



Historic Preservation Commission Meeting Agenda Item Submittal

Item To Be Considered: **Review and Discuss Certificate of Appropriateness Application Fees**

Board Meeting Date: **August 18, 2026**

Prepared By: **Jonathan Barlow- Town Manager**

Overview: A Review of the Certificate of Appropriateness (COA) application fee structure will be provided.

In 2022 the Historic Preservation Commission (HPC) reviewed the Certificate of Appropriateness (COA) fee structure recommended revisions to the existing fees to the BOC.

Subsequently the following was approved:

- Reduced the Major COA application fee from \$400 to \$200;
- Established a \$50 Minor Work application fee, which previously had no fee; and
- Established after-the-fact penalties of \$500 for Major COAs and \$100 for Minor Work. These fees were established to address the HCOA application process and work undertaken without the required approval.

Any proposed changes would be presented to the Board of Commissioners for consideration.

Background Attachment(s):

1. Historic Design Standards – Section 1: Commission Procedures, §1.1–1.5
2. UDO §152.487 – Compliance and Enforcement
3. N.C.G.S. §§ 160D-402(d) and 160D-947
4. Certificate of Appropriateness (COA) Application
5. Certificate of Appropriateness (COA) Fee Schedule
6. January 18, 2022 Historic Preservation Commission COA fee Review

Recommended Action: Review and provide direction to staff.

Action: _____
