

## Agenda

### HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. February 5, 2025

Board Meeting Room of Town Hall Annex, 105 E. Corbin St.



**Public charge:** The Hillsborough Historic District Commission pledges to the community of Hillsborough its respect. The commission asks members of the public to conduct themselves in a respectful, courteous manner with the commission members and with fellow community members. At any time should any member of the commission or community fail to observe this public charge, the chair or the chair's designee will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the chair or the chair's designee will recess the meeting until such time that a genuine commitment to this public charge can be observed.

**Public comment guidelines:** All meetings shall be open to the public. The public may attend, but public comment shall be limited to those members of the public who have expert testimony or factual evidence directly related to an application on the agenda. Other public comments are permissible at the discretion of the Chair but shall not be used to render the Commission's decision on an agenda item. At the discretion of the Chair, a time limit may be placed on speakers other than the applicant to afford each citizen an equitable opportunity to speak in favor of, or in opposition to, an application.

#### 1. Call to order, roll call, and confirmation of quorum

#### 2. Commission's mission statement

To identify, protect, and preserve Hillsborough's architectural resources and to educate the public about those resources and preservation in general. The Hillsborough Historic District presents a visual history of Hillsborough's development from the 1700s to the 1960s. In 1973, the town chose to respect that history through the passage of the preservation ordinance creating the historic district.

#### 3. Agenda changes

#### 4. Minutes review and approval

Approve minutes from regular meeting on January 15, 2025

#### 5. Written decisions review and approval

Approve written decisions from regular meeting on January 15, 2025

#### 6. Old business

- A. Demolition by Neglect Complaint: **217 S. Occoneechee Street** – Approve order to direct the Planning Director to conduct an administrative hearing to determine whether the subject property is undergoing demolition by neglect. (PIN 9864850633)

## **7. New business**

- A. Certificate of Appropriateness Application: **120 N. Wake Street** – Remove and enclose three windows on the south side of the house (PIN 9864967592)
- B. Certificate of Appropriateness Application: **106 E. Union Street** – Replace shed doors with carriage type doors, replace 5V siding with German lap siding, and replace gravel with brick pavers (PIN 9874086022)

## **8. General updates**

## **9. Adjournment**

Interpreter services or special sound equipment for compliance with the American with Disabilities Act is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-296-9443 a minimum of one business day in advance of the meeting.

# Minutes

## HISTORIC DISTRICT COMMISSION

### Regular meeting

6:30 p.m. Jan. 15, 2025

Board Meeting Room of Town Hall Annex, 105 E. Corbin St.



Present: Chair Will Senner, Vice Chair Hannah Peele and members G. Miller and Daniel Widis

Absent: Members Mathew Palmer, Sara Riek and Bruce Spencer

Staff: Planner Joseph Hoffheimer and Town Attorney Bob Hornik

#### 1. Call to order, roll call, and confirmation of quorum

Chair Will Senner called the meeting to order at 6:33 p.m. He called the roll and confirmed the presence of a quorum.

#### 2. Commission's mission statement

Senner read the statement.

#### 3. Agenda changes

Planner Joseph Hoffheimer recommended addressing Item 7 before Item 6. The commissioners agreed to do so.

#### 4. Minutes review and approval

Minutes from regular meeting on Dec. 4, 2024.

Motion: Senner moved to approve the minutes from the regular meeting on Dec. 4, 2024, with corrections. Member G. Miller seconded.

Vote: 4-0.

Corrections:

- At the beginning of each public hearing section, concerning the sentence "No other conflicts of interest were disclosed": remove the word "other" and move the sentence to before the disclosure that commissioners had visited the site.
- Page 14, Para. 6, final sentence: Change to "Miller said he felt the windows do not look congruous..."

#### 5. Written decisions review and approval

Written decisions from regular meeting on Dec. 4, 2024.

Motion: Miller moved to approve the written decisions from the regular meeting on Dec. 4, 2024, as submitted. Vice Chair Hannah Peele seconded.

Vote: 4-0.

#### 6. Old business

A. Demolition by Neglect Complaint: 217 S. Occoneechee St.

Evaluate if the structure(s) in the southwest corner of the parcel may be undergoing demolition by neglect (9864850633).

This item was discussed after Item 7.

The commissioners began the discussion of this item by expressing their agreement that the report submitted by staff was thorough and clearly presented the requirements for demolition by neglect and staff's observations. They agreed that the report clearly documented that the requirements for demolition by neglect have been satisfied in this case.

There was discussion of the procedures to be followed in a case of demolition by neglect. Hoffheimer added that the owner has communicated plans to restore the property.

The commissioners reviewed the findings documented in the report and noted elements that align with the definition of demolition by neglect: the structure is missing several windows and gutters; it has a sagging roof; the chimney is deteriorating and has a split; there are rotting holes exposing structural elements; without gutters, further water damage will occur, leading to further structural issues.

Douglas Peterson, a neighbor, provided public comment. He said that the neighbors would like to see the owners take care of the building. The submitted complaint included a petition with seven signatures, but he said he had continued collecting names of supporters after submission and that he had gathered the names of a total of 25 neighbors who would like to see the town to act on declaring that the property is undergoing demolition by neglect.

David Cates provided public comment. He said the property owner had hired him to inspect the building, both inside and out. He said he found the floor joists on the first level to be bowed and in bad shape, but that the floors on the second story look to be in good shape. He found no leaks in the upstairs rooms. He said the entire foundation and first floor would need to be replaced, and that the property owner had gotten an estimate from a contractor for restoring the structural elements of the house from foundation to roof and in between.

Motion: Senner moved to direct staff to develop a written order, pursuant to section 8.8.3.7 of the Unified Development Ordinance, to direct the planning director to conduct an administrative hearing to determine whether the property is undergoing demolition by neglect. Miller seconded.

Vote: 4-0.

## **7. New business**

### **A. Certificate of Appropriateness Application: 241 Lydia Lane**

Add roof over existing front stoop; add pergola, fence, kitchen, sunroom, and bedroom in rear; screen existing covered patio; stain existing brick (PIN 9874280274).

This item was discussed before Item 6.

Senner opened the public hearing and asked whether there were any conflicts of interest or bias among the commissioners. None were disclosed. All commissioners disclosed that they had visited the site in preparation for reviewing the application.



Hoffheimer was sworn in. David Cates, the presenter for the project, and Christopher Jones, the property owner, were sworn in to speak on behalf of the application.

Hoffheimer introduced the application by presenting the staff report. He noted that the inventory information, application materials, and applicable design standards would be entered into the record as evidence. He provided the staff comments:

- Staff expect much of the discussion to focus on the proposed brick staining and offer the following observations:
  - “Historic” and “historically significant” are defined in the design standards as 50 years of age or older. The National Register inventory provides valuable information about a property, but National Register “contributing” status does not have any added significance for local commission review.
  - The preparer of the application confirmed with staff that the brick was added around 1965.
  - Masonry Standard 5 includes the following language: “It is not appropriate to paint, seal, or coat historic masonry surfaces that were not previously painted, sealed, or coated, with historic defined as 50 years or older.” In addition, the minor works standards explicitly do not allow staff to approve staining brick, so staff interpret the proposed staining to fall under Standard 5. The language of Standard 5 was updated in the most recent design standards update, which was approved by the Historic District Commission and adopted by the Board of Commissioners after a joint public hearing open to public comment.
  - Standard 5 of the Secretary of the Interior Standards states the following: “Most properties have changed over time; those changes that have acquired historic significance in their own right shall be retained and preserved.”
  - Brick painting restrictions are not unique to Hillsborough, and staff’s research of other communities with Certified Local Government (CLG) status found no standards that allowed painting previously unpainted brick. No standards that prohibited painting allowed staining. These regulations are consistent across district and community sizes, and includes communities where brick painting and staining have been done in the past.
  - The extent of damage to the existing brick appears to be limited to one side of the carport and one corner of the structure rather than the entire structure.
  - Staff have concerns about the reversibility of brick staining. Removing paint from brick is a cumbersome process, but it can be removed by sandblasting and was successfully removed in December 2024 from a brick sign on North Churton Street.
  - The application cites several properties in the district with painted or stained masonry. Staff have identified each and the date/circumstances of approval:
    - 319 N. Churton St. (Burwell School outbuilding)
      - Brick was whitewashed prior to any town documentation and likely predates the adoption of formal design standards in 2000. It is also not visible from the street.
    - 237 Lydia Lane
      - A Certificate of Appropriateness for a new construction house with stained brick was approved by the Historic District Commission in 2017.
      - It is important to note that this is new construction, and the commission will need to determine if it is historically appropriate to stain 1965 brick to match new brick that was stained at the time of construction in 2017.
    - 326 N. Cameron St.

- Brick was painted prior to any existing town documentation and likely predates the adoption of formal design standards.
- 324 N. Cameron St.
  - Brick was painted prior to any existing town documentation and likely predates the adoption of formal design standards.
- 317 Mitchell St.
  - A Certificate of Appropriateness for staining existing brick veneer on a projecting front-gabled bay was approved by the Historic District Commission in 2021 (most of the house has wood siding).
- 144 E. Tryon St.
  - A Certificate of Appropriateness for staining replacement brick was approved by the Historic District Commission in 2018 (architect testified that the existing brick veneer was failing).
- 107 S. Hasell St.
  - A Certificate of Appropriateness for painting brick to match the second-floor siding was approved by the Historic District Commission in 2017 (existing 1957 brick was damaged; second floor brick was replaced by a siding addition in the 1980s).
- 306 W. Margaret Lane
  - A Certificate of Appropriateness for painting unpainted 1964 brick was approved by the Historic District Commission in 2016 (the house had some exterior siding but is primarily brick). This may be the most similar example to the property under review.
- 170 W. Margaret Lane
  - Brick was painted prior to any existing town documentation and likely predates the adoption of formal design standards.
- 202 W. King St.
  - Brick was painted prior to any existing Town documentation and likely predates the adoption of formal design standards.
- In addition to the referenced examples, the most recent painting or staining of existing brick in the historic district occurred at 421 W. Corbin St., which received after-the-fact approval from the Historic District Commission in 2022. The minutes for that decision reflected agreement among the commissioners that the approval represented a unique situation and that the commission did not wish for the approval to set a precedent for future cases. If the application had been submitted prior to painting the brick, commissioners indicated that the work probably would not have been approved. The situation was unique because an absentee owner had painted the brick prior to the arrival of the current owners.
- Based on the submitted examples, staff have concluded that approval of brick staining at 241 Lydia Lane likely would be the most extensive staining or painting of existing brick approved since the town adopted formal design standards.
- The preparer of the application confirmed with staff that the front door is not original and is less than 50 years old. Staff have determined that the existing door does not meet the design standards' definition of historic and do not have any major concerns about its replacement.
- Because the chimneys proposed for removal are easily visible from the street and appear to be original to the house, they are subject to Roofs Standard 8. Evidence of leakage may provide additional justification for their removal. The chimneys are not currently operable.
- The preparer of the application confirmed that the new windows will have simulated divided lites (SDL).

- Staff have determined that the fencing, pergola, and lighting are approvable as minor works and recommend that the commission approves those three items as submitted.
- A prior Certificate of Appropriateness for a rear addition was approved by the Historic District Commission in 2015. Work began on this addition but was never completed, and Certificate of Appropriateness approval for that addition has since expired.

