

BYLAWS AND RULES OF PROCEDURE
THE WAKE COUNTY HISTORIC PRESERVATION COMMISSION
Adopted July 13, 1993
Amended March 8, 1994
Amended May 9, 1995
Amended August 14, 2001
Amended October 10, 2006

ARTICLE I: NAME

The name of this organization shall be the Wake County Historic Preservation Commission.

ARTICLE II: MISSION/PURPOSE

The mission of the Wake County Historic Preservation Commission is to enhance the quality of life for citizens of Wake County by promoting historic preservation.

The purpose of the Wake County Historic Preservation Commission, hereafter referred to as "Commission," shall be to preserve districts and landmarks in Wake County that embody important elements of the County's culture, history, architectural history, or prehistory; and to promote the use and conservation of such districts and landmarks for the education, pleasure, and enrichment of the residents of the State.

The Commission serves as the County's official body to identify, preserve, and protect Wake County's historic resources, and to educate the public about those resources as well as historic preservation in general.

The purpose of these bylaws shall be to establish procedures for organizing the business of the Commission and for processing applications for Certificates of Appropriateness within the Commission's jurisdiction.

ARTICLE III: POWERS

The powers of the Commission shall be as set forth in the Wake County Historic Preservation Ordinance.

ARTICLE IV: GENERAL RULES

The Commission shall be governed by the terms of the Wake County Historic Preservation Ordinance, by the terms of Part 3C, Article 19, Chapter 160A of the General Statutes and by the policies of the Wake County Board of Commissioners. For procedures not covered by these rules, the commission shall follow rules contained in the current edition of Robert's Rules of Order.

ARTICLE V: JURISDICTION

Section 1. Geographic Boundaries

The Commission's jurisdiction shall be congruent with the planning jurisdiction of Wake County. The Commission may also have jurisdiction within the planning jurisdiction of any Wake County municipality, provided that the municipality adopts the Wake County Historic Preservation Ordinance through an inter-local agreement with the County, unless otherwise excepted.

Section 2. Exceptions

The City of Raleigh maintains jurisdiction over historic properties located within its corporate limits through the Raleigh Historic Districts Commission. The Wake County Historic Preservation Commission, through a separate inter-local agreement, exercises jurisdiction over historic properties in Raleigh's extraterritorial planning jurisdiction (ETJ).

Section 3. Map of Jurisdiction

A map of the Commission's jurisdiction, current as of the amendment date of these bylaws, is included in Appendix A. Any future amendments to Article V will be reflected on this map and will be effective as of the date of amendment.

ARTICLE VI: ORGANIZATION OF THE COMMISSION

Section 1. Membership

Membership of the Commission is open to all residents of Wake County who demonstrate special interest, experience or education in history, architecture, archaeology, or related fields, as stated in the Wake County Historic Preservation Ordinance Section 2.1 Creation and Appointment and Section 2.2 Qualification of Members.

Section 2. Chair

A Chair shall be elected by the members of the Commission and shall be the chief executive officer of the Commission. The Chair shall serve for one year and shall be eligible for re-election to serve additional consecutive terms. The Chair shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the commission in session at the time. The Chair shall appoint any committees found necessary to investigate any matters before the Commission and may designate committee chairs.

Section 3. Vice-Chair

A Vice-Chair shall be elected by the Commission from among its members in the same manner as the Chair. The Vice-Chair shall serve for one year and shall be eligible for re-election to additional consecutive terms. The Vice-Chair shall assist the Chair and shall serve as Acting Chair in the absence of the Chair, and at such times shall have the same powers and duties as the Chair.

Section 4. Secretary

A member of the Wake County Historic Preservation Commission staff shall serve as Secretary to the Commission. The Secretary shall not be eligible to vote upon any matter. The Secretary shall keep the minutes and attendance records of regular and special Commission meetings.

Section 5. Commission Staff

The Wake County Manager shall determine the staffing services provided to the Wake County Historic Preservation Commission.

Section 6. Elections

The Commission shall elect officers at its first meeting of the county's fiscal year. The Secretary shall notify members of elections in writing at least thirty (30) days prior to the meeting at which elections are held. Election shall be by a majority of those present and voting, provided there is a quorum. The term of these offices shall begin following the election. In the event of a vacancy in the offices of Chair or Vice-Chair, the vacancy shall be filled by a nomination and election at the next regular meeting following the meeting at which the vacancy has been announced. The Secretary, or other Commission member or staff as designated by the Chair, shall preside over the annual election for purposes of electing a Chair.

