



Charlotte Historic Districts Commission Program Overview

John Howard – Historic Districts Commission Administrator

Wanda Birmingham – Assistant Planner

Kristina Harpst, AICP – Principal Planner

Linda Keich – Clerk

Thomas Powers - Attorney

Background

- The Charlotte Local Historic District Commission was established in 1976 by an act of City Council as part of the redevelopment of Fourth Ward.
- Other preservation agencies – Historic Landmarks Commission and the National Register of Historic Places

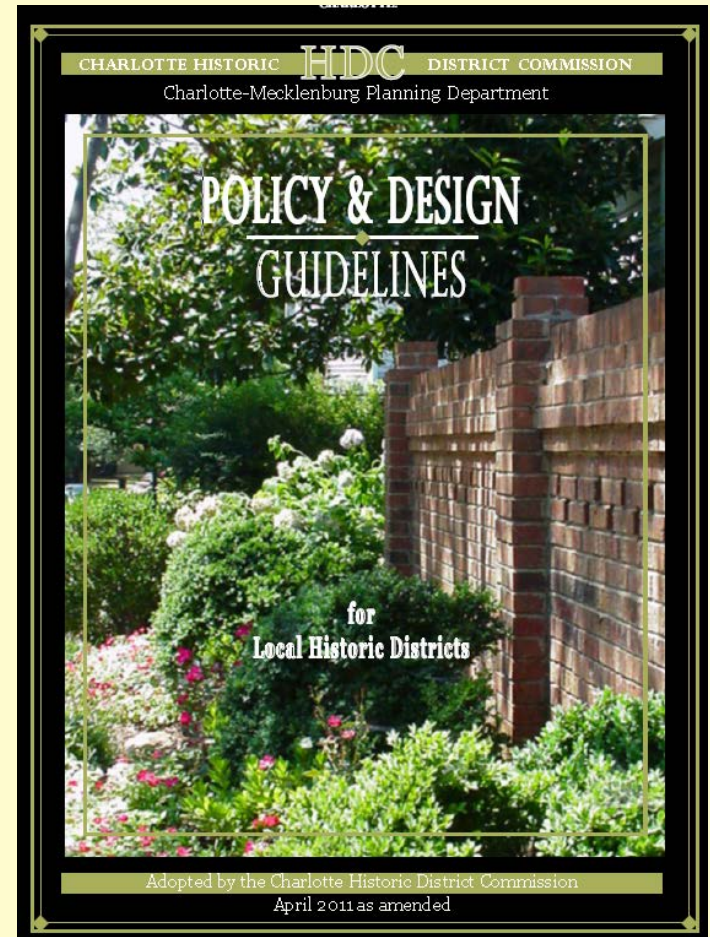


Background

“The purpose of a Local Historic District is to encourage the restoration, preservation, rehabilitation, and conservation of historically significant areas, structures, buildings, sites, and objects...”

Policy & Design Guidelines criteria:

1. Size
2. Scale
3. Massing
4. Fenestration (Windows, doors)
5. Rhythm (Relationship of fenestration, recesses and projections)
6. Setbacks
7. Materials
8. Context (Relationship of the project to its surroundings)
9. Landscaping



