CITY OF CONCORD PLANNING & ZONING COMMISSION Meeting Agenda Tuesday, May 21, 2024, at 6:00 PM City Hall Council Chambers - 35 Cabarrus Avenue West

- I. CALL TO ORDER Chair
- II. CHANGES TO THE AGENDA
- **III.** <u>APPROVAL OF THE MINUTES</u> *Motion, second, and vote needed.*
- IV. OLD BUSINESS
- V. NEW BUSINESS

1. Z(CD)-02-24 (Legislative Hearing)

Justin Mueller has submitted a Zoning Map Amendment application for +/- 63.3 acres of property located at 1199 Odell School Rd. from RM-2-CD (Residential Medium Density – Conditional District) to RM-2-CD (Residential Medium Density – Conditional District). p/o PIN 4681-64-7428.

- a. Open Public Hearing by Motion Motion, second, and vote needed.
- b. Staff Presentation
- c. Staff Recommendation
- d. Applicant's/Proponent's Testimony
- e. Opponent's Testimony
- f. Close Public Hearing by Motion *Motion*, *second*, *and vote needed*.
- g. Approve Statement of Consistency by Motion Motion, second, and vote needed.
- h. Approve/Deny Zoning Amendment with Conditions by Motion *Motion, second, and vote needed.*

2. Z-06-24 (Legislative Hearing)

Mike Bray, McGrath RentCorp, has submitted a Zoning Map Amendment application for +/- 67.037 acres of property located at 4722 & 4744 Stough Rd. from Cabarrus County LI (Limited Industrial) to City of Concord I-1 (Light Industrial). PINs 5518-75-5722, 5518-86-5204.

- a. Open Public Hearing by Motion Motion, second, and vote needed.
- b. Staff Presentation
- c. Staff Recommendation
- d. Applicant's/Proponent's Testimony
- e. Opponent's Testimony
- f. Close Public Hearing by Motion *Motion, second, and vote needed.*
- g. Approve Statement of Consistency by Motion Motion, second, and vote needed.
- h. Approve/Deny Zoning Amendment with by Motion Motion, second, and vote needed.

VI. PETITIONS AND REQUESTS - NO PUBLIC HEARING REQUIRED/PRESENTATIONS AND DISCUSSIONS

1. TA-05-24

Consider text amendment to the City of Concord Historic Districts Handbook to address new guidance and standards, clarity of language, and updated information.

- a. Staff Presentation
- b. Commission Guidance-- Motion, second, and vote needed

VII. RECOGNITION OF PERSONS REQUESTING TO BE HEARD

VIII. MATTERS NOT ON THE AGENDA

IX. ADJOURNMENT

PLEASE NOTE: IN ACCORDANCE WITH ADA REGULATIONS, ANYONE WHO NEEDS A SPECIAL ACCOMMODATION TO PARTICIPATE IN THE MEETING SHOULD NOTIFY THE PLANNING & NEIGHBORHOOD DEVELOPMENT DEPARTMENT AT 704-920-5152 AT LEAST TWENTY-FOUR (24) HOURS PRIOR THE MEETING.



Planning and Zoning Commission



DATE: May 21, 2024

REZONING CASE #: Z (CD)-02-24

ACCELA: CN-RZC-2024-00005

DESCRIPTION: Zoning Map Amendment

 $RM\text{-}2\text{-}CD \; (Residential \; Medium \; Density-Conditional \; District)$

to RM-2-CD (Residential Medium Density - Conditional

District).

APPLICANT/OWNER: Justin Mueller

LOCATION: 1199 Odell School Rd.

PIN#s: p/o 4681-64-7428

AREA: +/- 63.3 acres

ZONING: RM-2-CD (Residential Medium Density – Conditional District)

PREPARED BY: Fred Womble, Senior Planner

BACKGROUND

The subject property consists of +/- 63.3 acres generally located between Untz Rd. to the east and Harris Rd to the west. The petitioner seeks an amendment to the previous approval of their rezoning for the development of a single family residential subdivision. The original rezoning was approved by the Planning & Zoning Commission on November 21, 2023.

HISTORY

The subject property was previously located in Cabarrus County and zoned Low Density Residential (LDR), containing a single family residence and agricultural land. The vacant agricultural portion of this property was annexed into the City of Concord on July 13, 2023.

SUMMARY OF REQUEST

The applicant proposes to amend their previously approved rezoning request to remove a note (Note #6) under Architectural Standards on the site plan which restricted the gross floor area of the builder's intended product. The note in question limited the size of the proposed single family homes to $\leq 3,600$ sf. gross floor area, however, the builder is proposing to construct much larger homes ranging between 4,000 sf and 5,000 sf. gross floor area. The applicant's amended request does not change the lot sizes nor the number of "executive housing" units proposed in the original approval.

Planning and Zoning Commission Case # Z(CD)-02-24 The applicant is also requesting to change the length (50 feet) and width (8 feet) of the planted entrance median off of Odell School Road and to create a 14-foot wide travel lane on both sides of the median, as noted in the Technical Standards Manual Article 3, Section 6.0. A second 8' x 40' planted median with 14-foot wide travel lanes around the median is also proposed, south of the entrance median, within the proposed public road ROW. The proposed travel lane widths for the project are in excess of the typical 12' required for collector streets.

The conditional zoning process allows particular uses to be established on case-by-case basis on a specific property. A petition for conditional zoning must include a site plan, drawn to scale, with supporting information and text that specifies the actual use or uses intended for the property and any proposed conditions that will govern development and use of the property. If a petition for conditional district zoning is approved, the conditions of approval shall become binding upon the property. Only those uses and structures indicated in the approved petition and site plan may be developed on the site. The conditions of the initial rezoning have not changed and are all still applicable to the applicant's amended request.

| Existing Zoning and Land Uses (Subject Parcel) | | | | | | |
|--|------------------------|--|----------------------------------|---------------------------|----------------------|--|
| Current Zoning of Subject Property | Zoning Within 500 Feet | | Land Uses(s) of Subject Property | Land Uses within 500 Feet | | |
| | North | Cabarrus County AO (Agricultural/Open Space) | | North | Residential & Vacant | |
| RM-2-CD (Residential Medium Density – Conditional District) | South | RV-CD (Residential Village – Conditional District) | Residential & Vacant | South | Residential & Vacant | |
| | East | Cabarrus County LDR (Low Density Residential) and RV-CD (Residential Village – Conditional District) | | East | Residential & Vacant | |
| | West | Cabarrus County LDR (Low Density Residential) | | West | Residential & Vacant | |

COMPLIANCE WITH 2030 LAND USE PLAN

The 2030 LUP designates the subject property as "Suburban Neighborhood (SN). RM-2 (Residential Medium Density) *is listed* as a corresponding zoning district the "Suburban Neighborhood (SN) land use categories, and therefore is consistent with the land use plan.

