

Agenda

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. September 2, 2026

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 August 5, 2026

5. Written decisions review and approval

Approve written decisions from regular meeting on August 5, 2026

6. New business

- A. Certificate of Appropriateness (COA) Application: **113 W. King St.**-install mural on previously painted alley wall and sign on front entrance (PIN 9874064264)
- B. COA Application: **324 W. Margaret Ln.**-replace wood windows with fiberglass windows (PIN 9864861048)

- C. COA Application: **200 S. Cameron St.**-extensive deconstruction of the existing Link Building to its structure and construction of a new sheriff's office using the existing footprint (PIN 9874153612)

7. General updates

8. 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. Aug. 5, 2026

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



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

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 6:30 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

There were no changes to the agenda.

4. Minutes review and approval

Minutes from regular meeting on June 24, 2026.

Motion: Senner moved to approve the minutes from the regular meeting on June 24, 2026, with corrections. Member Sara Riek seconded.

Vote: 5-0.

Corrections: Page 4 of 12, second full paragraph: change "righter" to "tighter."

5. Written decision review and approval

Written decision from regular meeting on June 24, 2026 that have not already been approved via email.

Motion: Member G. Miller moved to approve the written decision for 437 Dimmocks Mill Rd. and 131 E. Queen St. from the regular meeting on June 24, 2026, as submitted. Riek seconded.

Vote: 5-0.

6. New business

- A. Certificate of Appropriateness Application: 104 S. Hillsborough Ave.
Replace wood windows with aluminum-clad wood windows (PIN 9864763058).

Senner opened the public hearing.

Senner asked whether there were any conflicts of interest or bias among the commissioners. Member Hannah Peele disclosed that she had a professional conflict of interest with the application. No other conflicts were disclosed.

Motion: Senner moved to recuse Peele from participation in the hearing for this application. Miller seconded.

Vote: 4-0.

All commissioners disclosed that they had visited the site in preparation for reviewing the application.

Planner Joseph Hoffheimer was sworn in. Bridget Booher, the property owner, was sworn in to speak on behalf of the application.

Hoffheimer presented 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:

- The applicant submitted an amendment after the public notice deadline. The amended application proposes restoring the current street-facing wood windows, which would necessitate storm windows (allowed as minor works). If restoration does not work, the alternative would be to replace the street-facing wood windows with all-wood windows, which also would be allowed as minor works.
- The wood side windows would still be replaced by aluminum-clad wood windows. There is some ambiguity over whether aluminum-clad wood would be allowed as minor works in this instance, but staff generally view the amended application to be more consistent with the Historic District Design Standards. The application is being heard at this hearing mainly because of the original proposal submitted prior to the public notice deadline.
- The two side windows in question have very limited visibility from public view.

Senner summarized the key elements of the Windows standards, which give preference to retaining, preserving, maintaining, and restoring the original windows whenever possible, while replacing them in kind if restoration is not feasible, and only considering replacing them with other compatible materials when in-kind replacement is not feasible. Booher confirmed that the intent of the amended application is to restore the windows if possible, and, if not possible, to replace them in kind with wood windows on the front facade and aluminum-clad wood on the sides.

The commissioners reviewed the front and side elevations. Senner reminded the commissioners that the design standards allow for more leniency on the sides, where they are less visible from public view. He noted that there are numerous examples throughout the district of aluminum-clad wood windows on side elevations.

Senner summarized the commissioners' discussion: The amended application's aims to prioritize the restoration of existing street-facing wood windows, and their replacement with wood windows if restoration is not possible, is in keeping with the intent of the design standards and is not incongruous with the character of the district. The aluminum-clad wood windows on the side elevations are not incongruous with the design standards or with the character of the district.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 104 S. Hillsborough Ave. application is in keeping 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 in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Windows. Riek seconded.

Vote: 4-0.

Motion: Miller moved to approve the amended application as submitted. Riek seconded.

Vote: 4-0.

- B. Certificate of Appropriateness Application: 437 Dimmocks Mill Rd.
Add new windows, exit enclosure, and rooftop monitor (PIN 9864646207).

Senner opened the public hearing.

Senner asked whether there were any conflicts of interest or bias among the commissioners. Riek disclosed a professional conflict of interest with the application, as she is a teacher at the school in question. No other conflicts were disclosed.

Motion: Senner moved to excuse Riek from participation in the review of this application. Miller seconded.

Vote: 4-0.

All commissioners disclosed that they had visited the site in preparation for reviewing the application.

Elena Wells and Eddie Belk were sworn in to speak on behalf of the application. Riek was sworn in to provide public comment.

Hoffheimer presented the staff report. He noted that the National Register nomination information, application materials, and applicable Secretary of the Interior standards would be entered into the record as evidence. He provided the staff comments:

- The Historic District Commission approved a similar request to install windows in bricked-in window openings at the August 2024 meeting.
- Staff received a question about the new exit enclosure. Staff looked further into the details and observed that it is well protected from public view and does not interfere with the historic fabric of the building. They note that the metal material matches the material of a similar structure on the building, though staff were unable to find a record of when that material was previously approved.

Belk introduced the application by explaining that the proposed work is meant to create an inviting space for the students and teachers at The Expedition School, which is the main reason the applicants are hoping to increase the amount of natural light inside the space. He explained that the proposed exit enclosure is designed to replace the existing exterior stairway on the top floor, which would not be appropriate for use by small children. Belk said the applicants tried to complement the existing materials of the Eno River Mill. He said he has been in communication with the State Historic Preservation Office about the proposed work and that the applicants are trying to keep the proposed changes in line with the rest of the building while avoiding creating a false sense that the new features and materials are historic in nature.

Senner noted that, as explained in the application, there are examples of reopening historic window openings in the district. Belk confirmed that the applicants intend to match the new windows with the existing windows below. He said the windows on the lower floor are aluminum, though the applicants do not know the date they were installed.

Senner noted that the new stair enclosure is designed to mimic the existing modern stair enclosure on the building. Belk said he did not know when that stair enclosure was built, but Will Riedel of Belk Architecture, who was not sworn in, said it was likely built sometime around the 1950s, when some other major changes were made in that area of the building. Belk confirmed that the style of the stair enclosure is meant to differentiate it from the original mill. Senner observed that this is consistent with the recommendations of the Secretary of the Interior.

Belk confirmed that, unlike the existing stairwell, there will be no electrical equipment added to the exterior of the new stairwell. He added that the sculpture on the roof of the building will be relocated.

The commissioners discussed the roof monitors. The commissioners expressed appreciation for the diagrams of the sight lines for the roof monitors that were included in the application, evidence of the efforts taken to position the monitors out of public view. Belk explained that this part of the mill originally had sawtooth roof monitors. He said an old photograph shows the location of the original monitors, which face the same direction as the new monitors. He explained that the main difference between the original monitors and the new ones is that the original monitors had the windows installed on an incline and failed quickly because of their exposure to the elements, and the new monitor windows will be installed vertically, protected by the roof overhang.

Belk said the roof membrane will be turned up the roof slope, with triangular walls on the sides, a rectangular wall on the front, and windows across the front with shorter windows that turn onto the two short sides. He said there will be Hardie plank lap siding on the walls the windows are installed in, and curb flashing up from the roof. He noted that the siding will be almost invisible from street-level view and that the Hardie plank was chosen for its durability.

Riek provided public comment, saying that the owners of the Eno River Mill and the architects had done a laudable job creating a space within the mill building that meets the needs of the school while also meeting the recommended standards. She said they have put notable effort into protecting the mill as a historic building.

Senner noted that the project meets the adaptive reuse objectives of the Secretary of the Interior's standards.

Senner summarized the commissioners' discussion: The scope of the work, including the reopening of the existing bricked-in window openings, the new windows matching the existing, the new stair enclosure, and the new rooftop monitors, is designed in a way that is aligned with the Secretary of the Interior's standards. These include minimizing the visual impact of the rooftop monitors, adding a new stairwell that is compatible with the previous modifications to the mill while remaining clearly identifiable as an addition, and adding the new windows to the bricked-in openings in ways that are thoughtfully coordinated with and respectful of the past openings and that use compatible materials.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 437 Dimmocks Mill Rd. application is in keeping with the overall character of the historic landmark and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Secretary of the Interior's Standards for Rehabilitation. Senner seconded.

Vote: 4-0.

Motion: Miller moved to approve the application as submitted. Senner seconded.

Vote: 4-0.

- C. Certificate of Appropriateness Application: 404 Calvin St.
Mud room addition, garage, stone walk, porch, wood trellis, and fence (PIN 9864756398).

Senner opened the public hearing.

Senner 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.

John Young, the property owner, was sworn in to speak on behalf of the application. Doug Peterson and Jeanie Beckley were sworn in to offer public comment on the application.

Hoffheimer presented 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:

- The design standards do not directly address pergolas or louvers, but a similar pergola, facing the street, on Lydia Lane was recently approved by the commission. In addition, the compatibility matrix allows louvers on a case-by-case basis.
- The siding material was listed only as cementitious. Fiber cement has been allowed on many occasions.

Young introduced the application by saying he wanted to honor and elevate the historic structure and complement it with the design language for the new elements rather than competing with it or trying to mimic history. He gave the example that they have designed the new porch deck with wood that is perpendicular to the house rather than the existing parallel design, which traps moisture and is not very durable. He said the mud room will be modest in scale and will be about the same footprint as the existing stoop. He said they will remove the gable roof of the stoop and will replace it with a flatter roof, which decreases its visibility from the street. Young said the steeply gabled roof of the shed, which he has not seen many instances of in the historic district, would be replaced with a flatter shed roof. He added that a tonal paint scheme will help distinguish the historic features from the new elements.

Young summarized the three objectives the applicants had for this project: 1. A private bedroom for older parents and the property owners to use in the future, which is enabled by the mudroom addition; 2. A more durable, more weatherproof, and more pest-proof storage building; and 3. Screening between the property owners' most frequently used spaces and the new two-story addition next door, which is the impetus for the pergola and the louvers.

Young said that the applicants had considered restoration of the existing shed before deciding to build a new garage.

Young mentioned that the louvers are oriented so the light passes through toward the southeast and northwest, allowing a view into the yard from the street, but providing some screening from the house next door.

The commissioners reviewed the site plan. They observed that the mudroom addition is being sited in the same general location as the existing stoop and in a way that is clearly delineated as an addition to the house, following the recommendations of the design standards. They also observed that the new garage is sited near the location of the existing shed, set back at the end of the driveway and clearly subordinate to the primary house, as is consistent with the design standards and congruent with the house in terms of massing and siting.

Young said the canopy of the existing pecan tree will extend over the garage and currently extends over the back of the lot into the lot next door. He said he has done his best to protect the tree by removing ivy and plans to consult an arborist about the risks presented by its extended canopy. There was discussion of reusing portions of the foundation of the existing shed to minimize impact to the tree. Young said the foundation of the shed appears to be stacked masonry blocks. Peterson, a neighbor, added that he built the shed, and that it has six piers that are on two-by-two timbers. He confirmed that because of the foundation, the existing shed could not be used as a garage. Young said the existing structure has some damage from rot that would require excavation to salvage it, so the soil would have to be disturbed even if they were to keep the existing structure. He said that he does not intend to excavate very far for the foundation of the garage.

Young explained that he is keen to protect the tree and its roots as much as possible during construction. He agreed to install a tree protection fence during construction. He added that there is a small lean-to on the back of the existing shed, but that the new structure will not extend as close to the tree as the current structure does.

The commissioners discussed the visual impact of the mudroom. It was noted that from the perspective directly in front of the house, the mass of the mudroom does not show, but it does show from other viewpoints along the road, especially from the side since the house is on a corner lot. Young acknowledged that the mudroom is clearly visible from the right side of the house. Miller expressed concern that the massing of the new mudroom has greater visual impact than the existing stoop, which affects the character of that facade. Member Daniel Widis agreed that the placement of the house on a corner lot changes the visual impact of the side facade, but he observed that the character-defining facade with the most historical significance is the front of the house, which reads more prominently compared to the side. He noted that the massing on the side is set back and is not trying to engage or change the front volume or the viewer's relationship to it. Young added that the lines of the new mudroom are cleaner than the lines of the porch and that the mudroom will extend about twice as far toward the back of the house as the existing porch does, which will make it less visually impactful.

The commissioners reviewed the south elevation. Miller noted that the absence of windows on the front of the mudroom gives the house a different feel. Young noted that the front facade of the mudroom will not be very visible from the street since it is set back.

The commissioners reviewed the west elevation. They asked to see an example photo of the louver panels since they are difficult to visualize in the rendering. Young said he does not have an image of the panels, but he noted that the louvers are set back on the far side of the house from the perspective of this elevation. Hew described the louvers as a wood frame with vertical slats separated by gaps when viewed perpendicularly. He said the slats will be about one-quarter-inch thick and less than four inches wide, angled to the southeast/northwest at about 45 degrees. He clarified that the louvers will be spaced so that even from a straight-on view there will be small gaps between the slats. He reiterated that the louvers will be more transparent from the street than from the side view. Young said the louvers are proposed to be painted, but the applicants will be considering thermally modified wood and will consult

with staff if they decide to pursue that direction. He said the pergola beams will be thermally modified wood, and he added that the purpose of the pergola is also to provide some screening options between the house and the house next door.

The commissioners discussed the character-altering implications of adding the louver panels. There was agreement that the addition of the louvers changes the character of the facade and that this impact is minimized by the louvers being added to the rear of the house. There was discussion of the permanence of the louvers.

Young addressed the congruency of the louver panels within the district. Young said there is currently a fence with vertical rails where the louvers will be installed, and he believes the louvers will allow more light to pass through and increase visibility of the yard from the street. He said the logic behind the louvers is to have more light rather than to install a fixed fence. He added that the louvers give additional differentiation between the historic elements and the new addition.

The commissioners reviewed the north elevation. Peterson clarified that the existing fascia on the most recent addition is Hardie with smooth-side-out and a four-and-one-half-inch reveal. He added that the trim on the existing addition is also Hardie.

Young confirmed that the wood of the pergola will run in only one direction, from the side entrance to the garage and in the same direction across the back patio.

The commissioners reviewed the east elevation. Young confirmed that the intent of the pergola rafters is to leave the rafter tails exposed all the way from the house to the garage, in one continuous line.

Young confirmed that none of the new windows will have mullions. He added that none of the windows on any of the existing new additions have mullions. Peterson added that this differentiates them from the historic portions of the house, which have simulated divided lites.

The commissioners returned to the discussion of the louver panels. Widis referenced a conversation from a previous Historic District Commission meeting that centered around the spacing between slats. He surmised that the commissioners' reaction to the proposal would be different if the louvers had narrow gaps that essentially formed a solid screen when viewed straight-on, as depicted in the drawings. He expressed concern that none of the drawings accurately depict what the louvers will look like in reality, and they read as so dark and dense that it would be helpful to get a better sense of their scale and dimensions. There was discussion of adding a condition that the louvers are aligned in a way that provides visibility from the street. Riek noted that there is currently a fence in place that does not provide visibility, so louvers would provide more visibility than what exists. It was acknowledged that even a solid fence would not be incongruous in this context. Young said he would be amenable to a condition that requires the louvers to be angled in the southeast-northwest direction. Miller said he found it to be important whether the slats form a solid screen or are spaced with gaps between them.

Young said he had not discussed the bracketry with the designers yet, but that he assumes the louvers would hang from a material that is structurally sufficient but has minimal exposure, such as wire or chain. He said his preference would be for a material that speaks to the design language of the rest of the house.

Young said the new crawlspace access doors will be painted wood with wood trim.

Young confirmed that all windows will be clear glass, despite the renderings showing windows as a darker shade.

Young addressed the elevated stone walkway, explaining that it is two steps down from the stoop and a half-step, or less than six inches, down onto the driveway. He said the exposed side of the stone pavers will be parged masonry, continuing the same language as the steps down from the stoop.

The commissioners reviewed the elevations for the garage. Young clarified that the new aluminum-clad wood door on the garage will match the existing door on the side entrance of the house and on the shed. He said the trim will match the existing trim on the main structure of the house.

Young addressed the shed roof of the garage in relation to the gabled roof of the house, saying there are other instances of shed roofs around the main structure, and that the slopes are similar. He showed an image of the existing shed's roof, which mimicked the roof of the historic main house—a design the applicants wished to differentiate the new garage from.

The commissioners reviewed the renderings. Young addressed the congruity of extending the trellis structure to connect both the main structure and the secondary structure. He referenced a house on the north side of the 300 block of West King Street, which, in his recollection, has a pergola that attaches the garage to the main house. He said the design of the pergola is an important element for screening purposes because the new addition to the house next door will be built close to the property line.

There was discussion of the incorporation of the exposed rafters and whether they read as part of the original structure or as part of the new addition. Widis said he sees the pergola as a feature that helps to distinguish the new addition from the original historic structure and does not compromise the historic character of the primary structure. There was discussion of the lack of other examples of similar trellises that contribute to the roof framing of an addition and also extend to an outbuilding. Widis said he did not find the feature to be incongruous with the district. It was noted that the elements of trellises and exposed rafter tails exist elsewhere in the district, though there are few examples of them being combined in this particular way.

The commissioners reviewed the rendering of the north elevation. Young said the kneewall surrounding the back patio is existing, and the cap and the steps embedded in the wall will be made of the same stone pavers that will be used for the walkway on the east side. Young said he believes the low front face of the back porch will be parged. He said the surface outside the door of the garage will be a ground-level concrete pad.

Peterson provided public comment, expressing support for the proposed work and saying that he views the proposed changes as improvements to the property.

Beckley, a neighbor, provided public comment, saying she agreed with Peterson's sentiment. She said she does not believe the louvers will be very visible from the street, especially with the new addition being built next door. She said in order to see them, one would have to look far down the driveway. She said she believes the louvers will be a benefit to the property.

Patricia Ficalora was sworn in to provide public comment. She observed that the front elevation of the mudroom will be a blank wall and wondered whether a window could be installed on its front facade. She proposed that installing a window on that wall and using a pitched roof instead of a flat one would be more aesthetically pleasing and would reflect the architecture of the original stoop. Young responded that

he had considered including a window and that the flatter roof was meant to provide differentiation from the historic structure rather than emulate it.

Senner summarized the commissioners' discussion: Overall, the proposed work is not incongruous with the historic district and is consistent with the design standards. The mudroom addition is being added to the side of the house and is set back from the front of the property, preserving the primary character-defining elevation. The addition is clearly differentiated from the original structure and is massed in a way that is subordinate to the primary structure with the lower roofline. The garage is being added at the end of the driveway and in the same footprint as an existing shed and is massed so it is clearly subordinate to the primary structure and is consistent with the siting of similar outbuildings in the district. All the materials are consistent with the compatibility matrix and congruous with the district. The color scheme is consistent with the design standards. The louver panels, although unique in the district, are constructed with compatible materials and are not incongruous from a design intent and screening standpoint, with the condition that they be louvered such that the openings are facing toward the street. The pergola, although unique in the district and unique in its extension into the outbuilding structure, is made from compatible materials and borrows from similar elements and language in other parts of the district in a way that makes it not incongruous with the district in this unique, newer combination.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 404 Calvin St. application is in keeping 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 in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Additions to Residential Buildings; Windows; Doors; Walkways, Driveways, and Off-Street Parking; Fences and Walls; New Construction of Outbuildings and Garages. Riek seconded.

Vote: 5-0.

Motion: Miller moved to approve the application with conditions. Riek seconded.

Vote: 5-0.

Conditions:

- The pecan tree will be protected from damage with a tree protection fence during construction.
- The louvered fence will have the louvers situated so the maximum visible opening will be in the southeast-to-northwest direction to maximize visibility from the street.

D. Certificate of Appropriateness Application: West Orange Street
Southeast corner of West Orange Street and North Wake Street
New construction house with basement (PIN 9864987338).

Senner opened the public hearing.

Senner 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 presented 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:

- The site is wooded, but staff have confirmed that no mature trees with diameters above 24 inches will be removed.

Taylor Cates Herndon and Kolby Herndon, the property owners, were sworn in to speak on behalf of the application. Kimberly Whitted and Chris Bartholomew were sworn in to provide public comment.

Cates Herndon said the intent of this application is to build a house consistent with the character of the historic district.

The commissioners reviewed the site plan.

Cates Herndon said the front of the house will face West Orange Street. She said the pavers for the walkway will have a natural appearance and will extend from the street to the front of the house.

Herndon said there will be a small amount of grading to install the driveway, but that the driveway will sit higher than the basement level. He said the main cutout of earth will be in the back toward the east side. There was confusion about the grading of the driveway, and Herndon clarified that the site plan was inaccurate. He said the driveway will end around the mid-point of the back of the house and will not follow the topography down the hill to the basement level. He confirmed that a retaining wall of stacked concrete masonry units with a stone veneer will be installed to support the driveway.

There was discussion of the trees on the property. It was confirmed by staff that no trees over 24 inches would be removed, and also that it did not appear that any trees over 24 inches exist on the property. Herndon confirmed this.

Herndon said the six-foot bump-out on the west side of the house is for a bathroom.

Cates Herndon said that the eventual plan is to install a patio outside the basement at the rear of the house, but that no patios are included in this application. Staff confirmed patios could possibly be approved as minor works.

Senner observed that many of the properties in the immediate vicinity of this site are modest one-story structures. Herndon said the design of the house is intended to look about one-and-a-half stories above grade and that a full two stories will only be visible from one approach to the house. He added that they intend to add landscaping to minimize the view of that side of the house. He said the three-sided porches with the lower-pitched shed roof and the smooth white lap siding make it feel smaller. He added that he has professional experience in residential construction. He said the applicants want the house to look like it has always been there rather than standing out within its context. He said the house was designed to accommodate the needs of his family.