Senner expressed appreciation to staff for presenting such thorough research on standards in other jurisdictions and examples of painted and stained brick in the district.

Cates introduced the application. He made some comments about the examples listed in the staff report, including the fact that he did not include the Corbin Street example listed in the staff report, knowing that it was a violation of the design standards. He said the house is “non-contributing” and referenced examples of painted, stained, or limewashed brick included in the application. Cates said the application was developed to show that the proposed project fits within the character of the neighborhood, where there are many instances of painted and stained brick, three of which are within one to two blocks of the house under review. He referenced 317 Mitchell St., which was approved by the commission in 2021, as being one of the most similar examples, and which is located within half a block of the property under review.

The commissioners reviewed the photos of the existing structure. On the west, rear elevation, there was a question about the origin of the basement access, including the steps leading down to the basement. Cates showed a seam on the roof in the photos and said that the seam was a demarcation line between the original structure and a later addition, which included the basement. He said the basement is only under the addition portion of the structure. Cates said the existing railing and steps will be removed because of drainage problems. Cates said he was not certain of the date of the new addition, but he speculated that it was probably built around 1965, around the same time that brick was added over the lap siding.

Cates confirmed that the new windows will be aluminum-clad wood with simulated divided lites.

The commissioners reviewed the site plan.

Cates confirmed that the new fence will tie into the existing house on the south side and the carport on the north side.

The commissioners noted that the addition was set in from the existing structure to help it be read as subordinate to the original structure.

The commissioners reviewed the front elevation.

There was discussion of the removal of the chimneys. It was acknowledged that secondary chimneys which are not impactful to the character of the elevation have been removed in the past from other structures. The commissioners discussed to what extent the larger chimney contributes to the character of the existing elevation.

Cates said there is no damage or failure to the chimney, but that the property owner would rather not have to maintain the chimney since he is not going to use it. Cates said the property owner is trying to mitigate potential future problems the chimney might cause.

Senner read Roofs Standard 8, regarding the removal of chimneys.

The commissioners reviewed the photo of the existing front elevation. The commissioners acknowledged that the carport minimizes the character-defining nature of the main chimney. It was noted that if the carport were not there, the chimney would be read as a much more prominent or significant element of the front elevation. It was noted that the newer addition also minimizes the prominence of the chimney. The commissioners were in agreement that there was no concern with the removal of the chimneys.

There was discussion of the potential addition of a roof over the existing stoop. Jones said the metal roof was chosen over asphalt shingles because of the property owners' preference. Hoffheimer added that the metal roof could be approved as a minor work. There was discussion of the congruity of a metal porch roof next to an asphalt roof.

There was additional discussion of whether the addition of the roof has an impact on the nature of the character-defining elevation. There was discussion of past consideration of similar projects and whether the addition of a porch roof would be consistent with the rest of this house's vintage and style.

There was discussion of the large size of the existing stoop. It was noted by some commissioners that the wide, uncovered stoop was wanting some sort of architectural response to balance and ground it. Cates said he did not know when the stoop was added. It was noted that the stoop seems to be an inverse of the chimney: the chimney has been overwhelmed by the house, and the large stoop is stuck on and seemingly asking for the house to respond to it. Cates said he believes adding a roof over the stoop will give it more of a sense of purpose.

It was pointed out by commissioners that the stoop as it currently exists detracts from the character of the original house. There was discussion of whether adding a roof over the stoop would be a character-defining element, and whether it would preserve the character of the original front facade. There was discussion of the purpose of the design standards acting as guidelines to preserve the special character of the historic district.

Cates confirmed there are bushes around the stoop.

Member Daniel Widis expressed his opinion that in addition to a covered stoop not being incongruous with the special character of the district, the stoop is not the character-defining feature of the front elevation in the way the architecture of the house is expressed and in the way the house reads. Instead, he said he believes it is the long, linear nature of the form and the windows along that form that define the character of the structure. He said he believes attaching a roof onto the front will break up the roofline, but not in a way that compromises the striking linearity and horizontality of the house. Senner agreed with Widis' interpretation. Peele added that the original house was a small mill house, which has been turned into a brick ranch. She noted there are many examples of similar facades on brick ranches throughout the district. She said she finds the existing stoop incongruous.

Cates and Jones confirmed the stoop is less than 30 inches high, and railings will not be added.

There was general consensus that adding a roof over the stoop seemed logical and not incongruous.

The commissioners discussed enclosing a portion of the carport. Cates clarified that the space is more of a patio that is adjacent to the carport.

Cates confirmed that the brick is continuous at the transition from the full wall to the wing wall. He said that the plan is to have the screen be coplanar with the front of the house because the wing wall and column are coplanar with the front of the house, and they are natural attachment points for the screen. He said it could be set back an inch or so it is not in the same plane. Senner noted that this seems to be a special condition because of the existing siting of the wing wall and column. He said if the wall were not already there, the commission would advocate for the screen being set back, but that there is a logical case for it to be placed as shown, in line with the front facade.

There was general agreement that there was no concern with enclosing the patio on the side of the house. The commissioners agreed it would not change the character of the facade.

The commissioners reviewed the left elevation.

Senner expressed appreciation for the effort made to keep the roofline of the addition lower than the existing building to emphasize that it is subordinate to the primary structure. Miller expressed appreciation for the front roof and the addition roof being set at the same level.

Cates confirmed the cover over the entrance down to the basement is aluminum on all sides.

It was noted that the fence material is listed in the compatibility matrix and is well hidden from street view.

The commissioners reviewed the rear elevation.

It was noted that the placement of the skylights in the rear, tucked between the ridgelines, seems to be the most appropriate and logical location, especially since the house is on a corner lot.

Cates said grading will have to be done, and that there will be a brick band added to the bottom where the foundation is exposed, with the brick matching the existing.

It was noted that the pergola is made of allowed material, is easily removable, and is approvable as a minor work. Hoffheimer confirmed that staff have no concerns about the pergola.

Cates clarified that the horizontal lines running across the existing right elevation are various topographical lines, including that of Caine Street and of the driveway.

Cates confirmed the large column with brick in disrepair will remain and will be repaired.

Cates mentioned that it had been noted that staining is not as removable as painting. He said the property owner is amenable to painting the brick instead. He said in his opinion, staining is better for the brick and is longer-lasting and requires less maintenance, which is why they chose that approach.

There was discussion of the U.S. Department of the Interior's recommendation against painting or staining brick. There was additional discussion of the design standards update process and how Hillsborough's design standards are tailored to the special character of the district, as well as the research staff had done into alternative approaches to painting or staining. There was further discussion of the examples of other houses in the district that have painted or stained brick.

Cates confirmed that no trees will be affected by this project, and that the fence is four feet high.

There was discussion of the painting of brick at 317 Mitchell St. Cates said it was compelling to him that previous examples of painted brick were located close to the property under review. He said the brick portion that was painted seems to be a character-defining feature. Hoffheimer said that when he looked into the minutes from that approval, there was some testimony considered that was not necessarily related to the design standards or factual evidence. He reiterated that the commission's approvals over time have not necessarily been consistent between different iterations of the commission. Senner added that precedent does not automatically determine that an application will be approved.

There was discussion of the tension between the commission using precedent to determine whether an element is not incongruous with the special character of the district, and the fact that precedent does not guarantee that an application will be approved. Hoffheimer acknowledged that staff do appreciate when applications include examples of precedent. Town Attorney Bob Hornik added that overall, the commission must consider congruity or lack of congruity, and one of the ways to prove that is by whether there are structures in the district that have similar elements.

There was discussion amongst the commissioners about the intent and flexibility of the guidance provided by the design standards regarding painting and staining masonry. It was recognized that there are guidelines that lay out a clear rationale, yet the commission is tasked with making a subjective determination. Senner said he struggled with the idea of intentionally going against the guidance in this case.

Peele said that in her opinion, staining the brick would not alter the character of the house, and it would still read as a brick ranch.

Senner acknowledged that Cates had raised compelling points, but that he still struggled with the idea of going against thorough research conducted by consultants and staff, which found no evidence of any other districts supporting staining. He said if there were a desire to revisit that topic, he would want more research and evaluation done to justify an approval, rather than going against the guidelines in reference to a single application. There was discussion of possible future research into the issue of staining.

Cates said that staining, unlike painting, does not obscure the texture of the brick. Miller noted that staining does change the color of the mortar between the brick so that everything all becomes one color. Hoffheimer added that staining is a permanent alteration to the brick that has not been proven to be reversible, and that he has not found any professional preservation entity that recommends staining.

There was further discussion of the tension between the design standards and the special character of the district, which includes many examples of elements that are not recommended by the design standards. There was discussion of potential future research and the opportunity for the public to bring forward recommendations about the design standards.

The commissioners asked Cates and Jones whether they would be willing to remove the staining element from the application. Jones said he was not willing to do so. He reiterated that nothing proposed in the application is different from what already exists in the surrounding neighborhood. He said that in his opinion, simply because the house is over 50 years does not make it historic. He also reminded the commissioners that the house was originally white.

Senner summarized the commissioners' discussion: He said the commissioners reviewed the application and found the vast majority of it to be not incongruous with the special character of the historic district.

The modifications on the front facade were not found to be impacting the existing character-defining elements or changing the character-defining nature of the front facade. The enclosure of the side patio into a screened porch was found to be not incongruous with other side porches in the district and its siting relative to the existing front elevation was responsive to the existing wing wall. The rear addition was found to be sited and massed in a way that was clearly subordinate to the primary structure. However, there were concerns among the commissioners that staining the brick would be incongruous with the historic district because the brick is more than 50 years old; is contributing to the historic character of the front facade; and painting or staining brick is clearly noted in the design standards as not being appropriate for brick that is historic or over 50 years old, both for preservation reasons and for impact to the special character of the historic district.

The commissioners each expressed their opinions on whether the application could be approved in its entirety. Senner said he would have trouble approving the application with the staining of the brick included. Widis said he would feel comfortable approving the whole application because he does not think the staining of the brick changes the character of the house, but that the issue of staining opens the door to questions of procedure, and that a larger conversation should be had about staining. Peele said she would approve the application because she did not see the staining as being incongruous with the special character of the district. Miller said that he recognized the sometimes fine line between approval and rejection, and that in this case he found the staining of the brick to be incongruous with the special character of the district.

There was further discussion of the intent of the design standards to provide guidance for evaluation of applications. There was also discussion of the implications of a tie vote. Hornik reminded the commissioners that 3 votes in favor were required to approve the application. There was discussion of approving the application without the staining component. Senner and Miller both agreed that they would find the application not incongruous if the staining were removed.

There was discussion of the possibility of continuing the application to the next meeting when more commissioners could be present to provide their opinions on the staining element, versus approving the application except for the staining. Jones said he was not interested in continuing the application to the next meeting.

Senner closed the public hearing.

**Motion:** Miller moved to find as fact that except for the staining of the brick, the 241 Lydia Lane application is not incongruous with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation except for the stained brick in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Paint; Additions to Residential Buildings; Doors; Porches, Entrances, and Balconies; Additions to Residential Buildings; Site Features and Plantings; Fences and Walls; and Exterior Lighting. Senner seconded.

**Vote:** 4-0.

There was discussion of whether the applicant could resubmit the application to have the commission reconsider the staining of the brick, if the application were approved except for the brick staining. Hoffheimer said there have been times in the past when rehearings have occurred when there is additional evidence to review or a change in circumstance.