Section 7. Attendance at Meetings

Commission members shall adhere to the attendance provisions as set forth in the Wake Board of Commissioners' Policies and Procedures for Appointed County Boards, Commissions, Committees or Authorities. The Chair shall make regular reports (no less often than every six (6) months) of membership attendance to the Clerk of the Wake County Board of Commissioners.

Section 8. Applications Involving Members

No Commission member shall take part in the hearing, consideration or determination of any case in which the commission member either directly or indirectly is a party or has a financial interest.

Section 9. Qualification to Vote

No Commission member shall vote on any matter deciding an application or a request to reconsider unless he or she attended the Commission's previous deliberations on such application, or shall otherwise have the approval of the Chair to vote on such matter. The Chair's approval shall be contingent on the assurance that the member is familiar with the application and the minutes of any meetings at which the application was discussed.

Section 10. Impartiality Required

No Commission member shall, in any manner, discuss any application with any parties or their representatives prior to the Commission's deliberations on such application, provided, however, that members may seek and/or receive factual information pertaining to the application from any other member of the Commission or Commission staff prior to the hearing.

Members of the Commission shall not express individual opinions on the proposed judgment of any application with any person prior to the determination of that application, except in accordance with these rules. Violations of these rules may be cause for dismissal from the Commission.

Section 11. Knowledge of Duties

Each member of the Commission shall be thoroughly familiar with all statutes, laws, ordinances, and rules of procedure relating to historic designations and the Commission as time and circumstances permit. Members shall familiarize themselves with agenda items, which may include site visits, prior to the Commission's deliberations on such items.

ARTICLE VII: MEETINGS

Section 1. Regular Meetings

The Commission shall hold regularly scheduled meetings at least once monthly, unless a meeting is canceled in accordance with Section 3. Regular meetings of the Commission shall be held on the second and/or fourth Tuesdays of each month in Room 700 of the Wake County Courthouse unless the regular meeting date is changed because of a holiday; provided, that meetings may be held at some other convenient place or time if directed by the Chair in advance of the meeting. The start time for regular meetings will be set by the Commission at its first meeting of the county's fiscal year. The date and time of regular Commission meetings will be placed on file with the Clerk to the Wake County Board of Commissioners. Notice of a change in the time and place of a regular meeting shall be given by the Secretary or by the Chair to each member of the Commission and the Clerk of the Wake County Board of Commissioners at least forty-eight (48) hours in advance of the meeting and to any media which have requested the notification.

Section 2. Special Meetings

Special meetings may be called at the discretion of the Chair. Notice of the time and place of special meetings shall be given by the Secretary or by the Chair to each member of the Commission and the Clerk of the Wake County Board of Commissioners at least forty-eight (48) hours in advance of the meeting to any media which have requested the notification.

Section 3. Cancellation of Meetings

Whenever there is no business for the Commission the Chair may dispense with a regular meeting by giving notice to all the members not less than twenty-four (24) hours prior to the time set for the meeting. In the event of severely inclement weather, or for good cause, the Chair may dispense with a regular meeting by giving reasonable notice to all the members prior to the time set for the meeting.

Section 4. Quorum

A majority of the members shall constitute a quorum at a regular or special meeting of the Commission.

Section 5. Conduct of Meetings

All meetings shall be open to the public in accordance with North Carolina law. The order of business at regular meetings shall be as follows: (a) call to order; (b) roll call; (c) approval of agenda; (d) approval of

minutes from previous meetings; (e) consideration of applications; (f) committee reports; (g) old business; (h) new business; (i) staff report; (j) other business; (k) Chair's report; (l) adjournment.

ARTICLE VIII: PROCEDURES FOR CERTIFICATES OF APPROPRIATENESS

Section 1. Required

Certificates of Appropriateness shall be required as stated in the Wake County Historic Preservation Ordinance Section 5.1. An application for a Certificate of Appropriateness shall not be accepted until the required information is included. The forms to be used in the Certificates of Appropriateness process are included in Appendix B.