The corresponding zoning districts for the "Suburban Neighborhood" land use category are RE (Rural Estate), RM-1 (Residential Medium Density), RM-2 (Residential Medium Density), PRD (Planned Residential Development), C-1 (Light Commercial), PUD (Planned Unit Development), RV (Residential Village), TND (Traditional Neighborhood Development), B-1 (Neighborhood Commercial/Office District), RL (Residential Low Density), O-I (Office Institutional), R-CO (Residential – County Originated)

From the 2030 Land Use Plan - "Suburban Neighborhood (SN)"

The Suburban Neighborhood (SN) Future Land Use category includes single-family areas that are formed as subdivisions or communities, with a relatively uniform housing type and density throughout. They may support a variety of single-family detached residential types, from low-density single-family homes to denser formats of smaller single-family homes. In areas designated Suburban Neighborhood, homes are typically oriented interior to the neighborhood and are typically buffered from surrounding development by transitional uses or landscaped areas. Single family attached dwellings are an option for infill development within the suburban neighborhood future land use category. These neighborhoods are often found in close proximity to suburban commercial, office, and industrial centers, and help provide the consumers and employment base needed to support these centers. Lots at intersections of collector and arterial streets within or at the edges of suburban neighborhoods may support small-scale, neighborhood serving, pedestrian-oriented commercial or service uses such as coffee shops, cafes, beauty salons and light retail. Pedestrian oriented uses exclude uses with drive-in, drive-through or automobile related services.

The following goals, objectives and policy guidance relate to the proposed zoning amendment:

Goal 1: Maintain a sustainable balance of residential, commercial and industrial land uses.

Objective 1.3: Ensure that the Future Land Use Map allows sufficient development opportunities to meet existing and projected needs for residential, commercial, industrial and other land uses.

Objective 1.6: Provide a diverse mix and range of housing options throughout the City that will accommodate the current and future needs of the citizens of Concord.

• Housing Balance: Ensure that zoning allows for a mix of housing types at a variety of prices to meet the demands of existing and future residents.

SUGGESTED STATEMENT OF CONSISTENCY

- The subject property is approximately +/- 63.3 acres and currently zoned RM-2-CD (Residential Medium Density Conditional District).
- The subject property was voluntarily annexed on July 13, 2023.
- The proposed zoning amendment is consistent with the 2030 Land Use Plan (LUP) as RM-2-CD (Residential Medium Density Conditional District) is a corresponding zoning district to the Suburban Neighborhood (SN) land use category and the proposed use is compatible with those existing in the surrounding area.

• The zoning amendment is reasonable and in the public interest as it is complementary to the use, design and density with the adjacent residential land uses.

OR

• The zoning amendment is not reasonable and in the public interest as the design is not compatible with the surrounding residential area.

SUGGESTED RECOMMENDATION AND CONDITIONS

The staff finds the request consistent with the 2030 Land Use Plan and the requirements of the Concord Development Ordinance. The plan has also been reviewed by the Development Review Committee and has no objections to the petition.

The petitioner has agreed to the following conditions:

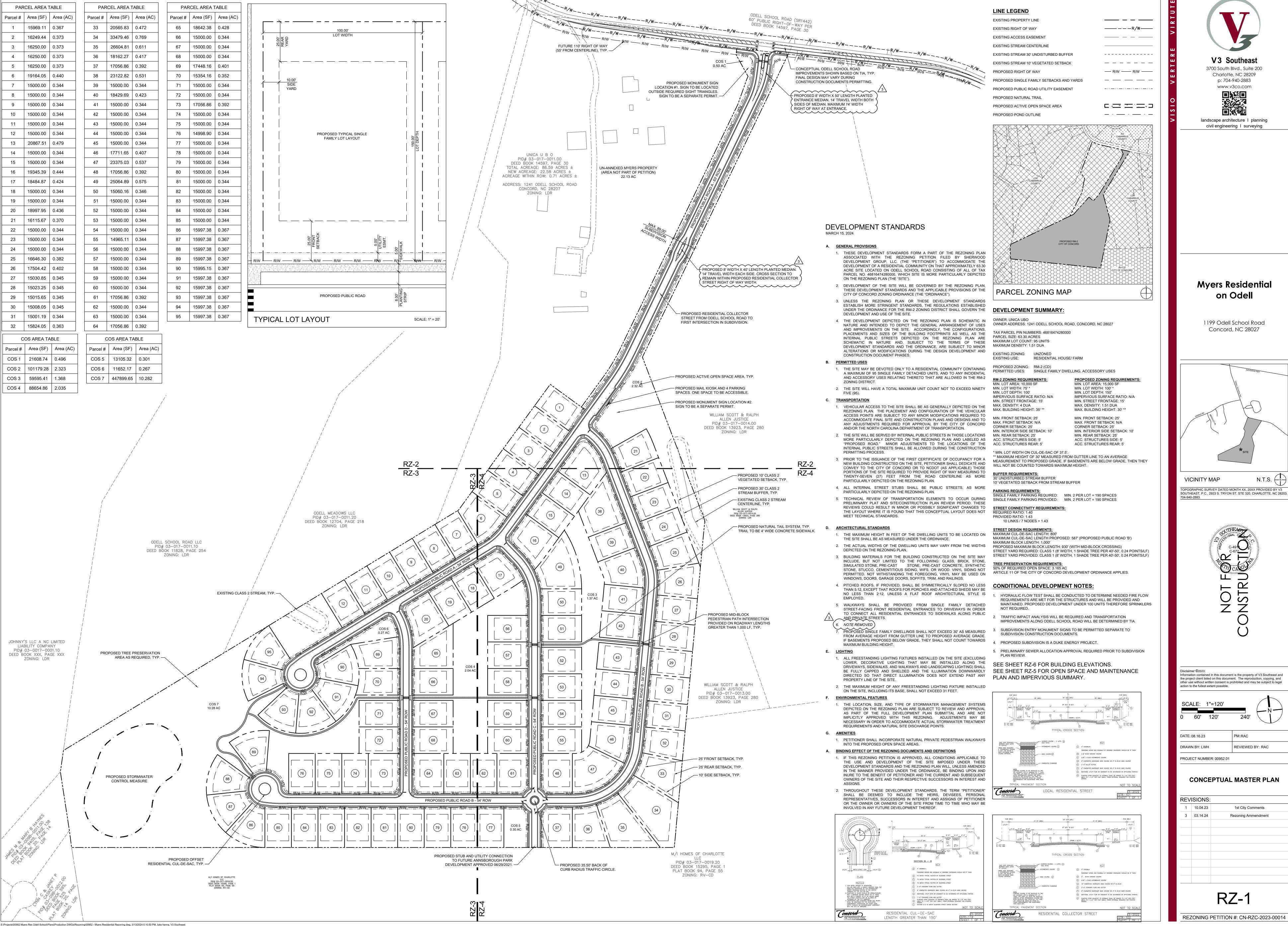
- 1. Compliance with "Myers Residential on Odell," sheet number RZ-1, dated 3/14/2024.
- 2. Previous conditions apply from case Z(CD)-18-23 except for Conceptual Master Plan sheet.