Motion: Miller moved to approve the application with conditions. Senner seconded.  
Vote: 3-1. Nay: Peele.  
Conditions: All work is approved except for the staining of the brick.

#### **8. General Updates**

Hoffheimer said there are some small standards and rules of procedure updates to consider. He said he plans to submit them to the commissioners within the next couple of months for feedback.

Hoffheimer mentioned that the Historic Preservation Awards are on hiatus until a future meeting with fewer agenda items.

Hoffheimer announced that the Certified Local Government grant cycle will be opening soon, and he would send information about that to the commissioners.

#### **9. Adjournment**

Senner adjourned the meeting at 8:44 p.m. without a vote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joseph Hoffheimer". The signature is fluid and cursive, with the first name "Joseph" written in a slightly larger, more prominent script than the last name "Hoffheimer".

Joseph Hoffheimer  
Planner  
Staff support to the Historic District Commission

Approved: Month X, 202X



## **BEFORE THE HILLSBOROUGH HISTORIC DISTRICT COMMISSION**

) Application for  
) Certificate of Appropriateness  
) 241 Lydia Lane  
)

This request for a Certificate of Appropriateness (“COA”) to add a roof over existing front stoop; add a pergola, fence, kitchen, sunroom, and bedroom in the rear; screen the existing covered patio; and stain the existing brick at 241 Lydia Lane Street (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on January 15, 2025. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 3-1 to approve the Application with conditions. In support of that decision, the HDC makes the following Findings of Fact and Conclusions of Law:

### **FINDINGS OF FACT**

1. The property at issue (the “Property”) is located at 241 Lydia Lane in the Town of Hillsborough. The Owner and Applicant is Christopher P. Jones (the “Applicant”).

2. The Application requests that the HDC grant a Certificate of Appropriateness to:

a. Add a gabled front porch (with a standing seam metal roof with no striations) to cover the existing brick/concrete stoop with wood columns, with Hardieboard trim and siding.

b. Replace the existing wood front door with a different wood door.

c. Screen the existing covered northern patio with wood columns, rails, and screen door.

d. Add Hardie board lap siding to the following rooms on the rear of the house: kitchen, sunroom and bedroom; The kitchen and bedroom will have asphalt shingles to match, while the sunroom will have a standing seam (no striations) roof.

e. Construct a four-foot-tall wood fence with “hogwire” infill.

f. Remove two chimneys.

g. Replace the existing asphalt shingled roof in kind.

f. Add two skylights over the sunroom in the back; due to the low slope and their rear location, the skylights have limited visibility from the street.

g. Cover the existing rear exterior basement stairwell with an aluminum clad bulkhead.

h. Stain the existing brick.

i. Replace the existing light fixtures on both sides of the front door.

All work aside from the proposed brick staining will be in accordance with the drawings and plans entered into evidence at the hearing.

3. The Property is in the Hillsborough Historic District, designated by Ordinance No. 4.3.1.2, adopted June 10, 2024. The Hillsborough Historic District Design Standards, specifically the standards for *Masonry; Paint; Additions to Residential Buildings; Doors; Porches, Entrances, and Balconies; Site Features and Plantings; Fences and Walls; and Exterior Lighting* were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. The structural modifications on the front facade were not found to impact the existing character-defining elements or change the character-defining nature of the front facade.
- b. The enclosure of the side patio into a screened porch was found to be not incongruous with other side porches in the district, and its siting relative to the existing front elevation was responsive to the existing wing wall.
- c. The rear addition was found to be sited and massed in a way that was clearly subordinate to the primary structure.
- d. However, there were concerns among the commissioners that staining the brick would be incongruous with the historic district because the brick is more than 50 years old; is contributing to the historic character of the front facade; and painting or staining brick is clearly noted in the design standards as not being appropriate for brick that is historic or over 50 years old, both for preservation reasons and for impact to the special character of the historic district.

4. The following individual(s) testified during the evidentiary hearing:

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission, presented the staff report and comments.
- b. David Cates, presenter for the Applicant, appeared to present testimony and evidence in support of the Application.
- c. Christopher P. Jones, the Applicant, appeared to present testimony and evidence in support of the Application. The Applicant stated that he was not interested in removing the proposed brick staining from the Application and was not interested in continuing the Application to the next meeting.

## **CONCLUSIONS OF LAW**

Based on the foregoing FINDINGS OF FACT, the HDC makes the following CONCLUSIONS OF LAW:

1. The Application is not incongruous with the special character of the Hillsborough Historic District. Therefore, the COA is hereby approved with the following conditions:

a. All work is approved except for the staining of the brick.

b. All necessary permits required by law must be obtained before work may commence. Town staff must be consulted prior to making any alterations to the approved plans. Any unapproved changes observed on a final inspection will be subject to additional fees and must be resolved prior to Town sign-off on the Certificate of Occupancy.

This the Xth day of February, 2025.

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Will Senner, Chair  
Hillsborough Historic District Commission

## **APPEALS**

A decision of the Commission on an application for a Certificate of Appropriateness may be appealed to the Orange County Superior Court by an aggrieved party. Such appeal shall be made within thirty (30) days of filing of the decision in the office of the Planning Director or the delivery of the notice required

in Section 3.12.11, whichever is later. Such appeals to the Orange County Superior Court are in the nature of certiorari and the court shall determine such appeals based on the record generated before the Commission.

## BEFORE THE HILLSBOROUGH HISTORIC DISTRICT COMMISSION

) Order for  
) Administrative Hearing  
) 217 S. Occoneechee St.  
)

A demolition by neglect complaint for the structure/s at 217 S. Occoneechee Street (the “Complaint”) came before the Hillsborough Historic District Commission (the “HDC”) on January 15, 2025. The HDC reviewed the complaint as well as the report prepared by Planning staff at the January 15 meeting and voted 4-0 to file an order directing the Planning Director to conduct an administrative hearing to determine whether the subject property is undergoing demolition by neglect. In support of that order, the HDC makes the following findings.

### **FINDINGS**

1. The property at issue (the “Property”) is located at 217 S. Occoneechee St. in the Town of Hillsborough. The Owners are William Lee Hall and Robbin Taylor Hall.

2. The Property is a “contributing” property to the Hillsborough Historic District’s nomination to the National Register of Historic Places.

3. Planning staff received a written complaint Monday, October 7, 2024, lodged against property owners William Lee Hall and Robin Taylor Hall claiming

that the property at 217 S. Occoneechee Street is experiencing demolition by neglect. This complaint satisfies Section 8.8.3.1 of the Hillsborough Unified Development Ordinance (UDO).

4. Following receipt of the complaint, Planning staff conducted a preliminary investigation of the property at 217 S. Occoneechee Street in compliance with UDO Section 8.8.3.2.

5. Planning staff prepared a written report describing their preliminary inspection of the property. Upon investigation, staff determined that the structure/s at 217 S. Occoneechee Street may be undergoing demolition by neglect and notified the property owner/s in accordance with UDO Section 8.8.3.3 that a complaint and staff report would be brought before the HDC.

6. Planning staff mailed proper notice to the property owner on November 4, 2024, in compliance with UDO Section 8.8.3.4.

7. The complaint and staff report were forwarded to the HDC and considered at the regularly scheduled meeting on December 4, 2024, in compliance with UDO Section 8.8.3.5. The HDC continued the complaint to the next regularly scheduled meeting on January 15, 2025, which complied with Section 8.8.3.6.

8. At the January 15 meeting, Planning staff presented the results from their preliminary inspection of the property. The preliminary investigation included the following observations:

- a. The paper siding is deteriorating (and missing in certain locations), but staff did not observe any splitting or buckling of exterior walls.
- b. Staff observed deterioration of horizontal members of the roof on the front elevation and deterioration of the roof on the front and right elevations.
- c. The exterior chimney on the right elevation has deteriorated and appears to be splitting and missing bricks at the top.
- d. The house is missing several windows and the front door, although these are boarded up. The house is also missing gutters.
- e. Defective weather protection was observed for exterior wall and roof coverings. The abandoned oil tank may not be under the purview of the Historic District Commission.
- f. There are rotting holes that expose structural elements on the right elevation.
- g. The front porch is deteriorating, and a handrail has been removed. Window and door frames are visibly deteriorating and losing paint.
- h. The contributing accessory structure is deteriorating. It is missing a door and has a visibly deteriorating roof as well as visibly deteriorating siding.
- i. Landscaping around the house is overgrown and may threaten the relevant significant architectural detail of the structure.

9. Planning staff concluded from the results of their investigation that the house at 217 South Occoneechee Street is experiencing deterioration and needs substantial



maintenance. Since 2015 (the year of the last demolition by neglect complaint about the property), additional gutters and a porch railing have been removed, and vegetation continues to grow around the structure. In addition, the condition of the south chimney appears to have worsened. Finally, the contributing accessory structure was not included in the 2015 complaint but is in a clear state of disrepair. The other structural details on the primary structure, including the roof, appear to be in nearly the same condition as in 2015 (in response to the 2015 complaint, the HDC concluded on January 6, 2016, that they did not find evidence that the structure was experiencing demolition by neglect).

10. At the January 15, 2025, HDC meeting, the Commission reviewed the findings documented in the staff report and noted elements that align with the definition of demolition by neglect:

- a. The structure is missing several windows and gutters.
- b. It has a sagging roof.
- c. The chimney is deteriorating and has a split.
- d. There are rotting holes exposing structural elements.
- e. Without gutters, further water damage will occur and lead to further structural issues.

11. Based on their findings, the Commission agreed that the staff report clearly documented that the requirements for demolition by neglect have been satisfied in this case.

### **ORDER**

Based on the foregoing FINDINGS, the HDC makes the following ORDER as required by Section 8.8.3.7 of the UDO:

1. The foregoing FINDINGS sufficiently comply with Section 8.8.3.7 of the UDO in describing the demolition by neglect found during Planning staff's preliminary inspection of the property.
2. The Planning Director shall conduct an administrative hearing to determine whether the subject property is undergoing demolition by neglect.

This the Xth day of February, 2025.

---

Will Senner, Chair  
Hillsborough Historic District Commission

## **APPEALS**

Determinations made by the Planning Director pursuant to Section 8.8.3, *Procedure for Enforcement*, or by the Commission pursuant to Section 8.8.3, *Procedure for Enforcement* or Section 8.8.7, *Commission's Decision on Claim of Undue Hardship*, may be appealed to the Board of Adjustment. To perfect such an appeal, a written application must be filed by an aggrieved party with the Board of Adjustment within thirty (30) calendar days of the date the determination was mailed to the property owner. Appeals shall be in the nature of certiorari (review of a quasi-judicial decision) such that the Board of Adjustment may review the record of the proceedings before the Planning Director or the Commission (as the case may be) to ensure that all procedures required by this Ordinance have been followed, and to ensure that the decision appealed from is supported by competent evidence in the record. However, the Board of Adjustment may not substitute its judgment for that of the Planning Director or the Historic District Commission unless it concludes that either (i) there has been an error of law or procedural error which has resulted in prejudice to the appellant or (ii) there is not substantial, competent evidence in the record to support the decision.

