

Agenda

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. February 7, 2024

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



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

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

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

2. Commission's mission statement

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

3. Agenda changes

4. Minutes review and approval

Approve minutes from regular meeting on January 10, 2024

5. Written decisions review and approval

Approve written decisions from regular meeting on January 10, 2024

6. New business

- A. Certificate of Appropriateness Application: **318 W. Queen Street** – Applicant is requesting approval to construct a front-yard wooden picket fence with two arched gates (PIN 9864872602)

7. Old business

- A. Certificate of Appropriateness Application: **202 W. King Street** – Applicant is requesting to replace seven existing wood windows with Fibrex windows (PIN 9864965347)
- B. Certificate of Appropriateness Application: **114 W. Queen Street** – Applicant is proposing to add porches to the main house, add an accessory dwelling unit to the brick kitchen structure in the backyard, and construct two sheds in the northeast corner of the property (PIN 9874071780)

8. Amend Historic District Design Standards

- A. Amend standards for Historic vs. Non-Historic, Masonry, Windows, Sustainability and Energy Retrofit, Utilities, Site Features and Plantings, Fences and Walls, Walkways Driveways and Off-Street Parking, and Art
- B. Amend Ordinary Maintenance and Repair and Minor Works
- C. Amend Compatibility Matrix
- D. Amend Definitions

9. General updates

10. Adjournment

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

Minutes

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. Jan. 10, 2024

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



Present: Chair Will Senner, Vice Chair Mathew Palmer, and members Elizabeth Dicker, G. Miller, Hannah Peele, Sara Riek and Bruce Spencer

Staff: Planner Joseph Hoffheimer and Town Attorney Bob Hornik

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

Chair Will Senner called the meeting to order at 6:30 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

The mailed notices for Item 6C included the wrong address for the property in question. The property was correctly posted, and the rest of the information in the mailed notices is correct. The meeting agenda lists the correct address for the property, which is 406 W. Margaret Lane (PIN 9864756428). Staff sent corrections, and they have heard no opposition to the situation.

4. Minutes review and approval

Minutes from regular meeting on Dec. 7, 2023.

Motion: Member Bruce Spencer moved approval of the Dec. 7, 2023, minutes as submitted. Member Sara Riek seconded.

Vote: 7-0.

5. Written decisions review and approval

Written decisions from regular meeting on Dec. 7, 2023.

Motion: Member Elizabeth Dicker moved approval of the written decisions from the regular meeting on Dec. 7, 2023, as submitted. Spencer seconded.

Vote: 7-0.

6. New business

A. Certificate of Appropriateness Application: 202 W. King St.

Applicant is requesting to replace seven existing wood windows with Fibrex windows (PIN 9864965347).

Senner opened the public hearing and asked whether there were any conflicts of interest or bias among the commissioners. Dicker disclosed that she lives across the street from the property but felt she could assess the application without bias.

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

Planner Joseph Hoffheimer was sworn in. Wendi Huffman was sworn in to speak on behalf of the applicant.

Hoffheimer presented the staff report and noted the inventory information, application materials, and applicable design standards would be entered into the record as evidence. He provided the staff comments: Replacement of historic wood windows with materials other than wood requires commission approval, and composite or engineered wood replacement windows are allowed on a case-by-case basis and must be smooth side out.

Hoffheimer also pointed out an existing decorative, character-defining feature below the upper portion of the window in one of the photos, which exists on both sides and the front of the house.

Huffman said that the new window is basically an insert window, and that no trim on the exterior will be touched. The window is a composite material that looks like wood, with mortise and tenon joints, and is made to last 50 years, without the upkeep of wood.

Huffman asserted that the windows are in poor condition. The wood is rotted and the glass has condensation. They are also not flush and are letting in drafts. She acknowledged that there was no formal assessment of the repairability of the current windows.

confirmed that the proposed windows will be the same size and arrangement of lites. The window will be simulated divided lite, with one pane and an interior and exterior divider to look like separate panes. She confirmed that no light will filter between the dividers.