Herndon said there are holly bushes along North Wake Street and magnolias, maples, and rhododendrons on the site. He said they intend to leave as much vegetation along the street as possible to create privacy.

Herndon and Cates Herndon confirmed the chain-link fence that is currently on the property will be removed, and that a new fence would be installed to enclose the pool next door.

The commissioners reviewed the front elevation.

Riek said she found the front of the house to be a good balance of fitting within the character of the district while not replicating existing homes in the district.

Widis expressed concern about the massing of the home within the context of the neighborhood and acknowledged Herndon's testimony that care has been given to creating a design that is thoughtfully scaled and massed. He added that the way the house is sited on the property allows for a more modest frontage that better fits with the scale of the neighborhood. Senner observed that massing the roof in this way and having a front porch that extends to the sides helps it read as more of a horizontal element as opposed to a large vertical element.

Herndon said the openings flanking the front door will be paint-grade and will look very similar to the front door, but they will be fixed. He said the columns will be painted six-by-six beams with a base cap at the top and bottom. He said the fluted elements shown in the elevations will not be there, and that they will be smooth.

Herndon confirmed the shingles will be architectural shingles, and the roof over the porch will be standing seam. He said the 12/10 slope marking on the top roof of the elevation indicates the slope of the main roof rather than the dormer.

Herndon confirmed the house will be about 25 feet from grade at the first floor.

Herndon said the asymmetrical portion of siding shown on the right side of the porch is the six-foot bump-out toward the rear of the house.

The commissioners reviewed the left side elevation.

Herndon said the wedge-shaped piece on the right side that doesn't appear to have siding will indeed have siding.

The commissioners reviewed the rear elevation.

Herndon confirmed the triangle under the porch on the left side will be sided, despite no siding being shown in the rendering.

Herndon said the six-foot bathroom bump-out will be cantilevered about 18 to 24 inches and will have Hardie on the underside. He added that the applicants may decide to remove the proposed window beneath the bump-out to decrease the amount of grading.

Herndon said the screened porch will be a full screen with the railing inside the screen. He said the vertical post in the middle of the porch will be wood.

Herndon said there will not be a frieze along the siding between the basement and the first floor. He confirmed that the wider panel shown in the elevation is a software rendering error.

There was discussion of the existence of modest cantilevers in the district. It was observed that this element is in the rear of the house.

The commissioners reviewed the right side elevation.

Herndon said access to the screened porch area will be from inside the house and from a wood door on the porch.

Whitted offered public comment on the application. Whitted said she owns the property to the south of the site in question. She expressed concern about drainage as a result of the new construction. Herndon responded that the basement will be built by digging a larger hole and installing Superior Walls and that they intend to divert all drainage out to North Wake Street. He said the driveway will be gravel, not concrete, and that they intend to keep as much vegetation as possible to mitigate drainage problems.

Bartholomew, a neighbor at 126 West Union St., provided public comment. He also expressed concerns about drainage, noting that this house will add a lot of impermeable or semipermeable area to the site.

There was discussion of the change between the existing and proposed grade lines. Herndon said there would be a change in elevation of about 4 to 5 feet but that he had not measured and so did not know the exact amount. He explained he would like the first floor to be about one foot higher than the elevation where North Wake Street and West Orange Street intersect. Senner noted that the intent of the design standards is to minimize grading as much as possible and observed that the applicants have attempted to do so and are working within the context of the existing contour of the site to accommodate the house. Herndon said the applicants would have chosen to build the house on a crawl space if it were on a site not readily appropriate for a basement.

Herndon reiterated that the driveway will not be as shown in the drawing, and that it will stop either at the side of the house or around the bump-out at the rear of the house.

Senner summarized the commissioners' discussion: The proposed design is not incongruous with the design standards or with the historic district. It uses a design language and style that is compatible with other homes in the district and consistent with the design standards. It uses materials that align with the compatibility matrix. While the other homes in the immediate vicinity tend to be more modest one-story properties, this design attempts to work with the existing contours and slope of the site to take advantage of space to include a basement. The applicants have designed the roof form to minimize the visual impact of the front elevation from West Orange Street. The use of the wraparound porch helps create a more horizontal feel on the front facade, minimizing the visual impact of the home's height, which is slightly larger than some of the adjacent homes. The applicants clarified that the driveway will stop no further east than the start of the main house and will be terminated with a retaining wall made of concrete masonry units with a stone veneer to accommodate the change in elevation of the existing grade as it slopes down along the back of the site. The change in elevation from the current grades to the proposed is approximately five to six feet along the back of the property. The applicants intend to match the elevation at the front of the property and have worked with the slope that exists toward the back of the property. No mature trees are being removed for construction, and effort is being made to maintain and add vegetation to preserve the wooded nature of the site.

Senner closed the public hearing.

There was deliberation about conditions to apply to approval of the application.

Motion: Miller moved to find as fact that the application for a house at the southeast corner of West Orange Street and North Wake Street is in keeping 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 in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: New Construction of Primary Residential Buildings; Walkways, Driveways, and Off-Street Parking; Exterior Lighting. Riek seconded.

Vote: 5-0.

Motion: Miller moved to approve the application with conditions. Riek seconded.

Vote: 5-0.

Conditions:

- The driveway will be terminated no farther east than the extension of the west wall of the house and will have a stone veneer retaining wall as needed.

7. General updates

Hoffheimer informed commissioners that staff may host a future training with the State Historic Preservation Office.

8. Adjournment

Senner adjourned the meeting at 8:36 p.m. without a vote.

Respectfully submitted,



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
) 404 Calvin St.
)

This request for a Certificate of Appropriateness (“COA”) to add a new mudroom, garage, stone walk, porch, wood trellis, and fence at 404 Calvin St. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on August 5, 2026. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 5-0 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 404 Calvin St. in the Town of Hillsborough. The Owners are John and Kenlyn Young (the “Owners”) and Applicant is P. K. Hensel (the “Applicant”).

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

a. Replace non-original front porch decking with thermally modified wood deck boards.

- b. Replace non-original crawl space doors.
- c. Remove the non-original stoop and portico roof on the east side of the 2015 addition.
- d. Remove the non-original deck on the north side of the 2015 addition.
- e. Remove the non-original fence and gate that runs between the existing addition and shed.
- f. Remove the non-original shed roof over the deck on the north side of the 2015 addition.
- g. Remove the non-original shed at the northeast corner of the property.
- h. Add a 7'-10" x 15'-6" mudroom (122 sq ft) to the east (side) façade.
- i. Construct an elevated stone walkway and wood pergola between the proposed mudroom and the new garage.
- j. Add a 19'-2" x 24'-9" garage (436 sq ft) at the northeast corner of the property, to the rear of the primary structure.
- k. Add a wood fence, gate, and louvered panels in place of the non-original wood fence and gate.
- l. Construct a stone patio on the north side of the non-original 2015 addition.
- m. Replace the non-original awning at north side of existing addition.
- n. Add stone stairs at the existing masonry retaining wall

All work will be in accordance with the amended 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. The Hillsborough Historic District Design Standards, specifically the standards for *Additions to Residential Buildings; Windows; Doors; Walkways, Driveways, and Off-Street Parking; Fences and Walls; and New Construction of Outbuildings and Garages*, were used to evaluate this request, and the amended Application is consistent with these standards for the following reasons:

- a. The mudroom addition is being added to the side of the house and is set back from the front of the property, preserving the primary character-defining elevation.
- b. The addition is clearly differentiated from the original structure and is massed in a way that is subordinate to the primary structure with the lower roofline.
- c. The garage is being added at the end of the driveway and in the same footprint as an existing shed. It is massed so it is clearly subordinate to the primary structure and is consistent with the siting of similar outbuildings in the district.
- d. All the materials are consistent with the compatibility matrix and congruous with the district.
- e. The color scheme is consistent with the design standards.
- f. The louver panels, although unique in the district, are constructed with compatible materials and are not incongruous from a design intent and screening standpoint, with the condition that they be louvered such that the openings are facing toward the street.
- g. The pergola, although unique in the district and unique in its extension into the outbuilding structure, is made from compatible materials and borrows from similar elements and language in other parts of the district in a way that makes it not incongruous with the district in this unique, newer combination.

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. John Young, Owner, appeared to present testimony and evidence in support of the Application.

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. The pecan tree will be protected from damage with a tree protection fence during construction.
- b. The louvered fence will have the louvers situated so the maximum visible opening will be in the southeast-to-northwest direction to maximize visibility from the street.
- c. 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 August, 2026.

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

) Application for
) Certificate of Appropriateness
) Southeast corner of W.
Orange St. and N. Wake St.
)

This request for a Certificate of Appropriateness (“COA”) to build a new construction house with basement at the southeast corner of W. Orange St. and N. Wake St. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on August 5, 2026. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 5-0 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 the southeast corner of W. Orange and N. Wake St. (PIN 9864987338) in the Town of Hillsborough. The Owners and Applicants are Taylor Cates Herndon and Kolby Herndon (the “Owners” and “Applicants”).

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

a. Construct a new traditional house with 6” Hardieboard lap siding (smooth side out), a stucco foundation with a 1,430 square foot first floor, a 1,127 square foot second floor, a 1,320 square foot basement, a 1190 square foot wrap around porch, a 62.5 square foot rear screen porch, and a 175 square foot lower patio; The windows (Artic White) will be 6 over 6 simulated divided lite aluminum clad; Except for the black standing seam metal (no striations) porch roof, all other roofs will be asphalt shingle (charcoal); The front porch has a 3:12 pitch wrap around hip roof; The main body of the house has a 10:12 gable with a front gable dormer with 10:12 pitch and a rear gable with an 8:12 pitch; On either side of the rear gable will be two small 3/12 pitched shed dormers; The maximum height above grade is approximately 34’-5 7/16”; The front porch will have wood decking with white wood square wood columns; The front door will be wood (medium walnut stain); All other doors will be fiberglass (medium walnut).

All work 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. The Hillsborough Historic District Design Standards, specifically the standards for *New Construction of Primary Residential Buildings; Walkways, Driveways, and Off-Street Parking; and Exterior Lighting*, were used to evaluate this

request, and the Application is consistent with these standards for the following reasons:

- a. The project uses a design language and style that is compatible with other homes in the district and consistent with the design standards.
- b. It uses materials that align with the compatibility matrix.
- c. While the other homes in the immediate vicinity tend to be more modest one-story properties, this design attempts to work with the existing contours and slope of the site to take advantage of space to include a basement.
- d. The applicants have designed the roof form to minimize the visual impact of the front elevation from West Orange Street.
- e. The use of the wraparound porch helps create a more horizontal feel on the front facade, minimizing the visual impact of the home's height, which is slightly larger than some of the adjacent homes.
- f. The applicants clarified that the driveway will stop no further east than the start of the main house and will be terminated with a retaining wall made of concrete masonry units with a stone veneer to accommodate the change in elevation of the existing grade as it slopes down along the back of the site.
- g. The change in elevation from the current grades to the proposed is approximately five to six feet along the back of the property. The applicants intend to match the elevation at the front of the property and have worked with the slope that exists toward the back of the property.
- h. No mature trees are being removed for construction, and effort is being made to maintain and add vegetation to preserve the wooded nature of the site.

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. Taylor Cates Herndon, Applicant, appeared to present testimony and evidence in support of the Application.
- c. Kolby Herndon, Applicant, appeared to present testimony and evidence in support of the Application. He clarified that the driveway will stop no

further east than the start of the main house and will be terminated with a retaining wall made of concrete masonry units with a stone veneer to accommodate the change in elevation of the existing grade as it slopes down along the back of the site.

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. The driveway will be terminated no farther east than the extension of the west wall of the house and will have a stone veneer retaining wall as needed.
- 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 August, 2026.

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

) Application for
) Certificate of Appropriateness
) 104 S. Hillsborough Ave.
)

This request for a Certificate of Appropriateness (“COA”) to replace original wood windows with aluminum-clad wood windows at 104 S. Hillsborough Ave. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on August 5, 2026. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 5-0 to approve the Application as amended by the Applicant. 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 104 S. Hillsborough Ave. in the Town of Hillsborough. The Owner and Applicant is Bridget Booher (the “Applicant”).

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

a. Install aluminum-clad wood windows on the front and sides of the house; The existing single-paned wood windows have chipping paint, wood rot, bold, broken

sashes, warping, and misalignment; After the public notice deadline, the Applicant submitted an amendment proposing to restore the existing street-facing wood windows, which would necessitate adding storm windows, or replace the existing street-facing windows with new wood windows (the proposal for the side windows remains unchanged).

All work will be in accordance with the amended 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. The Hillsborough Historic District Design Standards, specifically the standards for *Windows*, were used to evaluate this request, and the amended Application is consistent with these standards for the following reasons:

- a. The amended application's aims to prioritize the restoration of existing street-facing wood windows, and their replacement with wood windows if restoration is not possible, is in keeping with the intent of the design standards and is not incongruous with the character of the district.
- b. The aluminum-clad wood windows on the side elevations are not incongruous with the design standards or with the character of the 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. Bridget Booher, Applicant, appeared to present testimony and evidence in support of the amended Application.

CONCLUSIONS OF LAW

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

1. The amended 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 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 August, 2026.

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

) Application for
) Certificate of Appropriateness
) 437 Dimmocks Mill Rd.
)

This request for a Certificate of Appropriateness (“COA”) to add new windows, a new exit enclosure, and a rooftop monitor at 437 Dimmocks Mill Rd. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on August 5, 2026. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 4-0 to approve the Application. 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 437 Dimmocks Mill Rd. in the Town of Hillsborough. The Owner and Applicant is Eno River Mill, LLC (the “Applicant”).

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

a. Install eight new windows into the existing second story bricked-in window openings; The window openings will have the brick infill removed for installation

of new windows that will match the aluminum windows in the wall below in material and style; The second story wall to receive the windows is 65' long and 16' high.

b. Install a second story enclosure for a new exit stair; The existing metal stair, which does not comply with code, will be removed; A one story addition will be built on top of an existing first floor storage room and will house the enclosed exit stair; The dimensions of the proposed exit stair enclosure, consisting of two sides built on the storage room below, are 20' x 12' and 12' x 12', both 12' high; The 240 square foot roof will drain through a 4" x 6" gutter and 4" x 2.5" downspout; The proposed exit stair enclosure will match the existing stair enclosure at the east end of the window wall; The enclosure will be stud framed, insulated, and sheathed with metal panels and battens to match the existing stair enclosure.

c. Add sawtooth monitors glazed on the northwest face; The monitors will not be visible from the surrounding areas; The proposed rooftop sawtooth monitors are 12' wide and 6.5' high at the vertical, glazed southwest face; The planned sawtooth monitors will be wood, stick-built, with clear glazing.

All work will be in accordance with the drawings and plans entered into evidence at the hearing.

3. The Property is a local landmark (the "Landmark"), designated by Ordinance No. 20141208-10.B, adopted December 8, 2014. The Secretary of the Interior's

Standards for Rehabilitation (the “Standards”) were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. The scope of the work, including the reopening of the existing bricked-in window openings, the new windows matching the existing, the new stair enclosure, and the new rooftop monitors, is designed in a way that is aligned with the Secretary of the Interior’s standards.
 - b. The proposal aligns with the Secretary of the Interior standards by minimizing the visual impact of the rooftop monitors, adding a new stairwell that is compatible with the previous modifications to the mill while remaining clearly identifiable as an addition, and adding the new windows to the bricked-in openings in ways that are thoughtfully coordinated with and respectful of the past openings and that use compatible materials.
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. Elena Wells, Applicant, appeared to present testimony and evidence in support of the Application.
 - c. Eddie Belk, architect for the Applicant, appeared to present testimony and evidence in support of the Application.

CONCLUSIONS OF LAW

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

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

- a. 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 August, 2026.

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.

ITEM #6. A:

Address: 113 W. King St.

Year Built: c. 1888, c. 1931, c. 1985

Historic Inventory Information (2013)

The one-story, brick commercial building was erected in two phases and consists of two storefronts. The building has a painted brick exterior with a corbelled brick cornice at the parapet. The left (east) building has terra cotta coping at the parapet and the right (west) building has metal flashing at the parapet. The left storefront has paired one-light wood doors with a two-part transom. The doors are flanked by wood-frame display windows on a low brick knee wall and there is a boarded-up three-part transom that extends the full width of the storefront. The right storefront has a recessed entrance with replacement door with one-light transom. It is flanked by metal-frame display windows and has a boarded-up transom that extends the full width of the storefront. An asphalt-shingled pent roof added c. 1985 extends across both storefronts as well as 117 W. King, rendering both building noncontributing. The building on the left appears on Sanborn maps as a "general store" as early as 1888. In 1931 the building on the right was constructed, the two buildings were connected on the interior, and the left building was modified with a new storefront and façade.

Proposed work

- Paint mural on previously painted alley wall
- Install illuminated sign on front entrance to business

Application materials

- COA applications
- Mural and sign presentation
- Addendum with updated colors

Applicable Design Standards

- *Art:* 1, 4-9
- *Signage:* 5, 6, 9

Staff Comments

- The sign material is allowed by the compatibility matrix, but the illumination is not typical for the historic district and is not directly addressed by the design standards. The sign is not internally lit, but rather, backlit by internal lighting directed from the rear of the sign to the building wall.
- The most recent colors for the mural are included in the addendum and not the original application.

MURAL



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

<u>Orange County Parcel ID Number</u>		<u>Zoning District</u>	<u>113 W. KING ST. SPES 213</u> <u>Address of Project</u>
<u>LINDSEY RYAN (THEWALKIN)</u> <u>Applicant Name</u>		<u>113 WEST KING PARTNERS LLC</u> <u>Property Owner (if different than applicant)</u>	
<u>Applicant's Mailing Address</u>		<u>Property Owner's Mailing Address</u>	
<u>City, State ZIP</u>		<u>City, State ZIP</u>	
<u>Applicant Phone Number</u>		<u>Property Owner's Phone Number</u>	
<u>Applicant's Email</u>		<u>Property Owner's Email</u>	
<u>Description of Proposed Work:</u> <u>MURAL ON ALLEY WALL (NOT BRICK)</u>			
<u>Estimated Cost of Construction:</u> \$ <u>2500.00</u>			

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.

Lindsey Ryan
Applicant's Signature (Optional)

7.1.26
Date

X
Property Owner's Signature (Required)

7.1.26
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")

- ☐ 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: \$ _____

☐ After-the-fact application (\$500):

Amount: \$ _____

☐ Demolition request review (\$50):

Amount: \$ _____

Total Due: \$ _____

Receipt #: _____

Received by: _____

Date: _____

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 Manger: _____

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

SIGN



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

<u>Orange County Parcel ID Number</u>		<u>Zoning District</u>	<u>113 W. KING ST. STE 203</u> <u>Address of Project</u>
<u>LINSEY RYAN (THE WALK INN)</u> <u>Applicant Name</u>		<u>113 WEST KING PARTNERS LLC</u> <u>Property Owner (if different than applicant)</u>	
<u>Applicant's Mailing Address</u>		<u>Property Owner's Mailing Address</u>	
<u>City, State ZIP</u>		<u>City, State ZIP</u>	
<u>Applicant Phone Number</u>		<u>Property Owner's Phone Number</u>	
<u>Applicant's Email</u>		<u>Property Owner's Email</u>	
<u>Description of Proposed Work:</u> <u>SIGN ON FRONT ENTRANCE</u>			
<u>Estimated Cost of Construction:</u> \$ <u>SIGN \$600.00</u>			

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.