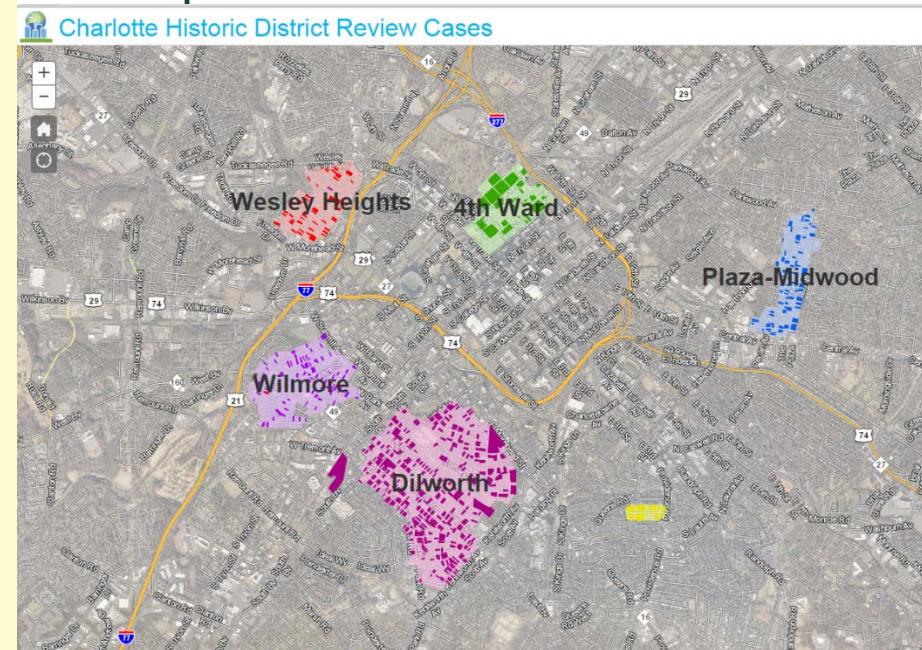
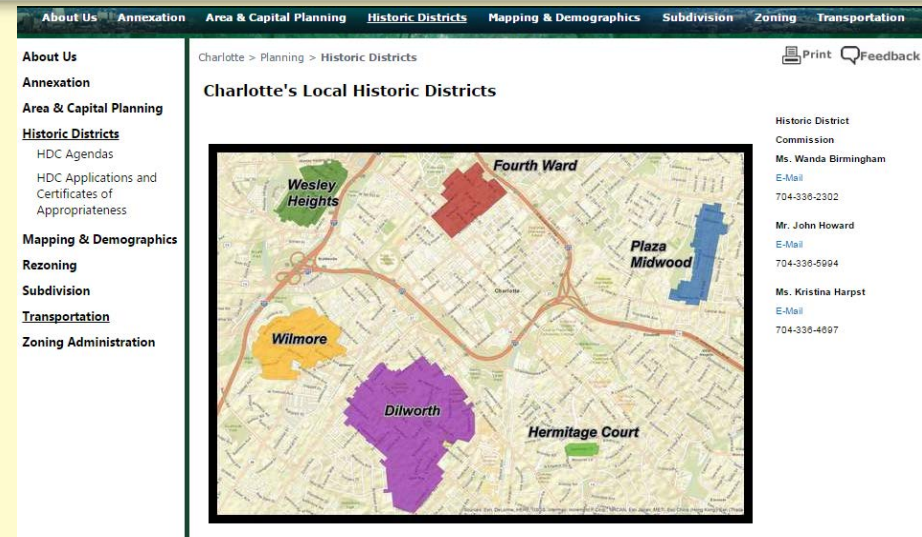
- HDC staff administers the program.
- The Historic District Commission consists of 12 members.

The Commission and staff:

1. Establishes and revises guidelines.
2. Applies policy and design guideline criteria.
3. Reviews projects.
4. Provides education and outreach.
5. HDC hearings follow the quasi-judicial process (findings of fact).

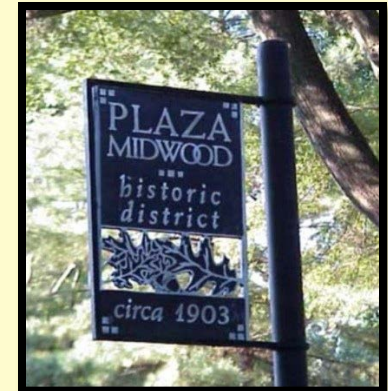
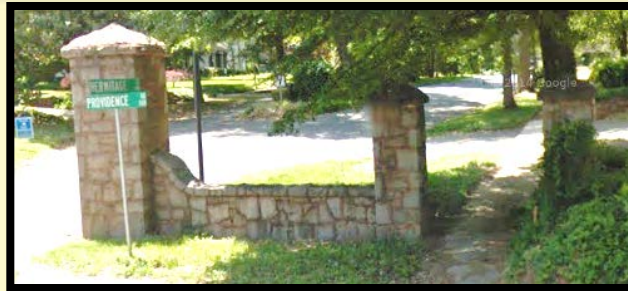
Neighborhoods

1. The City of Charlotte currently has six Local Historic Districts.
2. The Districts consists of approximately 3000 properties covering over 700 acres.
3. Residents can request expansions of their District boundaries.
4. Staff reviews 250 - 300 applications annually. The majority of applications are in Dilworth.



Neighborhood Designation Process

1. A local historic district is a zoning overlay.
2. A neighborhood organization expresses interest through staff.
3. The organization takes the lead on community outreach efforts.
4. Staff issues a report on the area's historic significance.
5. A survey and report is prepared by the applicant.
6. Survey and report reviewed by the NC State Historic Preservation Office.
7. Upon approval of the report, a rezoning application is filed.
8. City Council approves or denies the application.