Section 2. Minor Works

The Commission staff may issue a Certificate of Appropriateness on behalf of the Commission for Minor Works when the submitted application is in conformance with the guidelines adopted by the Commission. Minor works may be referred to the Historic Preservation Commission if Commission staff determines that the change involves substantial alterations, additions, or removals that could impair the integrity of the landmark or district.

Certificates of Appropriateness for Minor Works issued by the Commission staff shall be reported to the Commission at its next regularly scheduled meeting. No application for Minor Works Certificates of Appropriateness may be denied without formal action by the Commission.

In general, Minor Works include the alteration, addition, construction, removal, or demolition of appurtenant site features and the alteration of architectural features. Construction, demolition, or relocation of any structure requires approval by the Historic Preservation Commission. Refer to Appendix C for a list of Minor and Major Works.

Section 3. Consideration of Application

Any party may appear in person or by agent or attorney at the meeting. All persons addressing the Commission regarding an application shall swear or affirm as provided by North Carolina General Statute.

The order of business for consideration of applications for Certificates of Appropriateness shall be as follows:

- a. All persons who wish to address the commission regarding an application shall be sworn or affirmed;
- b. The Chair, or such person as the Chair shall direct, shall give a preliminary statement concerning the application;
- c. The staff shall present comments on the application;
- d. The applicant shall present the evidence in favor of the application;
- e. Other persons may present evidence in favor of the application;
- f. Statements or evidence submitted by any official, commission, or department of the State of North Carolina, Wake County or a participating municipality, or any local historic preservation or neighborhood association shall be presented as directed by the Chair;
- g. Persons opposed to the application shall present the evidence against the application;
- h. Following the presentation of evidence, the floor shall be opened for questions regarding the application;
- i. The applicant, and any person as the Chair shall direct, shall then be given the opportunity to

rebut any evidence presented against the application. Only new information shall be presented in rebuttal. The applicant shall not repeat the initial arguments in support of the application;

- j. The Chair, or such person as the Chair shall direct, shall summarize the evidence which has been presented, giving all parties an opportunity to make objections or corrections;
- k. The Chair shall close the public hearing. The public hearing may be reopened at the direction of the Chair.
- l. The Commission shall thereafter proceed to discuss the proposal with respect to its congruity in light of the adopted Wake County Design Guidelines;
- m. Following discussion, the Commission shall develop and adopt "Findings of Fact" that the application is/is not in accordance with the adopted Wake County Design Guidelines, citing applicable sections of the guidelines;
- n. Based upon the Findings of Fact, the Commission may discuss the appropriateness of imposing conditions;
- o. The Commission shall then vote to approve, approve subject to conditions, defer for further information, or deny the application for a Certificate of Appropriateness.

These procedures may be modified by concurrence of all parties and the Commission itself.

The Commission may, in its discretion, view the premises and obtain additional facts concerning any application before arriving at a decision. All decisions of the Commission shall be supported by appropriate findings of fact and, where necessary, shall be accompanied by such conditions and/or recommendations as it may determine to be reasonable under the circumstances.

Section 4. Reconsideration of Denied Application

The order of business for reconsideration of applications for Certificates of Appropriateness which were previously denied shall be as follows:

- a. The Chair shall entertain a motion from a member of the Commission that the applicant be allowed to present evidence in support of the request for reconsideration. Such evidence shall be limited to that which is necessary to enable the Commission to determine whether or not there has been a substantial change in the facts, evidence, or conditions relating to the application; provided, however, that the applicant shall be given the opportunity to present any other additional supporting evidence, if the Commission decides to reconsider the application.
- b. After receiving the evidence, the Commission shall proceed to deliberate whether or not there has been a substantial change in the facts, evidence, or conditions relating to the application, which would warrant reconsideration. If the Commission finds that there has been such a change, it shall thereupon treat the request as a new application received at that time.

Section 5. Modifications of Applications

An approved or pending application for a Certificate of Appropriateness may be modified by a written request from the applicant to the Commission. Such a request shall include a description of the proposed change and shall be accompanied by elevations, plans, or sketches, where necessary. If the Commission finds that the modification constitutes a substantial change, which might affect surrounding property owners, it shall request the applicant to notify affected property owners following the procedures set out in the historic preservation ordinance before taking action on the modification. The Commission shall thereupon treat the request in the same manner as any other application as outlined in the historic preservation ordinance.