**ITEM #7. A:**

**Address:** 120 N. Wake St.

**Year Built:** 2000

**Historic Inventory Information (2013)**

Constructed in 2000, this one-and-a-half-story, side-gabled bungalow is a modern interpretation of the Craftsman style. The house is three bays wide and triple-pile with a gabled dormer on the façade. It has fiber-cement siding, two-over-two windows, including three windows in the dormer and paired windows in each gable, and diamond-shaped vents in the gables. The one-light-over-one-panel door, centered on the façade, has a one-light transom and is sheltered by a full-width, engaged, shed-roofed porch supported by square columns. There is an inset, screened porch at the right rear (southeast). County tax records date the building to 2000 [HDC].

**Proposed work**

- Remove and enclose three windows on the south side of the house

**Application materials**

- COA application
- Narrative
- Floor plan showing location of windows
- Photo of existing windows
- Drawing of proposed south elevation

**Applicable Design Standards**

- *Windows:* 1, 2, 8
- *Exterior Walls:* 8

**Staff Comments**

- The minor works standards do not allow staff to approve removal of windows, but the *Windows* standards are tailored toward historic and/or character-defining windows.
- The applicant plans to retain the existing window furthest to the right on the south elevation. If that is not possible, an exact match will be used.



TOWN OF  
HILLSBOROUGH

## APPLICATION Certificate of Appropriateness and Minor Works

Planning and Economic Development Division  
101 E. Orange St., PO Box 429, Hillsborough, NC 27278  
919-296-9470 | Fax: 919-644-2390  
planning@hillsboroughnc.gov  
www.hillsboroughnc.gov

9864 96 7592

Orange County Parcel ID Number

R-20/HDO

Zoning District

120 N Wake St

Address of Project

Lisa Inman

Applicant Name

SAME

Property Owner (if different than applicant)

120 N Wake St

Applicant's Mailing Address

Property Owner's Mailing Address

Hillsborough, NC 27278

City, State ZIP

City, State ZIP

919-969-9609

Applicant Phone Number

Property Owner's Phone Number

lisainman111@gmail.com

Applicant's Email

Property Owner's Email

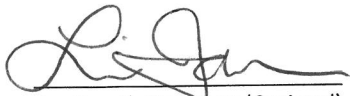
Description of Proposed Work: Remodel kitchen, family room & sunroom.

Estimated Cost of Construction: \$ 150,000

*The Historic District Design Standards, Exterior Materials Compatibility Matrix, and Certificate of Appropriateness application process can be found on the Town of Hillsborough's website: <https://www.hillsboroughnc.gov/hdc>.*

### Applicant and Owner Acknowledgment and Certification

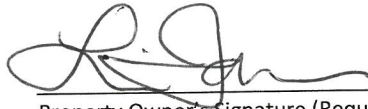
I am aware that Historic District Design Standards, Exterior Materials Compatibility Matrix, and Unified Development Ordinance requirements are the criteria by which my proposal will be evaluated for compatibility, and I certify that I, and/or my design professional under my direction, have reviewed my application materials with Planning Staff for compliance to the standards in those adopted documents. I understand that I, or my representative, must attend the HDC meeting where this application will be reviewed. I further understand that town employees and/or commissioners may need access to my property with reasonable notice to assess current conditions, and to assist them in making evidence-based decisions on my application and that I am not to speak to any commissioner about my project until the public meeting at which it is under consideration.



Applicant's Signature (Optional)

1-9-25

Date



Property Owner's Signature (Required)

1-9-25

Date

Last revised: December 2023

**Submittal Requirements**

The following documents and plans are required to accompany your COA application in order for it to be deemed complete and scheduled for commission review. Planning staff will determine when all submittal requirements have been met. The first FOUR complete COA applications submitted by the deadline will be heard on any HDC agenda.

All applications must include the following documents and plans:

(Provide a digital copy if plans are larger than 11"x17")

- ☐ Detailed narrative describing the proposed work and how it complies with all adopted standards.
- ☐ Existing **and** Proposed Dimensioned Plans (see below):
  - Site Plan (if changing building footprint or adding new structures, impervious areas or site features, including hardscaping)
  - Scaled Architectural Plans (if changing building footprint or new construction)
  - Scaled Elevations (if adding or changing features of a structure)
  - Landscaping Plans (required for all new construction and for significant landscaping or tree removal and re-planting)
  - Tree Survey (required for new construction when trees over 12" diameter at breast height are on site - show both existing and those to be removed)
  - Sign Specifications (if adding, changing, or replacing signage)
- ☐ Itemized list of existing and proposed exterior materials including photos and specifications, colors, etc. (Siding, trim and fascia, roof and foundation materials, windows, shutters, awnings, doors, porch and deck flooring, handrails, columns, patios, walkways, driveways, fences and walls, and signs, etc.).
- ☐ Photographs, material samples, examples of comparable properties in the district (if using them as basis for specific designs), plans, or drawings that will help to clarify the proposal, if applicable, or if required by staff as part of the review.

## Staff Use Only:

COA fee (\$1 per \$1000 of construction costs, \$150 minimum) or  
 Minor Works fee (\$1 per \$1000 of construction costs, \$25 minimum):

Amount: \$ 150.00

☐ After-the-fact application (\$300):

Amount: \$ 0

Total Due: \$ 150.00

Receipt #: 060349

Received by: [Signature]

Date: 1/10/2025

This application meets all Unified Development Ordinance requirements and has been reviewed for compliance with all approved materials.

☐ N/A ☐ Yes

Zoning Officer: \_\_\_\_\_

This application meets public space division requirements.

☐ N/A ☐ Yes

Public Space Manager: \_\_\_\_\_

#### Historic Architectural Inventory Information

Original date of Construction: \_\_\_\_\_

Description of the Property: \_\_\_\_\_

Applicable Design Standards: \_\_\_\_\_

Other reviews needed?

☐ Hillsborough Zoning Compliance Permit ☐ Orange County Building Permit ☐ Other: \_\_\_\_\_

#### Minor Works Certificate of Appropriateness Application Decision

☐ Approved ☐ Referred to HDC

Minor Works Reference(s): \_\_\_\_\_

#### Certificate of Appropriateness Decision

☐ Approved ☐ Denied

Commission Vote: \_\_\_\_\_

Conditions or Modifications (if applicable): \_\_\_\_\_

\_\_\_\_\_  
 Historic District Staff Signature

\_\_\_\_\_  
 Date

## APPLICATION

### Certificate of Appropriateness and Minor Works

Lisa Inman  
120 N Wake St  
Hillsborough, NC 27278  
919-969-9609

#### Kitchen/family room/sunroom remodel project

The remodeling project will consist entirely of interior work other than the removal of three windows on the right side of the house (when facing from the street), all of which are near the rear of the house overlooking my neighbor's parking area.

The notes from the County on the attached plans indicate that there is also a window on the left side of the house near the rear being removed. That is not accurate. There are no exterior impacts other than the windows on the right side of the house, as referenced above.

Where the windows are being removed, exterior siding will be added to fill in that space, using the same hardiplank/fiber cement siding as the rest of the house, and painted to match the existing color.

Attached is the plan that was submitted to the County, marked with the County's comments. I have marked on the plan where the left side window is staying as is. Only the right side near the rear has window removals.



THESE APPROVED Plans are required to be on site for ALL Inspections.

ALL significant and/or structural CHANGES to these plans must be reviewed and approved PRIOR to construction.

**Code and Standard Responsibility**

Project Designer/Contractor bears sole responsibility for compliance with all applicable NC State Codes, manufacturer instructions, applicable Standards and product listing requirements for all elements and components used in the construction of this project, regardless whether identified during plans review or Code Enforcement Inspection.

INMAN  
INTERIOR

HILLSBOROUGH, NC

DATE  
FEBRUARY 8, 2023  
DEC 30, 2024

Job Number

**DesignSpec Inc.**  
A Professional Association

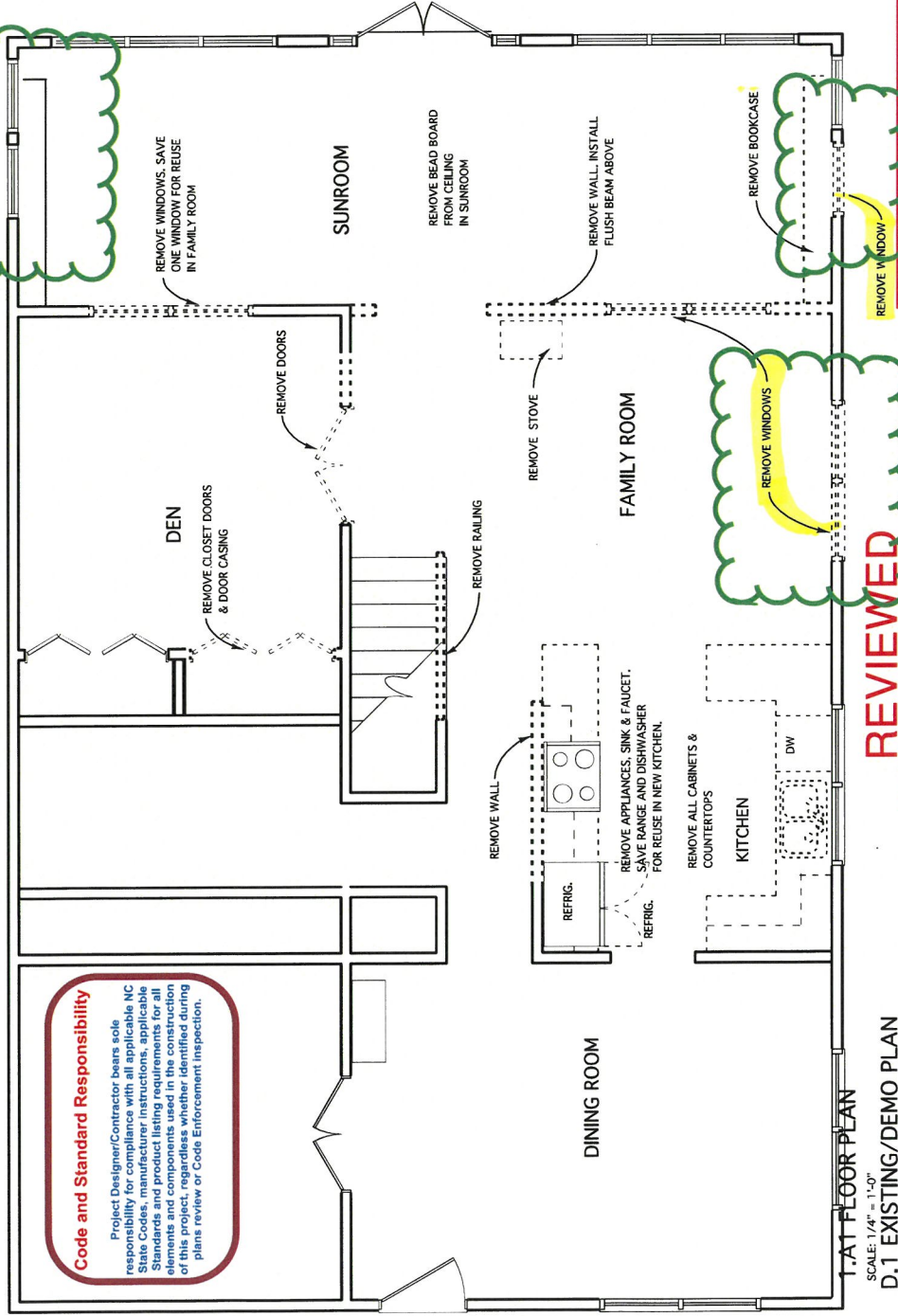
1911 Billabong Lane  
Chapel Hill, NC 27516  
Tel: (919) 929-7897  
Fax: (919) 967-8497

ARCHITECTURE  
INTERIOR DESIGN  
PLANNING

EXISTING/  
DEMO PLAN

D.1

This window is not being removed.



