

**RESOLUTION 2018-01 OF THE HILLSBOROUGH HISTORIC DISTRICT COMMISSION
ESTABLISHING A FORMAL POLICY TO LIMIT THE MAXIMUM NUMBER OF MAJOR
CERTIFICATE OF APPROPRIATE APPLICATIONS ON AN AGENDA TO FOUR**

- WHEREAS,** The Town of Hillsborough Historic District Commission is comprised of Hillsborough residents who have demonstrated special interest, experience, or education in architecture, history, archaeology, or other preservation-related fields who are appointed by the Town Board. The Commission is assisted in its responsibilities by the town planning staff; and
- WHEREAS,** The mission of the Historic District Commission is to identify, protect, and preserve Hillsborough's historic architectural resources and to educate the public about those resources and historic preservation in general; and
- WHEREAS,** Consistent with N.C. Gen. Stat. § 160A-400.9, the erection, alteration and improvement of the exterior features of buildings and structures designated as landmarks or located in an historic district may not be undertaken until after an application for a Certificate of Appropriateness for the work has been submitted to and approved by the Historic District Commission; and
- WHEREAS,** All applications for Certificates of Appropriateness shall be reviewed and acted upon within a reasonable time, not to exceed 180 days from the date that a complete application for a Certificate of Appropriateness is filed; and
- WHEREAS,** Planning staff and Commission members need adequate time to review each complete application both before and during each Historic District Commission meeting in order to properly evaluate each proposal for consistency with the Historic District Guidelines and whether each proposal is consistent with the special character of Hillsborough's Historic District; therefore, be it
- RESOLVED,** that the Hillsborough Historic District Commission does hereby formally adopt the policy that a maximum of four major Certificate of Appropriateness applications shall be considered as new business on any agenda, and furthermore, that if more than four major applications are received before the posted application deadline, only the first four major applications deemed complete by staff with all materials submitted and all applicable fees paid shall be considered for inclusion on any Historic District Commission agenda. Determination of what constitutes a major application shall be at staff's discretion; however major applications typically will include, but not be limited to, such items as: construction of new buildings, additions to existing buildings, renovation of more than 1 major exterior component of a building or site, removal of a historic tree, structure, or other feature, demolition by neglect, after-the-fact applications, changes to character-defining elevations or the streetscape, or applications involving materials that have traditionally not been approved by the Commission. This resolution shall not limit the ability of staff to add emergency works or items of a minor nature that do not qualify as minor works to an agenda as time and space permit.

This 7th day of March 2018.

Reid Highley, Chair