doors and removal, addition, or replacement of garage doors if not visible from a street.
- Tree topping
- Installation of permanent signs that meet the Historic Design Standards.

Minor COA shifted to General Maintenance

- Minor repointing and other masonry and stone repairs, such as loose bricks in steps.
- Repairing, replacing or installing exterior lighting fixtures that comply with the guidelines and are appropriate to the structure.
- Repairing or replacing masonry or wood exterior stairs, landings and steps if compatible with the structure's design.
- Removal of deteriorated accessory buildings that are not original to the site or otherwise historically significant.

The proposed Historic Design Standards will include a broader interpretation of expedited process for emergency situations and immediate restoration of utility services or emergency tree removal.

Project Overview

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