

**MEADOWMONT**  
OF CHAPEL HILL

**Meadowmont Architectural Review Committee**

**Procedures for Alterations and Additions to Existing Homes**

*An East West Partners Community*

[www.meadowmont.net](http://www.meadowmont.net)

**Updated November 2023**

Dear Meadowmont Homeowner:

Meadowmont was designed to be an attractive community in harmony with the existing architecture of Chapel Hill. To assure that the attractiveness of the community and architectural integrity of the homes are preserved, the Meadowmont Community Association (MCA) organized the Meadowmont Architectural Review Committee (MARC) to review and approve all alterations and additions to existing homes.

When your home was built, the builder went through an extensive review process to assure that your home was compatible with the existing architecture in Chapel Hill and that it met the ***Architectural Design Guidelines*** established for Meadowmont. The purpose of this document is to assure that you understand the procedures you should follow when planning alterations, additions, or improvements to your existing home.

We ask that you help us maintain the architectural integrity of Meadowmont by being sensitive to the requirements of the MARC. MARC approval must be obtained for any change to the exterior of your home other than repainting in the same color(s) or replacing the roof with the same color shingles. If you initiate work prior to approval by MARC, you may be required to remove or reconstruct improvements and restore previously existing features.

Please call or email if you have questions concerning the procedures on the following pages.

Sincerely,

Sharon Hodges, Manager  
Meadowmont Community Association  
[manager@meadowmont.net](mailto:manager@meadowmont.net)  
919-240-4682 office

## **ARCHITECTURAL REVIEW COMMITTEE**

### **Purposes and Procedures**

#### **The Purposes of the Meadowmont Architectural Review Committee (MARC)**

The MARC has a four-fold purpose:

- To guide residential development in architectural compatibility and correctness.
- To assure that all **additions and alterations to existing homes** meet the same standards of design excellence as the existing structure.
- To help assure that any **proposed improvements** comply with the Meadowmont ***Architectural Design Guidelines***.
- To assist residents in maintaining or enhancing the value of their homes and the community.

#### **Alterations and Additions Requiring MARC Approval**

Alterations and additions that require MARC approval include, but are not limited to:

- Any addition to an existing dwelling
- Decks, patios, porches, screened porches, etc.
- Changes to the house facade (e.g., shutters, color changes, windows, roofs)
- Gazebos
- Storage sheds
- Playhouses or play equipment
- Fences
- Major landscaping projects
- Walkways and driveways
- Retaining walls
- Satellite dishes
- Rooftop solar panels
- Exterior electric vehicle charging stations

#### **MARC Procedures**

1. Proposed exterior alterations, additions, or improvements to all homes in Meadowmont must be submitted to the MARC for final review and approval prior to beginning any construction or landscaping.
2. Failure to comply with MARC requirements may result in the property owner not obtaining final approval and having to remove and/or reconstruct improvements and restore features affected.
3. The property owner must submit an application that includes:

- A scaled site plan or reasonable facsimile showing the location of the proposed alteration or addition, the existing building, and property lines.
  - Detailed construction drawings of any alteration or addition drawn to scale. Drawings should include a full view of the addition, with elevations, as it will look attached to the existing structure.
  - Samples of colors and materials, if different from the existing building.
  - Drawings or photographs showing the existing conditions before the proposed changes.
  - A landscape plan and planting schedule, if applicable.
  - Perspective drawings of complex projects.
4. Property owners must provide all required information before an application can be scheduled for review.
  5. The MARC typically meets once or twice a month.
  6. Proposals should be submitted online through your Enumerate/Engage account. If online submission is not possible, proposals can be sent to the Meadowmont Community Association Office, 429 Meadowmont Village Circle, Chapel Hill, NC 27517 or via email to [manager@meadowmont.net](mailto:manager@meadowmont.net). Hard copy submissions must be on 8.5" x 11" paper in one-side only format.
  7. MARC is charged with interpreting and enforcing these MARC Guidelines and the Meadowmont **Architectural Design Guidelines**, and all decisions of MARC, including those based solely on aesthetic considerations, shall be final.