Section 6. Appeals

In any action granting or denying a Certificate of Appropriateness, an appeal may be taken to the Board of Adjustment for the jurisdiction in which the historic landmark or district is located. Written notice of intent to appeal must be sent to the Historic Preservation Commission, postmarked within twenty (20) days following the decision, unless oral notice is given, in which case it must be made to the Commission during the meeting at which the decision is rendered. The appeal must be filed with the appropriate Board of Adjustment within thirty (30) days following the decision.

ARTICLE IX: VOTE

Provided a quorum is present, the vote of a majority of those members present shall be sufficient to decide matters before the Commission.

ARTICLE X: AMENDMENTS

Section 1. Action Prior to Vote

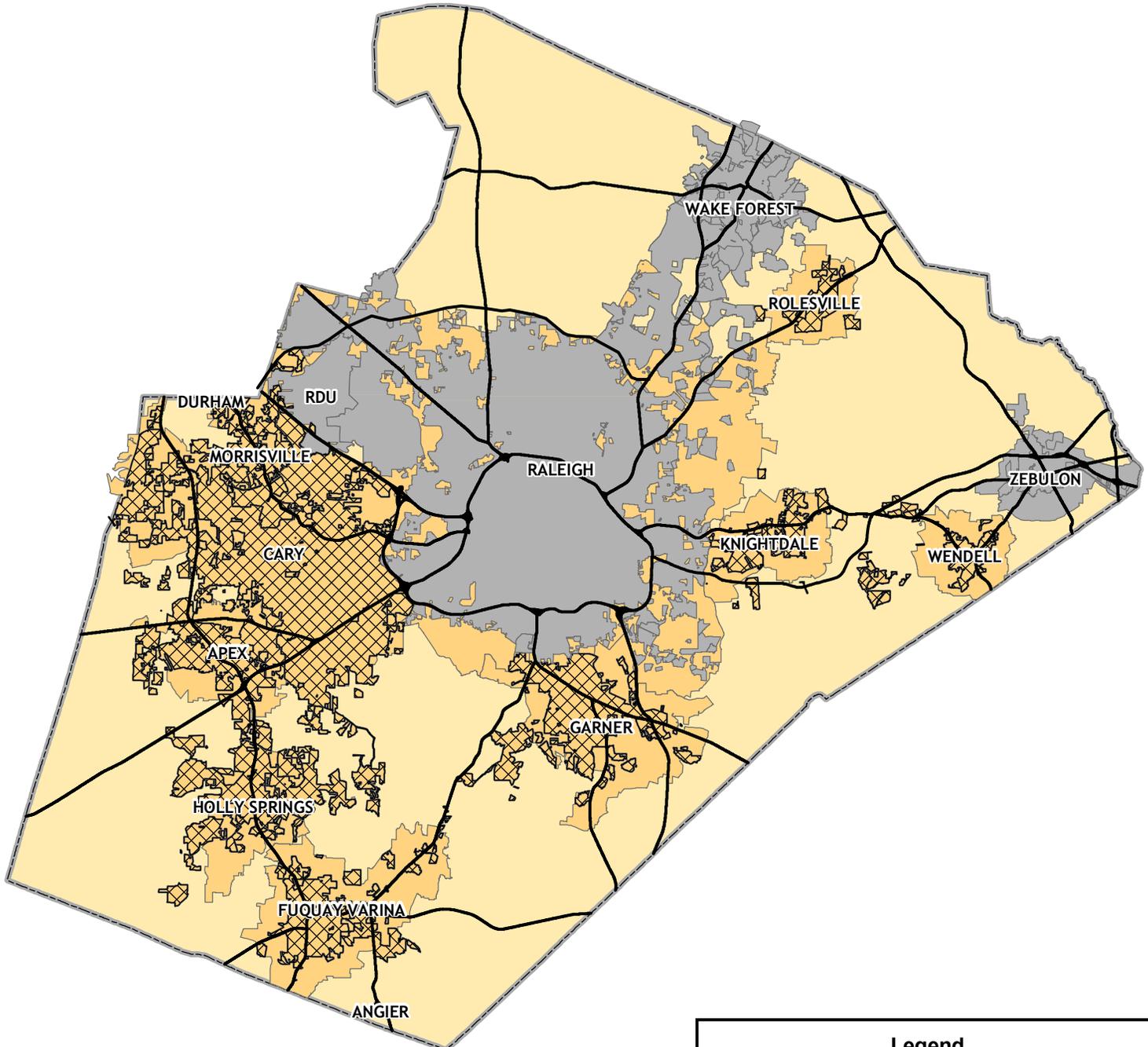
The text of the proposed amendment to these bylaws and rules of procedure must be both presented at a regular meeting and mailed to the members in advance of the regular meeting at which it is to be voted upon.