Certificate of Appropriateness

1. In Local Historic Districts exterior projects are reviewed.
2. Approved projects receive a Certificate of Appropriateness letter and window placard.
2. Projects are reviewed Administratively or by the appointed Commission.



CHARLOTTE HISTORIC DISTRICT COMMISSION
CERTIFICATE OF APPROPRIATENESS

CERTIFICATE NUMBER: _____ **DATE:** _____

ADDRESS OF PROPERTY: _____

HISTORIC DISTRICT: _____ **TAX PARCEL NUMBER:** _____

OWNER(S): _____

DETAILS OF APPROVED PROJECT:

➤ This Certificate of Appropriateness indicates that this project proposal has been determined to comply with the standards and policies of the Charlotte Historic District Commission.

➤ No other approvals are to be inferred.

➤ No demolition other than that specifically indicated on any attached plans is authorized under this approval.

➤ All work must be completed in accordance with all other applicable state and local codes.

➤ Any changes from or additions or deletions to the plans referenced herein will void this Certificate, and a new application must be filed with the Historic District Commission.

This Certificate is valid for a period of six months from the date of issuance. Failure to obtain a building permit in that time will be considered as a failure to comply with the Certificate and the Certificate will become invalid. If a building permit is not required, then the approved work must be completed within six months of the date of issuance of this Certificate. The Certificate can be renewed within twelve months of its issuance by Historic District Commission staff by written request and submission of a valid reason for failure to comply within the six-month deadline.

Chairman _____


Staff _____

CHARLOTTE-MECKLENBURG PLANNING DEPARTMENT

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Charlotte, NC 28203-2853
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Charlotte Historic District Commission

APPROVED PROJECT



Project Address _____

Certificate of Appropriateness No. _____

For More Information call 336-2302 or 336-5994

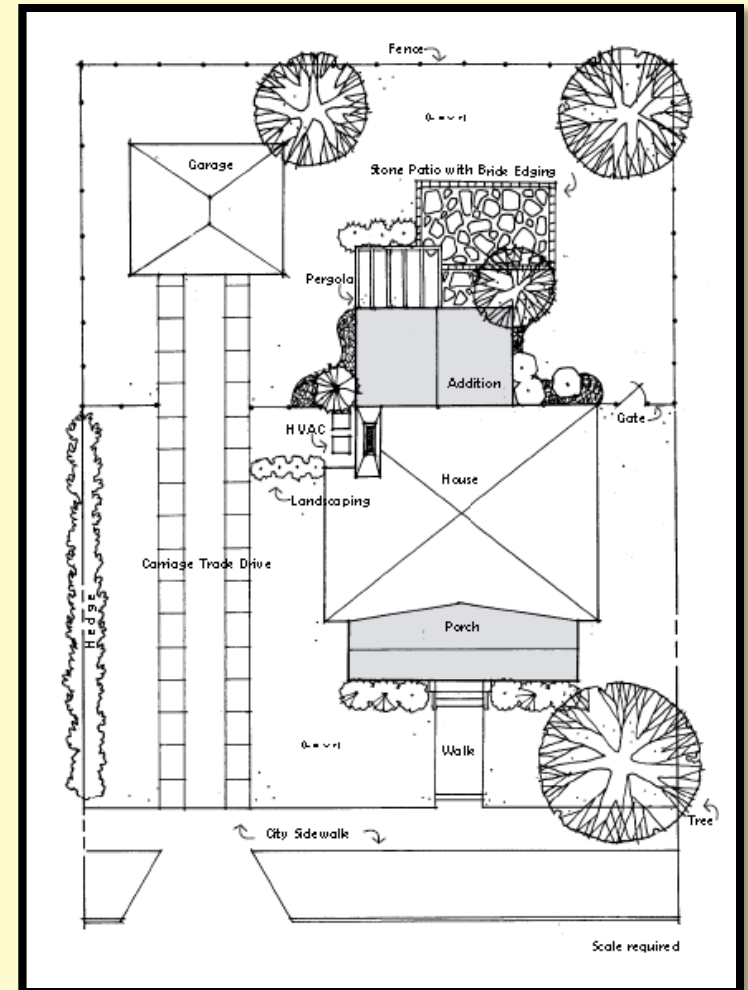
Applying for a Certificate of Appropriateness