Previous conditions that apply:

- 1. Street yard landscaping requirements, including required street trees, shall be adhered to as noted in Article 11 of the Concord Development Ordinance (CDO).
- 2. Active open space shall be included and maintained in areas noted as COS2, COS4 and COS7, sheet number RZ-5, dated 10/23/2023.
- 3. Connection to open space to be maintained through the inclusion of natural trail system for pedestrian connectivity, sheet number RZ-1, dated 10/4/2023.
- 4. Technical site plan review and approval is required including all approvals from outside local, state and federal agencies.
- 5. Future modifications/additions to the approved site plan may require further approval from the Planning and Zoning Commissions.

PROCEDURAL CONSIDERATIONS

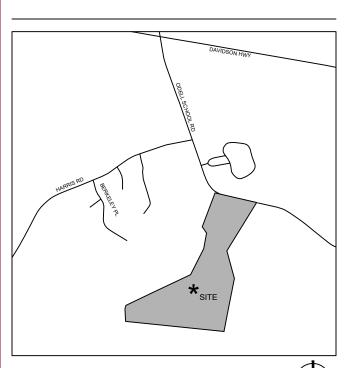
This particular case is a rezoning, which under the CDO, is legislative in nature. Legislative hearings do not require the swearing or affirming of witnesses prior to testimony at the public hearing.





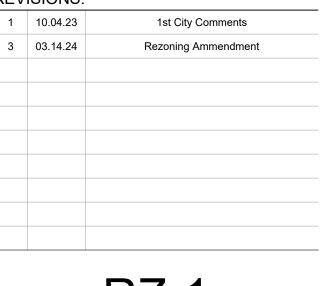
Myers Residential

1199 Odell School Road Concord, NC 28027



REVIEWED BY: RAC

CONCEPTUAL MASTER PLAN



REZONING PETITION #: CN-RZC-2023-00014



APPLICATIONS NOT COMPLETED BY THE PUBLISHED APPLICATION DEADLINE WILL NOT BE CONSIDERED.

| 1. | Required Attachments / Submittals: Typed metes and bounds description of the property (or portion of property) in a Word |
|----|--|
| | document format. |
| 2. | Cabarrus County Land Records printout of names and addresses of all immediately |
| | adjacent landowners, including any directly across the street. |
| 3. | FOR CONDITIONAL DISTRICT APPLICATIONS ONLY, a plan drawn to scale |
| | (conditional district plan), and elevations if applicable submitted digitally. |
| 4. | If applicable, proof of a neighborhood meeting (signature page) or receipt from certified |
| | letters mailed to adjoining property owners if project increases density or intensity (See |
| | Section 3.2.3). Staff will provide further information on this requirement during the |
| | required pre-application meeting. |
| 5. | Money Received by Date: |
| | Check # Amount: \$ 800.00 (Conditional) or \$600 (Conventional) |
| | Cash: |
| | The application fee is nonrefundable. |



(Please type or print)

| Applicant Name, Address, Telephone Number and email address: | | | | | | |
|--|-------------------------------|--|--|--|--|--|
| | | | | | | |
| Owner Name, Address, Telephone Num | ıber: | | | | | |
| | | | | | | |
| Project Location/Address: | | | | | | |
| Parcel Identification Number (PIN): | | | | | | |
| Area of Subject Property (acres or squa | re feet): | | | | | |
| Lot Width: Lot Depth: | | | | | | |
| Current Zoning Classification: | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Surrounding Land Use: North | | | | | | |
| East | West | | | | | |
| Reason for request: | | | | | | |
| Has a pre-application meeting been held | I with a staff member? Yes No | | | | | |
| Staff member signature: | Date: | | | | | |





THIS PAGE APPLICABLE TO CONDITIONAL DISTRICT REQUESTS ONLY

(Please type or print)

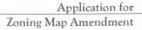
| 1. | List t | the Use(s |) Proposed | in the | Project |
|----|--------|-----------|------------|--------|---------|
| Si | inale | Family | Detache | d Hou | ises |

2. List the Condition(s) you are offering as part of this project. Be specific with each description. (You may attach other sheets of paper as needed to supplement the information): Listed on Rezoning Document

I make this request for Conditional district zoning voluntarily. The uses and conditions described above are offered of my own free will. I understand and acknowledge that if the property in question is rezoned as requested to a Conditional District the property will be perpetually bound to the use(s) specifically authorized and subject to such conditions as are imposed, unless subsequently amended as provided under the City of Concord Development Ordinance (CDO). All affected property owners (or agents) must sign the application.