<u>Linsy Ryan</u> <u>Applicant's Signature (Optional)</u>	<u>7.1.26</u> <u>Date</u>	<u>X [Signature]</u> <u>Property Owner's Signature (Required)</u>	<u>7.1.26</u> <u>Date</u>
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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: \$ _____

☐ After-the-fact application (\$500):

Amount: \$ _____

☐ Demolition request review (\$50):

Amount: \$ _____

Total Due: \$ _____

Receipt #: _____

Received by: _____

Date: _____

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

JLTC LLC
The Walk Inn
Exterior Mural Project & Permanent Sign

113 West King St. Suites 2 & 3
Hillsborough, North Carolina 27278

lindsey@walkinnhillsborough.com

Lindsey Ryan

Owner

Cell 743-214-5600

ZONING: CC (Central Commercial)

HISTORIC DISTRICT OVERLAY: Yes

CURRENT USE: Retail

CONTENT

Cover Page

Mural Existing Conditions

Mural Wall Measurements

Mural Project Narrative

Graphic Representation of Mural

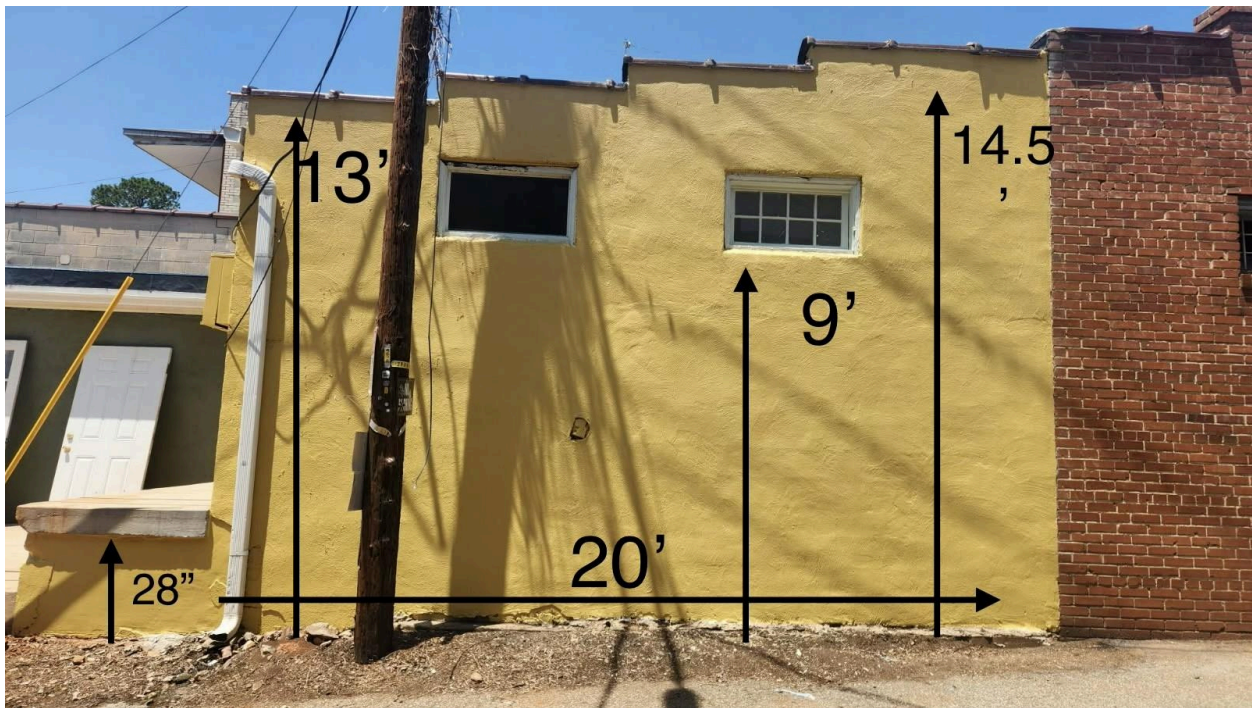
Existing Wall for Sign

Sign Measurements, Materials and Placement

EXISTING CONDITIONS



MURAL WALL MEASUREMENTS



PROJECT NARRATIVE

This mural will be at The Walk Inn, a female owned newly built bar that is located in the alley behind Town Scoop and Dual Supply. 113 West King Street Suites 2 & 3. It will be painted on only the stucco surface of the south facing alley wall of the King Street alley. No brick will be painted.

My name is Lindsey Ryan. I am the bar owner. I have worked at Pizza Cornicione in the town of Hillsborough for the last 2 years and have completely fallen in love with this community. I'm hoping to add to an already thriving downtown business ecosystem.

The artist's name is J. Massullo. <https://jmassulloart.com/>
He is a local artist who is known for his funky abstract nature scenes. He has done a ton of murals throughout the state but not in Hillsborough! I have been following him for years hoping I'd get a chance to commission him. The color palate will be tasteful on top of the already Golden Wheat primed wall.

This mural 100% is for the community and meant to bring attention to the historical district in downtown Hillsborough. I really want this mural to provoke thought and conversation about the city.

There is a double faced woman that is a tribute to all women from every culture. Women of color like Elizabeth Keckley, indigenous women like the Occoneechee and any female story that has shaped the local Hillsborough history. We chose the Albino deer because of the prophetic spiritual message behind them. Ideas like change, uniqueness, new beginnings and transition. They seem to be a huge part of the local lore and a sign of good luck. There will be butterflies and other insects depicted. As well as mushrooms because they keep growing around the property.

I also really wanted to highlight the farmers market with the flowers, some possible herbs like lavender or basil because I just think it is such an incredible destination in this town. I used to work for Botanist and Barrel at the market and I just fell in love with the women that run it and put it together for the community rain or shine! I'm hoping this mural will bring more attention to the downtown economy as it feels like Hillsborough is quickly becoming a destination for people to explore and spend money in.

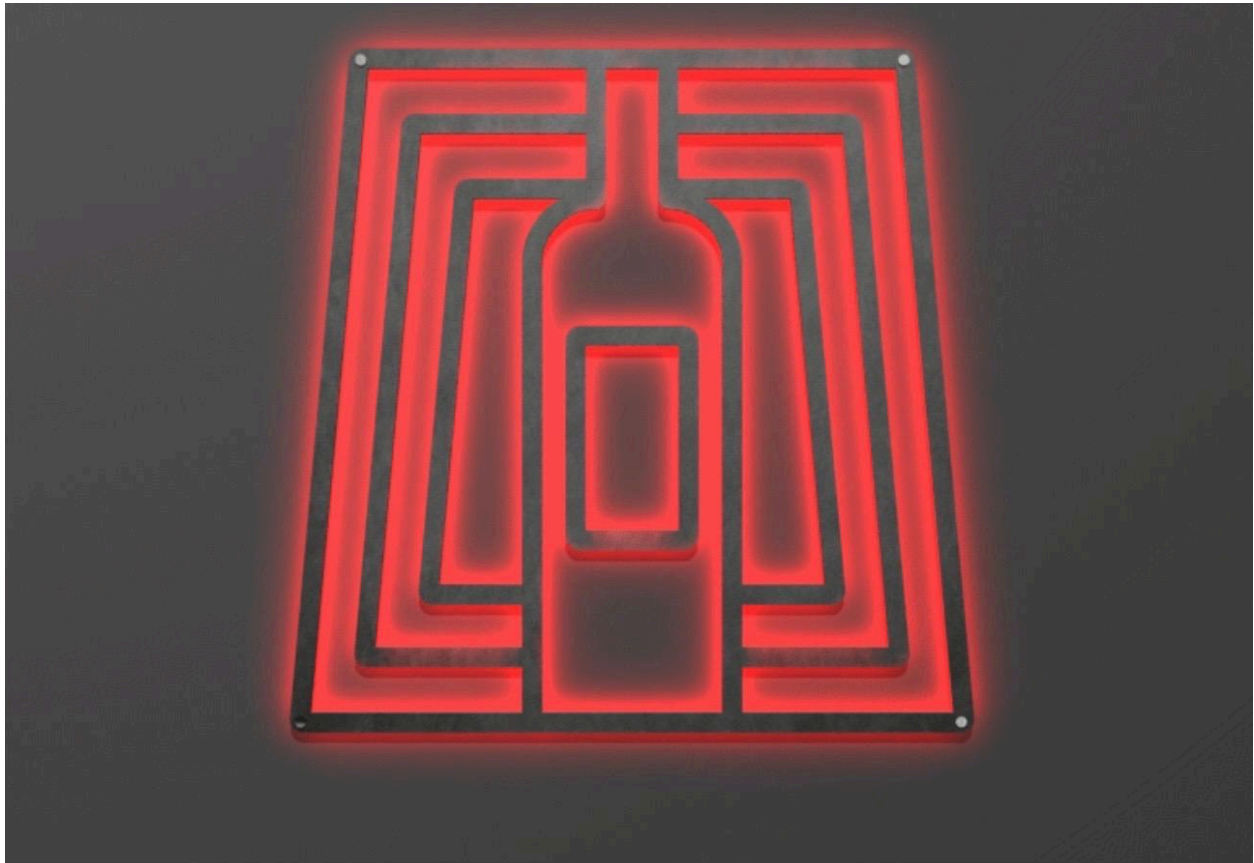
Lastly, the female in the picture will be depicted almost as a statue because I just really want to pay homage to any woman that has paved the way for someone like me to be able to follow my dream. The dream being...owning my own business and providing a safe beautiful space for ALL patrons to enjoy spirits, locally roasted coffee (in Hillsborough) and mocktails made from locally grown ingredients. A place for gathering community and flavor exploration that is filled with local art and positive energy.

GRAPHIC REPRESENTATION



SIGN MATERIAL, MEASUREMENTS AND PLACEMENT





This sign is a 2 foot by 2 foot steel LED stencil design. The sign itself is only 1.5 inches thick. It was hand built by an artist in Charlotte NC. It will be attached to the wall and wired to have an on and off switch inside.

It is meant to be displayed permanently at the entrance of the business and turned on at night. The lights are LED and red. I have attached a picture of the sign lit up at night in the position where it will hang.

Thank you so much for your time and consideration. This is going to be such a beautiful space!





Hillsborough NC Mural Project Proposed Material Sheet



Jonathan Massullo

[jemassullo@gmail.com](mailto:jmassullo@gmail.com)

jmassulloart.com

[instagram.com/j.massullo.art](https://www.instagram.com/j.massullo.art)

540-931-3083

Spray Paint: High quality, artist grade, acrylic spray paint such as Montana Gold by Montana Cans or MTN 94 by Montana Colors.



Varnish: MTN Water Based UV- Resistant Varnish



Primer(If necessary*): Killz 2 exterior Primer

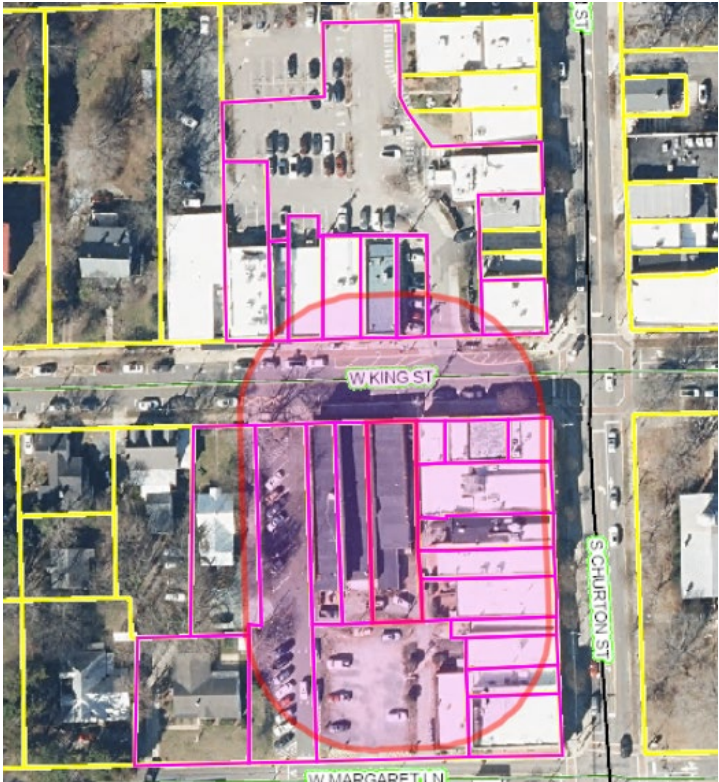


I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9874064264 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

8/19/2026
Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	CITY	STATE	ZIPCODE
9874054988	HILLSBOR	NC	27278
9874060360	HILLSBOR	NC	27278
9874060383	HILLSBOR	NC	27278
9874062054	HILLSBOR	NC	27278
9874062155	ARLINGTON	VA	22203
9874062192	HILLSBOR	NC	27278
9874062263	HILLSBOR	NC	27278
9874062364	HILLSBOR	NC	27278
9874062392	HILLSBOR	NC	27278
9874063362	HILLSBOR	NC	27278
9874063392	HILLSBOR	NC	27278
9874063482	HILLSBOR	NC	27278
9874064012	HILLSBOR	NC	27278
9874064057	HILLSBOR	NC	27278
9874064085	HILLSBOR	NC	27278
9874064119	HILLSBOR	NC	27278
9874064150	HILLSBOR	NC	272780459
9874064153	HILLSBOR	NC	27278
9874064156	HILLSBOR	NC	27278
9874064203	HILLSBOR	NC	27278
9874064233	HILLSBOR	NC	27278
9874064264	HILLSBOR	NC	27278
9874064371	CHAPEL H	NC	27514
9874065320	HILLSBOR	NC	272781559
9874065370	DOVER	DE	19901
9874067038	HILLSBOR	NC	27278



ITEM #6. B:

Address: 324 W. Margaret Ln.

Year Built: 1950s

Historic Inventory Information (2013)

Largely obscured by trees, this one-story, front-gabled house is situated sideways on the lot, located on the same parcel as and facing the rear of the house at 326 West Margaret. The house is two bays wide and double-pile with a concrete-block foundation, German-profile weatherboards, two-over-two horizontal-pane wood-sash windows, and exposed rafter tails. The entrance is located on the west elevation and is sheltered by a shed-roofed porch on square posts. There is an unpainted wood deck at the rear. The house does not appear on the 1943 Sanborn map and likely dates to the 1950s.

Proposed work

- Replace wood windows with fiberglass windows

Application materials

- COA application
- Narrative
- Installation notes
- Photo of existing windows

Applicable Design Standards

- *Windows:* 1-6

Staff Comments

- The building's front elevation faces to the left, while the right-side elevation is visible from the street. The applicant is proposing to replace wood windows on both elevations, which requires HDC approval.
- The applicant also is proposing to reduce the height of the right window on the street-facing elevation by seven inches or make both street-facing windows a few inches shorter.



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 - 86 - 1048
Orange County Parcel ID Number

Zoning District

324 W. Margaret Lane
Address of Project

Wendy Marion
Applicant Name

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: replacement of windows

Estimated Cost of Construction: \$ 17,635.38

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)

Date

Wendy Marion
Property Owner's Signature (Required)

6/30/2026
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")

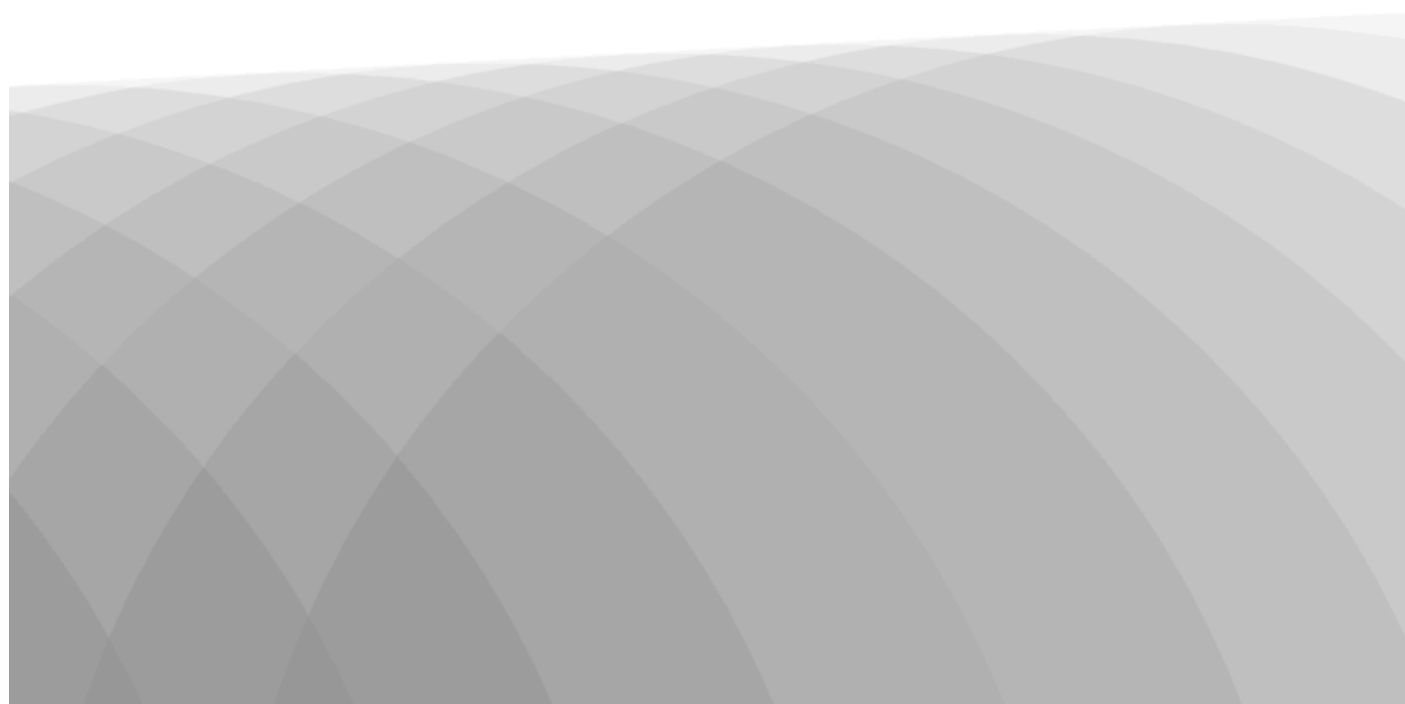
- ☐ Detailed narrative describing the proposed work and how it complies with all adopted standards.
- ☐ Existing **and** Proposed Dimensioned Plans {see below}:
 - Site Plan (if changing building footprint or adding new structures, impervious areas or site features, including hardscaping)
 - Scaled Architectural 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.

Narrative Description of Proposed Work

I would like to update the windows at 324 W. Margaret Lane with more energy efficient windows and a design that is in keeping with the time period the house was built, 1926. The current windows in place appear to be from the 1960s. I have chosen Infinity windows by Marvin which are composed of fiberglass in an effort to provide sustainability. All but one of the five replacement windows will be the same dimensions as they are now. I would like to shorten the window on the right side of the house facing the street by seven inches. This window is in front of the sink and extends below the proper countertop height. The window will be surrounded by the current German or shiplap siding that is on the front of the house. If you require uniformity of the street facing windows am I able to make both of those street facing windows the same size with the shorter height?

Wendy Marion Installation Notes

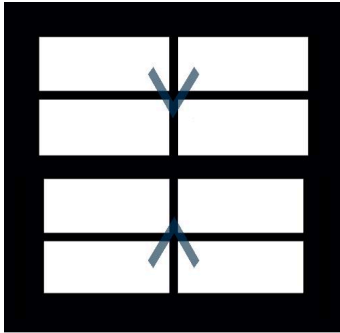
324 w margaret ln, Hillsborough, NC 27278



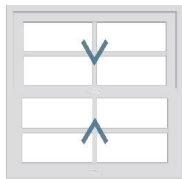
Project Details

Over sink

Line Item Summary



Exterior Visualization Drawing



Interior Visualization Drawing

Over sink

Quantity 1

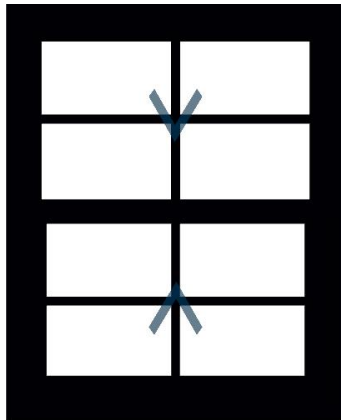
Options

Description:	<i>Infinity Double Hung</i>
Number Wide:	<i>1</i>
Unit Type:	<i>Complete</i>
Measurement Type:	<i>Frame Size</i>
Overall Frame Width:	<i>33</i>
Overall Frame Height:	<i>32</i>
Frame Width:	<i>33</i>
Configuration / Venting:	<i>Double Hung</i>
Sash Split:	<i>Standard</i>
Exterior Color:	<i>Ebony</i>
Interior Color:	<i>Stone White</i>
Hardware Color:	<i>White</i>
Lift Options:	<i>Sash Lift</i>
Top Sash Lift Options:	<i>No Top Sash Lift</i>
Interior Weatherstrip Package:	<i>White</i>
Glazing Type:	<i>IG</i>
Glass Surface:	<i>Low E2</i>
Tempered:	<i>No</i>
Obscure:	<i>None</i>
Perimeter Bar Color:	<i>Silver</i>
Grille Type:	<i>7/8" SDL</i>
Simulated Rail:	<i>No</i>
Grille Pattern:	<i>Rectangular</i>
A1 Top Sash Grille Division Type:	<i>Custom</i>
A1 Bottom Sash Grille Division Type:	<i>Custom</i>
A1 Top Sash Number Wide:	<i>2</i>
A1 Top Sash Number High:	<i>2</i>
A1 Bottom Sash Number Wide:	<i>2</i>
A1 Bottom Sash Number High:	<i>2</i>
Exterior Casing Type:	<i>No Casing</i>
Screen Type:	<i>Extruded Full Screen</i>
Screen Mesh Type:	<i>Bright View Mesh</i>
Exterior Screen Surround:	<i>Ebony</i>

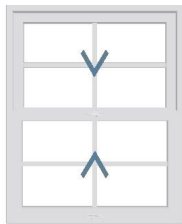
Assembly Rough Opening:	<i>Rough Opening 34" x 32 1/2"</i>
Assembly Masonry Opening:	<i>Masonry Opening 33 1/2" x 32 1/4"</i>
Glazing Configuration:	<i>Standard Glazing</i>
Tint:	<i>None</i>
Laminated:	<i>No</i>
Gas Fill:	<i>Argon Gas</i>
Capillary Tubes:	<i>No</i>
Spacer Bar:	<i>Yes</i>
Window Opening Control Device (WOCD):	<i>No</i>
Jamb Size:	<i>2 7/8"</i>
Screen/Combo Ship Loose:	<i>No</i>
Request Assistance?:	<i>No</i>
CPD Number:	<i>MAR-N-267-02008-00001</i>
U-Factor:	<i>0.29</i>
SHGC:	<i>0.29</i>
VT:	<i>0.49</i>
CR:	<i>57</i>
Egress Width:	<i>30 7/64"</i>
Egress Height:	<i>10 13/64"</i>
Net Clear Opening Square Ft:	<i>2.13439</i>
DLO Width:	<i>27.6020012</i>
DLO Height:	<i>12.1415</i>
New Interior Casing/Stool & Apron (each):	<i>Expand new interior casing/stool & stool & apron new per</i>
Exterior Wood Brickmold/PVC Trim (on existing or new replacement unit):	<i>To be used on windows we ARE or are NOT installing. Anytime customer wants brickmold or PVC trim we charge this line.</i>
Brickmould Bend - exterior capping around windows/doors:	<i>Brickmold capping onsite per opening</i>