Section 2. Vote

These bylaws and rules of procedure may be amended by a two-thirds vote of the members present and voting at any regular meeting of the Commission, provided that the total votes in favor of the amendment is a majority of the membership of the Commission.



Appendix A
Wake County Historic Preservation Commission
Jurisdiction -- Adopted October 10, 2006



Legend

Historic Preservation Commission Jurisdiction

-  Municipal Corporate Limits
-  Municipal Planning Jurisdiction
-  Wake County Planning Jurisdiction
-  Outside WCHPC Jurisdiction

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Preparing Your Application:

Please read the application carefully to determine what may be necessary to describe your project. In addition to the written description, supporting information may include plot plans, photographs, drawings, or sample materials. Make sure your written description and supporting materials accurately illustrate your proposal. If Capital Area Preservation (CAP) staff or WCHPC members cannot fully understand your proposed changes due to insufficient information, they cannot determine that the changes meet the guidelines. Submitting an incomplete application on the deadline will result in an additional months delay before the commission can issue a certificate of appropriateness. CAP staff is available to advise in the preparation of applications. **Please type or use BLACK INK only. Use paper no larger than 11" x 17" for any required supporting information.**

Filing Your Application:

Mail the completed application to: Capital Area Preservation, PO Box 28072, Raleigh, NC, 27611. Submitted materials become the property of the Wake County Government and will not be returned. Incomplete applications will be returned to the applicant for revision. CAP staff will contact applicants after receiving an application to discuss the next steps of the review process.

Minor work applications can be reviewed and approved by Capital Area Preservation (CAP) staff and can be filed anytime. Major work applications that require review by the Wake County Historic Preservation Commission (WCHPC) must be submitted no later than 5:00 p.m. on the application deadline (see attached schedule) in order to be heard at the next meeting. See Certificate of Appropriateness Q & A sheet for more information on the review process.

Notification:

CAP staff can usually review minor works applications within a few days of submittal. If you are filing a major work application, a meeting agenda will be sent to you about one week before the meeting.

You will be notified of the decision on the application by mail. If your application is approved, you will receive a certificate of appropriateness placard in the mail. The certificate must be posted at the job site as indicated on the bottom of the placard. You may then obtain necessary permits and begin your project.

Thank you very much for your interest in protecting Wake County's historic resources.

Landmark Name: _____ **Wake County PIN #:** _____

Street Address of Property: _____

Brief description of Project: _____

Owner's Name: _____

Mailing Address: _____

Phone: _____ **Email:** _____

Name of Applicant (if other than owner): _____

Mailing Address: _____

Phone: _____ Email: _____

Please read and sign below:

I understand that a Certificate of Appropriateness is required **before** work can begin as per North Carolina General Statute 160A-400.9. A Certificate of Appropriateness is required before any other necessary permits can be issued. I understand that work done without a Certificate of Appropriateness is a violation of the Wake County Historic Preservation ordinance and could result in punitive actions.

I understand that major works applications must be returned by 5:00 p.m. to Capital Area Preservation prior to the application deadline for the next regularly scheduled meeting of the Wake County Historic Preservation Commission; otherwise consideration must be deferred until the following meeting. Incomplete applications will not be accepted.

