



**TOWN OF DAVIDSON  
HISTORIC PRESERVATION COMMISSION  
7:00PM Board Room in Town Hall a 216 S Main St, Davidson, NC**

**July 17, 2019**

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- I. CALL TO ORDER**
  - II. SILENT ROLL CALL**
  - III. CHANGES TO THE AGENDA**
  - IV. REVIEW/APPROVAL OF THE MINUTES**
    - (a) Minutes 2019 June 19
  - V. OLD BUSINESS**
  - VI. NEW BUSINESS**
  - VII. OTHER ITEMS**
    - (a) Charlotte-Mecklenburg Landmarks Commission Discussion
    - (b) Minor vs. Major Works List Discussion
  - VIII. ADJOURN**



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**Agenda Title:**

**Summary:**

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**ATTACHMENTS:**

Description	Upload Date	Type
📎 HPC Minutes 2019 June 19	7/11/2019	Exhibit

# Meeting Minutes

## Historic Preservation Commission

Town of Davidson, NC  
June 19, 2019

A regular meeting of the Town of Davidson *Historic Preservation Commission* was held in the Town Hall, Board Room, 216 S. Main St.

**Call to Order:** 7:36 p.m.

### Silent Roll Call and Determination of Quorum:

Members Present signified by ☒:

☒ Bruce Barteldt, Chair  
☒ Tom Goodwin, Vice  
Chair  
☐ Mike Kessler

☒ John Burgess  
☒ Brian Bumann  
☒ Bob Sipp  
☐ EB Dyer

☒ Lorraine Degree  
☐ Jeff Osman

Town Staff Present: Lindsay Laird (Planner)

**Changes to the Agenda:** None.

### Review/Approval of the Minutes:

A motion was made (TG) to approve the meeting minutes of May 15, 2019. It was seconded (LD) and approved unanimously.

**Consent Item:** None.

**Old Business:** None

**New Business:** None

### Other Items:

#### 1. Historic Preservation Updates

The following historic preservation related updates were discussed with the HPC:

- The CLG Model Ordinance Subcommittee met with Board of Commissioners and staff on June 6 to discuss possible amendments to the planning ordinance. The next step in possible adoption of the model ordinance language is for staff to initiate the formal text amendment process.
- Stewart Gray will attend the July 17 HPC meeting to discuss the Landmarks Commission process and how the Davidson HPC may be involved in landmark designation and/or COA issuance.
- Survey work for possible expansion of the local historic district is underway. Field work will continue this summer with the (tentative) completion of a designation report for North Main Street in August.

No further action was taken on this discussion item.

**2. Minor Works List Discussion**

The HPC discussed a minor vs. major works list drafted by staff in 2017 for renovation/new construction projects within the local historic district. In the draft, projects were categorized into: basic work, normal (routine) maintenance, minor work, and major work. Basic work and routine maintenance would not require a COA or HPC review. Minor work would require a staff-issued COA without HPC review. Major work would require a COA and HPC review.

No further action was taken on this discussion item.

**Adjourn:** A motion was made to adjourn (BS), seconded (JB), and approved unanimously. The meeting was adjourned at 8:36 p.m.

**Approval of Minutes:**

Date: \_\_\_\_\_ By: \_\_\_\_\_

**Please note: This is a summary of the meeting and not to be considered a complete transcript.**



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**Agenda Title:**

**Summary:**

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**ATTACHMENTS:**

Description	Upload Date	Type
❏ Revised Minor vs Major Works List - DRAFT	7/11/2019	Exhibit

### **Description of Projects**

Changes made to a property within the Local Historic District fall into one of the following categories. The nature of the work will determine whether the change requires staff or Historic Preservation Commission (HPC) approval. Not every project requires a property owner to obtain a Certificate of Appropriateness (COA). There are three basic levels of projects: Routine Maintenance, Minor Work, and Major Work. The following will give a brief definition of each and indicate whether a COA is required by either staff or the HPC.

**Routine Maintenance** as defined in the Design Guidelines does not require the issuance of a COA by staff or the HPC. A Local Historic District application is not required. However, it is encouraged for the property owner reach out to commission staff to confirm that the project is consistent with routine maintenance standards. At staff's discretion, an application for routine maintenance may be forwarded to the HPC if the work is questionable as to whether it is consistent with the Design Guidelines.