03/3/24 (5 Mm 03/22/2024 Signature of Owners) Date

Planning & Neighborhood Development





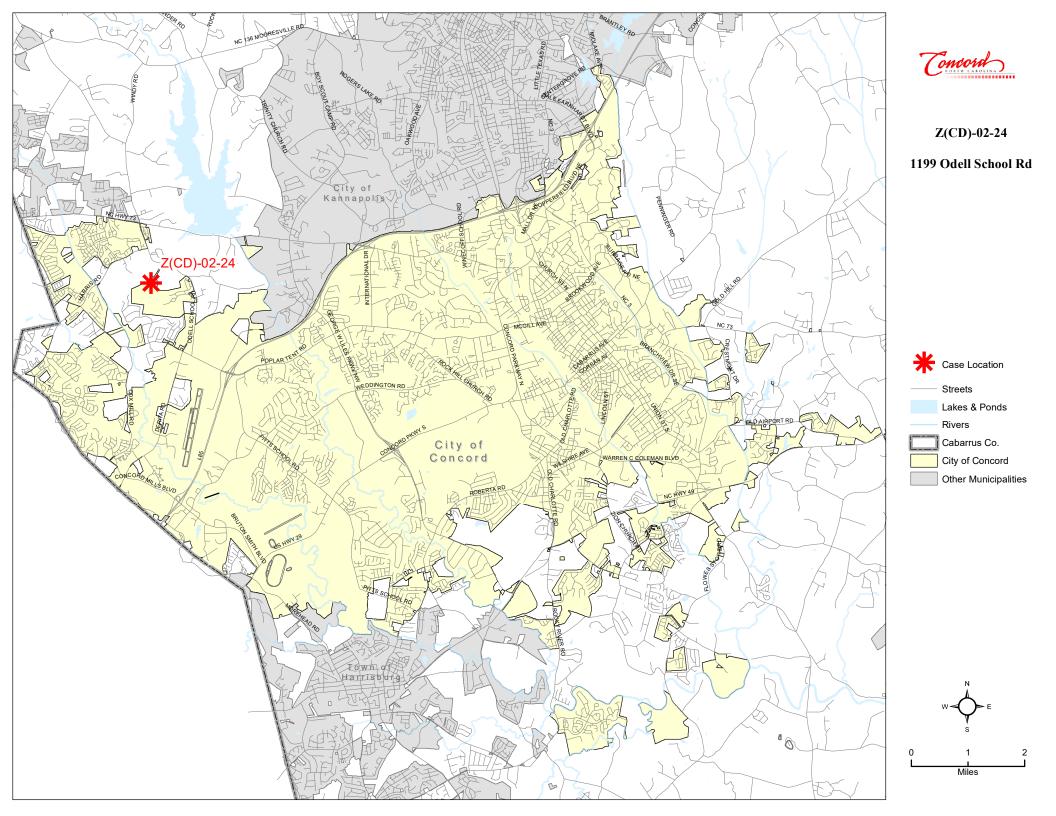
Certification

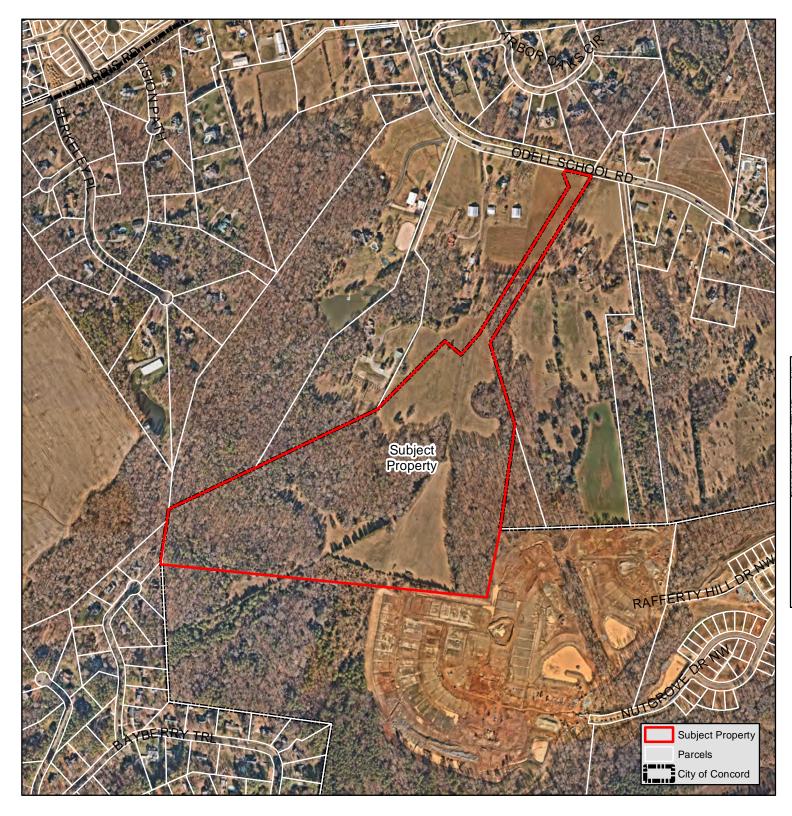
I hereby acknowledge and say that the information contained herein and herewith is true, and that this application shall not be scheduled for official consideration until all of the required contents are submitted in proper form to the City of Concord Development Services Department.

Date: 03//3/2014

Applicant Signature:

Property Owner or Agent of the Property Owner Signature:

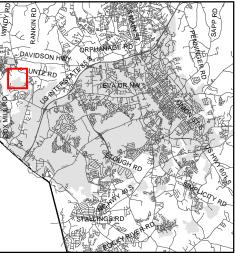


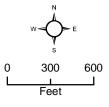


Z(CD)-02-24 AERIAL

Rezoning application
RM-2-CD (Residential Medium
Density - Conditional District)
to
RM-2-CD (Residential Medium
Density - Conditional District)

1199 Odell School Rd PIN: 4681-64-7428 (part of)



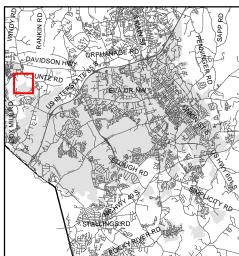


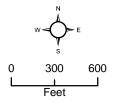
PUD County AO ODELL SCHOOL RD County LDR **County LDR** Subject **Property** RM-2-CD RAFFERTY HILL DI Subject Property City of Concord Parcels Zoning PUD **RV-CD** RM-2-CD RM-2-CU RV-CD **County Zoning** AO