This project is to be constructed per:  
**2018 NC Residential Code**

Green clouded areas indicate window removal/changes.  
Town of Hillsborough Planning  
Tom King 1/8/2025

**REVIEWED**

Permit Holder is responsible for compliance with ALL provisions of the North Carolina technical Codes whether identified or not on the project plans.

Michael Rettie  
01/08/2025

**CB25-0021**

1:1 FLOOR PLAN  
SCALE: 1/4" = 1'-0"  
D.1 EXISTING/DEMO PLAN  
SCALE: 1/4" = 1'-0"

**REVIEWED**  
BY: M.R.  
01/08/2025

I acknowledge the window is not shown here, but no changes are happening on this well. The window is staying.

**INMAN INTERIOR**  
120 N. WAKE ST.  
HILLSBOROUGH, NC

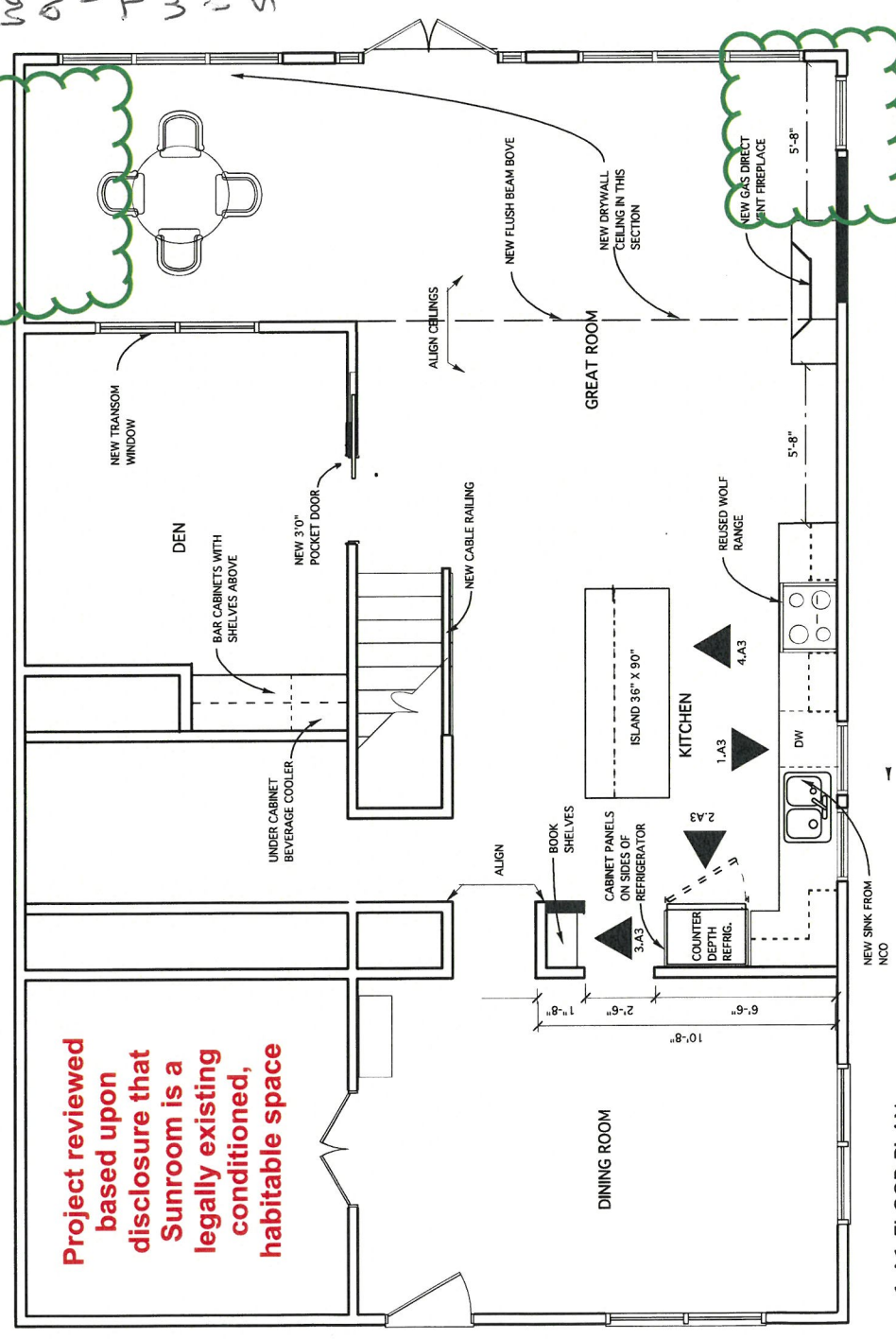
DATE  
SEPTEMBER 30, 2022  
DECEMBER 17, 2022  
FEBRUARY 8, 2023  
MAY 24, 2023  
DECEMBER 6, 2023  
MARCH 27, 2024  
DEC. 20, 2024

Job Number 1902

**DesignSpec Inc.**  
A Professional Association  
1911 Billabong Lane  
Chapel Hill, NC 27516  
Tel: (919) 939-7897  
Fax: (919) 967-8497  
ARCHITECTURE  
INTERIOR DESIGN  
PLANNING

**NEW FLOOR PLAN**

**A.1**



Carbon Monoxide Alarms are required to be installed outside ALL sleeping areas (R315).

**1.A1 FLOOR PLAN**  
SCALE: 1/4" = 1'-0"

Project reviewed based upon disclosure that Sunroom is a legally existing conditioned, habitable space





120 N. Wake St.  
Lisa Inman



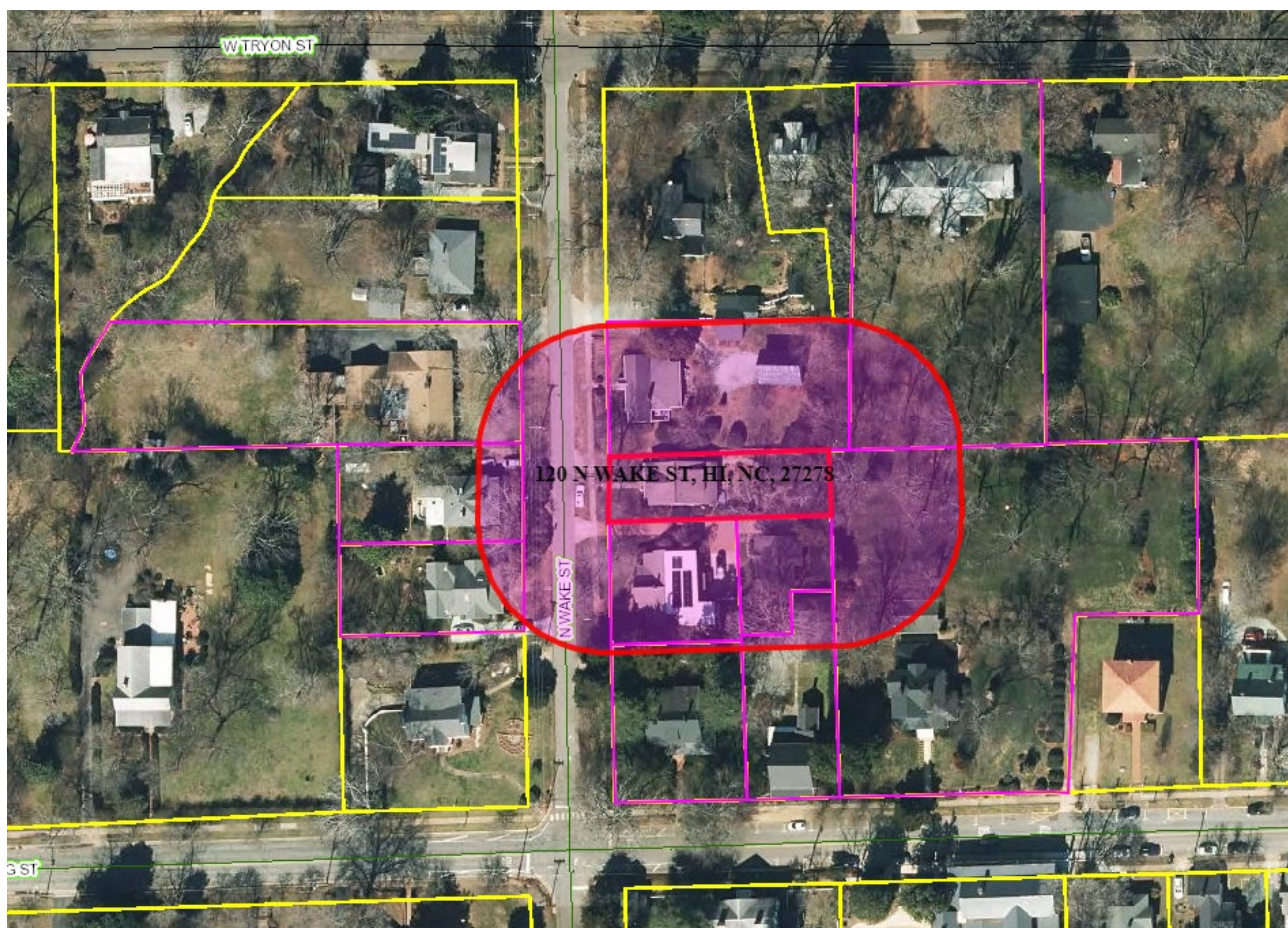
siding - smooth-faced beaded Hardie fiber cement  
paint - Sherwin Williams comfort gray  
(both same as current)

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864967592 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

1/23/2025  
Date

Joseph Hoffheimer, Planner  
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FI	OWNER2_LA	OWNER2_	ADDRESS1	CITY	STATE	ZIPCODE
9864964579	WORKMAN	GERALD S	WORKMAN	JULIA L	115 N WAKE ST	HILLSBOROUGH	NC	27278
9864965444	LUMANS	PATRICIA	LUMANS	VALDIS	107 N WAKE ST	HILLSBOROUGH	NC	27278
9864965541	MCKINNON	KAREN P TR			109 N WAKE ST	HILLSBOROUGH	NC	272782441
9864967336	DICKER	ELIZABETH	DICKER	GLENN	176 W KING ST	HILLSBOROUGH	NC	272782544
9864967434	WILSON	KRISTIN	DE JONG	EELCO	114 N WAKE ST	Hillsborough	NC	27278
9864967592	INMAN	LISA D			120 N WAKE ST	Hillsborough	NC	27278
9864967661	WILLIAMS	JUDITH E			130 N WAKE ST	HILLSBOROUGH	NC	27278
9864968330	BELL	MARK	SMITH	VIRGINIA	168 W KING ST	HILLSBOROUGH	NC	272782544
9864968420	WILSON	KRISTIN	DE JONG	EELCO	114 N WAKE ST	Hillsborough	NC	27278
9864969445	JUEL	LAURA E	JUEL	VERN C	158 W KING ST	HILLSBOROUGH	NC	27278
9864969720	ROBERTS INVE				143 W TRYON ST	HILLSBOROUGH	NC	27278



**ITEM #7. B:**

**Address:** 106 E. Union St.

**Year Built:** 1940s

**Historic Inventory Information (2013)**

One-story, hip-roofed, frame building has German-profile weatherboards, a standing-seam metal roof with interior brick chimney, and a bank of three six-over-six wood-sash windows on the north elevation. There is a shed-roofed entrance bay on the west elevation with a fifteen-light French door and a shed-roofed storage bay on the east elevation with vertical metal sheathing and paired doors on its north elevation. The building is located at the rear of the property facing East Union Street and is currently a separate apartment with a 106 East Union Street address.