Staff Review

1. Building additions (neither taller nor wider)
2. Fences/walls
3. Decks/patios
4. Windows/doors
5. Mechanical units
6. Tree removal
7. Landscaping
8. Accessory buildings*
9. Restoration*

Commission Review

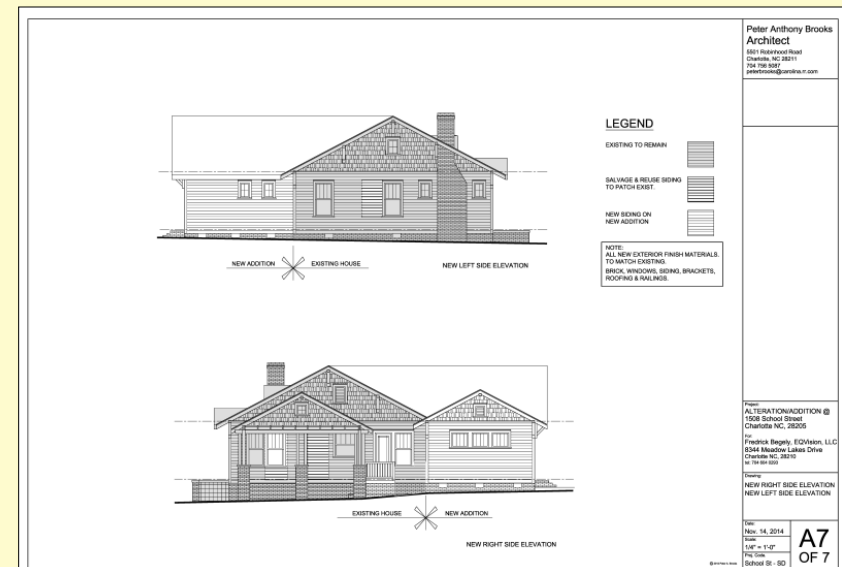
1. New construction
2. Additions taller or wider
3. Changes to original window or door openings
4. Accessory buildings*
5. Demolition



Most repair and maintenance projects do not require a Certificate of Appropriateness.



Step 3 – If HDC review staff places the project on the agenda. Plans are presented to the Commission for review by staff and applicant for a decision by the HDC.



Compliance

1. Zoning enforcement staff responds to complaints and provides a recommendation to staff.
2. Changes are reviewed by the Commission and staff for approval or denial.
3. Zoning Enforcement may impose fines for violations.
4. 1st citation – 50.00. 2nd citation may be up to 200.00. 3rd and future citations may be up to 500.00. *



Program Improvements

Information Sharing

- More transparency, online tools
- Public workshops and meetings
- Relationship building with the State Historic Preservation Office

Research

- Phase 1 Architectural Survey of Charlotte (Route 4)

HDC Meetings

- Updated HDC *Rules for Procedures*
- Implementing decision making improvements for consistency
- Updated application requirements
- Addition of streetscape surveys

Resources

- Addition of a Principal Planner for HDC

Upcoming Projects/Events

1. New HDC meeting time - 12pm to 7pm
2. Phase 2 Architectural Survey
3. Carolina Theater renovation and expansion
4. Policy & Design Guidelines update
5. Mid-20th Century preservation
6. Preservation month - May
7. Implement field review processes
8. Communication and education
9. Application fees, July 2015
10. Streamline application submittal process
11. Quarterly HDC retreats



Resources

- Charlotte Historic Districts
 - hdc.charlotteplanning.org
- NC Listserv (UNC Chapel Hill)
 - listserv.unc.edu
- Preservation North Carolina
 - presnc.org
- National Alliance of Preservation Commissions
 - napc.uga.edu
- Virtual Charlotte
 - vc.charmeck.org/
- National Park Service
 - nps.gov
- State Historic Preservation Office
 - hpo.ncdcr.gov
- Charlotte Mecklenburg Historic Landmarks Commission
 - cmhpf.org
- Charlotte Mecklenburg Quality of Life Study
 - Charmeck.org/qol

Charlotte Mecklenburg Planning Department

- Main – 704.336.2205
- John Howard – 704.336.5994 (jghoward@charlottenc.gov)
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- General email – charlottehdc@charlottenc.gov

Attorney's Office

- Thomas Powers – 704.336.5877

Website – <http://hdc.charlotteplanning.org>