Next to sink

Line Item Summary



Exterior Visualization
Drawing



Interior Visualization
Drawing

Next to sink

Quantity 1

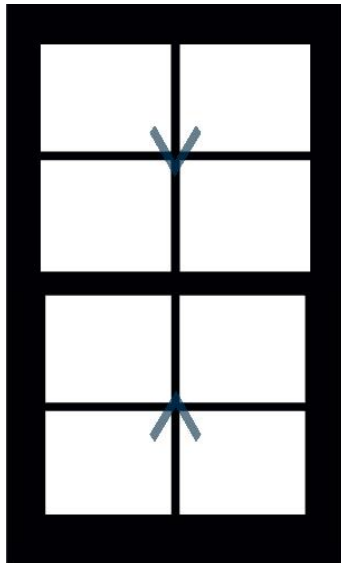
Options

Description:	<i>Infinity Insert Double Hung</i>
Number Wide:	1
Unit Type:	<i>Complete</i>
Measurement Type:	<i>Inside Opening</i>
Inside Opening Width:	32
Inside Opening Height:	39
Overall Frame Width:	31.625
Overall Frame Height:	38.8125
Existing Sill Angle:	1
Frame Width:	31.625
Configuration / Venting:	<i>Double Hung</i>
Sash Split:	<i>Standard</i>
Exterior Color:	<i>Ebony</i>
Interior Color:	<i>Stone White</i>
Hardware Color:	<i>White</i>
Lift Options:	<i>Sash Lift</i>
Top Sash Lift Options:	<i>No Top Sash Lift</i>
Interior Weatherstrip Package:	<i>White</i>
Glazing Type:	<i>IG</i>
Glass Surface:	<i>Low E2</i>
Tempered:	<i>No</i>
Obscure:	<i>None</i>
Perimeter Bar Color:	<i>Silver</i>
Grille Type:	<i>7/8" SDL</i>
Simulated Rail:	<i>No</i>
Grille Pattern:	<i>Rectangular</i>
A1 Top Sash Grille Division Type:	<i>Custom</i>
A1 Bottom Sash Grille Division Type:	<i>Custom</i>
A1 Top Sash Number Wide:	2
A1 Top Sash Number High:	2
A1 Bottom Sash Number Wide:	2
A1 Bottom Sash Number High:	2
Screen Type:	<i>Extruded Full Screen</i>

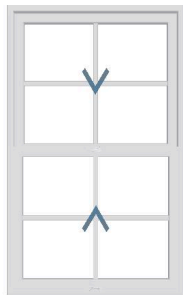
Screen Mesh Type:	<i>Bright View Mesh</i>
Exterior Screen Surround:	<i>Ebony</i>
Assembly Rough Opening:	<i>Rough Opening 32 5/8" x 39 5/16"</i>
Assembly Inside Opening:	<i>Inside Opening 32" x 39"</i>
Assembly Masonry Opening:	<i>Masonry Opening 32 1/8" x 39 1/16"</i>
Glazing Configuration:	<i>Standard Glazing</i>
Tint:	<i>None</i>
Laminated:	<i>No</i>
Gas Fill:	<i>Argon Gas</i>
Capillary Tubes:	<i>No</i>
Spacer Bar:	<i>Yes</i>
Window Opening Control Device (WOCD):	<i>No</i>
Jamb Size:	<i>3 1/4"</i>
Screen/Combo Ship Loose:	<i>No</i>
Request Assistance?:	<i>No</i>
CPD Number:	<i>MAR-N-244-01528-00001</i>
U-Factor:	<i>0.29</i>
SHGC:	<i>0.29</i>
VT:	<i>0.5</i>
CR:	<i>57</i>
Egress Width:	<i>28 15/16"</i>
Egress Height:	<i>13 11/16"</i>
Net Clear Opening Square Ft:	<i>2.749299</i>
DLO Width:	<i>26.4269981</i>
DLO Height:	<i>15.59775</i>
New Interior Casing/Stool & Apron (each):	<i>Expand new interior casing/stool & stool & apron new per</i>
Brickmould Bend - exterior capping around windows/doors:	<i>Brickmold capping onsite per opening</i>

Out to porch

Line Item Summary



Exterior Visualization
Drawing



Interior Visualization
Drawing

Out to porch

Quantity 1

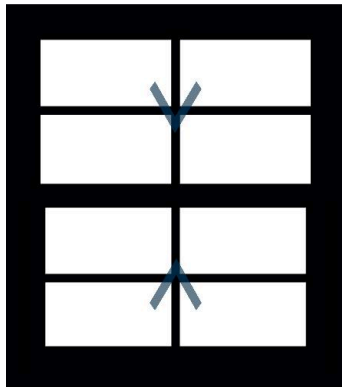
Options

Description:	<i>Infinity Insert Double Hung</i>
Number Wide:	<i>1</i>
Unit Type:	<i>Complete</i>
Measurement Type:	<i>Inside Opening</i>
Inside Opening Width:	<i>33</i>
Inside Opening Height:	<i>54</i>
Overall Frame Width:	<i>32.625</i>
Overall Frame Height:	<i>53.8125</i>
Existing Sill Angle:	<i>1</i>
Frame Width:	<i>32.625</i>
Configuration / Venting:	<i>Double Hung</i>
Sash Split:	<i>Standard</i>
Exterior Color:	<i>Ebony</i>
Interior Color:	<i>Stone White</i>
Hardware Color:	<i>White</i>
Lift Options:	<i>Sash Lift</i>
Top Sash Lift Options:	<i>No Top Sash Lift</i>
Interior Weatherstrip Package:	<i>White</i>
Glazing Type:	<i>IG</i>
Glass Surface:	<i>Low E2</i>
Tempered:	<i>No</i>
Obscure:	<i>None</i>
Perimeter Bar Color:	<i>Silver</i>
Grille Type:	<i>7/8" SDL</i>
Simulated Rail:	<i>No</i>
Grille Pattern:	<i>Rectangular</i>
A1 Top Sash Grille Division Type:	<i>Custom</i>
A1 Bottom Sash Grille Division Type:	<i>Custom</i>
A1 Top Sash Number Wide:	<i>2</i>
A1 Top Sash Number High:	<i>2</i>
A1 Bottom Sash Number Wide:	<i>2</i>
A1 Bottom Sash Number High:	<i>2</i>
Screen Type:	<i>Extruded Full Screen</i>

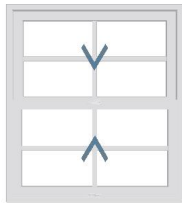
Screen Mesh Type:	<i>Bright View Mesh</i>
Exterior Screen Surround:	<i>Ebony</i>
Assembly Rough Opening:	<i>Rough Opening 33 5/8" x 54 5/16"</i>
Assembly Inside Opening:	<i>Inside Opening 33" x 54"</i>
Assembly Masonry Opening:	<i>Masonry Opening 33 1/8" x 54 1/16"</i>
Glazing Configuration:	<i>Standard Glazing</i>
Tint:	<i>None</i>
Laminated:	<i>No</i>
Gas Fill:	<i>Argon Gas</i>
Capillary Tubes:	<i>No</i>
Spacer Bar:	<i>Yes</i>
Window Opening Control Device (WOCD):	<i>No</i>
Jamb Size:	<i>3 1/4"</i>
Screen/Combo Ship Loose:	<i>No</i>
Request Assistance?:	<i>No</i>
CPD Number:	<i>MAR-N-244-01528-00001</i>
U-Factor:	<i>0.29</i>
SHGC:	<i>0.29</i>
VT:	<i>0.5</i>
CR:	<i>57</i>
Egress Width:	<i>29 15/16"</i>
Egress Height:	<i>21 3/16"</i>
Net Clear Opening Square Ft:	<i>4.403234</i>
DLO Width:	<i>27.4269981</i>
DLO Height:	<i>23.09775</i>
New Interior Casing/Stool & Apron (each):	<i>Expand new interior casing/stool & stool & apron new per</i>
Brickmould Bend - exterior capping around windows/doors:	<i>Brickmold capping onsite per opening</i>

Side

Line Item Summary



Exterior Visualization Drawing



Interior Visualization Drawing

Side

Quantity 1

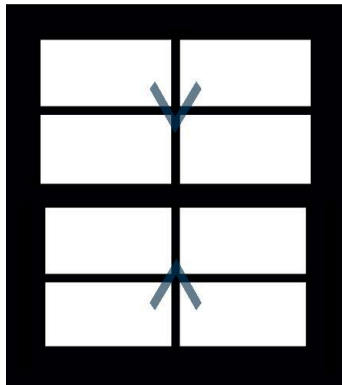
Options

Description:	<i>Infinity Insert Double Hung</i>
Number Wide:	<i>1</i>
Unit Type:	<i>Complete</i>
Measurement Type:	<i>Inside Opening</i>
Inside Opening Width:	<i>33</i>
Inside Opening Height:	<i>37</i>
Overall Frame Width:	<i>32.625</i>
Overall Frame Height:	<i>36.8125</i>
Existing Sill Angle:	<i>1</i>
Frame Width:	<i>32.625</i>
Configuration / Venting:	<i>Double Hung</i>
Sash Split:	<i>Standard</i>
Exterior Color:	<i>Ebony</i>
Interior Color:	<i>Stone White</i>
Hardware Color:	<i>White</i>
Lift Options:	<i>Sash Lift</i>
Top Sash Lift Options:	<i>No Top Sash Lift</i>
Interior Weatherstrip Package:	<i>White</i>
Glazing Type:	<i>IG</i>
Glass Surface:	<i>Low E2</i>
Tempered:	<i>No</i>
Obscure:	<i>None</i>
Perimeter Bar Color:	<i>Silver</i>
Grille Type:	<i>7/8" SDL</i>
Simulated Rail:	<i>No</i>
Grille Pattern:	<i>Rectangular</i>
A1 Top Sash Grille Division Type:	<i>Custom</i>
A1 Bottom Sash Grille Division Type:	<i>Custom</i>
A1 Top Sash Number Wide:	<i>2</i>
A1 Top Sash Number High:	<i>2</i>
A1 Bottom Sash Number Wide:	<i>2</i>
A1 Bottom Sash Number High:	<i>2</i>
Screen Type:	<i>Extruded Full Screen</i>

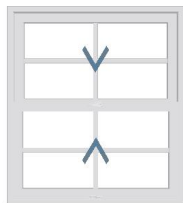
Screen Mesh Type:	<i>Bright View Mesh</i>
Exterior Screen Surround:	<i>Ebony</i>
Assembly Rough Opening:	<i>Rough Opening 33 5/8" x 37 5/16"</i>
Assembly Inside Opening:	<i>Inside Opening 33" x 37"</i>
Assembly Masonry Opening:	<i>Masonry Opening 33 1/8" x 37 1/16"</i>
Glazing Configuration:	<i>Standard Glazing</i>
Tint:	<i>None</i>
Laminated:	<i>No</i>
Gas Fill:	<i>Argon Gas</i>
Capillary Tubes:	<i>No</i>
Spacer Bar:	<i>Yes</i>
Window Opening Control Device (WOCD):	<i>No</i>
Jamb Size:	<i>3 1/4"</i>
Screen/Combo Ship Loose:	<i>No</i>
Request Assistance?:	<i>No</i>
CPD Number:	<i>MAR-N-244-01528-00001</i>
U-Factor:	<i>0.29</i>
SHGC:	<i>0.29</i>
VT:	<i>0.5</i>
CR:	<i>57</i>
Egress Width:	<i>29 15/16"</i>
Egress Height:	<i>12 11/16"</i>
Net Clear Opening Square Ft:	<i>2.636474</i>
DLO Width:	<i>27.4269981</i>
DLO Height:	<i>14.59775</i>
Brickmould Bend - exterior capping around windows/doors:	<i>Brickmold capping onsite per opening</i>
New Interior Casing/Stool & Apron (each):	<i>Expand new interior casing/stool & stool & apron new per</i>

bathroom

Line Item Summary



Exterior Visualization Drawing



Interior Visualization Drawing

bathroom

Quantity 1

Options

Description:	<i>Infinity Insert Double Hung</i>
Number Wide:	1
Unit Type:	<i>Complete</i>
Measurement Type:	<i>Inside Opening</i>
Inside Opening Width:	33
Inside Opening Height:	37
Overall Frame Width:	32.625
Overall Frame Height:	36.8125
Existing Sill Angle:	1
Frame Width:	32.625
Configuration / Venting:	<i>Double Hung</i>
Sash Split:	<i>Standard</i>
Exterior Color:	<i>Ebony</i>
Interior Color:	<i>Stone White</i>
Hardware Color:	<i>White</i>
Lift Options:	<i>Sash Lift</i>
Top Sash Lift Options:	<i>No Top Sash Lift</i>
Interior Weatherstrip Package:	<i>White</i>
Glazing Type:	<i>IG</i>
Glass Surface:	<i>Low E2</i>
Tempered:	<i>Yes</i>
Obscure:	<i>None</i>
Perimeter Bar Color:	<i>Silver</i>
Grille Type:	<i>7/8" SDL</i>
Simulated Rail:	<i>No</i>
Grille Pattern:	<i>Rectangular</i>
A1 Top Sash Grille Division Type:	<i>Custom</i>
A1 Bottom Sash Grille Division Type:	<i>Custom</i>
A1 Top Sash Number Wide:	2
A1 Top Sash Number High:	2
A1 Bottom Sash Number Wide:	2
A1 Bottom Sash Number High:	2
Screen Type:	<i>Extruded Full Screen</i>

Screen Mesh Type:	<i>Bright View Mesh</i>
Exterior Screen Surround:	<i>Ebony</i>
Assembly Rough Opening:	<i>Rough Opening 33 5/8" x 37 5/16"</i>
Assembly Inside Opening:	<i>Inside Opening 33" x 37"</i>
Assembly Masonry Opening:	<i>Masonry Opening 33 1/8" x 37 1/16"</i>
Glazing Configuration:	<i>Standard Glazing</i>
Tint:	<i>None</i>
Laminated:	<i>No</i>
Gas Fill:	<i>Argon Gas</i>
Capillary Tubes:	<i>No</i>
Spacer Bar:	<i>Yes</i>
Window Opening Control Device (WOCD):	<i>No</i>
Jamb Size:	<i>3 1/4"</i>
Screen/Combo Ship Loose:	<i>No</i>
Request Assistance?:	<i>No</i>
CPD Number:	<i>MAR-N-244-01528-00001</i>
U-Factor:	<i>0.29</i>
SHGC:	<i>0.29</i>
VT:	<i>0.5</i>
CR:	<i>57</i>
Egress Width:	<i>29 15/16"</i>
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DLO Width:	<i>27.4269981</i>
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Brickmould Bend - exterior capping around windows/doors:	<i>Brickmold capping onsite per opening</i>
New Interior Casing/Stool & Apron (each):	<i>Expand new interior casing/stool & stool & apron new per</i>

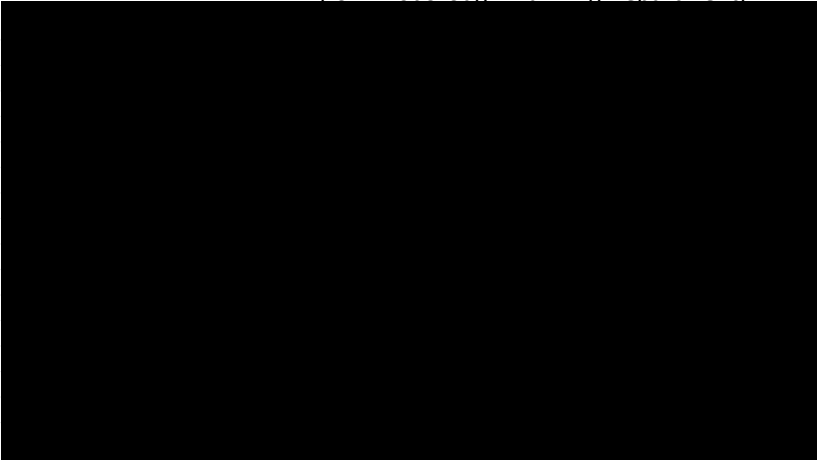


I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864861048 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

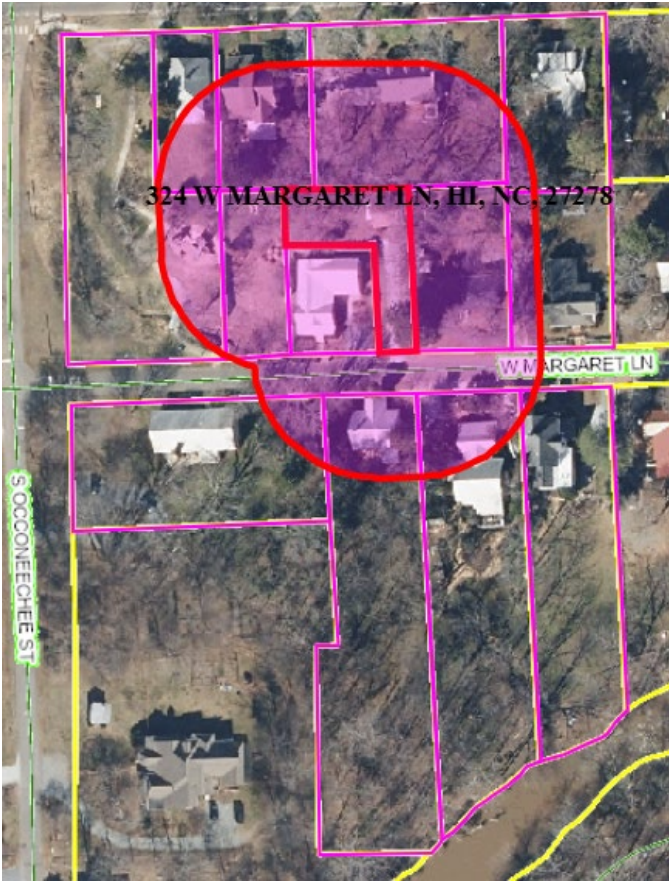
8/19/2026
Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN
9864759861
9864768093
9864769150
9864850782
9864851751
9864851969
9864852733
9864860074
9864860187
9864861032
9864861048
9864861121
9864862050
9864862151



CITY	STATE	ZIPCODE
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
Hillsborough	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	272782419
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278



ITEM #6. C:

Address: 200 S. Cameron St.

Year Built: 1992 (Historic Inventory says 1980s)

Historic Inventory Information (2013)

The Post-modern-style office building is one story on the east (Cameron Street) façade, but the site slopes to the rear to reveal a full basement level on the side and rear elevations. The building has Flemish bond brick veneer and a metal gabled roof partially concealed behind a brick parapet with concrete coping. The building is fourteen bays wide and three bays deep with a full-height gabled wing projecting from the right rear (northwest). It has eight-over-eight sash windows with flat brick arches and concrete windowsills. It has a concrete cornice and a concrete watertable. The projecting front-gabled entrance has paired French doors with wide sidelights and a three-part transom. The entrance is inset slightly and the opening has a concrete header supported by concrete columns with a half-round window above the header.

Proposed work

- Extensive deconstruction of the existing Link Building to its structure and construction of a new sheriff's office using the existing footprint

Application materials

- COA application
- History (including design intent and vision)
- Site (including tree survey, vicinity map, and site plans)
- Architectural (including elevations, signage, architectural components, compatibility narrative, light fixtures, and proposed materials)
- Addenda (including documentation of existing conditions and remediation options)

Applicable Design Standards

- *Masonry:* 1-3, 7
- *Walls:* 1-3, 5, 6, 8
- *Windows:* 6
- *Doors:* 6
- *Roofs:* 5
- *New Construction of Primary Commercial Buildings:* 1-11
- *Site Features and Plantings:* 1, 2, 7, 9, 10
- *Walkways, Driveways, and Off-Street Parking:* 9, 10
- *Exterior Lighting:* 5
- *Signage:* 5-9
- *Demolition:* 1, 3-8

Staff Comments

- The Historic District Design Standards do not directly address complete reconstructions

of non-historic structures, and the standards for exterior changes to existing buildings primarily are intended for historic buildings. Staff have noted the standards for exterior changes that may apply in this case.

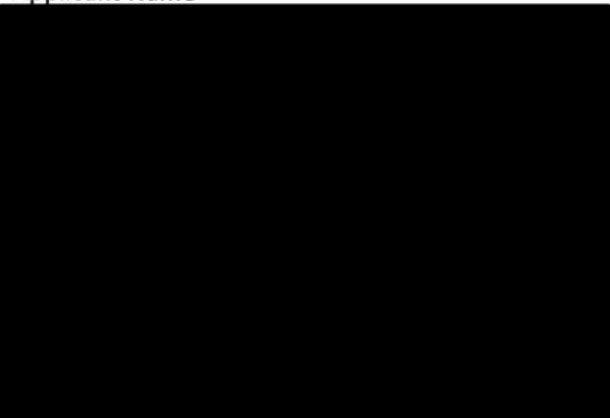
- The applicant has requested to have the project reviewed under *New Construction of Primary Commercial Buildings* rather than as alterations to an existing building. Staff do not have any major concerns about the compatibility of the proposal with those standards.
- The *Demolition* standards do not directly address partial demolitions and primarily are intended for historic buildings. Staff find the supplemental information in the application to be sufficient to comply with the *Demolition* standards if required.