**Minor Work** projects as defined in the Design Guidelines are reviewed by the Commission Staff. If staff approves the application, the COA may be issued; a placard must be displayed on site during the course of the work. If staff does not approve the application or if the work is questionable as to whether it is consistent with the Design Guidelines, then the application will be heard at the next HPC meeting as a regular agenda item. At staff's discretion, an application for minor work may be forwarded to the HPC.

**Major Work** projects as defined in the Design Guidelines shall be reviewed by the Davidson Historic Preservation Commission and - if approved - will be issued a COA. All other regulations of the Town of Davidson and the State of North Carolina apply. In order to obtain a COA for major work, an application must be properly completed and filed with the Commission Staff.

## Routine Maintenance

Routine maintenance does not require a Certificate of Appropriateness. Property owners are encouraged to check with Commission Staff before making any exterior changes to structure(s) within the Local Historic District.

Routine maintenance items are types of exterior work that keep a property in good condition. Such projects include any repair where no change is made to the appearance of the structure or site. Repair of features or conditions as soon as they become apparent can prevent severe deterioration and loss of original character and material. It is highly suggested that property owners conduct routine inspections of a property and take preventative steps to alleviate the necessity of more intense and larger repairs, rehabilitations, or restorations. Routine Maintenance of a property does **not** require approval from the HPC or staff unless it will change the exterior appearance.

Routine maintenance includes, but is not limited to the following:

- Caulking and weather stripping;
- Minor landscaping, including vegetable and flower gardens, shrubbery, and planting single yard trees;
- Painting in-kind of wood siding. Masonry should only be painted if there is evidence that the surface was originally painted;
- Repairs to existing wood or cast iron fences as long as the repair matches the original in location, material, size, shape, and color;
- Repairs to walks, patios, fences and driveways as long as replacement materials match the original or existing materials in detail and color;
- Replacement of existing residential shutters and awnings as long as replacement materials match the original or existing materials in detail and color;
- Replacement of small amounts of missing or deteriorated siding, trim, porch flooring, steps, etc., as long as the replacement matches the original or existing materials in location, design, size, shape, texture, and material, and provided such work does not damage or eliminate prominent architectural features. For siding and porch flooring, approximately fifty (50) square feet or less will be considered Routine Maintenance;
- Repair or replacement of asphalt, fiberglass, or composite roof coverings with a material of similar texture and general appearance;
- Repair of wood, slate, tile, or metal roof coverings where there is no change in design, dimension, detail, color, texture, and materials;
- Repair of existing stone, brick, or stucco walls as long as the repair matches the original in material, size, shape, and color;
- Repair of masonry foundations where the original foundation material is retained or where new material matches the original in location, design, color, mortar strength, tooling and bonding patterns, width of joints, material, and appearance;
- Repointing and other masonry repairs when the color and composition of the mortar matches the original and new brick or stone matches the original as closely as possible;



- Removal of dead or diseased trees along the street front only;
- Minor landscaping, such as the installation of trees, large variety shrubbery, and vegetable and/or flower gardens that affect 25% or less of front yard area from building face or 50% or less of total side and rear yard area;
- Minor pruning of trees and shrubbery and the removal of trees less than four (4) inches in diameter, measured four and one-half (4½) feet above ground level;
- Replacement of gutters and downspouts;
- Complete removal of artificial siding when the original siding is to be repaired and repainted;
- Installation of storm windows and doors. Storm doors should be the “full-view” type;
- Installation of window air-conditioners on the side and rear of the building;
- Replacement of mechanical equipment, such as heating and air-conditioning units, and television or satellite systems which are completely screened from view with shrubbery or located in areas of low visibility;
- Temporary placement of signs, such as real estate, political, etc.
- Installation of address numbers and mailboxes that are compatible with the neighborhood;
- Repair of existing street and/or yard lighting;
- Installation of foundation vents on the side and rear of the building and replacement of foundation wall access doors;
- Repair to walks, driveways, patios, and decks, as long as the repair matches the original in location, material, size, shape, color, and texture;
- The general display of merchandise along business fronts;
- Installation of life safety equipment (i.e. Automated External Defibrillators, fire extinguishers, etc.) or items for special events (i.e. tents, displays, storage pods, etc.) that is compatible with the historic district;
- Removal of existing fencing;
- Removal of dead or diseased trees in the side and rear yard (must submit tree removal permit with Town of Davidson Public Works department).