Z(CD)-02-24 ZONING

Rezoning application
RM-2-CD (Residential Medium
Density - Conditional District)
to
RM-2-CD (Residential Medium
Density - Conditional District)

1199 Odell School Rd PIN: 4681-64-7428 (part of)



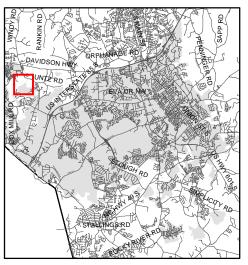


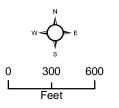
Village Center. PABOR OAKS Rural ODELL SCHOOL RD Suburban Neighborhood Subject Property RAFFERTY HILL DR NW Subject Property Parcels City of Concord Land Use Plan BAYBERRY TRL Suburban Neighborhood Village Center Rural

Z(CD)-02-24 LAND USE PLAN

Rezoning application
RM-2-CD (Residential Medium
Density - Conditional District)
to
RM-2-CD (Residential Medium
Density - Conditional District)

1199 Odell School Rd PIN: 4681-64-7428 (part of)







Planning and Zoning Commission



DATE: May 21, 2024

REZONING CASE #: Z-06-24

ACCELA: CN-RZZ-2024-00004

DESCRIPTION: Zoning Map Amendment

Cabarrus County LI (Limited Industrial) to City of Concord I-1

(Light Industrial)

APPLICANT/OWNER: Mike Bray, McGrath RentCorp

LOCATION: 4722 & 4744 Stough Rd.

PIN#: 5518-75-5722, 5518-86-5204

AREA: +/- 67.037 acres

ZONING: Cabarrus County LI (Limited Industrial)

PREPARED BY: Fred Womble, Senior Planner

Note: Because this rezoning request is pertaining to a recently annexed property, a City zoning classification must be adopted.

BACKGROUND

The subject property consists of two (2) parcels comprising +/- 67.037 acres located on the west side of Stough Road. Both parcels are owned by McGrath RentCorp and the petitioner seeks approval of a rezoning from Cabarrus County LI (Limited Industrial) to City of Concord I-1 (Light Industrial).

HISTORY

The subject properties were previously located in Cabarrus County and zoned Limited Industrial (LI), annexed into the City on April 11, 2024.

SUMMARY OF REQUEST

The applicant proposes to rezone +/- 67.037 acres from Cabarrus County LI (Limited Industrial) to City of Concord I-1 (Light Industrial). The submitted request is not for a conditional district, so all uses permitted within the I-1 (Light Industrial) zoning classification would be permitted. However, the applicant has submitted a site plan demonstrating the layout for an expansion of storage which would connect to the existing adjacent property. No buildings are proposed. Any development of the subject property would require technical site plan review and approval and must meet the standards set forth in the CDO (Concord Development Ordinance) as well as other applicable regulations.

Planning and Zoning Commission Case # Z-06-24

| Existing Zoning and Land Uses (Subject Parcel) | | | | | |
|--|------------------------|--|--|------------------------------|----------------------------|
| Current Zoning of Subject Property | Zoning Within 500 Feet | | Land Uses(s) of Subject Property | Land Uses within 500 Feet | |
| Formerly Cabarrus County LI (Limited Industrial) | North | Cabarrus County LDR (Low Density Residential) and City of Concord I-1 (Light Industrial) | Vacant | North | Industrial, Residential |
| | South | Cabarrus County LDR (Low Density Residential) and City of Concord I-1 (Light Industrial) | | South | Industrial, Vacant |
| | East | Cabarrus County GI (General Industrial) | | East | Industrial |
| | West | Cabarrus County LDR (Low Density Residential) and Town of Harrisburg CZ- RM (Residential Medium Density Conditional Use District | | West | Residential, Vacant |

COMPLIANCE WITH 2030 LAND USE PLAN

The 2030 Land Use Plan (LUP) designates the subject properties as "Industrial Employment" (IE). I-1 (Light Industrial) *is listed* as a corresponding zoning district to the "Industrial Employment" land use category, and therefore is consistent with the land use plan.

The corresponding zoning districts for the "Industrial Employment" land use category are C-2 (General Commercial), PID (Public Interest District), MX-IB (Mixed Use Industrial/Business Center), I-1 (Light Industrial), and I-2 (General Industrial).

From the 2030 Land Use Plan – "Industrial Employment" (IE)

The intent of the Industrial/Employment (IE) Future Land Use category is to identify those areas that have either already developed as industrial or are suited for additional industrial development due to the presence of infrastructure and access to transportation routes, such as major highways and railroads. These industrial areas should be preserved for employment uses to generate jobs for the community.

Industrial uses have already developed in several areas throughout the community, most of which are light industrial in function and impact. The 2030 Plan identifies the need to protect industrials lands, and to encourage additional growth in industrial/employment uses in designated areas, particularly around Concord Regional Airport, and along I-85 between Pitts School Road and Rocky River. Additionally, some light industrial/employment uses are encouraged to locate in Mixed-Use Districts, depending upon their intensity, as identified earlier in this section.

The following goals, objectives and policy guidance relate to the proposed zoning amendment:

Goal 1: Maintain a sustainable balance of residential, commercial and industrial land uses.

Goal 1.3: Ensure that the Future Land Use Map allows sufficient development opportunities to meet existing and projected needs for residential, commercial, industrial and other land uses.

SUGGESTED STATEMENT OF CONSISTENCY

- The subject properties for the rezoning petition are approximately +/- 67.037 acres and are currently Cabarrus County LI (Limited Industrial).
- The subject properties were annexed into the City on April 11, 2024.
- The proposed zoning is consistent with the 2030 Land Use Plan (LUP) as I-1 (Light Industrial) is a corresponding zoning classification to the Industrial-Employment (IE) Land Use Category.
- The zoning amendment is reasonable and in the public interest as it is consistent with the existing zoning adjacent to the subject property.

OR

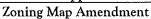
• The zoning amendment is not reasonable and in the public interest as the design is not compatible with the surrounding residential area.