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

<u>9874153612</u>	<u>OI Historic Downtown Overlay</u>	<u>200 South Cameron Street Hillsborough, NC</u>
Orange County Parcel ID Number	Zoning District	Address of Project
<u>Travis Myren</u>		<u>Orange County, NC</u>
Applicant Name		Property Owner (if different than applicant)
		<u>Property Owner's Mailing Address</u>
		<u>City, State ZIP</u>
		<u>Property Owner's Phone Number</u>
		<u>Property Owner's Email</u>

Description of Proposed Work: Extensive deconstruction of existing Link Building to structure and Construction of a New Sheriff's Office using existing footprint

Estimated Cost of Construction: \$ ~\$13,500,000

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)

7/31/26

Date



Property Owner's Signature (Required)

8/5/2026

Date

JOHN M. LINK, JR
BUILDING RENOVATION



2026-08-26
#2025024



01

LINK BUILDING HISTORY

LINK BUILDING HISTORY

Existing Building

Former Orange County John M. Link Government Services Center

Address: 200 South Cameron Avenue

Constructed: 1992

Vacated: 2019

Historic Status

The building is located within the Hillsborough Historic District but is **not designated as a contributing structure**.

Existing Conditions

Constructed in 1992 as the Orange County Government Services Center, the building experienced significant building envelope failures shortly after completion. Water intrusion occurred at multiple locations throughout the building despite numerous repair efforts over nearly three decades. Following continued deterioration, the facility was completely vacated in 2019 and has remained unoccupied.

A comprehensive building envelope assessment identified widespread failure of the exterior water barrier systems on all elevations. Due to the extent of deterioration, prolonged moisture exposure, and resulting impacts to interior construction, the recommended approach is a comprehensive rehabilitation consisting of:

- Removal of the existing exterior envelope
- Removal of interior construction to the structural frame
- Construction of a new building envelope and interior systems
- Retention of the existing structural frame, floor slabs, and foundations

Building Category

Because the existing building is non-contributing within the Historic District and the proposed work involves replacement of the exterior envelope and substantial reconstruction of the building exterior, the Owner and Design Team determined that the project is most appropriately reviewed under the Major Works – New Construction provisions of the Certificate of Appropriateness process.

The proposed design has been developed to be compatible with the surrounding historic context and consistent with the intent of the Historic District Design Guidelines.

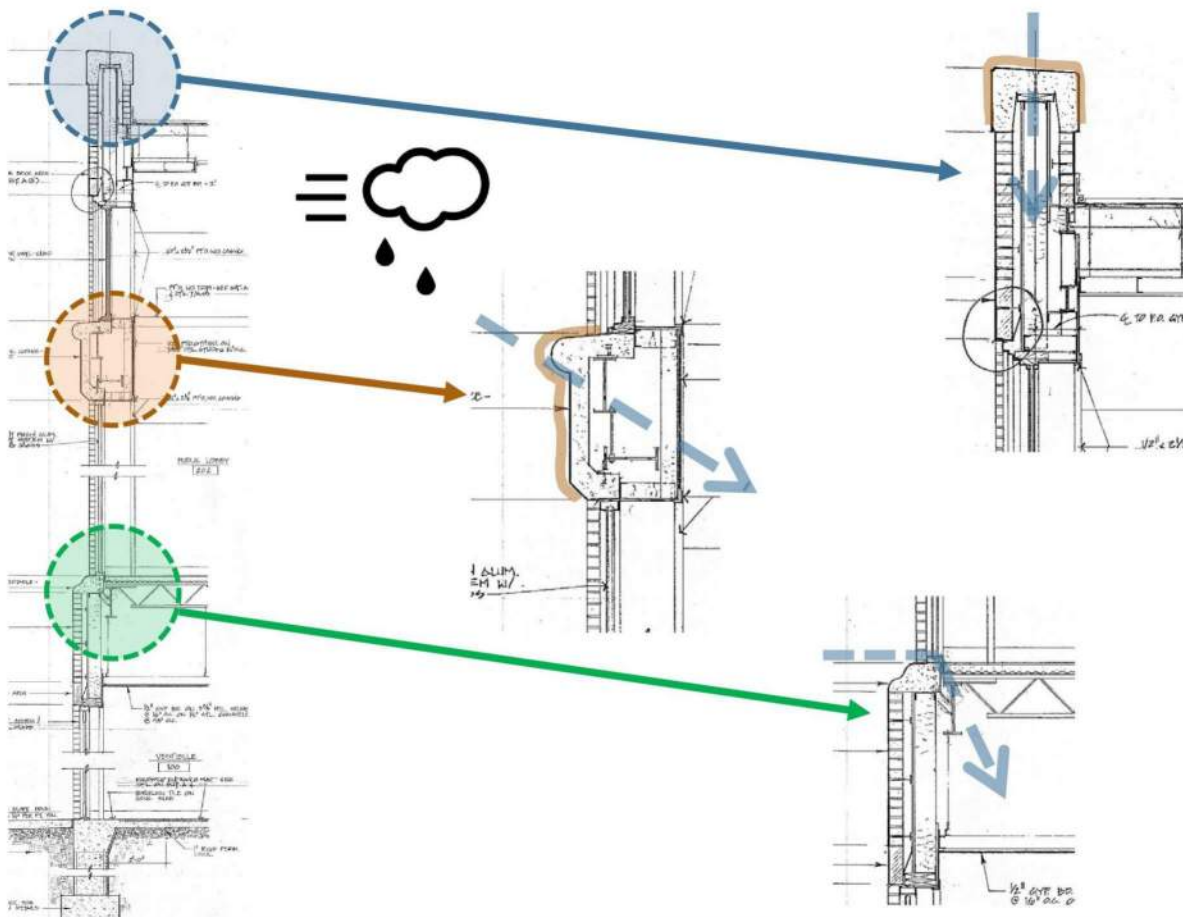


Diagram showing location of water infiltration in a study performed by Boomerang Design in 2019



Existing Building Conditions

DESIGN INTENT AND VISION

Project Goals

- **Establish a new headquarters for the Orange County Sheriff's Office** that reflects the agency's values while conveying professionalism, transparency, and a welcoming presence to the residents of Orange County.
- **Repurpose an existing County asset** through a comprehensive renovation, transforming a long-vacant, unoccupiable building into a productive civic resource.
- **Deliver a durable, long-lasting civic building** designed to serve Orange County for generations through thoughtful planning, resilient materials, and high-quality construction.

Description of Work

The project will deconstruct the existing exterior envelope and interior construction determined to be non-salvageable. The existing structural system will be preserved. The new construction will maintain the building's existing scale and overall form, using these characteristics as defining features of the design. This is most evident in the double-sloped roof with open gables.

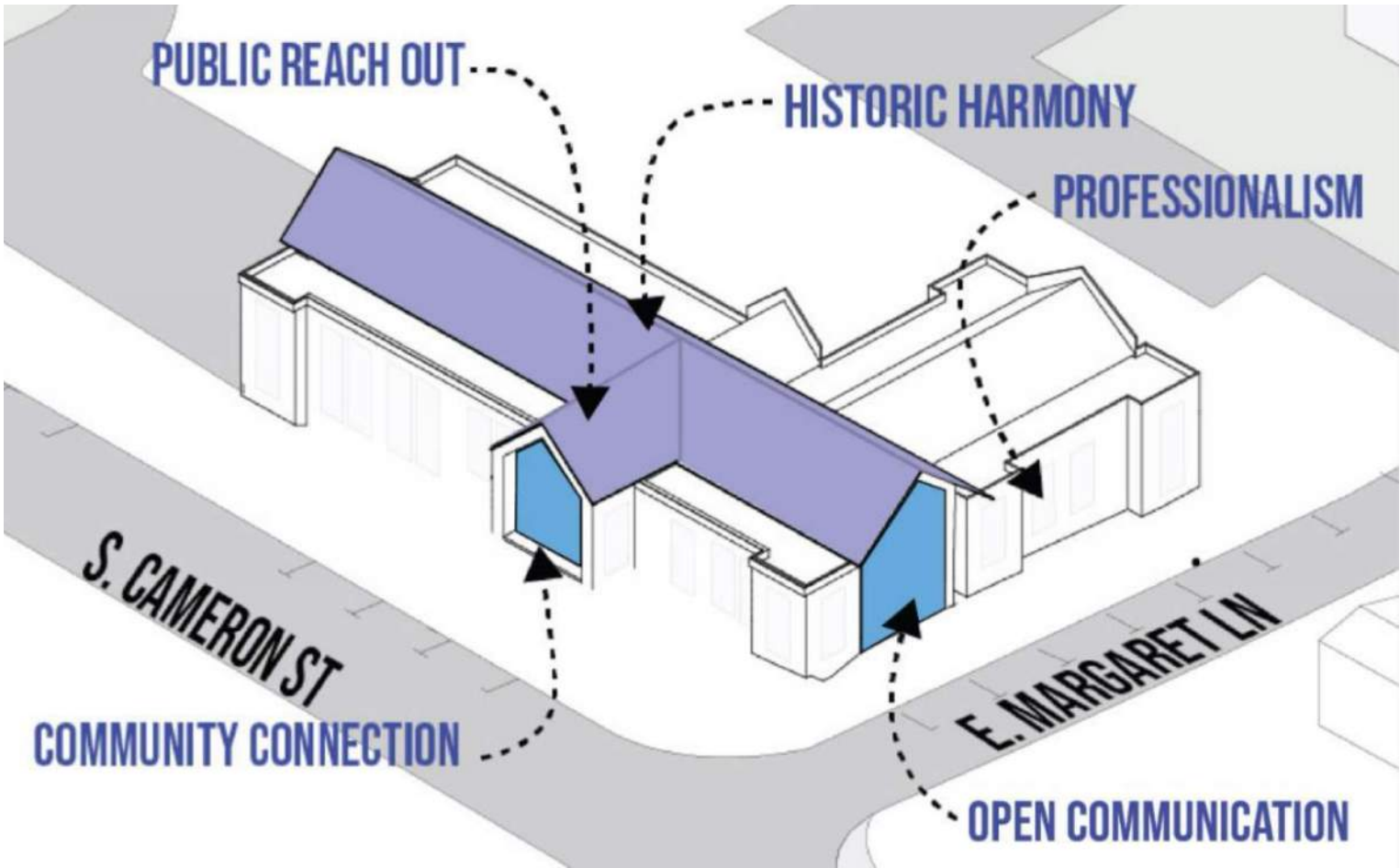
The new building envelope will consist primarily of brick veneer using a brick similar to that of the adjacent County-owned buildings. The Cameron Avenue and Margaret Street façades will feature regularly spaced punched windows with cast stone surrounds, reflecting the scale and character found throughout the Historic District.

The primary public entrance is located on the Margaret Street façade. The entrance is designed to create a civic-scaled, welcoming arrival appropriate for a government building. Aluminum composite panels are incorporated as a contemporary element and are detailed with proportions and materials that are compatible with the surrounding masonry construction and overall scale of the building.

The proposed site improvements intend to continue the building materials and style, extending to the street connection.

Architectural detailing is simple, contemporary, and complementary to the surrounding historic context. Features include Flemish bond brick accents, a soldier course below the window line, jack-arched soldier courses above all openings, recessed cast stone window surrounds, articulated window mullions, and cast stone wall coping.

Materials and Colors: See the following pages.



Orange County Sheriff's Office guiding principles

Appropriateness

- The building maintains the scale and form of the former building and remains consistent with the adjacent county government facilities.
- Site improvements on consistent with the design and district.
- The articulation of the street facades use familiar opening sizes, proportions, and details.
- The material palette is consistent with Historic District Compatibility Matrix.
- Color palette is complimentary to the adjacent government buildings and district.
- The building design reflects it's time period, contemporary AND respectful of Hillsborough.

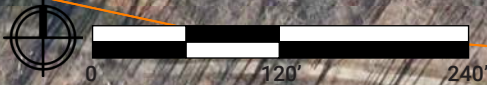
02

LINK BUILDING SITE

EXISTING CONDITIONS PLAN - VICINITY MAP

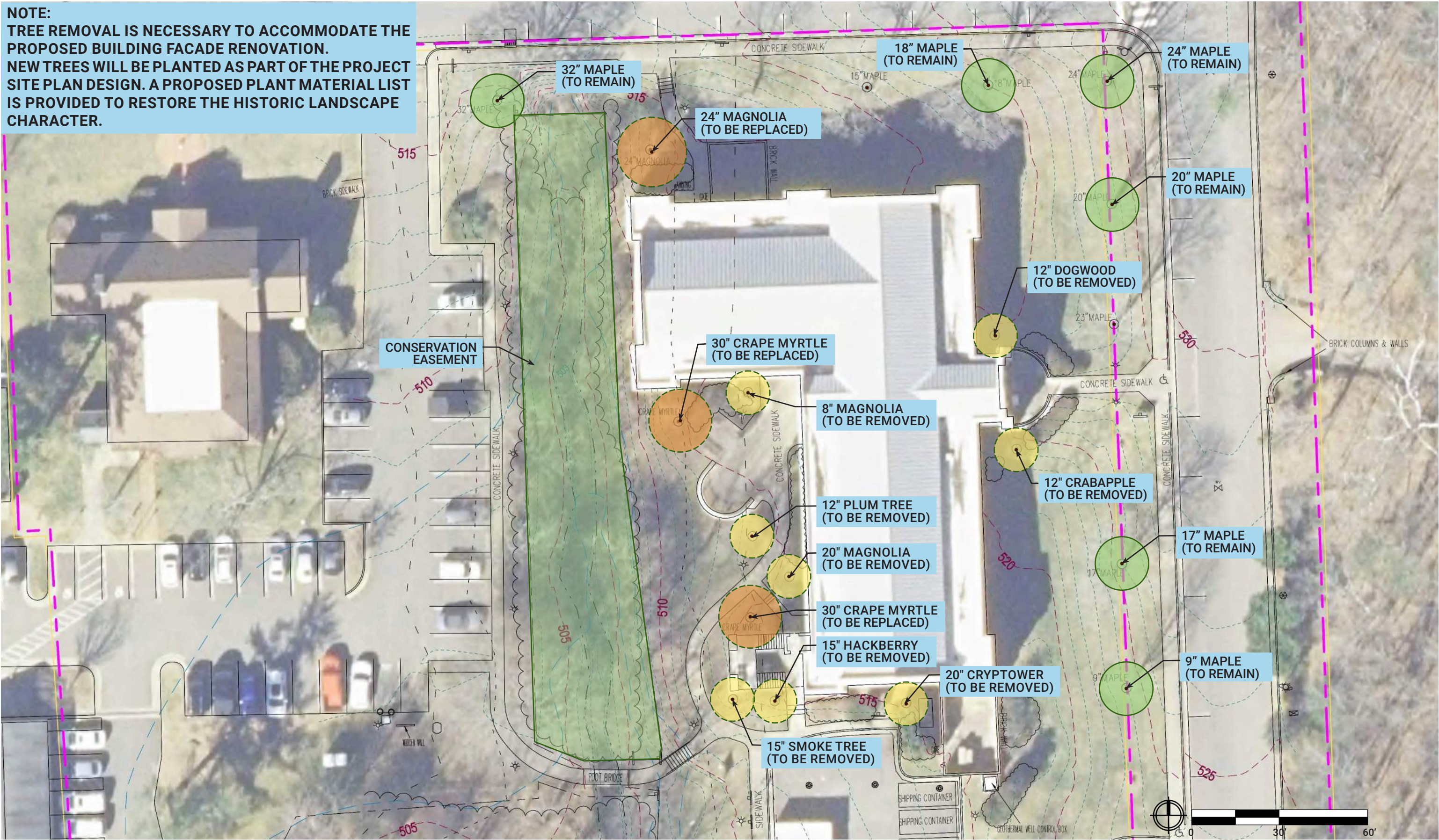


PROPERTY INFORMATION	
PIN:	9874153612
OWNER:	ORANGE COUNTY
SIZE:	9.2 AC
ZONING:	OI (OFFICE INSTITUTIONAL) HISTORIC DISTRICT OVERLAY



EXISTING CONDITIONS PLAN - TREE SURVEY

NOTE:
TREE REMOVAL IS NECESSARY TO ACCOMMODATE THE PROPOSED BUILDING FACADE RENOVATION. NEW TREES WILL BE PLANTED AS PART OF THE PROJECT SITE PLAN DESIGN. A PROPOSED PLANT MATERIAL LIST IS PROVIDED TO RESTORE THE HISTORIC LANDSCAPE CHARACTER.



SITE CONCEPT PLAN



SITE CONCEPT PLAN - PLANT MATERIAL

FLOWERING TREE

Crape Myrtle



EVERGREEN TREE

Arborvitae Green Giant



EVERGREEN SHRUB

Inkberry Holly Shamrock



Distylium 'Emerald Heights'



GROUNDCOVER / ORNAMENTAL GRASS

Blue Lily Turf



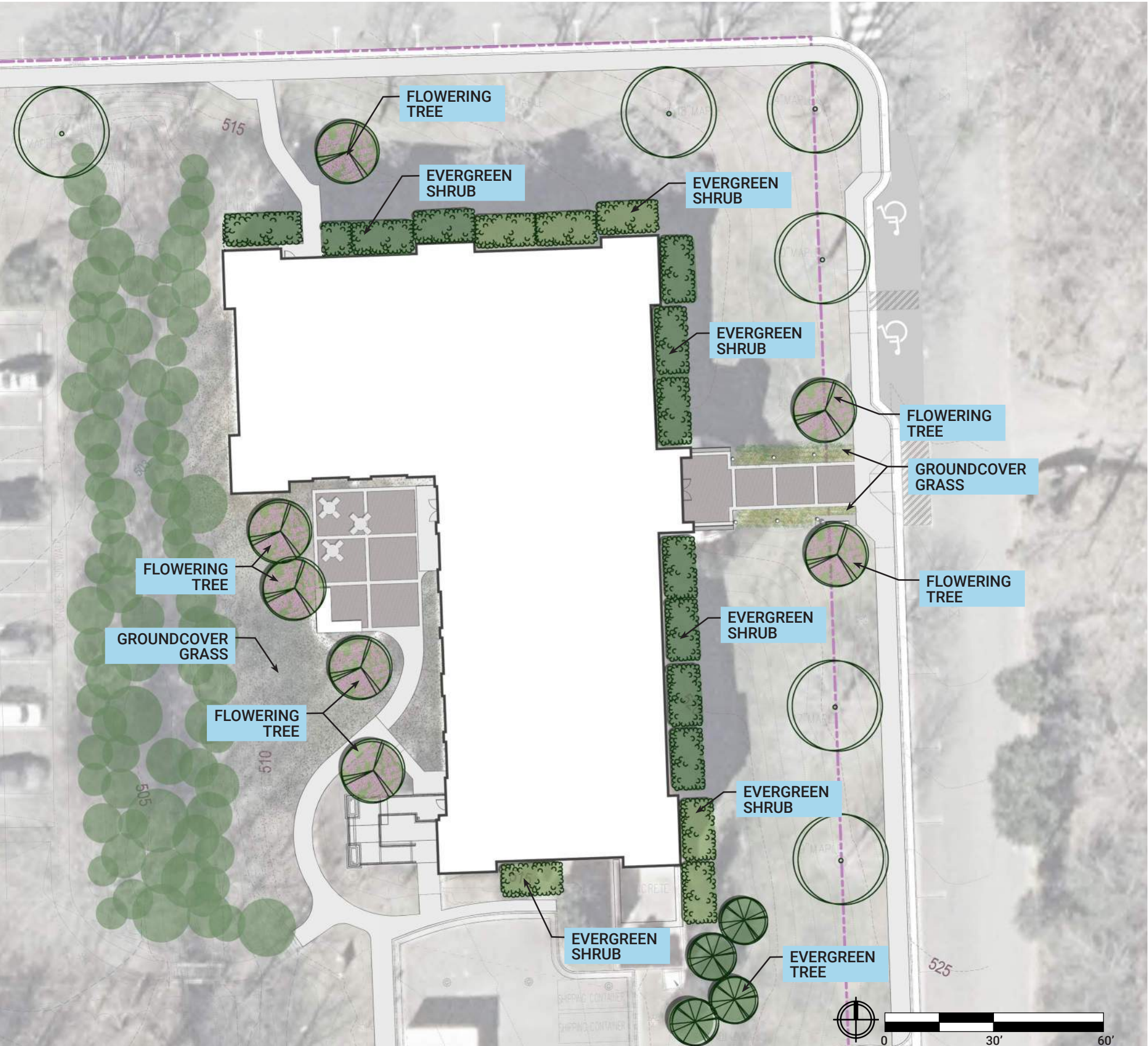
Fountain Grass 'Little Bunny'



Periwinkle (Vinca Minor)



Dwarf Mondo Grass



03

**LINK BUILDING
ARCHITECTURAL**

116' - 7"

64' - 7"

104' - 0"

54' - 8"

168' - 7"

64' - 7"

GROUND LEVEL
Scale 1/32" = 1'-0"