Huffman confirmed that the proposed windows will be smooth side out.

Senner referenced Design Standard 6 for windows, which states that substitute materials are appropriate only if the window is unable to be replaced in kind. Huffman was not able to confirm whether the homeowner had pursued the option to replace them in kind.

Huffman said that the homeowner chose the proposed windows because of ease of maintenance, energy efficiency — the proposed windows are double-paned — and aesthetics because they look like wood.

The commissioners noted that they were concerned about the lack of a formal assessment or consideration for repairing the windows or replacing them in kind. They mentioned that historic single-pane windows are only allowed to be replaced with double-pane when energy efficiency cannot be attained any other way. The commissioners requested a restoration expert's opinion regarding the feasibility of restoration or in-kind replacement.

Senner offered to either table the application until a later meeting or to vote on the application. Huffman said that it was her understanding that the homeowners would prefer to table the application.

Senner closed the public hearing and called for deliberation.

Motion: Senner moved to table the application until the next meeting. Member G. Miller seconded.

Vote: 7-0.

B. Certificate of Appropriateness Application: 309 Mitchell St.

Applicant is proposing to construct a six-foot aluminum fence in the backyard (PIN 9874177729).

Senner opened the public hearing and asked whether there were any conflicts of interest or bias among the commissioners. All commissioners disclosed that they had visited the property in preparation for reviewing this application. No other conflicts of interest were disclosed.

Bill Harris was sworn in to speak on behalf of the application.

Hoffheimer introduced the staff report. He said that the inventory information, application materials, and applicable design standards would be entered into the record as evidence. Hoffheimer presented the staff comments: Aluminum fences are allowed on a case-by-case basis and require commission approval. The design standards do not directly address gates, so staff recommend applying the standards for Fences and Walls. Further, the commission recently approved another visible aluminum fence at the northwest corner of Queen Street and Churton Street.

Harris introduced the application by saying that he and his wife have lived in the house for eight years and had never intended to put up a fence. However, the deer have been eating their garden and they would like to manage the deer's access to the yard.

Harris confirmed that the neighbor's fence is about six feet high as well. It may be slightly shorter than the proposed fence, but not by much. He also confirmed that he planned to tie into the neighbor's wood fence at the neighbor's request to avoid creating a two-foot gap between the fences. He noted that Charles Burton, the neighbor, had signed off on the application.

The commissioners asked about the chosen material for the proposed fence and asked if any consideration was given to alternate materials such as wrought iron or painted steel, which are allowed in the design standards. Harris said that he had considered cast iron and steel, but that he has experience with aluminum and chose it for its tensile strength and lower maintenance, since it will not rust.

There was discussion of the large gate at the end of the driveway. Harris said that he parks his cars in the driveway, so there will typically be two cars blocking the view of the gate from the street. The commissioners noted that the gate is at the very end of the driveway, almost tucked around the side porch, and that there is some benefit to reduced visibility as to how it is sited.

The commissioners asked whether any alternatives to the gate were considered, such as a removable panel the same profile as the fence. Harris said there were not, and that the fencing company suggested a swing gate to provide access to the back yard.

Many of the commissioners agreed that the proposed gate is not incongruous with the Historic District.

Senner summarized the commissioners' discussion: There were no concerns that the fence would be incongruous with the district based on the design, profile, similar metal fences in the district, siting relative to the house, and how the location of the gate features are sited relative to the rest of the house and the property.

Senner closed the public hearing and called for any additional deliberation.

Motion: Riek moved to find as fact that the 309 Mitchell St. application is not incongruous with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Fences and Walls. Dicker seconded.

Vote: 7-0.

Motion: Miller moved to approve the application as submitted. Vice Chair Mathew Palmer seconded.

Vote: 7-0.

C. Certificate of Appropriateness Application: 406 W. Margaret Lane

Applicant is proposing a new rear screened porch, a new second floor rear shed dormer, replacement of the existing rear west patio door with a full glass door, and relocation of a small garage door from the east to the south elevation (PIN 9864756428).