SUGGESTED RECOMMENDATION AND CONDITIONS

City staff does not have any issues with the proposal. No conditions may be applied as the request is not for a "Conditional District."

PROCEDURAL CONSIDERATIONS

This particular case is a rezoning, which under the CDO, is legislative in nature. Legislative hearings do not require the swearing or affirming of witnesses prior to testimony at the public hearing.





APPLICATIONS NOT COMPLETED BY THE PUBLISHED APPLICATION DEADLINE WILL NOT BE CONSIDERED.

| √ | 1. | Required Attachments / Submittals: Typed metes and bounds description of the property (or portion of property) in a Word document format. |
|----------|----|--|
| √ | 2. | Cabarrus County Land Records printout of names and addresses of all immediately adjacent landowners, including any directly across the street. |
| | 3. | FOR CONDITIONAL DISTRICT APPLICATIONS ONLY, a plan drawn to scale (conditional district plan), and elevations if applicable submitted digitally. |
| | 4. | If applicable, proof of a neighborhood meeting (signature page) or receipt from certified letters mailed to adjoining property owners if project increases density or intensity (See Section 3.2.3). Staff will provide further information on this requirement during the required pre-application meeting. |
| | 5. | Money Received by Date: |

(Please type or print)



Zoning Map Amendment

| mike.bray@mgrc.com | |
|--|-------------------------------|
| Owner Name, Address, Telephone Number: | |
| | |
| Project Location/Address: | |
| P.I.N.: 55187557220000; 55188652040000 | |
| Area of Subject Property (acres or square feet): 67.037 | |
| Lot Width: Lot Depth: | |
| Current Zoning Classification: L-I (Cabarrus County) | |
| Proposed Zoning Classification: I-1 | |
| Existing Land Use: Agricultural | |
| Future Land Use Designation: Light Industrial | |
| Surrounding Land Use: North Industrial/Residential | South |
| East Industrial | West Agricultural |
| Reason for request: To be annexed and zoned to I-1 per Con | cord's Development Ordinance. |
| | |
| Has a pre-application meeting been held with a staff n | nember? |
| Staff member signature: | Date: |



Zoning Map Amendment

THIS PAGE APPLICABLE TO CONDITIONAL DISTRICT REQUESTS ONLY

(Please type or print)

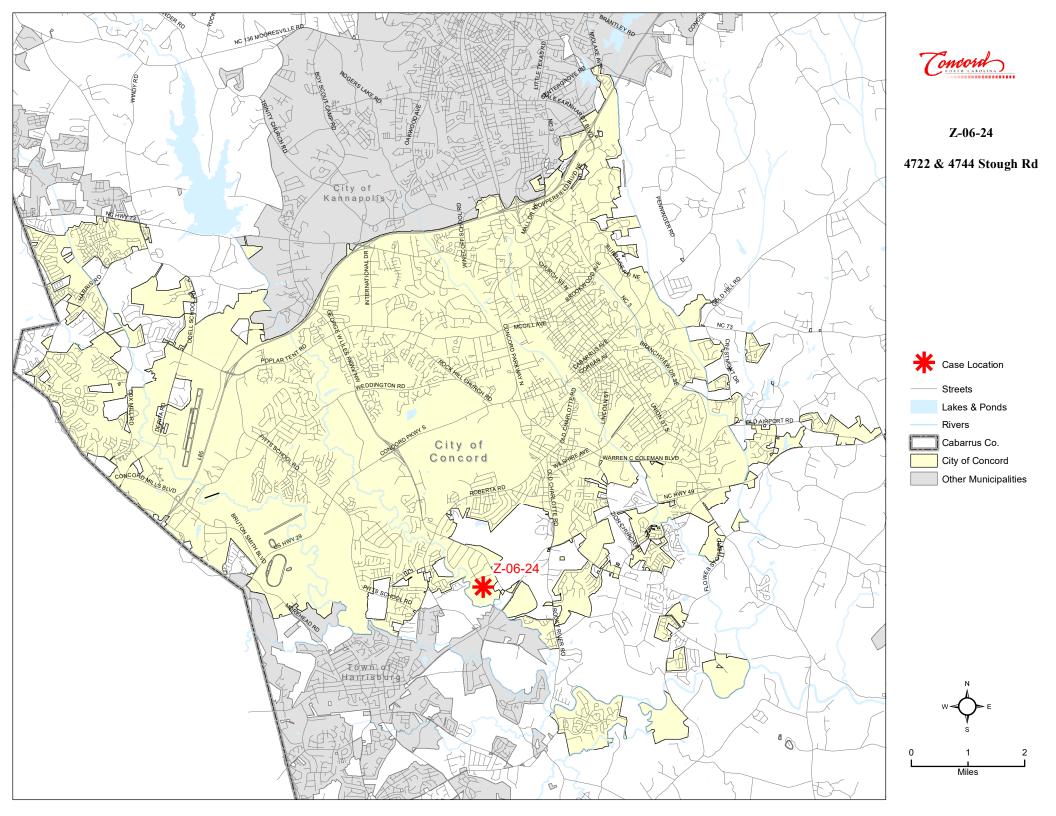
| 1. List the Use(s) Proposed | in the Project: | | | | |
|-----------------------------------|--------------------------|-------------------|--------------------|------------------|--------------|
| All uses currently permitted | d by right within the I- | -1 district i | the Concord De | velopment Ordin | ance |
| | | ***** | | | |
| | | | | | |
| | | | | | |
| 2. List the Condition(s) you | ous offsuins as non | e of this a | noiset De anni | E with a h | |
| 2. List the Condition(s) you | | - | • | | escription. |
| (You may attach other sl | | eeded to s | applement the i | ntormation): | |
| We would like to be straigh | nt zoned to I-1. | | • | | |
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| I make this request for Condition | | - | | | |
| offered of my own free will. | | - | | • | |
| requested to a Conditional D | istrict the property | will be a | erpetually boun | d to the use(s) | specifically |
| authorized and subject to such | conditions as are im | iposed, un | ess subsequently | amended as pro | vided under |
| the City of Concord Development | nent Ordinance (CD | O). <u>All af</u> | fected property of | owners (or agent | s) must sign |
| the application. | | ~ | -A | 17/ | - 0/10/2 |
| Signature of Applicant | Date | _ | Signature of Ov | vner(s) | Date |