## Helpful Hints

We want to make the Alterations and Additions Application process as painless as possible. Here are a few suggestions that might help you in your planning:

1. You should have received a copy of your site plan when you closed on your house. If you did not, site plans for your lot may be on file at the MCA Office. They include setbacks and allocations for impervious areas that must be considered when planning additions or outbuildings.
2. Guidelines for specific projects (e.g. landscaping, fences, additions, play areas, etc.) are included in this document.
3. You might want to consider scheduling a meeting with the MCA Manager before you begin to plan your project. The purpose of such a meeting will be to review the procedures and your timeline and to consider suggestions that will help assure project approval.
4. In the case of complex projects you might consider hiring an architect or designer.

5. Most projects requiring MARC approval will have some impact on your neighbors. The Alterations and Additions Application requires that you discuss your project with neighbors before you submit it for approval. This will assure compatibility of neighborhood projects and avoid possible future conflicts.

## ARCHITECTURAL DESIGN GUIDELINES

### General

1. The following are general guidelines. Refer to the Meadowmont *Architectural Design Guidelines* for complete details and requirements.
2. It is the owner's responsibility to verify acceptance by the required utilities or the Town of Chapel Hill for all site improvements, fences, etc. within utility or Town easements and to obtain all permits and approvals required by the Town of Chapel Hill.

### Additions

1. Additions should be compatible in scale, character, materials, and color with the original house.
2. Additions should be located to minimize the removal of trees and the destruction of natural areas.

### Impervious Surfaces

1. Impervious surfaces include buildings, pavement, gravel drives, recreation facilities, or any surface composed of any material that impedes or prevents natural filtration of water into the soil.
2. Allocations of impervious area are established by the Town of Chapel Hill for each single-family lot and are specified in the deed for that property. Additions or improvements that include an increase in impervious area beyond this specified allowance **will not** be approved.
3. Impervious areas must be measured and submitted to the MARC with each Alterations and Additions Application package.

## Fences

1. It is strongly recommended that fences be used in Meadowmont only when necessary for the protection of children or pets. Wherever possible, landscaping should be considered as an alternative to fencing.
2. Fences should be integrated into the architectural character of the house.
3. Fencing visible from the street must be “finished” to complement the home.
4. Rear yard fences may be up to 5'- 0” high. All rear yard fences visible from the street must be screened with landscaping. All 5' - 0” high fences must be located no closer to the street than the rear corner of the house. Corner lot fences must be located no closer than the front face of the adjacent house to maintain visibility from the adjacent house to the street.
5. Solid fencing will not be considered. A minimum of 1” spacing between pickets is required.
6. Chain-link and horizontal rail fences are **not** permitted.
7. Fences with only one side finished must always have the finished surfaces facing away from the homeowner’s yard. Fences visible from the street are to be painted to match the house trim color or stained as approved by the MARC. Other non-visible wood fencing may be left natural as approved by the MARC.
8. Wherever possible, fences should be located so that trees do not have to be removed.
9. Double fences (two fences in adjoining yards that are installed side-by-side) are not permitted.

## Landscaping

1. Meadowmont is committed to furthering the concept of “Xeriscape” (low water demand) landscaping for all properties. A list of recommended plants and their planting conditions is available in the MCA Office.
2. The proper selection of plants and turf varieties that demand little or no watering once established is recommended.
3. Every effort should be made to protect tree buffers along the rear of each lot and to protect or re-vegetate side and front yards.

4. Stone is recommended for retaining walls. Other native materials such as brick and timber will be considered on a case-by-case basis for walls visible from the street. Bare cinder block walls are not permitted.