Senner opened the public hearing. He asked whether there were any conflicts of interest or bias among the commissioners. All commissioners disclosed that they had visited the property in preparation for reviewing the application. No additional conflicts of interest were disclosed.

David Cates was sworn in to speak on behalf of the application.

Hoffheimer introduced the staff report and noted the inventory information, application materials, and applicable design standards would be entered into the record as evidence. He mentioned that the existing garage is not in the 2013 update, but in the inventory it is described as "a late 1940s front-gable, frame garage." He provided the staff comments: The design standards require that new additions have a height lower than the original house, but the applicant has provided examples of nearby shed dormer additions that start at the original ridgeline. The commission may also want to ask for clarification of plans for any doors or windows that might be visible through the screens on the rear screened porch addition.

Hoffheimer mentioned that staff was asked for clarification about past approvals for rear dormer additions that start at the ridge line. The two examples that the applicant showed within the vicinity of 406 W. Margaret Lane are located at 216 S. Occoneechee St. and 409 W. King St. 216 S. Occoneechee St. was approved under the current standards in 2022. There was no record of the discussion of that application in the minutes. Those plans were submitted in Microsoft Excel, so there may have been a margin of error at play. 409 W. King St. was approved in 2013 under different standards.

Cates mentioned that he had submitted 404 Calvin St. as another example of a shed dormer addition. Hoffheimer clarified that the photo submitted for 404 Calvin St. was, in fact, 216 S. Occoneechee, but both had similar designs and were done by the same contractor.

Cates introduced the application by providing clarification for the motivation for the rear shed dormer. The homeowners wanted to provide access to the second floor of the house which is currently accessible only by ship's ladder. Initially they wanted a more obvious dormer, but they landed on the proposed design, which is less obvious and tucked in the back of the house.

It was noted that there is an error in the inventory, which states that the structure has vinyl siding. It in fact has German wood siding.

Cates confirmed that there will be no hardscape modifications.

Senner referenced Item 3 in the design standards for Additions to Residential Buildings, which calls for minimizing the site's proportion of constructed to unbuilt area. He mentioned that the lot is already quite small, and the addition of a screened porch adds a fair amount of constructed area. He asked if Cates could reference other densely filled sites in the district.

Cates mentioned 176 W. King St., 189 W. King St., 203 W. Margaret Lane and 114 N. Wake St. as examples of houses that occupy a large portion of the lot. He also mentioned that the house is fully within its setbacks.

There was discussion of visibility of the addition, which is behind the house and away from street view.

Cates confirmed that what looks like a step on the front elevation in the model is a mistake within the model, and he reiterated that there will be no change to the hardscape.

Miller inquired about the relationship between the door and window on the accessory building, noting that they seem inconsistent with the primary residence.

Cates replied that the two doors are in different planes, and that the accessory building is hardly visible from the street because of an elevation difference. He explained that the door is a relocation of the door on the side of the garage because they are trying to eliminate an existing concrete step in the middle of a narrow walkway. He said that this is the only appropriate place to put the door.

Miller said that the placement of the door seemed fine, but that the window should be moved to the left for the proportions to work better.

James Tomberg, a neighbor, was sworn in. He said that his backyard and the applicant's backyard are at corners. He estimated that the garage was built within approximately the past four years.

Declan Camby, a neighbor at 407 W. King St., was sworn in. Camby agreed that the garage was built recently, within the past 10 years. He affirmed that it is not from the 1940s.

The commission reviewed the west elevation. Senner acknowledged the design standard of having a roofline begin below the roofline of the existing structure. He noted that the commission is typically strict about this rule when the ridge is perpendicular to the structure, but that in this case the roofline is clearly subordinate to the structure. The commission members agreed that this design keeps the addition subordinate to the primary structure. They also noted that it is narrower than the main house.