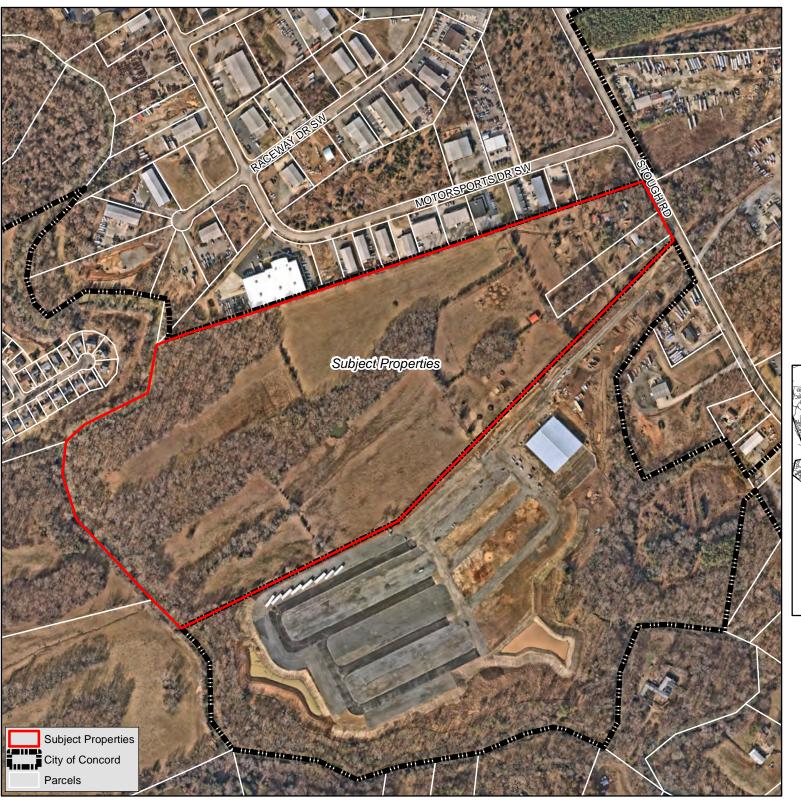


Certification

I hereby acknowledge and say that the information contained herein and herewith is true, and that this application shall not be scheduled for official consideration until all of the required contents are submitted in proper form to the City of Concord Development Services Department.

| Date: 2/12/24 | |
|--|--|
| Applicant Signature: | |
| Property Owner or Agent of the Property Owner Signature: | |