Signature of Owner (required): _____ Date: _____

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY

Application Number:	Major Work	Minor Work
Date Received:	Received By:	
<p><i>Upon being signed and dated below by CAP staff this application becomes the Minor Work Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Work Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by municipal or county code or law. Minor work projects not approved by CAP staff will be forwarded to the Wake County Historic Preservation Commission for review at it next meeting.</i></p>		
Minor Work Authorized Signature:		Date:

GUIDELINES: Please refer to the *Wake County Design Guidelines* and cite the applicable sections. The *Guidelines* were established by Wake County’s historic preservation ordinance as the parameters for certificate of appropriateness review. Copies of the *Guidelines* are available from CAP for Historic Landmark property owners at no charge or at <http://www.cappresinc.org/landmarks.php>.

Brief Description of Work	Section	Page

SUPPORTING INFORMATION:

Attach no larger than 11" x 17" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete. (Use "N/A" if the item is not applicable.)

- ❑ **Written description.** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.).
- ❑ **Plot Plan.** A scaled plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls, or other landscape work. Show accurate measurements. You may use a copy of the survey you received when you bought the property. Revise the copy as needed to show existing conditions and your proposed work.
- ❑ **Description of materials.** Provide samples if appropriate.
- ❑ **Photographs of existing conditions.** Include as many views as necessary to clearly convey the parts of the property that will be affected by the proposed project. Photographs should be at least 4" x 6" and labeled, giving the landmark name and the date the photograph was taken. Digital format is acceptable and preferred.
- ❑ **Drawings of proposed work.** These drawings might include plan drawings and elevation drawings showing the proposed work. 11" x 17" reductions of full-size drawings are the largest acceptable size, however one set of full size drawings may be included if available. Show dimensions on all drawings.
- ❑ **Black ink.** Your application must be prepared in black ink on no larger than 11" x 17" sheets so it can be copied for WCHPC members to review before the meeting. Applications prepared in other color inks and/or pencil copy poorly and will not be accepted.
- ❑ **Notification.** Required for all major work applications to be reviewed by the WCHPC. Please list below or attach a list of all properties within 100' of the landmark property.

Property Address	Wake County PIN #

Appendix C – Wake County Historic Preservation Commission Bylaws (amended October 10, 2006)

Certificate of Appropriateness: Major and Minor Works

A Certificate of Appropriateness is not required for **Routine Maintenance**, which includes repair or replacement where there is no change in the design, materials, or general appearance of the structure or grounds. A Certificate of Appropriateness is required for all other projects. Any repair or replacement where there is a change in the design, materials, or general appearance is defined as an alteration and requires a Certificate of Appropriateness.

Minor works projects require design review by Wake County Historic Preservation Commission (WCHPC) staff. Minor works may be referred to the WCHPC if the staff determines that the change involves substantial alterations, additions, or removals that could impair the integrity of the landmark or district.

Major works projects require design review by the WCHPC. In general, major works projects involve a change in the appearance of a structure, and are more substantial in nature than routine maintenance or minor works projects.

	Type of Work	Routine Maintenance	Minor Work (staff)	Major Work (WCHPC)
1	New construction or building additions			✓
2	Demolition of any structure			✓
3	Demolition of any part of a structure			✓
4	Relocation of buildings			✓
5	Removal/alteration of Archeologically significant features			✓
6	Removal/alteration of contributing historical features			✓
7	Repair/replacement of existing accessory buildings and outbuildings	✓		
8	Alteration/additions to existing accessory buildings and outbuildings		✓	
9	New accessory buildings or outbuildings			✓
10	Removal of existing accessory buildings and outbuildings which are not architecturally or historically significant		✓	
11	Removal of existing accessory buildings and outbuildings which are architecturally or historically significant			✓
12	Repair or replacement of architectural details	✓		

	Type of Work	Routine Maintenance	Minor Work (staff)	Major Work (WCHPC)
13	Alteration/addition of architectural details		✓	
14	Removal of architectural details		✓	
15	Repair/replacement of awnings, canopies, or shutters	✓		
16	Alteration of existing awnings, canopies, or shutters		✓	
17	Addition of awnings, canopies, or shutters		✓	
18	Removal of awnings, canopies, or shutters		✓	
19	Removal of carports			✓
20	Repair/replacement of decks	✓		
21	Alteration/addition to existing decks		✓	
22	Construction of new decks			✓
23	Removal of existing decks		✓	
24	Alteration/addition of doors		✓	
25	Installation of new doors		✓	
26	Installation of storm doors		✓	
27	Removal of doors		✓	
28	Repair/replacement of existing driveways	✓		
29	Alteration/addition to existing driveways		✓	
30	Construction of new driveways		✓	
31	Removal of driveways		✓	
32	Repair/replacement of existing fences or walls	✓		
33	Addition/alteration of fences or walls		✓	
34	Construction of new fences and walls		✓	