There were questions about the doors on the west elevation fitting between the windows, as the model showed overlaps. Cates confirmed that they will fit properly and still include as much trim as possible. He confirmed that the doors will be evenly spaced between the windows, and that the design is proposed to be more symmetric than it currently is. The commissioners noted that the rear of the west elevation will not be visible from the street since it is tucked behind the structure.

Cates added that there are two single doors on each side of the fireplace that will access the screened porch. They will match the doors on the proposed west elevation, but they are not visible on the rear elevation because the doors are open in the model. However, they are visibly open on the west elevation of the model. He also confirmed that there will be no exterior doors to the screened porch.

The screened porch will be symmetrical, reduced height, wood, screen, and a matching roof material with MiraTEC trim. Cates said that the screened porch will be sitting on posts with air beneath it, and that it will be about 16 inches off the ground.

Cates confirmed that they will reuse the garage door that is being relocated, and that the place where the door is removed will be covered to match the existing siding. He reiterated that there is a step right in front of the door in the very narrow walkway, so the homeowners are trying to mitigate a safety risk.

There was further discussion of the spacing between the window and the door on the garage. Cates said that there is space to center the door between the edge of the window casing and the corner board of the garage to help balance out the proportions.

Senner summarized the commissioners' discussion: He said he had not heard any concerns that the majority of the commission would find incongruous with the district. The dormer has been located in a thoughtful way to maintain the addition's subordinate nature to the primary structure and the screened porch is appropriately located at the rear of the house and inset from the primary structure. All the materials meet the compatibility matrix.

Senner closed the public hearing.

Motion: Dicker moved to find as fact that the 406 W. Margaret Lane application is not incongruous with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Doors; Additions to Residential Buildings; Porches, Entrances, and Balconies; Windows; and Exterior Lighting. Palmer seconded.

Vote: 6-1. Nay: Miller.

Motion: Riek moved to approve the application as submitted. Miller proposed a condition. Riek accepted the condition and moved to approve the application with conditions. Dicker seconded.

Vote: 6-1. Nay: Miller.

Conditions: The door on the south elevation of the garage shall be centered between the window and the right side of the façade.

Miller noted that he does not believe the application meets the standards for Additions to Residential Houses.

D. Certificate of Appropriateness Application: 114 W. Queen St.

Applicant is proposing to add porches to the main house, add an accessory dwelling unit to the brick kitchen structure in the backyard, and construct two sheds in the northeast corner of the property (PIN 9874071780).

Senner opened the public hearing. He asked whether there were any conflicts of interest or bias among the commissioners. All commissioners disclosed that they had visited the property in preparation for reviewing the application. No additional conflicts of interest were disclosed.

Stanford Morris, the applicant, was sworn in.

Hoffheimer introduced the staff report and noted the inventory information, application materials, and applicable design standards would be entered into the record as evidence. He added that the applicant has additional information about the history of the property. He provided the staff comments:

- Staff are not aware of any similar porches in the historic district that have a wall matching the existing structure on one side and screens on the other two. Due to the appearance of the porches, the *Additions* standards may also apply.
- If the porch walls are approved, staff do not necessarily see a conflict with adding new false shutters, since the section would be entirely new and match the existing structure.
- The commission has recently approved new roof overhangs over existing stoops, but the proposed front porch is larger than those.
- The rear elevation for the main house includes a shed dormer addition that is not shown in the existing photo, and the dormer roof does not appear to be inset from the ridgeline of the existing structure.
- The materials for the pathways, paint, and exterior lighting will need to be clarified.
- Staff are not aware of any similarly sited sheds in the historic district and recommend paying particular attention to *New Construction of Outbuildings and Garages* Standards 1 – 4.

Hoffheimer noted that since the agenda went out the applicant had provided documentation of some changes to the proposal, which are included on p. 14-19 of the printed addendum provided for the commissioners. He added that the board would need to determine whether this is a major change, in which case it would need to be separately noticed to neighboring property owners. The change includes a change in dimensions but a reduction in size from what was originally submitted.

