



Historic Preservation Commission
Minor vs. Major Works List
11.17.2021

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** 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 to 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 Standards.
- **Minor Work** projects 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 Standards, then the application will be heard at the next available 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 shall be reviewed by the HPC 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, minor work, and major work are discussed in additional detail below.

Routine Maintenance

Routine maintenance does not require a COA. Property owners are encouraged to check with Commission Staff before making any exterior changes to structure(s) and/or site features 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;
- 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 (may require a tree removal permit from the Town Arborist);

- 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 that are not identified as significant in a historic district report or in a landmark designation ordinance (may require a tree removal permit from the Town Arborist);;
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- 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; or
- Removal of existing fencing.

Minor Work

Minor work projects require an application and issuance of a COA. Minor work projects may be approved by the Commission Staff if the proposed work is consistent with the Design Standards. 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 HPC for review. Minor work projects are not considered to have a material effect on neighboring properties and therefore the town 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 Standards;
- 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 (if applicable);
- New walks and driveways;
- Construction or repair of fences and walls located in the side or rear yard that meet the Design Standards;
- Repair of fences and walls located in the front yard that meet the Design Standards;
- 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;
- Permanent signage that meets standards of DPO Section 11 and the Design Standards;
- 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; or
- Work within a public ROW that does not impact buildings or include significant widening of a street.

Major Work

Major work projects require an application and issuance of a COA by the HPC. In general, these are projects that 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 visible from a public ROW;
- New parking areas;
- Construction of fences or walls in the front yard;
- Removal of healthy mature tree(s) wherein the subject tree is specifically identified as significant in a historic district report or in the landmark designation ordinance (also requires a tree removal permit from the Town Arborist);
- 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.