## Minor Work

Minor work projects require an application and issuance of a Certificate of Appropriateness (COA). Minor work projects may be approved by the Commission Staff if the proposed work is consistent with the Design Guidelines. Commission Staff may meet with the property owner on site if necessary to determine if the proposed work is major or minor. If the proposed work is determined to be minor, a COA shall be issued. If the Commission Staff does not approve the proposed work, an application for COA shall be presented to the Historic Preservation Commission for review. Minor work projects are not considered to have a material effect on neighboring properties and therefore the Town of Davidson does not require that the adjacent property owners be notified.

Staff will brief the HPC each month on COAs issued for minor works during the previous month. Staff has the discretion to refer **any** minor work project to the HPC for **any** reason. Staff does not have the authority to deny a COA or approve an after the fact COA.

Minor work projects do not substantially alter the visual character of the structure or site. Minor work projects may include, but are not limited to the following:

- Replacement of broken or damaged glass, as long as the replacement matches the original;
- Installation of or the in-kind repair or replacement of gutters and downspouts as long as the color matches the house trim color;
- Installation of new mechanical and utility equipment including but not limited to, heating and air conditioning units that are screened from view with shrubbery or appropriate fencing that meet or exceed screening requirements in the Davidson Planning Ordinance;
- Light fixtures affixed to a structure that are in keeping with the neighborhood and in compliance with the Design Guidelines;
- Removal of siding covering original material;
- Total removal of asbestos (which must have an asbestos report submitted to the building inspector), asphalt, or other artificial siding when the original siding beneath is to be repaired and repainted or stained;
- New walks and driveways;
- Construction or repair of fences and walls located in the side or rear yard that meet the Design Guidelines;
- Repair of fences and walls located in the front yard that meet the Design Guidelines;
- Addition of decks and patios on rear facing façade;
- Construction of an arbor, water feature (not including pools), pergola and/or trellis in the rear yard;
- Temporary and permanent signage that meets standards of DPO Section 11 and the Design Guidelines;
- Screening in of an existing porch that is not visible from the street;
- Resurfacing buildings with material that is compatible or similar to the original siding;

- Resurface porch with a material that is compatible or similar to the original or existing flooring in design and appearance;
- Removal of deteriorated accessory buildings, which are not original to the site or otherwise historically significant;
- Construction of small utility buildings, playhouses or playground equipment (or other minor construction) that are inconspicuously located in the rear yard (or not easily visible from a primary ROW);
- Installation of skylights or solar panels which are flush mounted and inconspicuously located on non-primary façades;
- Replacement of exterior stairs, landings and steps, when there is no change to the original design;
- Replacement of doors and windows compatible to the style, material, size, and color;
- Replacement of missing details: Replacement of missing or deteriorated siding and trim, porch floors, ceilings, columns and balustrade or other architectural details, with new materials that are identical to the original details;

## Major Work

Major work projects require an application and issuance of a Certificate of Appropriateness (COA) by the HPC. In general, these are projects involve a change in the appearance of a building or site, and are more substantial in nature than routine maintenance or minor work projects. They include changes from the original design or material, or replacement, alteration, or removal of an original feature.

Major works include, but are not limited to, the following:

- New residential or commercial construction;
- Additions (including decks visible from the ROW);
- Removal or demolition of any structural part of a building except as authorized under minor works;
- New residential accessory structures over 650 square feet of first floor footprint and all accessory structures ancillary to non-residential uses;
- Moving of buildings, including accessory structures;
- Changes to roof lines;
- New roof coverings or replacement roofing that is a different material or color;
- All installation of metal roofs;
- Resurfacing buildings with material(s) not compatible or similar to the original material;
- New shutters and awnings;
- Replacement or new installation of windows and doors that is not compatible with the existing or original window(s) and/or door(s);
- Replacement of architectural details when there will be a change in design or materials from the original or existing details;
- Installation of a permanent or temporary handicapped ramp and exterior fire exits;
- New parking areas;
- Construction of fences or walls in front yard;
- Removal of healthy tree(s) in the yard(s) along the street front on private property that is greater than 4" DBH;
- Installation of long-term (1 year or greater) or potentially long-term structures or features that may not be permanently affixed (i.e. modular units, etc.);
- Discovery of any archaeological resource on the site; or
- Minor work items not approved by staff.