**Proposed work**

- Replace shed doors with carriage type doors
- Replace 5V siding with German lap siding
- Replace wood trim with Hardie trim
- Replace gravel with brick pavers

**Application materials**

- COA application
- Narrative and existing photos
- Materials list
- Site plan
- Existing and proposed perspectives
- Existing and proposed elevations

**Applicable Design Standards**

- *Wood:* 1, 2, 7, 8
- *Exterior Walls:* 1, 2, 6
- *Doors:* 6
- *Outbuildings and Garages:* 2, 6, 7
- *Walkways, Driveways, and Off-Street Parking:* 6

**Staff Comments**

- Staff could not find any documentation of the age of the vertical metal sheathing, wood trim, or paired doors, although the current doors are not historic.
- The minor works standards do not allow for staff-level approval of the sheathing, trim, or door replacements.
- The minor works standards allow for staff approval of the driveway replacement, and staff recommend that the commission approves the brick pavers as submitted.





TOWN OF  
**HILLSBOROUGH**

**APPLICATION**  
**Certificate of Appropriateness and Minor Works**

Planning and Economic Development Division  
101 E. Orange St., PO Box 429, Hillsborough, NC 27278  
919-296-9470 | Fax: 919-644-2390  
planning@hillsboroughnc.gov  
www.hillsboroughnc.gov

9874086022

Orange County Parcel ID Number

**R-20**

Zoning District

**106 E Union Street**

Address of Project

**Stephen Demorest**

Applicant Name

**318 N Churton St**

Applicant's Mailing Address

**Hillsborough, NC 27278**

City, State ZIP

**(212) 580-0260**

Applicant Phone Number

**stephendemorest@gmail.com**

Applicant's Email

Property Owner (if different than applicant)

Property Owner's Mailing Address

City, State ZIP

Property Owner's Phone Number

Property Owner's Email

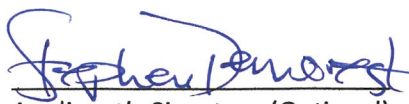
Description of Proposed Work: replace shed doors w/ carriage type doors, replace 5V siding w/ German siding, replace gravel w/ brick pavers

Estimated Cost of Construction: \$ **\$25,000**

*The Historic District Design Standards, Exterior Materials Compatibility Matrix, and Certificate of Appropriateness application process can be found on the Town of Hillsborough's website: <https://www.hillsboroughnc.gov/hdc>.*

**Applicant and Owner Acknowledgment and Certification**

I am aware that Historic District Design Standards, Exterior Materials Compatibility Matrix, and Unified Development Ordinance requirements are the criteria by which my proposal will be evaluated for compatibility, and I certify that I, and/or my design professional under my direction, have reviewed my application materials with Planning Staff for compliance to the standards in those adopted documents. I understand that I, or my representative, must attend the HDC meeting where this application will be reviewed. I further understand that town employees and/or commissioners may need access to my property with reasonable notice to assess current conditions, and to assist them in making evidence-based decisions on my application and that I am not to speak to any commissioner about my project until the public meeting at which it is under consideration.

 /21/2025  
Applicant's Signature (Optional) Date

Property Owner's Signature (Required) Date

**Submittal Requirements**

The following documents and plans are required to accompany your COA application in order for it to be deemed complete and scheduled for commission review. Planning staff will determine when all submittal requirements have been met. The first FOUR complete COA applications submitted by the deadline will be heard on any HDC agenda.

All applications must include the following documents and plans:

(Provide a digital copy if plans are larger than 11"x17")

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  - Scaled Architectural Plans (if changing building footprint or new construction)
  - Scaled Elevations (if adding or changing features of a structure)
  - Landscaping Plans (required for all new construction and for significant landscaping or tree removal and re-planting)
  - Tree Survey (required for new construction when trees over 12" diameter at breast height are on site - show both existing and those to be removed)
  - Sign Specifications (if adding, changing, or replacing signage)
- ☐ Itemized list of existing and proposed exterior materials including photos and specifications, colors, etc. (Siding, trim and fascia, roof and foundation materials, windows, shutters, awnings, doors, porch and deck flooring, handrails, columns, patios, walkways, driveways, fences and walls, and signs, etc.).
- ☐ Photographs, material samples, examples of comparable properties in the district (if using them as basis for specific designs), plans, or drawings that will help to clarify the proposal, if applicable, or if required by staff as part of the review.



**Staff Use Only:**

**COA fee (\$1 per \$1000 of construction costs, \$10 minimum)  
or Minor Works fee (\$10 flat fee):**

Amount: \$ ~~25~~ 750

☐ After-the-fact application (\$100 or double the COA fee\*):  
\*whichever is greater

Amount: \$ \_\_\_\_\_

Total Due: \$ 150

Receipt #: 060354

Received by: Joseph Hoffheimer Date: 1/21/25

This application meets all Unified Development Ordinance requirements and has been reviewed for compliance with all approved materials.

☐ N/A ☒ Yes

Zoning Officer: Joseph Hoffheimer

This application meets public space division requirements.

☒ N/A ☐ Yes

Public Space Manager: \_\_\_\_\_

**Historic Architectural Inventory Information**

Original date of Construction: \_\_\_\_\_

Description of the Property:

Applicable Design Standards:

Other reviews needed?

☐ Hillsborough Zoning Compliance Permit ☐ Orange County Building Permit ☐ Other: \_\_\_\_\_

**Minor Works Certificate of Appropriateness Application Decision**

☐ Approved ☐ Referred to HDC

Minor Works Reference(s): \_\_\_\_\_

**Certificate of Appropriateness Decision**

☐ Approved ☐ Denied

Commission Vote: \_\_\_\_\_

Conditions or Modifications (if applicable):

\_\_\_\_\_  
Historic District Staff Signature

\_\_\_\_\_  
Date

Introduction

The project building is located at the rear of the property facing East Union Street and is currently a separate apartment and shed with a 106 East Union Street address. It is classified as contributing and is estimated to have been constructed in the 1940s. It is a one-story, hip-roofed, frame building with German-profile weatherboards, a standing-seam metal roof with interior brick chimney, and a bank of three six-over-six wood-sash windows on the north elevation. There is a shed-roofed entrance bay on the west elevation with a fifteen-light French door and a shed-roofed storage bay on the east elevation with vertical metal sheathing and paired doors on its north elevation. Please see existing conditions pictures below:

Existing front (E Union St)





Existing left looking southwest





Existing left looking west



Existing left looking northwest





Existing rear looking north

Project

The homeowners are proposing only changes to the shed on the east side of the lap sided apartment. Essentially, they are proposing to replace the existing vertical 5V metal siding with wood German siding (painted white to match) to match the existing apartment lap siding. Additionally, they are proposing to replace the two shed doors with a wood garage type door as shown on the elevations below. Lastly, they would like to replace the gravel in front of the shed doors with brick pavers to match the existing brick pavers for their carport (see photo below).

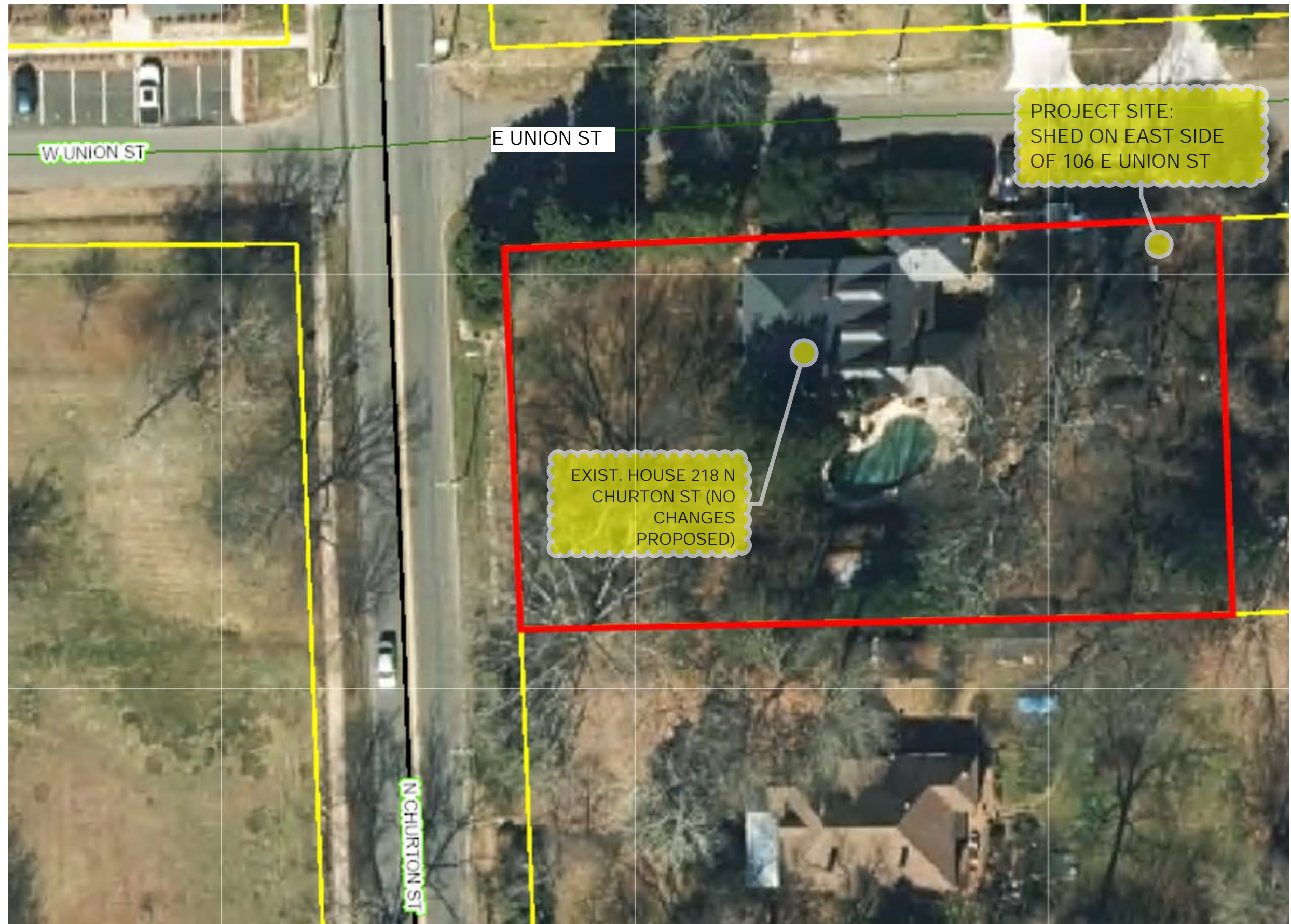


Landscaping

No trees will be removed, and no new landscaping is proposed at this time.