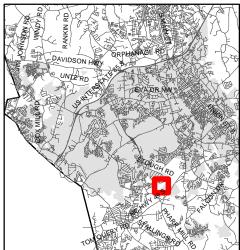


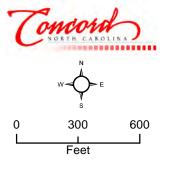


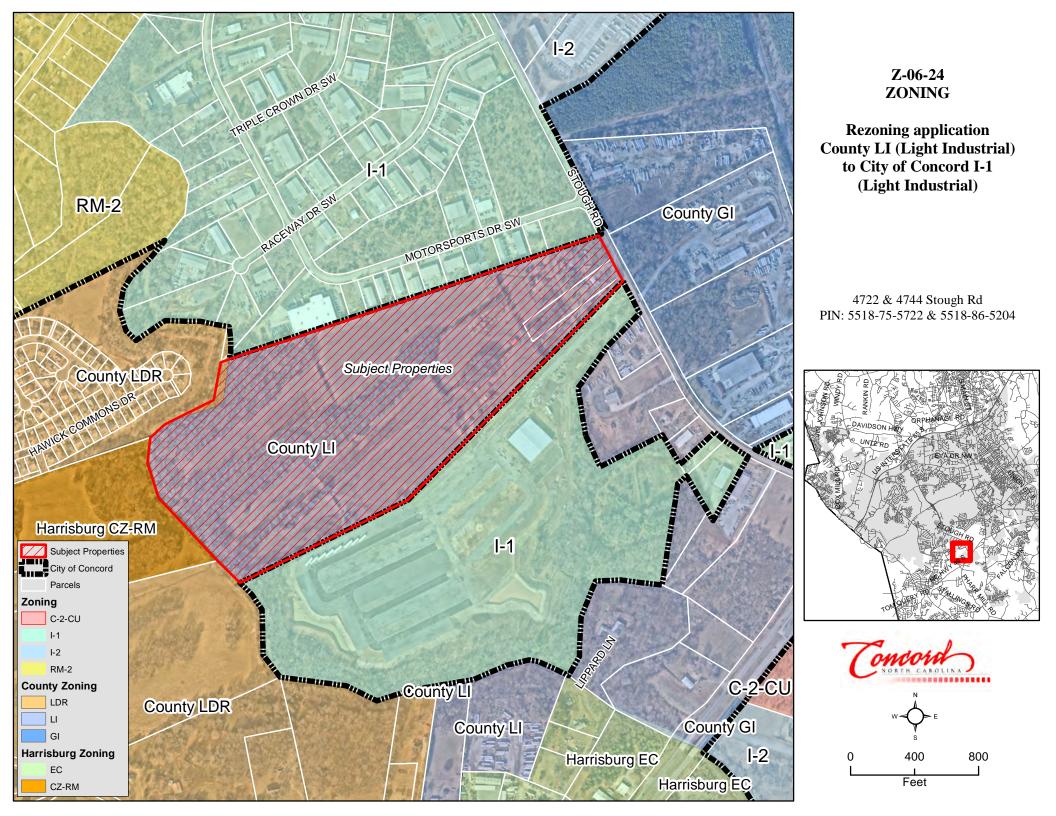
Z-06-24 AERIAL

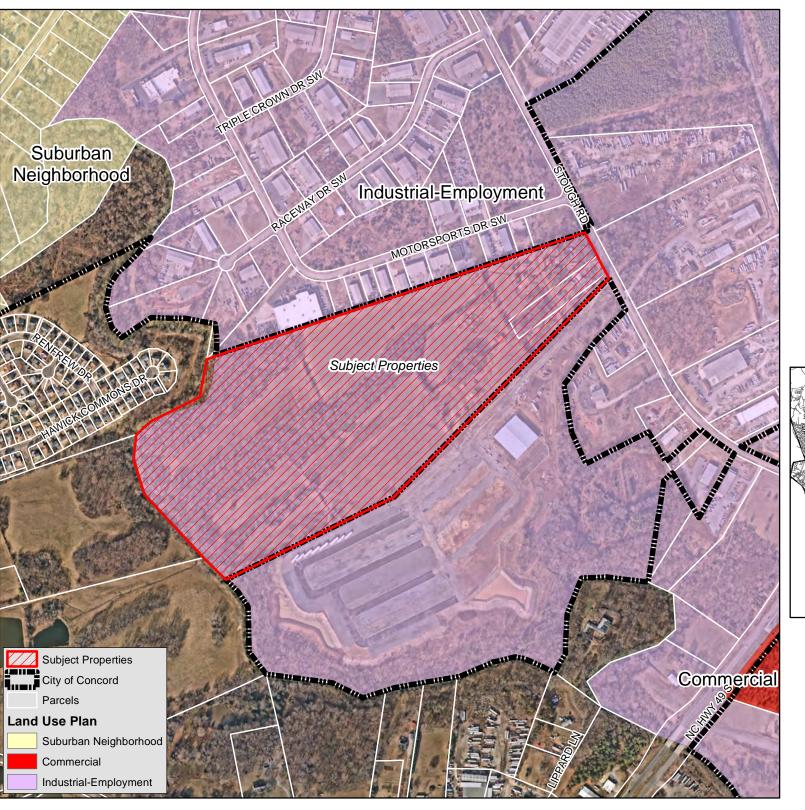
Rezoning application County LI (Light Industrial) to City of Concord I-1 (Light Industrial)

4722 & 4744 Stough Rd PIN: 5518-75-5722 & 5518-86-5204





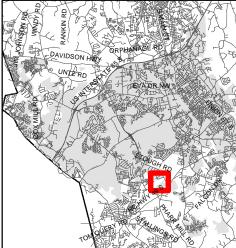


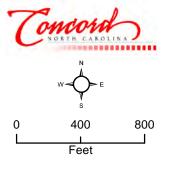


Z-06-24 LAND USE PLAN

Rezoning application County LI (Light Industrial) to City of Concord I-1 (Light Industrial)

4722 & 4744 Stough Rd PIN: 5518-75-5722 & 5518-86-5204









DATE: May 21, 2024

CASE: TA-05-24 Text Amendment (Historic Handbook Update)

Autumn C. James, Ph.D., AICP | Planning & Development PREPARED BY:

Manager

BACKGROUND

The three local Historic Districts in the City of Concord (Edgewood, North Union and South Union) are a source of great pride and an asset to our community. These districts are regulated by our zoning ordinance and City Council has appointed a Historic Preservation Commission (HPC) to review applications from owners of structures in these historic districts who plan to make changes to the exterior of their properties. The historic district residents use the Historic District Handbook as a resource to help guide them with appropriate design and materials for their projects. The Historic Preservation Commission's authority and the guidelines of the Historic Handbook are incorporated into the Concord Development Ordinance (CDO) by reference. The handbook explains how the regulations work and answers the most frequently asked questions about living in a Historic District. It also provides background about the history and the architecture of Concord's Historic Districts. It illustrates the importance of physical features and sound site planning practice in the process of historic preservation. Additionally, the handbook is intended to serve as a supplement to the CDO and as a guide and reference manual for the Historic Preservation Commission in their deliberations.

With the last significant update to the handbook being in 2015, planning staff and the HPC recognized the need for changes. Since October 2022, the Handbook Committee has met twice monthly to review and suggest changes to the current handbook. The resulting draft has a more modern look, with fresh illustrations and clarifying text. Staff incorporated additional changes after receiving public input on the draft update at the end of February.

As a result of the comments from the Handbook Committee and public input from the citizens in Concord, we have identified and made changes, a summary of which are listed below:

- The handbook design has been updated and includes a new in-color layout.
- The Approval Requirement Needs table includes three new types of work; art, safety fencing, and accessory ramps. Additionally, the level of approval needed has changed for eight minor work items from "Commission Approval Needed" to "Staff Approval." Clarifying edits were made to help residents identify their projects.

- "Chapter 1: Preface" and "Chapter 2: History" have minor clarifying edits and labeling of photographs.
- "Chapter 3: Working with the Historic Preservation Commission" includes expanded information on the Certificate of Appropriateness (COA) process, a section about appearing before the Commission, and the Commission's mission statement.
- "Chapter 4: Local Standards & General Policies" includes clarification on terminology with regards to compliance, includes explanation of state and federal tax credits available to National Register properties, and removes duplicate information.
- "Chapter 5: Sections 1-14", which encompasses the bulk of the Handbook has now been divided into four individual chapters: "Chapter 5: Standards for Site and Setting", "Chapter 6: Standards for the Exterior Building", "Chapter 7: Standards for New Construction" and "Chapter 8: Demolition and Relocation."
- "Chapter 6: Standards for the Exterior Buildings" includes new design standards for masonry, fenestration, and porches and includes a new section titled *Accessibility, Health & Safety Considerations*.
- "Chapter 7: Standards for New Residential Construction" includes a new section: *New Decks, Patios and Porches.*
- "Chapter 8: Demolition and Relocation" includes the new *Relocation* section and new design standards for both.
- Addition of "Chapter 9: Maintenance," predominantly a compilation of the existing maintenance language in the Handbook.
- The Appendices chapter removes the Secretary of the Interior Standards for Rehabilitation (links are included in other areas of the handbook), removes the Tree Maintenance section (included and updated in the Maintenance chapter), and includes technical information, contact information, updated resources, and list of addresses of structures in all historic districts, along with their categorization.
- Continued updates to vague language throughout the Handbook with respect to the new State Land Use Law (160D).

The draft handbook was presented to the Historic Preservation Commission at the April 10, 2024 meeting, where they unanimously recommended approval of the newly updated handbook to the Planning and Zoning Commission. As the handbook works in conjunction with the CDO, we are asking for your review and recommendation for approval of the updated handbook to City Council, which will be presented at the June 13, 2024 meeting.