CONFERENCE

STAIRS

MECHANICAL

INTERNET CRIMES

INTERVIEW

INTERVIEW

POLYGRAPH

UNIFORM STORAGE

PRINT/COPY

OPEN COLLABORATION

CAPTAIN OFFICE

FLEX OFFICE

CAPTAIN OFFICE

EVIDENCE PROCESSING

ARMORY

FITTING VAULT

EVIDENCE TECH

EVIDENCE STORAGE

WOMEN'S RESTROOM

MEN'S RESTROOM

ELECTRICAL ELEVATOR

INVESTIGATIONS

BREAK ROOM/ KITCHEN

PATROL

CLASSROOM

STORAGE

STORAGE

TRAINING ROOM

KG CRATES

SRT/ NARCOTICS

NARCOTIC LAB

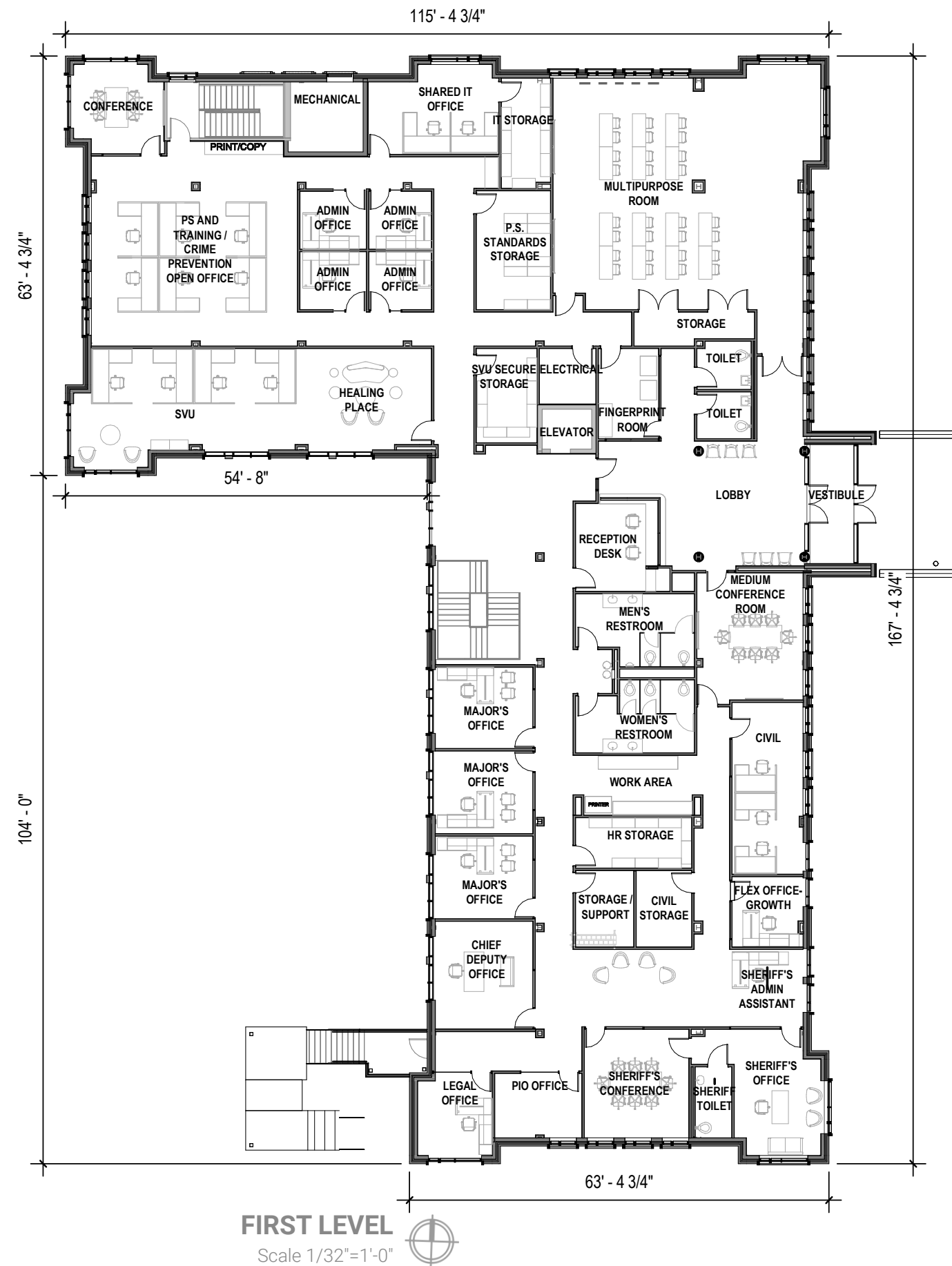
SRT GEAR

MECHANICAL

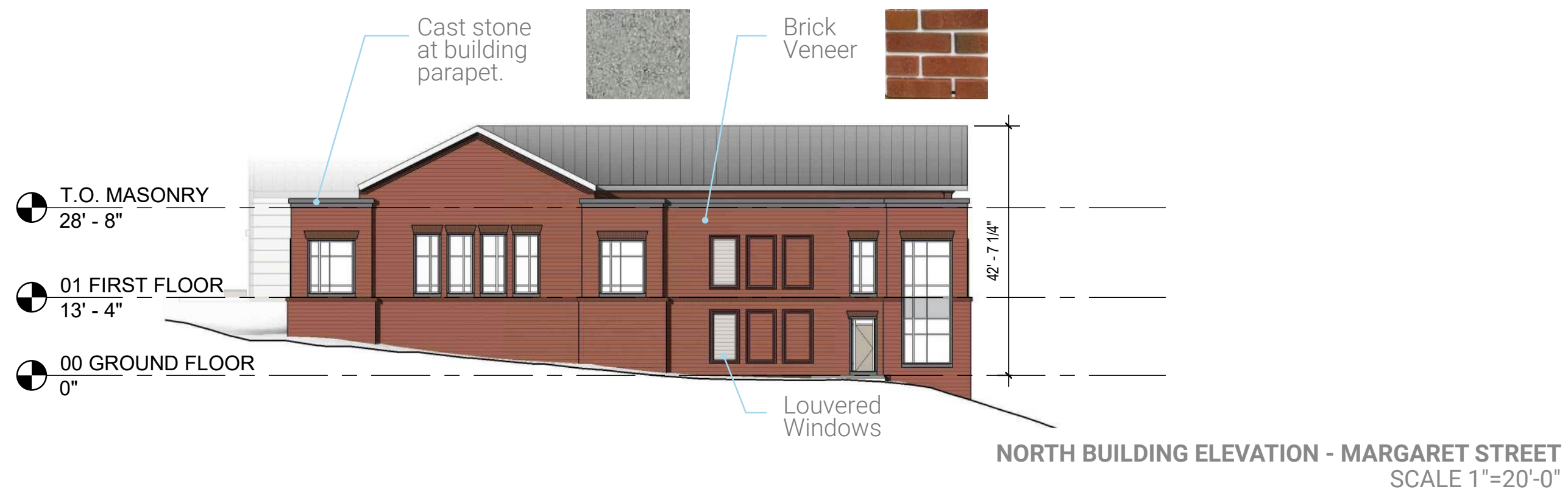
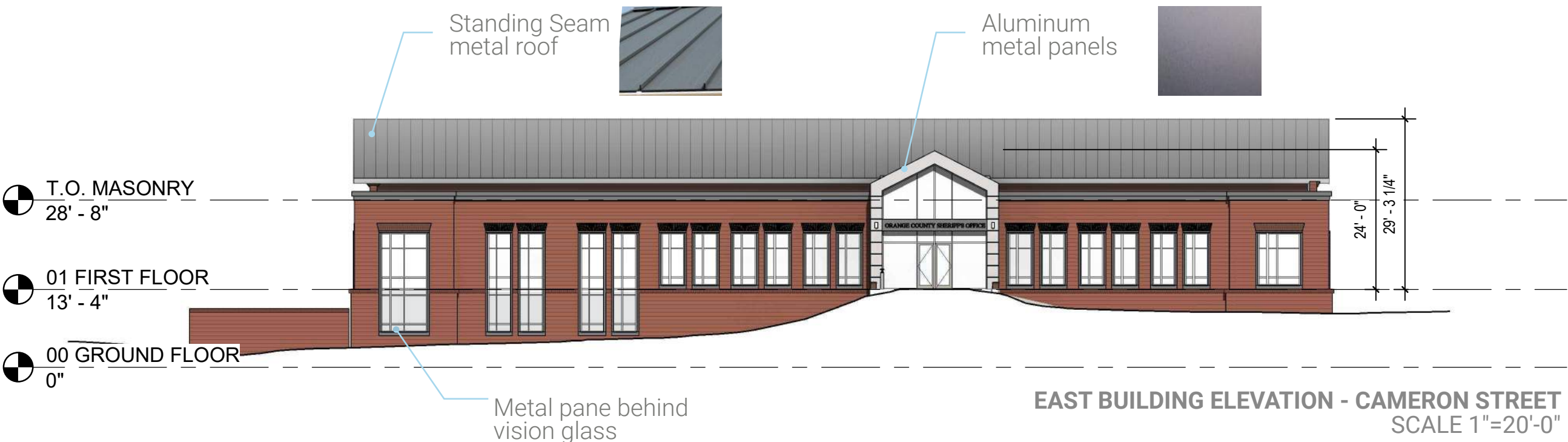
FLEX SPACE

WELLNESS ROOM

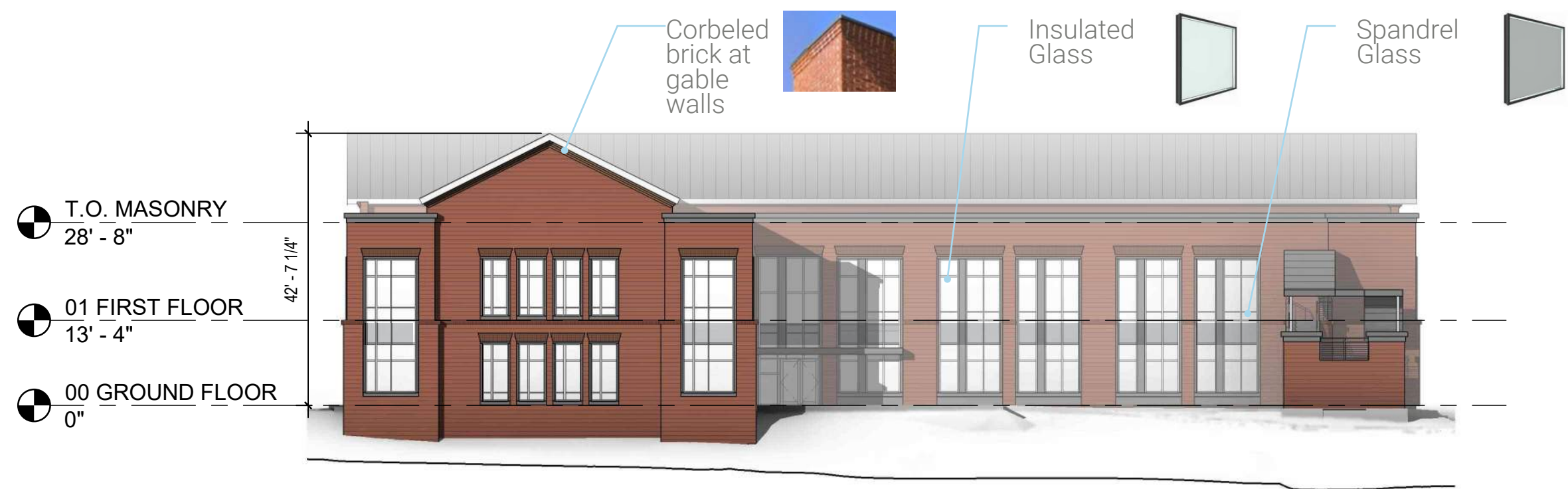
CORRIDOR



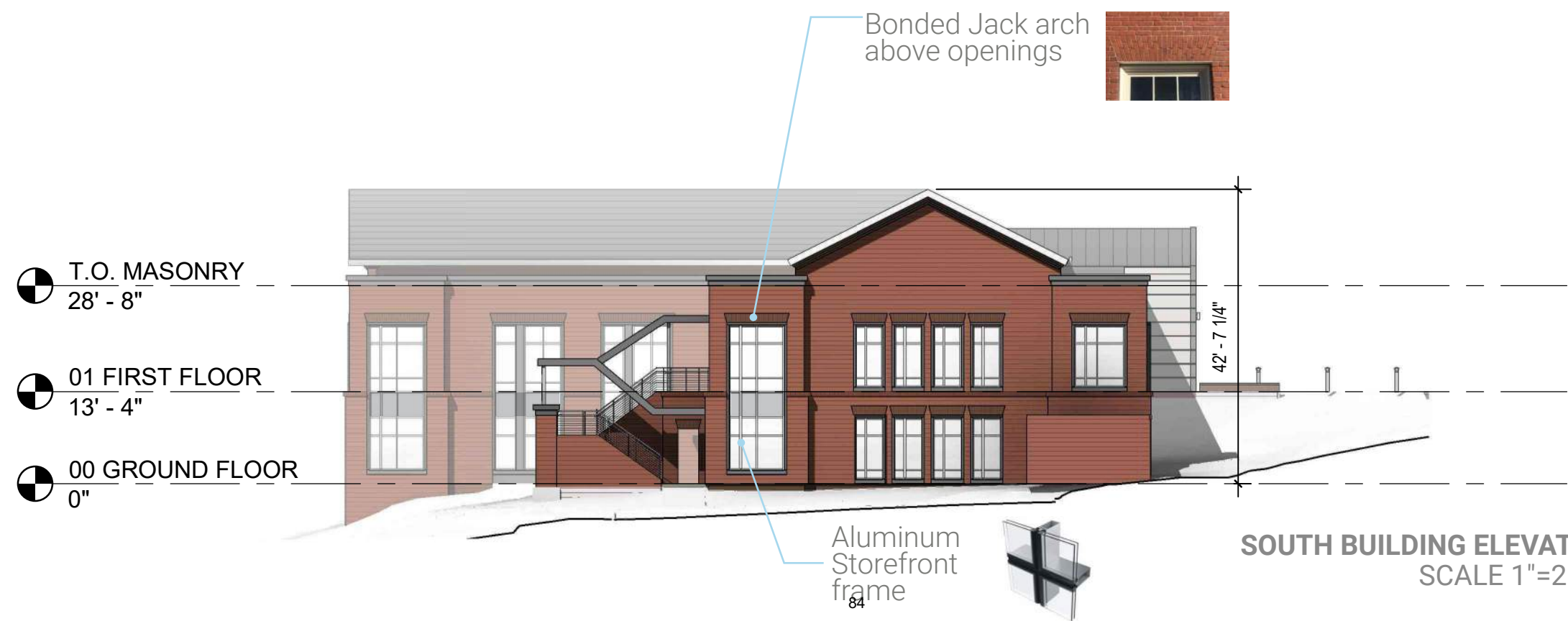
LINK BUILDING ELEVATIONS



LINK BUILDING ELEVATIONS

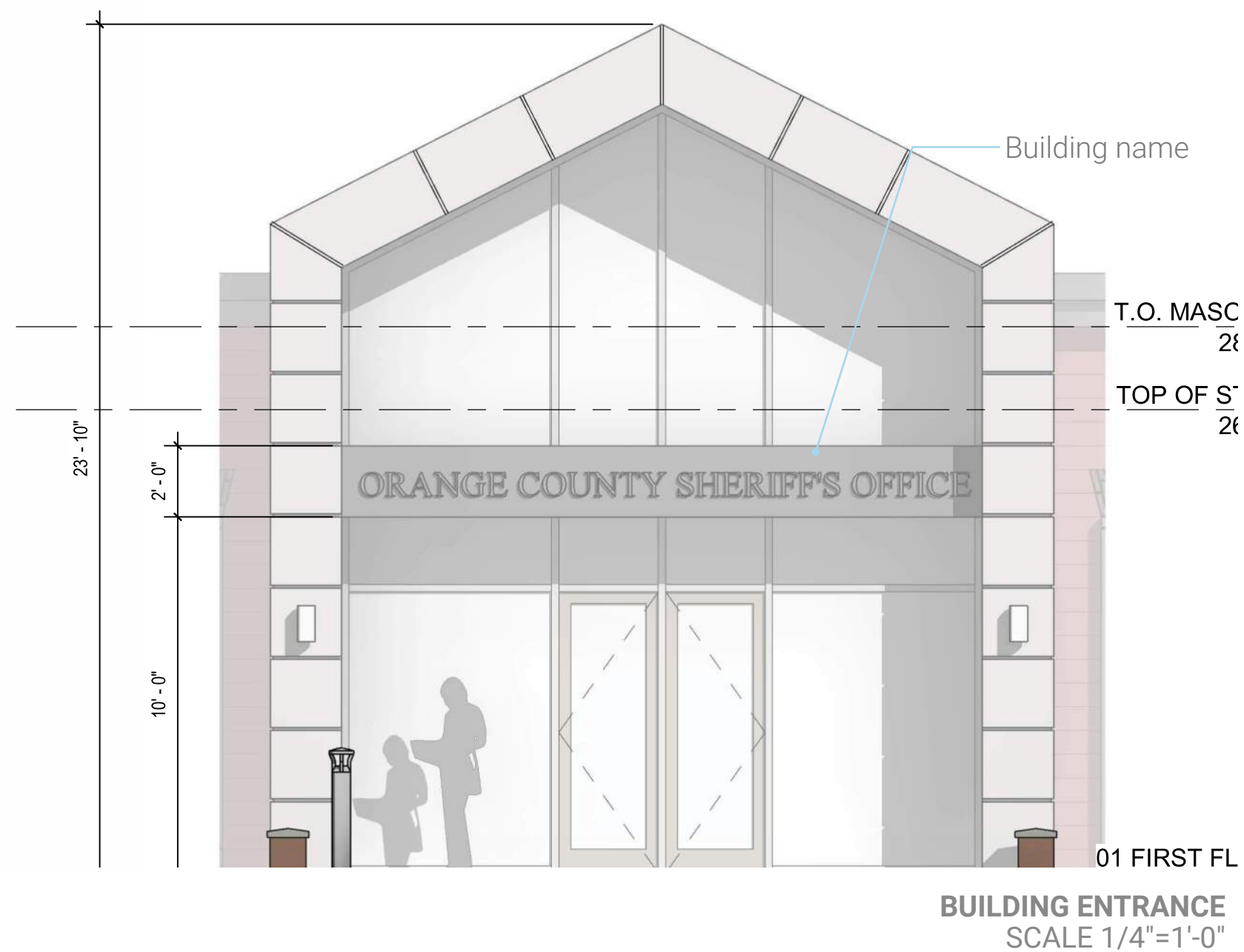
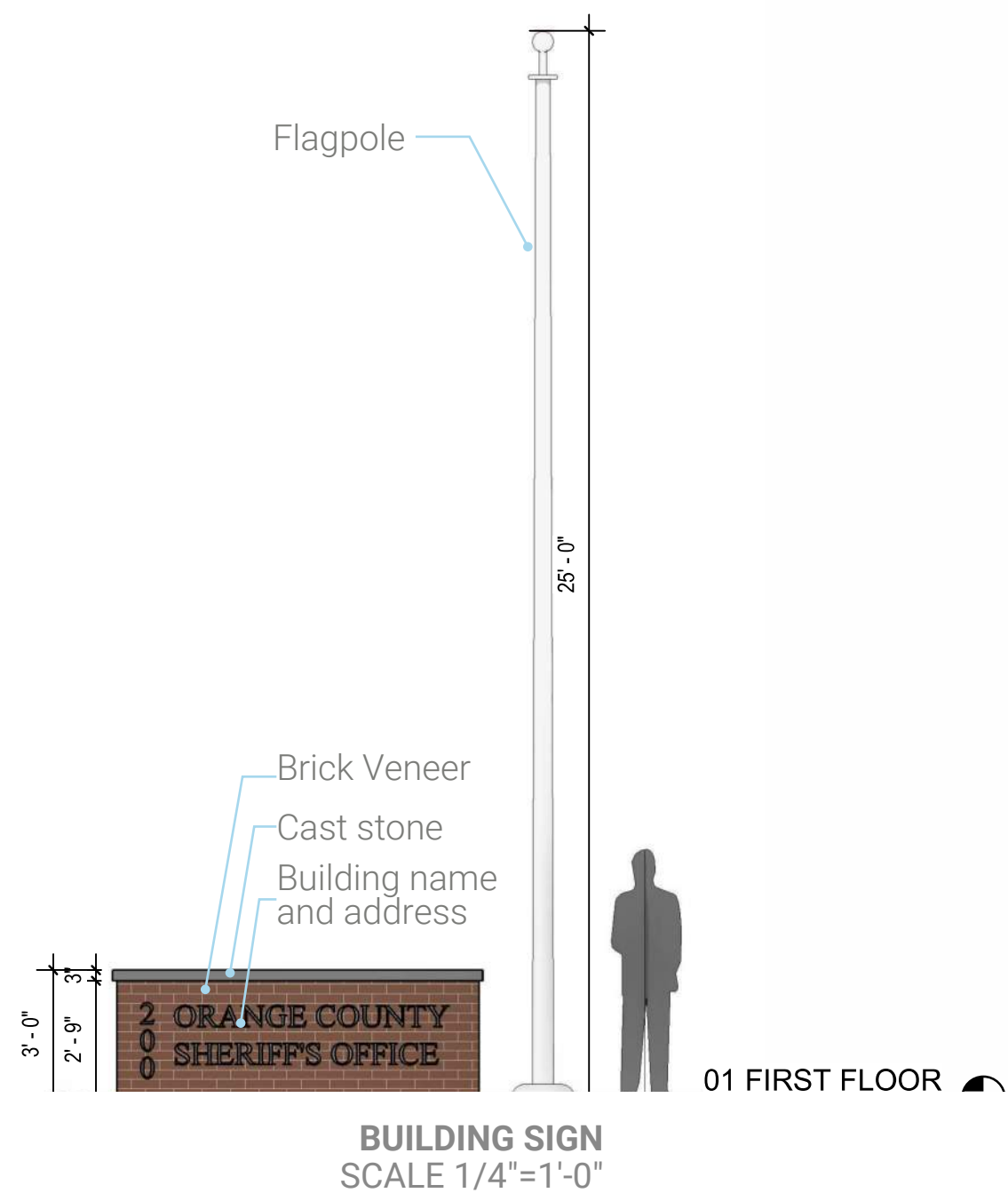


WEST BUILDING ELEVATION
SCALE 1"=20'-0"



SOUTH BUILDING ELEVATION
SCALE 1"=20'-0"

LINK BUILDING SIGNAGE



ARCHITECTURAL COMPONENTS

The window detail highlights the following building components:

1. Cast stone at building parapet.
2. Flemish-bond brick pattern throughout the building.
3. Bonded Jack Arch.
4. Cast stone window frame.
5. Aluminum Storefront frame.
6. Soldier brick course

WINDOWS IN HISTORIC DISTRICT



Gateway Center



Orange County
West Campus
Offices



515 Churton



Orange County Courthouse



Link Building

HILLSBOROUGH HISTORIC DISTRICT COMPATIBILITY



Margaret Street View



Orange County Board of Elections



District Attorney Building

Building Scale and form

- The proposed design maintains the overall scale and massing of the former Link Building.
- The building relates to the adjacent Board of Elections and County District Attorney's Office through its modest civic scale and traditional roof forms.
- Along the street-facing elevations, the building presents a predominantly one-story appearance with sloped roofs and clearly defined gable forms.
- Symmetrical entrances and balanced façade compositions reinforce the character of the surrounding County buildings.
- The design uses familiar forms and proportions to remain compatible with the Historic District while expressing a contemporary civic identity.