### **Outdoor Living Areas and Outbuildings**

1. Outdoor living areas (patios, pools, cabanas, gazebos, play yards, etc.) are encouraged **but must be included in the impervious area computation** for each lot.
2. Outdoor living areas are subject to the established setbacks.
3. Outdoor living structures should be finished to match or coordinate with the house architectural style.
4. Dog and cat houses must be located so they are not obtrusive or visible from the street or adjacent houses. Pre-fab chain-link fence dog runs will not be allowed unless painted black or dark green, screened by wood fencing, and/or located within a heavily planted area. Outdoor pet houses are intended to provide shelter from the elements but are not to be used for overnight occupancy by pets.
5. Outdoor housing of animals other than domesticated dogs and cats is not permitted.
6. Play equipment must be placed in rear yards and must not be easily visible from the front street or adjacent houses. Natural wood equipment is encouraged. Painted metal equipment should be dark green or brown to blend with natural areas. Landscape screening or fencing may be required by the MARC at some highly visible locations (e.g., corner lots).
7. Playhouses must be placed in rear yards and must be in scale with the size of the house, yard, and other outbuildings. They must be finished to match the house architectural style. Tree houses are not permitted.
8. Permanent play equipment that is installed in the ground (e.g., basketball goal) may be placed along a driveway but must meet the following conditions:
  - a. Must be located 15 feet back from edge of street or alley
  - b. Must be painted black or dark green
  - c. May not have attached lighting or excessive surrounding lighting
  - d. Basketball backboards must be transparent.
9. Basketball goals may not be mounted to the front façade of the house.
10. Skateboard and bike ramps and other similar structures are **not** allowed.

11. Above-ground swimming pools are **not** allowed. In-ground pools are allowed and will be reviewed on a case-by-case basis prior to beginning construction. Pools must comply with all local and state safety requirements. All in-ground swimming pool concrete decks are to be considered against the impervious surface allocation.

### **Porches, Decks, and Patios**

1. Porches are recommended on all lots. Wrapped porches are recommended on all corner lots. It is suggested that additional doors and steps be located on a wrapped porch where appropriate (e. g., private door from a living, dining, or bedroom area.)
2. All porches, decks, and stair risers must be enclosed. Lattice used under front porches must be a horizontal pattern. Diagonal lattice may be used under rear porches and decks. Lattice must be framed between structural members and trimmed out in wood.
3. In general, rear decks and porches visible from a street (e.g., corner lots) should be finished to match the front porch detailing and colors. Alternate railing styles will be reviewed by the MARC on a case-by-case basis. Additional landscape screening may be required at visible decks.
4. All exposed vertical wood trim, risers, stringers, etc. must be painted to match the trim color.
5. If grades and impervious surface requirements allow, patios are encouraged instead of decks.
6. Brick pavers, textured concrete, and other similar surfaces are encouraged for all walkways and patios.
7. Decks and patios should be located at the rear of the house or located within a fully enclosed area.
8. Sizes of porches, decks, and patios shall be consistent with the size of the house and yard and will be reviewed with respect to their visual impact on adjacent property.

### **Mailboxes**

1. The Town of Chapel Hill requires the use of mailboxes at the street for single-family homes.
2. When your house was built an approved mailbox was installed. **No other type will be approved by the MARC.**
3. If it becomes necessary to replace a mailbox, please contact the MCA office for ordering information.



## **Lighting**

1. All streets in Meadowmont have street lights. However, you are encouraged to install post lights and low impact grade level lighting situated near the sidewalks to help promote safety for walkers. Flood lighting that extends the light pattern past the property line is not permitted.
2. Requests for the addition of post lamps must include the size and style proposed.

## **Flags and Flagpoles**

1. Flags and flagpole requests, other than porch mounted 4' x 6' American or decorative flags, must be submitted to MARC for approval.

## **Rooftop Solar Panels/Tiles**

1. Location of rooftop solar panels/tiles is dependent upon the solar orientation of the house and the design of the home. Panels/tiles must be a dark color that blends with the color of the roof. Framing must also blend with the roof color.
2. Installation must be parallel to the roof.
3. Visible cables lying on the roof are not permitted. Cables must be enclosed and run down the side of the house.
4. Solar panels/tiles are not permitted on front porch roofs or in yards on supporting poles.

## **Yard Signs and Ornaments**

1. Yard ornaments (e.g., sculptures, statues, benches, pottery, etc.) do not require MARC approval before installation or display. However, consideration should be given to the general aesthetics of the community, as well as the visual and auditory impact on neighbors.
2. The Town of Chapel Hill's Land Use Management Ordinance regulates how political signs may be displayed (size, location, duration of display).
3. Other signs placed in a front yard, including real estate signs, should be no more than 24 inches by 24 inches in size and may not be lighted.
4. No signs may be placed in the grass area between the sidewalk and the curb.