<b>Material Category</b>	<b>Existing</b>	<b>Color</b>	<b>Proposed</b>	<b>Color</b>
siding	5V metal	Black/tan	Wood german siding	White to match
trim	Wood	White	Hardieboard	White to match
fascia	Wood	White	Hardieboard	White to match
roof	5V metal	gray	No change	N/A
driveways	Gravel	Natural	Brick	To match existing
fences	Wood	No change	N/A	N/A





PROJECT SITE:  
SHED ON EAST SIDE  
OF 106 E UNION ST

EXIST. HOUSE 218 N  
CHURTON ST (NO  
CHANGES  
PROPOSED)

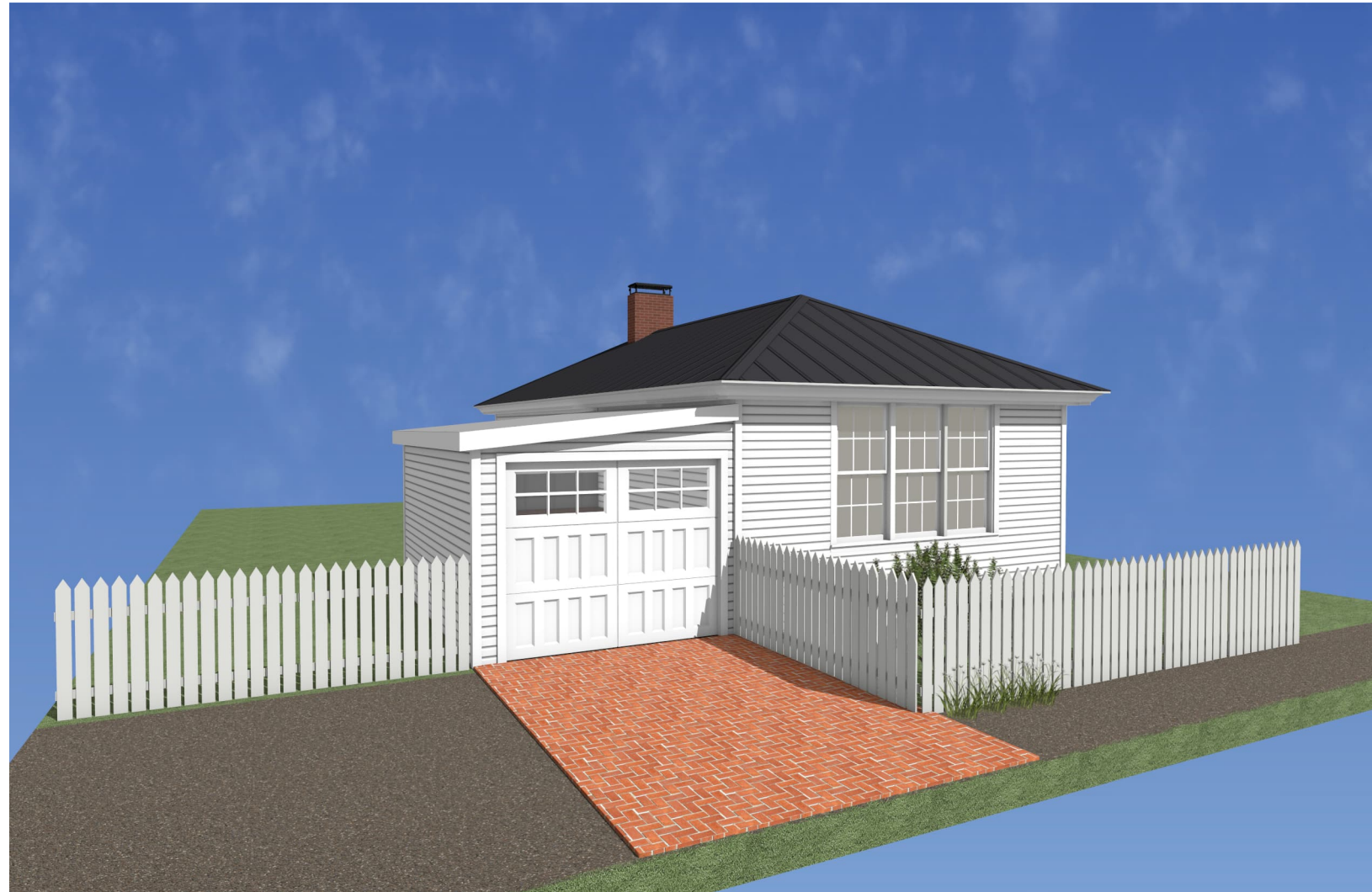


SITE PLAN

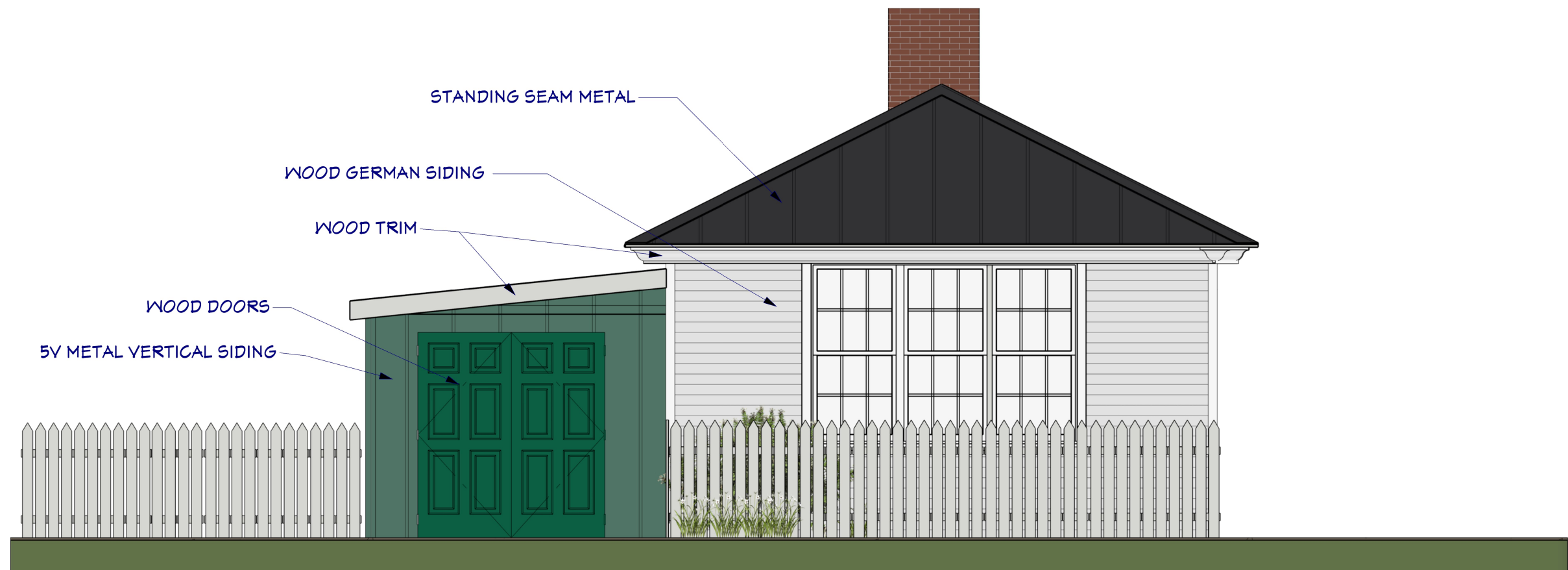




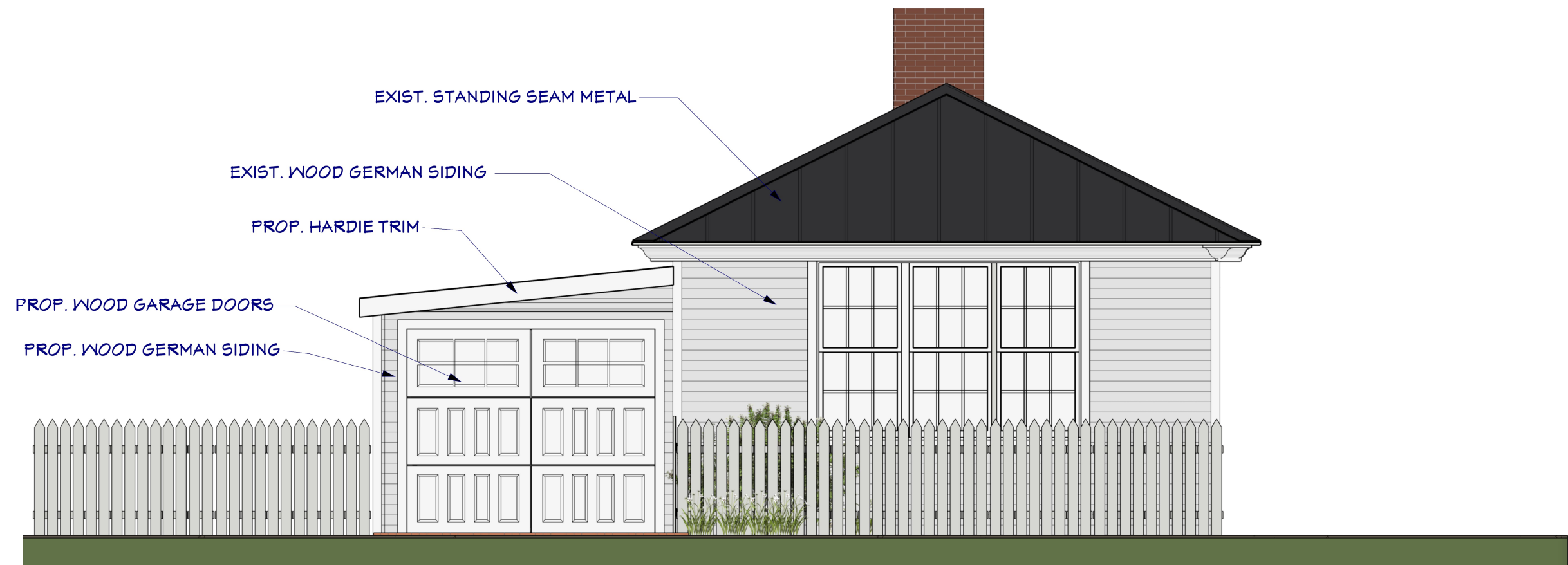
Existing Perspective



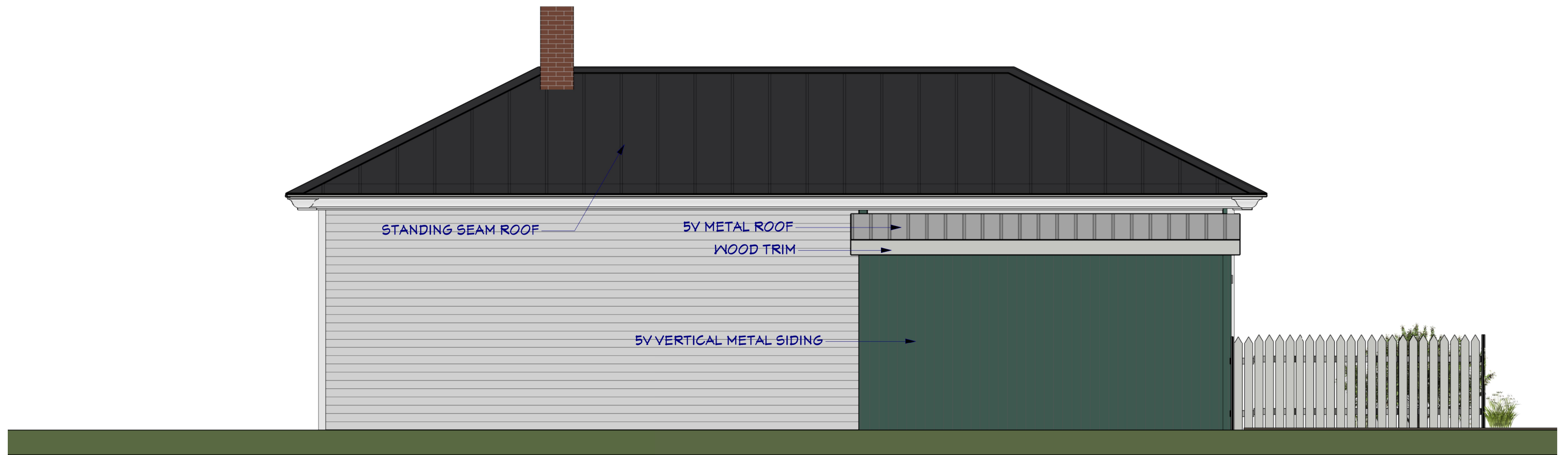
Proposed Perspective



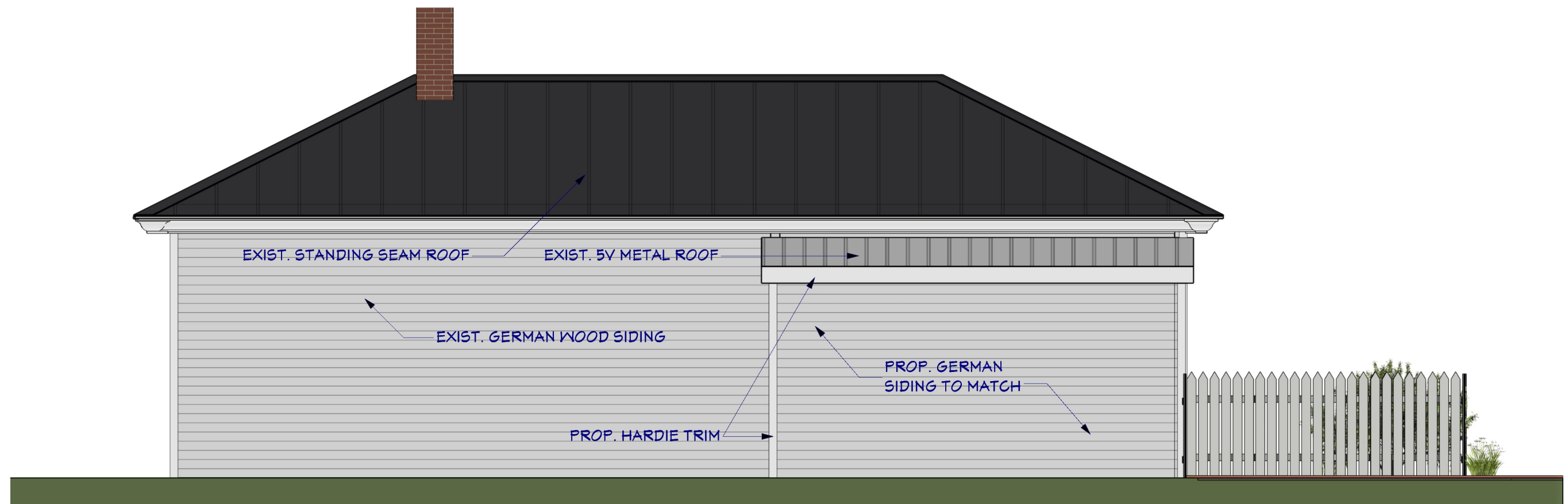
Existing Front Elevation (E Union St)



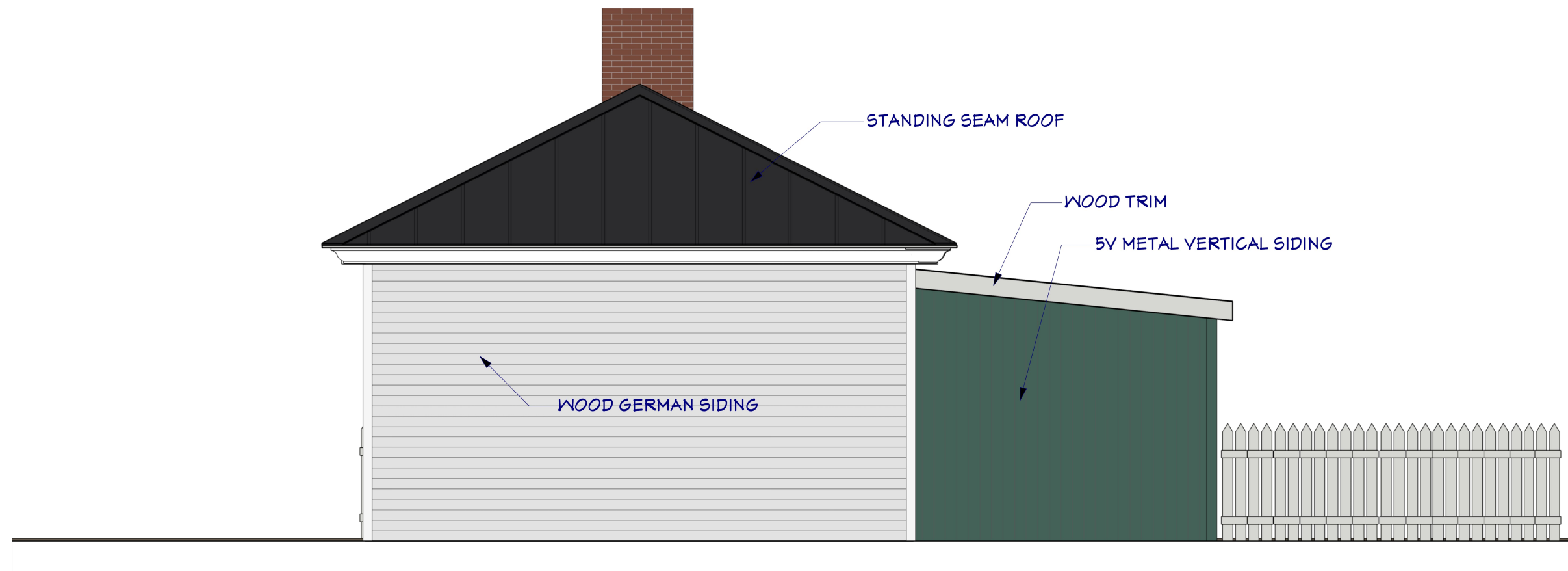
Proposed Front (E Union St) Elevation



Existing Left (East) Elevation

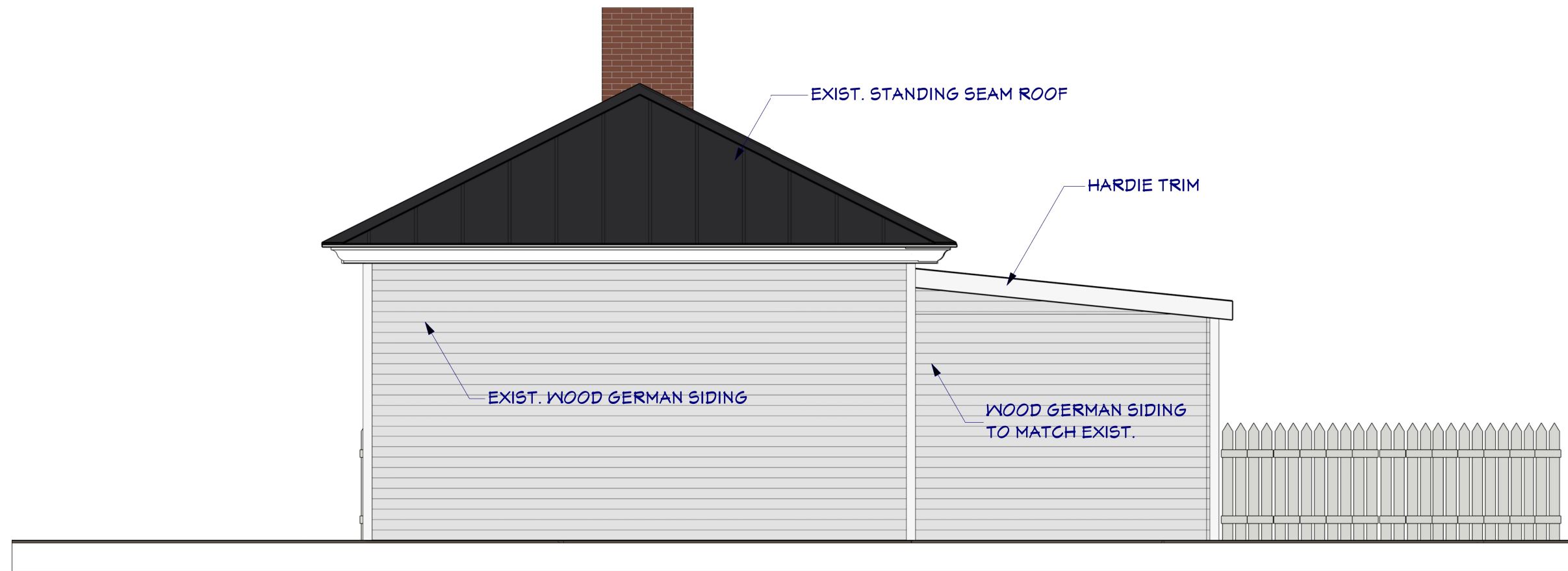


Proposed Left (East) Elevation



Existing Rear (South) Elevation





Proposed Rear (South) Elevation