HILLSBOROUGH HISTORIC DISTRICT COMPATIBILITY



Building Entrance



Orange County Courthouse Entrance

Public Entrance

- The entrance composition draws inspiration from the Orange County Courthouse, reinforcing the civic character shared by County government buildings.
- A symmetrical entrance establishes a clear focal point and formal public arrival.
- The projecting entrance creates hierarchy, depth, and a strong civic presence.
- A simple gable form reflects the traditional roof forms found throughout the Historic District.
- Broad masonry walkways connect the public sidewalk to the building, creating a welcoming and dignified approach.
- A contemporary metal panel entry surround reinterprets the traditional civic entrance while remaining clearly distinguishable from historic architecture.
- The expansive glass entry expresses the Sheriff's Office values of transparency, openness, and accessibility, creating a visible connection between the building and the community.

HILLSBOROUGH HISTORIC DISTRICT COMPATIBILITY



Building Entrance



Apartments at 515 N Churton St



Building Material Accent

- ACM is a contemporary material known for its precision, clean detailing, durability, and ideal for the entrance element.
- ACM is used on this project only as an accent material at the primary entrance. Metal copings, trims, flashings, and other metal elements are already commonly used throughout the Historic District.
- The ACM panels are proportioned and jointed at a scale similar to dimensional stone, allowing the contemporary material to remain compatible with the scale and character of the overall building.
- Recent projects within the Historic District have incorporated fiber-composite panel materials, generally expressed in a modern architectural language. The intent of this project is different: to use a contemporary material while maintaining a traditional architectural language through scale, proportion, color, and detailing.

EXTERIOR LIGHTING FIXTURES

BOLLARDS



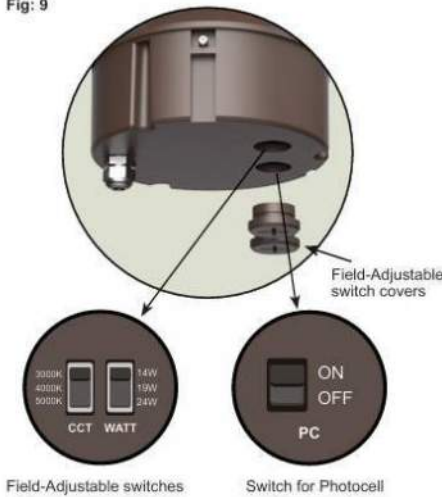
BLB M SERIES

LED Bollard W/ Selectable CCT & Power

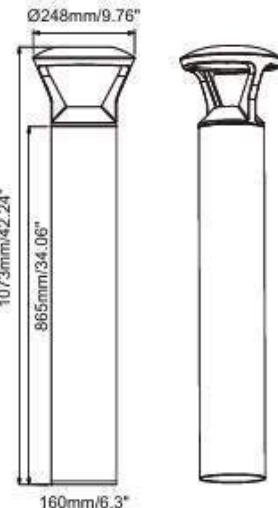
Introducing our innovative Modern LED bollard – setting new standards in outdoor lighting. This bollard offers CCT and power selectability, allowing you to customize color temperature and brightness. With a sleek design and durable build, they seamlessly blend into any landscape. Smart energy management ensures efficiency, while easy installation and low maintenance make them hassle-free. Versatile for both residential and commercial use, these bollards redefine outdoor illumination, providing a perfect balance of style and functionality. Illuminate your space with brilliance and efficiency – experience the future of outdoor lighting.

[Specification Sheet](#)[+ Save Product](#)

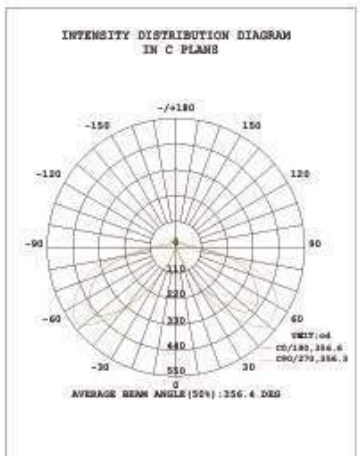




DIMENSIONS



PHOTOMETRIC



DOWNLIGHT CYLINDERS



DOWNLIGHT CYLINDER™ / PN: CYW

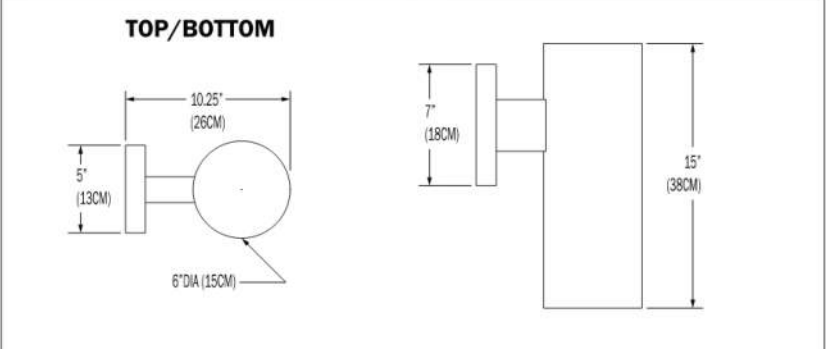
DOWNLIGHT CYLINDER™ / PN: CYW

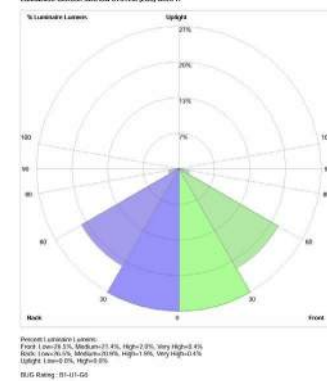
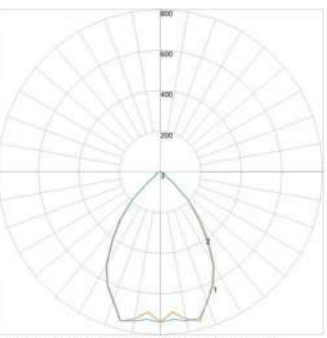
QUICK FACTS

- Diameter: 6" or 8"
- Rated: Indoor or outdoor
- Illumination: 100-150W INC or 15-32W LED
- Color temp.: 3000K, 3500K or 4000K
- Voltage: 120V, 277V and 347V
- Finishes: Painted
- Dimming: 0-10V
- Emergency

CYW - 6"

6LB

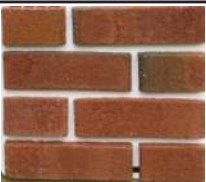




EXTERIOR LIGHTING FIXTURES

Exterior lighting fixtures will feature a simple, contemporary design and be constructed of metal. The finish will be dark gray to complement the building’s accent materials. The fixtures will provide adequate illumination without detracting from the historic character of the town.

HILLSBOROUGH HISTORIC DISTRICT COMPATIBILITY

MATERIAL	MANUFACTURER/ FINISH	LOCATION	EXAMPLE
Brick Veneer Flemish Bond	Triangle Brick flashed wire-cut, or equal	Primary facade material	
Cast Stone	Warm medium gray	Window frames and coping	
Aluminum Metal Panel	Medium gray	Entry veneer panels	
Standing Seam Metal Roof	Medium gray	Sloped roof	
Aluminum Storefront/ Curtainwall	Medium gray	Exterior and Interior Glazing	
Insulated Glass	Tempered glass	Exterior windows and doors	
Concrete Paving	Standard finish	Landscape Material	
Asphalt Paving	Standard finish	Landscape Material	
Brick Pavers	Pine hall brick	Landscape Material	

03

ADDENDA

EXISTING PICTURES OF LINK BUILDING



Exterior view of Link Building- Prior planting near stream



Building entry- S. Cameron St.



Inner courtyard



Building entry- S. Cameron St.

EXISTING PICTURES OF LINK BUILDING



Exterior Stair



Inner Courtyard vegetation



Windows on Margaret Ln.



Windows on Cameron St.



View from E. Margaret Ln.



Building entry- S. Cameron St.

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: November 19, 2019

**Action Agenda
Item No. 6-a**

SUBJECT: Link Government Services Center Remediation Project Options for
Consideration

DEPARTMENT: County Manager/Asset Management Services

ATTACHMENT(S):

Presentation by Boomerang Design

INFORMATION CONTACT:

Travis Myren, 919-245-2308
Steve Arndt, 919-245-2658

PURPOSE: To discuss options and provide direction to staff on the next steps for the Link Government Services Center Remediation Project.

BACKGROUND: The Link Government Services Center has experienced long term water infiltration into the building envelope. A remediation project has been planned, and the project has been let for bid twice.

On October 20, 2019, moderate rainfall occurred at the Link Center and resulted in visible quantities of water penetrating the interior of the building. During this same time, indoor air quality tests began to indicate higher levels biological contaminants compared to identical tests taken throughout the prior year. These changing conditions warranted a root cause analysis to confirm that the scope of the remediation project would correct the deficiencies that were allowing the additional water penetration.

On October 24, 2019, Boomerang Design performed a series of investigative demolition cuts into the building's cavity wall. According to the architect's report, these cuts revealed, "...a critical element of the building envelope, the continuous sheathing, was in fact, not continuous." The architect and engineer further reported that, "The breaches were irregular enough to confidently say that a contractor would not be able to find all breaches and seal them to prevent future water intrusion without removing all of the brick and cast stone."

The scope of the current remediation project that was bid on September 5th and September 25th does not include this additional scope of work which would add approximately \$2 million to the projected cost of the project and would add months to the project duration. These additional costs and timing may warrant an examination of alternatives for administrative office space.

As the remediation project proceeds or alternatives are explored, the current Link Building occupants have been relocated to alternative office spaces based on the recommendations of occupational health professionals. Funding for this relocation was approved on November 7. Building occupants are scheduled to move to temporary office spaces on November 21 and 22. The intermediate budget for relocation included funds to renovate the temporary office spaces to accommodate a long term relocation.

During the meeting, Boomerang Design will be provide a presentation (attached) that explains the current conditions of the Link Building and the work necessary for a comprehensive remediation. The architect is recommending expanding the scope of the remediation project to remove the exterior brick and provide continuous sheathing and waterproof the building. Under this scenario, the aging mechanical and electrical systems would also be replaced to meet current building codes, efficiency goals and standards, and to ensure building longevity and resilience in the future. The total estimated cost of pursuing this comprehensive remediation is \$8.1 million.

Following the presentation, the Board can discuss options for next steps and provide direction to staff. These options include but may not be limited to the following:

1. Authorize staff to proceed with a more comprehensive facility planning effort. The Northern Campus Project will be completed in the spring of 2021. As a result, the site of the current Detention Center and the site of the current Environment and Agricultural Center will be available. As these sites are vacated, the County will need to plan for their future and could use this opportunity to evaluate future facility needs in that context including the disposition of the Link Government Services Center.
2. Amend the FY2019-20 Capital Budget and proceed with the remediation project;
3. Include funding in the FY2020-21 Capital Budget to proceed with the remediation project in July 2020 in order to evaluate it against other capital requests.

FINANCIAL IMPACT: The financial impact of this project is dependent on the option(s) chosen by the Board.

SOCIAL JUSTICE IMPACT: The following Orange County Social Justice Goals are applicable to this item:

- **GOAL: ESTABLISH SUSTAINABLE AND EQUITABLE LAND-USE AND ENVIRONMENTAL POLICIES**
The fair treatment and meaningful involvement of people of all races, cultures, incomes and educational levels with respect to the development and enforcement of environmental laws, regulations, policies, and decisions. Fair treatment means that no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental and commercial operations or policies.
- **GOAL: ENABLE FULL CIVIC PARTICIPATION**
Ensure that Orange County residents are able to engage government through voting and volunteering by eliminating disparities in participation and barriers to participation.

ENVIRONMENTAL IMPACT: The following Orange County Environmental Responsibility Goal impacts are applicable to this item:

- **ENERGY EFFICIENCY AND WASTE REDUCTION**

Initiate policies and programs that: 1) conserve energy; 2) reduce resource consumption; 3) increase the use of recycled and renewable resources; and 4) minimize waste stream impacts on the environment.

RECOMMENDATION(S): The Manager recommends that the Board discuss options and provide direction to staff on the next steps for the Link Government Services Center Remediation Project.



JOHN LINK GOVERNMENT SERVICES CENTER REMEDIATION



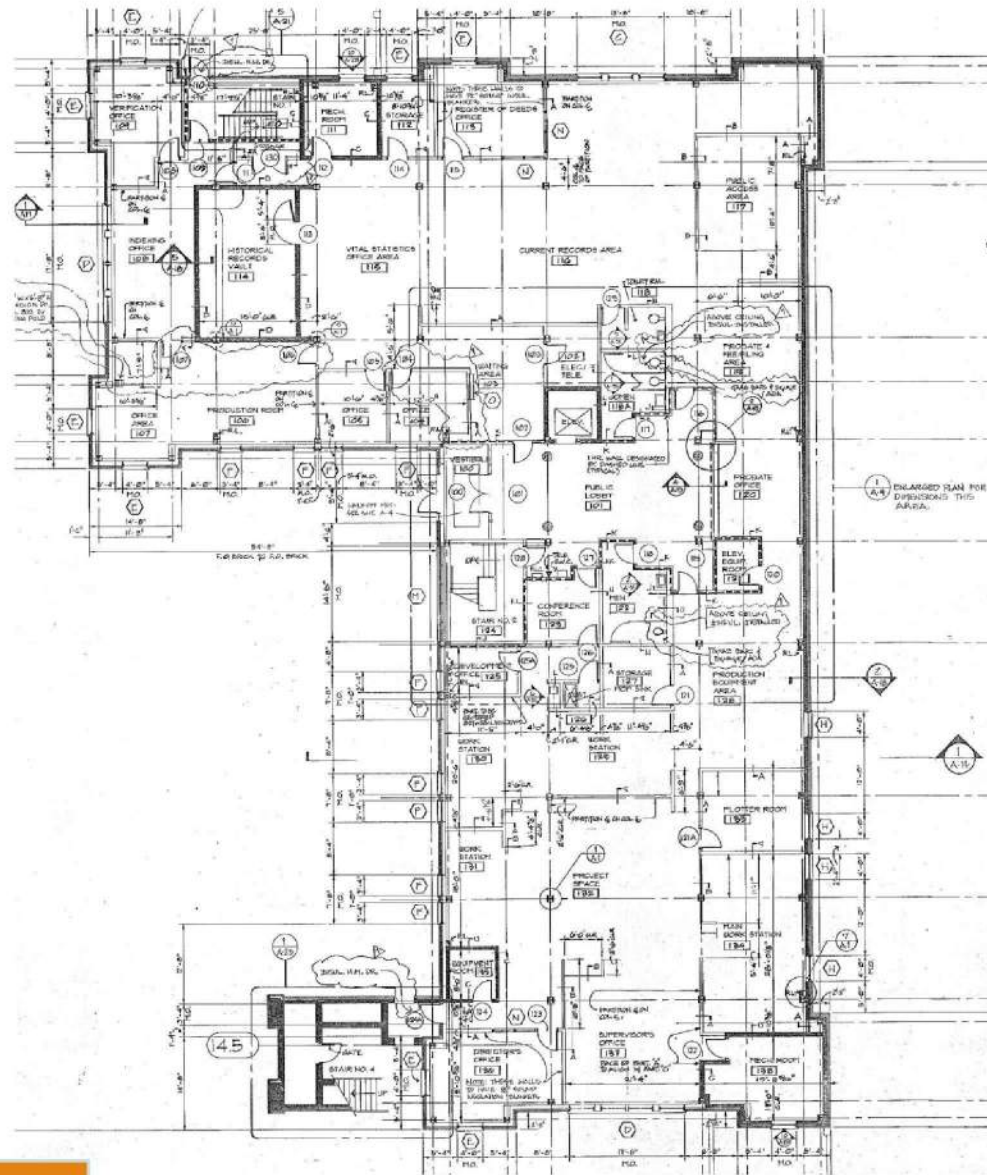
Presentation Contents

1	EXISTING BUILDING
2	BID SCOPE AND ADDED SCOPE
3	RECENT ISSUES AND NEW RECOMMENDATIONS
4	WEIGHING COST OF REMEDIATION VS NEW

