



**DATE:** December 21<sup>st</sup>, 2021

**CASE:** TA-13-21 Text Amendment (Historic Handbook)

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**BACKGROUND**

The Historic Preservation Commission unanimously voted on November 10<sup>th</sup> to change their regularly scheduled meeting time. Previously the meetings had been held on the second Wednesday of the month at 6:30 p.m. The Commission voted to keep the meeting day but to rescheduled the time to 6:00 p.m. effective the next regularly scheduled meeting. Because the meeting day and time are listed in the Historic Handbook, the Handbook must be revised to reflect the Commission's action. A redlined version of the section to be modified has been included in the Commission's packets for review. No other section of the Historic Handbook is proposed for amendment.

- Provide technical advice to property owners concerning restoration and the treatment of architectural features.
- Delay the demolition of important structures within Historic Districts for up to 365 days in order to explore alternatives.
- Make recommendations to the Board of Adjustment and the Planning and Zoning Commission regarding proposed zoning changes and related matters within the Districts.

The Commission meets the second Wednesday of each month at 6:00 6:30 p.m. in the City Council Chambers of City Hall (35 Cabarrus Avenue West). Since the Commission is a quasi-judicial body under North Carolina law, certain rules of procedure must be followed. These procedures include official notification of adjacent property owners, public advertisement in the newspaper, and placement of a public hearing sign on the property.

The Commission's review criteria for Certificates of Appropriateness include taking into account the historic and visual aspects that give the Districts their character, as well as reviewing the proposal's compatibility. Additional information on approval criteria may be found in the Appendix A, The Secretary of the Interior's Standards for Rehabilitation and in Article 9 – Section 8 of the City of Concord Development Ordinance.

## **B. OBTAINING A CERTIFICATE OF APPROPRIATENESS**

Prior to new construction, demolition, installation of permanent identification signs, and most alteration and rehabilitation activities within the Districts, a Certificate of Appropriateness must be obtained. Alterations to the interior of the structures are not subject to Certificates of Appropriateness. In some matters the City of Concord Planning and Neighborhood Development Department can issue a Certificate. If the proposed alteration is one that the Planning and Neighborhood Development Department can approve, then the applicant does not have to go before the Historic Preservation Commission. The types of work for which Certificates are required are shown in the "Approval Requirement Needs" section at the beginning of the Handbook.

The alteration of any site or exterior feature which is not specifically listed in the "Approval Requirement Needs" table will require approval by the Historic Preservation Commission for a Certificate of Appropriateness. The Zoning Administrator shall have the option of referring any item that could be approved within the Planning and Neighborhood Development Department to the Historic Preservation Commission for approval.

A property owner must obtain a Certificate of Appropriateness prior to the issuance of a building permit, or any other permit required by the City for construction, alteration, or demolition of a structure within a District. Prior to beginning work on a house or property (including extensive tree pruning and removal), the owner should contact the City's Planning and Neighborhood Development Department for a determination on whether a Certificate of Appropriateness will be required.