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9874086022 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

1/23/2025  
Date

Joseph Hoffheimer, Planner  
(for Hillsborough Planning Department)

PIN	OWNER1_LAS	OWNER1_FIRST	OWNER2_LAS	OWNER2_FIRS	ADDRESS1	ADDRESS CITY	STAT	ZIPCODE
9874072965	HISTORIC HILL				319 N CHURTON ST	HILLSBOROUGH	NC	27278
9874077859	BELLINGER	DWIGHT ALLEN	BELLINGER	SUSAN AILEEN	312 N CHURTON ST	HILLSBOROUGH	NC	272782125
9874083136								
9874083136	CRANE	DAVID M	CRANE	JUDITH P	102 W UNION ST	HILLSBOROUGH	NC	27278
9874083136	BURNS	AMY T			104 W UNION ST	HILLSBOROUGH	NC	27278
9874083136	HADDICAN	BRIDGET			106 W UNION ST	UNIT 3 HILLSBOROUGH	NC	27278
9874085280	FOTINATOS	MICHAEL	HUTT	MAIA	400 N CHURTON ST	HILLSBOROUGH	NC	27278
9874086022	DEMOREST	STEPHEN B TR	DEMOREST	NANCY C TR	318 N CHURTON ST	HILLSBOROUGH	NC	27278
9874086269	WERRELL	TIMOTHY S	BLETTNER	VALERIE J	404 N CHURTON ST	HILLSBOROUGH	NC	27278
9874087071	VINSKI	JEROME M	VINSKI	CATHY J	110 E UNION ST	HILLSBOROUGH	NC	27278