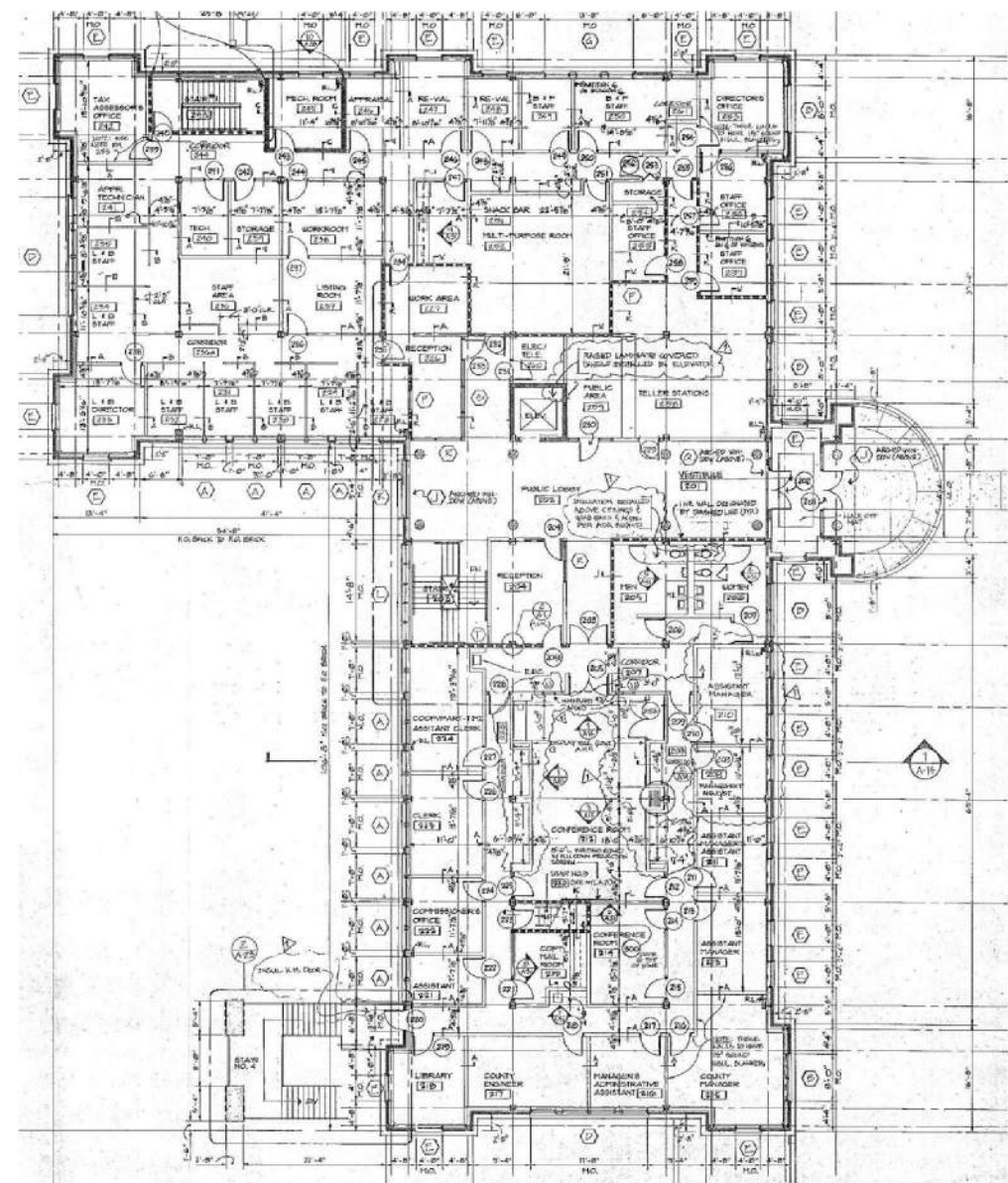


1

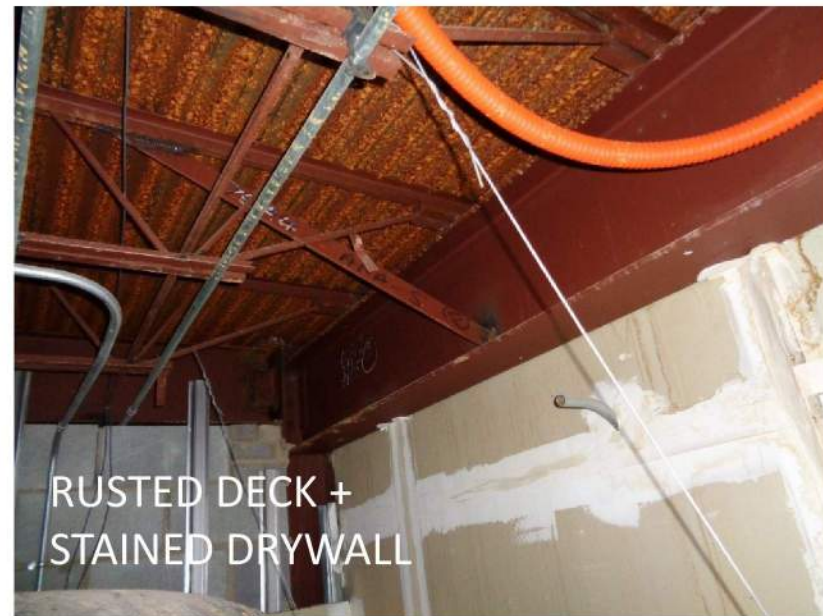
EXISTING BUILDING DESIGN/COMPONENTS



1ST FLOOR



2ND FLOOR



Initial Investigation and Scope of Remediation – BID SET

- INITIAL SCOPE
 - LINTELS, WINDOWS, CAST BANDING, DRYWALL, ADA, NEW FINISHES, LIGHTENING PROTECTION, EXTERIOR STAIR CONTINUITY, LANDSCAPING, MINOR REGRADING, PATIOS
- ADDED SCOPE
 - REPLACE ROOFS, REPAIR WASHOUT AT LOBBY
- REASONING
 - UPON INVESTIGATIVE DEMOLITION, BREECHES IN WALL DID NOT REVEAL THEMSELVES AS WORK WAS LIMITED TO AREAS WHERE WATER STAINS WERE KNOWN; INVESTIGATION WAS DURING DROUGHT CONDITIONS
- RESULTS
 - MAINTENANCE IS CRITICAL TO ENSURE CAST STONE SEALANT IS INTACT
 - NO ABILITY TO PROVIDE A COMPLETE SECONDARY LAYER OF SAFETY INSIDE WALL CAVITY
- BID \$4.55M - \$5.26M



3

RECENT WATER INFILTRATION/INVESTIGATIVE DEMOLITION RESULTS

Additional Scope of Remediation post Investigative Demolition #2

- ADDED SCOPE
 - REMOVE ALL BRICK AND CAST STONE TO INSTALL A CONTINUOUS DRAINAGE PLANE
 - REMOVE ALL DRYWALL, REPLACE MECHANICAL SYSTEM, REPAIR RATED WALL BREACHES
- REASONING
 - UPON INVESTIGATIVE DEMOLITION #2, MORE BREACHES IN SHEATHING WERE FOUND; MORE AREAS OF WATER INFILTRATION WERE FOUND AND IT IS NO LONGER FEASIBLE TO REMEDIATE WITHOUT ADDED SCOPE (NOTE: UNDER THE CURRENT SCOPE THIS WOULD HAVE BEEN REVEALED DURING CONSTRUCTION RESULTING IN A SIGNIFICANT CHANGE ORDER)
 - ORIGINAL DESIGN AND CONSTRUCTION FUNDAMENTALLY IS FLAWED IN KEEPING WATER OUT OF THE BUILDING
- RESULTS
 - MAINTENANCE IS CRITICAL TO ENSURE CAST STONE SEALANT IS INTACT
 - NO ABILITY TO PROVIDE A COMPLETE SECONDARY LAYER OF SAFETY INSIDE WALL CAVITY
- ADDITIONAL COSTS: \$2M+

Projected Construction Costs shown are for construction only. Other Project costs not included:

- FFE
- Professional Services
- Geotechnical Investigations
- Land Surveys
- Land Purchase
- Permit Fees
- Permit Review Fees
- Advertising
- Printing
- Construction Testing
- Abatement
- Leases
- Moving Costs

4

REMEDiate

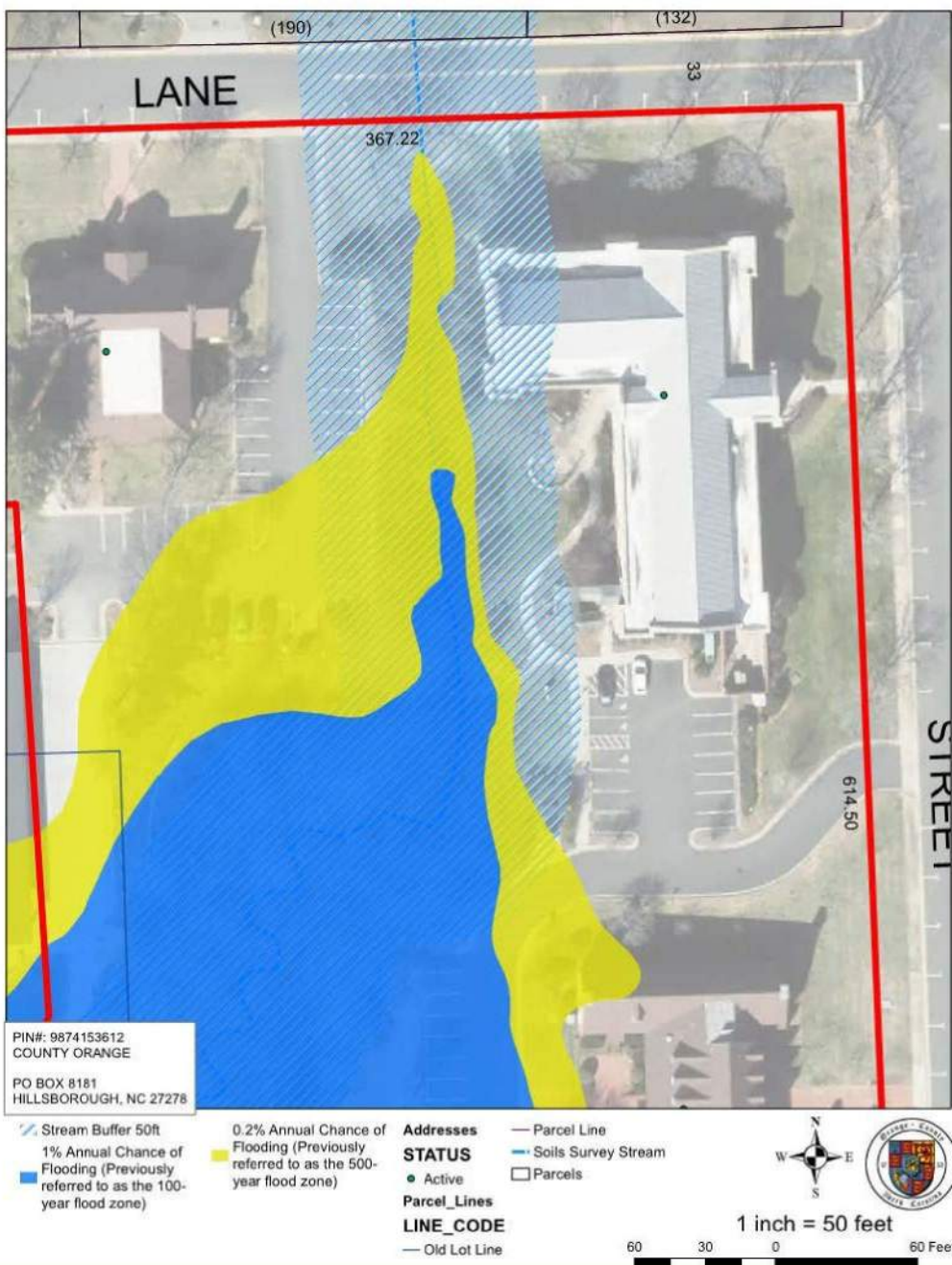
Construction Costs

Bid	24,000	SF	\$	4,553,364
Remove Brick, Cast Stone, Drywall, ETC.			\$	1,500,000
New Mechanical	24,000	SF	\$	600,000
New Electrical	24,000	SF	\$	480,000
Design Contingency (5%)			\$	356,668
Construction Cost Subtotal				\$ 7,490,032
Inflation (5%)			\$	374,502
Construction Contingency (3%)			\$	224,701
Projected Construction Costs				\$ 8,089,235

BUILD NEW

Construction Costs

New Building Construction (\$275/sf)	24,000	SF	\$	6,600,000
Building Demolition (existing Link Bldg)			\$	150,000
Design Contingency (5%)			\$	337,500
Construction Cost Subtotal				\$ 7,087,500
Inflation (15%)			\$	1,063,125
Construction Contingency (3%)			\$	212,625
Projected Construction Costs				\$ 8,363,250



ADDITIONAL CONSIDERATIONS

- 50' STREAM BUFFER (NOT IN PLACE IN 1992)
- REMEDIATION/REHABILITATION: ALLOWABLE WITHIN THE CURRENT CONFIGURATION
- NEW CONSTRUCTION: WILL BE REQUIRED TO OBSERVE 50' BUFFER; BUILDING CONFIGURATION WOULD HAVE TO CHANGE
- SITE
 - EXISTING SITE SHOULD BE REGRADED FOR PROPER DRAINAGE
 - RECENT APPLIED WATERPROOFING SHOWING DEGRADATION/FAILURE/LACK OF CONTINUITY IN SOME AREAS
- SCHEDULE
 - REMEDIATION: REQUIRES TEDIOUS WORK AND THEREFORE LIKELY TO TAKE LONGER
 - NEW: REQUIRES NEW DESIGN, HOWEVER, CONSTRUCTION LIKELY SHORTER

March 8, 2026

Orange County Human Resources
131 W Margaret Street, 3rd Floor,
Hillsborough, NC 27278

Attn: Ms. Melissa Tegeder
mtegeder@orangecountync.gov

Re: Recommendations for PPE Use
200 S. Cameron Street
Hillsborough, North Carolina

Dear Ms. Tegeder,

This report presents the results of the recent Personal Protection Equipment Use Assessment conducted on the above stated property on February 18, 2026, at the above-referenced location.

We appreciate the opportunity to provide this service to you. If you have any questions regarding this report, please contact the undersigned.

Sincerely,

CIH Services



Scott D. Rohlf CIH
Principal Industrial Hygienist

1.0 PROJECT DESCRIPTION

Carolina Industrial Hygiene Services (CIH Services) conducted an assessment of the building located at 200 S. Cameron Street, Hillsborough, North Carolina. The purpose of this report is to show assessment of the mold contamination in the building and make recommendations on appropriate use of Personal Protective Equipment for anyone entering/working in the subject building. The following describes the observations conducted on February 18, 2026 by our company.

2.0 SCOPE

2.1 Visual Assessment

The physical inspection was conducted in general accordance with guidelines published by the Environmental Protection Agency and the American Industrial Hygiene Association. Destructive sampling or testing to inspect interior wall cavity spaces or mechanical enclosures was not within the scope of work for this project.

2.2 Mold Sampling

Mold sampling was performed using calibrated vacuum style electric pumps. The pumps were calibrated to 15 liters per minute, fitted with new, Air-o-cell type mold sampling cassettes, and run for 5 minutes each for a total volume collected of 75 liters.

2.3 Protective Equipment Assessment

Once CIH Services has evaluated and sampled the subject building, recommendations will be made using professional experience in mold exposure, Protection Factor (PF) of respiratory protection, and calculations for Maximum Concentration Use (MUC) for anyone entering the subject building.

3.0 RESULTS

3.1 Visual Assessment

This section includes the findings and a discussion of our physical inspection of the subject property. CIH Services observed the following notable conditions in and around the subject building:

General Building Condition

- The basement level (100 level) of the subject building exhibited severe mold growth and water damage.
- The ground level (200 level) of the building exhibited far less visual mold growth; however mold growth and water damage were still present and obvious.

3.2 Mold Air Sampling

The total amount of mold spores indoors were extraordinarily high based on past experience with similar buildings.

Table 1.0 - Summary of Mold Air Sample Results

Sample Location	Building Location	Total Spores (count/m³)
1	Basement	4,801,930
2	Room 241	388,870
3	Room 210	291,290

3.3 Protective Equipment Assessment

To date there are no Permissible Exposure Limits (PELs) offered by OSHA. Therefore, the following recommendations are experiential and anecdotal. Below are comparisons of different respirator types and their expected effectiveness.

Table 2.0 – Maximum Use Calculations

Sample Location	Building Location	Total Spores (count/m ³)	Respirator Type	Fit Type	Protection Factor	Exposure Calculation (count/m ³)
1	Basement	4,801,930	Half Face P-100 Cartridge	Qualitative	10	480,193
1	Basement	4,801,930	Full Face P-100 Cartridge	Qualitative	10	480,193
1	Basement	4,801,930	Full Face P-100 Cartridge	Quantitative	50	96,038
1	Basement	4,801,930	Powered Air Purifying Respirator P-100 Cartridge	Qualitative	1,000	4,801
2	Room 241	388,870	Half Face P-100 Cartridge	Qualitative	10	38,887
2	Room 241	388,870	Full Face P-100 Cartridge	Qualitative	10	38,887
2	Room 241	388,870	Full Face P-100 Cartridge	Quantitative	50	7,777
2	Room 241	388,870	Powered Air Purifying Respirator P-100 Cartridge	Qualitative	1,000	388
3	Room 210	291,290	Half Face P-100 Cartridge	Qualitative	10	29,129
3	Room 210	291,290	Full Face P-100 Cartridge	Qualitative	10	29,129
3	Room 210	291,290	Full Face P-100 Cartridge	Quantitative	50	5,825
3	Room 210	291,290	Powered Air Purifying Respirator P-100 Cartridge	Qualitative	1,000	291

4.0 CONCLUSIONS AND RECOMMENDATIONS

4.1 Conclusions

Based on our findings, it is our opinion and recommendation that anyone entering the subject building should have a minimum of a tight-fitting powered air purifier fitted with a P-100 particulate cartridge and with proof of qualitative or quantitative fit testing. Those people should also wear disposable coveralls (with integrated head and shoe coverings). Disposable nitrile gloves are optional but recommended as a best practice.

APPENDIX A

PHOTOGRAPHS



Photo 1: Condition of basement
@ sample 1.



Photo 2: Condition of basement.



Photo 3: Condition of basement.



Photo 4: Condition of Room 241



Photo 5: Condition of Room 241

APPENDIX B

LABORATORY DATA



EMSL Analytical, Inc.

2500 Gateway Centre Blvd., Suite 600 Morrisville, NC 27560

Tel/Fax: (919) 465-3900 / (919) 465-3950

<http://www.EMSL.com> / raleighlab@emsl.com

EMSL Order: 292600878

Customer ID: CIHY42

Customer PO:

Project ID:

Attention: Scott Rohlf

Carolina Industrial Hygiene Services

1208 Barnford Mill Road

Wake Forest, NC 27587

Phone: (919) 868-0768

Fax:

Collected Date: 02/18/2026

Received Date: 02/18/2026 02:24 PM

Analyzed Date: 02/24/2026

Project: 200 S. Cameron Street

Test Report: Air-O-Cell™ Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)

Lab Sample Number: Client Sample ID: Volume (L): Sample Location:	292600878-0001			292600878-0002			292600878-0003		
	1			2			3		
	75			75			75		
	Basement			Room 241			Room 210		
Spore Types	Raw Count†	Count/m³	% of Total	Raw Count†	Count/m³	% of Total	Raw Count†	Count/m³	% of Total
Alternaria (Ulocladium)	-	-	-	-	-	-	-	-	-
Ascospores	4	200	0	15	670	0.2	5	200	0.1
Aspergillus/Penicillium++	1804(108000)	4800000	100	144(8640)	384000	98.7	216(6480)	288000	98.9
Basidiospores	17	760	0	50	2200	0.6	55	2400	0.8
Bipolaris++	-	-	-	-	-	-	-	-	-
Chaetomium++	-	-	-	-	-	-	-	-	-
Cladosporium	15	670	0	34	1500	0.4	5	200	0.1
Curvularia	-	-	-	-	-	-	-	-	-
Epicoccum	1	10*	0	-	-	-	-	-	-
Fusarium++	-	-	-	-	-	-	-	-	-
Ganoderma	-	-	-	3	100	0	2	90	0
Myxomycetes++	2	90	0	3	100	0	-	-	-
Pithomyces++	-	-	-	-	-	-	-	-	-
Rust	-	-	-	-	-	-	-	-	-
Scopulariopsis/Microascus	-	-	-	-	-	-	-	-	-
Stachybotrys/Memnoniella	4	200	0	6	300	0.1	8	400	0.1
Unidentifiable Spores	-	-	-	-	-	-	-	-	-
Zygomycetes	-	-	-	-	-	-	-	-	-
Total Fungi	108043	4801930	100	8751	388870	100	6555	291290	100
Hyphal Fragment	1	40	-	6	300	-	2	90	-
Insect Fragment	-	-	-	-	-	-	-	-	-
Pollen	-	-	-	1	40	-	-	-	-
Analyt. Sensitivity 600x	-	44	-	-	44	-	-	44	-
Analyt. Sensitivity 300x	-	13*	-	-	13*	-	-	13*	-
Skin Fragments (1-4)	-	1	-	-	1	-	-	1	-
Fibrous Particulate (1-4)	-	1	-	-	1	-	-	1	-
Background (1-5)	-	1	-	-	1	-	-	1	-

† Due to method stopping rules, extrapolated raw counts are reported in parenthesis.

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

Billy Barnes, Laboratory Manager
or other Approved Signatory

No discernable field blank was submitted with this group of samples.

EMSL Analytical, Inc. maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL Analytical, Inc. EMSL Analytical, Inc. bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. Results are generated from the field sampling data (sampling volumes and areas, locations, etc.) provided by the client on the Chain of Custody. Samples are within quality control criteria and met method specifications unless otherwise noted. Skin Fragment and Fibrous Particulate ratings are based on the percent of non-fungal material they represent: 1 (1-25%), 2 (26-50%), 3 (51-75%), or 4 (76-100%). Background ratings are based on the total area covered by non-fungal particles: 1 (1-25%), 2 (26-50%), 3 (51-75%), 4 (76-99%), or 5 (100%; overloaded). High levels of background particulate can obscure spores and other particulates, leading to underestimation. Background levels of 5 indicate an overloading of background particulates, prohibiting accurate detection and quantification. Present = Spores detected on overloaded samples. Results are not blank corrected unless otherwise noted. The detection limit is equal to one fungal spore, structure, pollen, fiber particle or insect fragment. "" Denotes particles found at 300X. "-" Denotes not detected. Due to method stopping rules, raw counts >= 100 are extrapolated based on the percentage analyzed.

Samples analyzed by EMSL Analytical, Inc. Morrisville, NC AIHA LAP, LLC-EMLAP Accredited #173741

Initial report from: 02/24/2026 01:00 PM

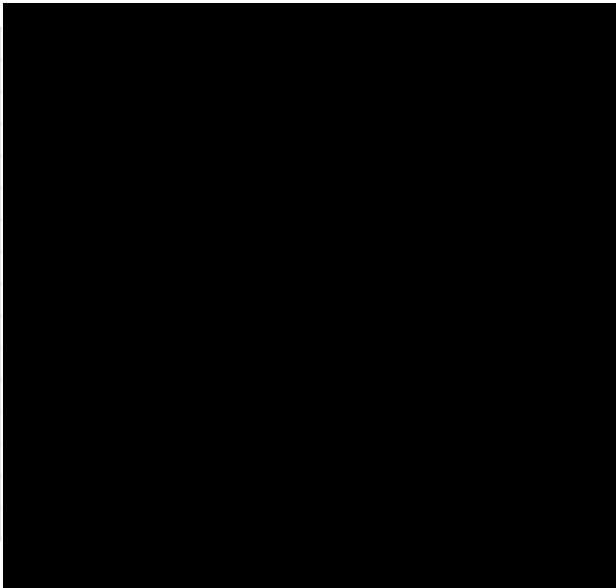
For information on the fungi listed in this report, please visit the Resources section at www.emsl.com

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864861048 (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.

8/20/2026
Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN
9874058688
9874069059
9874140569
9874148912
9874152266
9874153612
9874155274
9874155366
9874156692
9874157839
9874159130
9874160014
9874161145
9874163117
9874262348



CITY	STATE	ZIPCODE
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	272780549
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
RALEIGH	NC	27608
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278
HILLSBOROUGH	NC	27278