	Type of Work	Routine Maintenance	Minor Work (staff)	Major Work (WCHPC)
35	Removal of existing fences and walls		✓	
36	Repair/replacement of exposed foundations	✓		
37	Alteration of exposed foundations		✓	
38	Repair/replacement of gutters	✓		
39	Installation of gutters and downspouts		✓	
40	Removal of gutters and downspouts		✓	
41	Installation of house numbers and mailboxes	✓		
42	Minor landscaping which includes vegetable and flower gardens and shrubbery	✓		
43	Pruning of trees and/or shrubbery	✓		
44	Removal of trees less than 8 inches in diameter, measured 4 1/2 feet above ground level	✓		
45	Removal of trees 8 inches and greater in diameter, measured 4 1/2 feet above round level		✓	
46	Significant pruning of trees 8 inches and greater in diameter, measured 4 1/2 feet above ground level		✓	
47	Removal of dead, diseased, or dangerous trees		✓	
48	Repair/replacement of exterior lighting fixtures	✓		
49	Installation/alteration of exterior lighting fixtures		✓	
50	Removal of exterior lighting		✓	
51	Repairs/replacement, including repointing, to existing masonry when the color and composition of the mortar match the original, and new brick or stone matches the original	✓		

	Type of Work	Routine Maintenance	Minor Work (staff)	Major Work (WCHPC)
52	Installation of mechanical equipment, such as heating and air conditioning units which are completely screened from view with shrubbery or appropriate fencing	✓		
53	Installation of window air conditioners		✓	
54	Painting when there is no change in color	✓		
55	Painting when there is a change in color		✓	
56	Repair/replacement of existing parking lots	✓		
57	Alteration/addition to existing parking lots		✓	
58	Construction of new parking lots			✓
59	Removal of parking lots		✓	
60	Repair/replacement of existing patios	✓		
61	Alteration/addition to existing patios		✓	
62	Construction of new patios		✓	
63	Removal of existing patios		✓	
64	Repair/replacement of sloped roof coverings	✓		
65	Alteration of sloped roof coverings		✓	
66	Repair/replacement of flat roof coverings	✓		
67	Alteration of roof form		✓	
68	Installation of satellite dishes and/or television antennas		✓	
69	Repair/replacement of exterior surfaces	✓		
70	Alteration/addition of exterior surfaces		✓	
71	Removal of exterior surfaces		✓	

	Type of Work	Routine Maintenance	Minor Work (staff)	Major Work (WCHPC)
72	Repair/replacement of signs	✓		
73	Installation of signs		✓	
74	Removal of existing signs		✓	
75	Repair/replacement of exterior	✓		
76	Alteration to exterior stairs and steps		✓	
77	Construction of exterior stairs and steps		✓	
78	Removal of exterior stairs and steps		✓	
79	Repair to existing swimming pools	✓		
80	Construction of swimming pools			✓
81	Alteration/Construction/Removal of temporary features that are necessary to ease difficulties associated with a medical condition		✓	
82	Repair/Replacement of existing vents and ventilators	✓		
83	Alteration/installation of vents and ventilators		✓	
84	Removal of vents and ventilators		✓	
85	Repair/replacement of existing walks	✓		
86	Alteration/addition to existing walks		✓	
87	Construction of new walks		✓	
88	Removal of walks		✓	
89	Walls (see Fences)			
90	Replacement of windows	✓		
91	Alteration of existing windows		✓	
92	Addition/installation of new windows		✓	

	Type of Work	Routine Maintenance	Minor Work (staff)	Major Work (WCHPC)
93	Installation of storm windows		✓	
94	Removal of windows		✓	
95	Caulking and weather-stripping windows	✓		
96	Repair/replacement of other appurtenant features and accessory site features not specifically listed	✓		
97	Addition/alteration/Removal of other appurtenant features and accessory site features not specifically listed		✓	
98	Any work for which a previously issued certificate of appropriateness has expired, where there is no significant change to the application		✓	