Morris said that he appreciated the work of the commission and staff and that he was ready to answer questions and hear the commission's feedback on this project.

There were questions about whether the roof of the house is being raised. Morris responded that the only change to the roofline is the addition of the dormer on the rear.

Morris confirmed that the entire existing shingle roof will be replaced with standing seam metal to match the current color. Hoffheimer said that as long as the color is similar to the existing shingles, this can be approved as a minor work.

Morris confirmed that the existing path in front of the house is concrete and that he planned to replace it with mulch, Chapel Hill gravel. The commissioners responded that Chapel Hill gravel would be an appropriate material.

Morris added that he plans to recreate a pathway that existed between the house and the Burwell School. There is already an existing gate in the fence to allow pass-through between the properties. The steps on the left side of the front elevation will be added, and the path and steps would mirror 116 Queen St., which is made of packed earth with stones. Morris noted his intent to complement neighboring properties.

Morris said the addition would have a band of brick foundation to match the existing foundation.

Morris said he plans to relocate a window from the back of the house to the front and to replace the window with a door in the rear.

There was a discussion of mixing solid wall materials with a screened porch. Morris said that the front side of the porch would be a continuation of the existing Hardie plank to give the porch privacy from the street since it will be off a bedroom. The other two sides of the porch will be screened. He also mentioned considering a knee-wall of siding on the screen sides with a screen on top.

The commissioners recognized the need to evaluate the change in material from the front elevation to the side elevation and said that they would like to see examples of this being done in the district. Hoffheimer noted that staff are not aware of any records in Hillsborough or in other historic districts of a front wall with two screened walls. He said that some districts may have standards that state that the outside of a structure should be honest to its use, but he could not find that language within the Hillsborough Historic District Design Standards.

Morris noted his intent to make the addition tie in seamlessly with the rest of the structure. The commissioners clarified that additions to residential buildings are supposed to be clearly distinct from the original structure.

There was discussion of contributing versus non-contributing structures, and Hoffheimer clarified that windows in this house can be treated differently than historic wood windows.

There were questions about the siting of the porch to keep it less visible from the street. Morris said the placement of the porch is due to the slope of the land and drainage of water. The commissioners asked whether Morris had considered other strategies to mitigate running water. Morris said he had looked into French drains and sump pumps but also appreciated the functionality of a side porch. The commission reconfirmed that the Historic District Commission does not consider drainage as a factor in their assessment of applications.

Privacy alternatives for a three-sided screened porch were suggested, including interior privacy screens landscaping for privacy, which would potentially be more congruous than a false wall.

The commissioners agreed that there were a significant number of tweaks that would justify cleaning up the documentation and tabling the proposal for a future meeting. They mentioned that they would like to see more documentation and details about the proposal because they were having a hard time picturing what the house will look like after these changes. They also noted that it would be helpful to see examples of similar designs in the Historic District. The commission agreed to proceed with providing feedback on the proposal so Morris could make changes to improve the application.

There were questions about the addition of a front porch and how the planned porch would speak to the existing structure and tie into the existing roofline. Morris confirmed that there will be a ceiling under the porch, made of beadboard painted light blue. He confirmed that the material for the porch will be plain gray, poured concrete.

After discussing the porch, the commissioners agreed that the style of the house is somewhat unique in the district, so they would be willing to look at examples of other Dutch Colonial houses with a similar front porch, even if they are not within the district.

The commissioners noted that the front elevation is a character-defining elevation, and that there are many standards that call for hesitancy in making changes to character-defining elevations.

There were questions about the well in the front elevation. Morris said that the bottom part of the well exists, and that the top part would be added.

The commissioners requested that in a future submission Morris provide clear indication of what already exists and what changes will be made so they can easily compare the existing structure to the proposed project and will not miss any details. They also requested that Morris indicate what materials would be used. They recommended that Morris consult the example proposal posted on the website as an example for distinguishing between existing and new features.

Morris said that the dormer would be built to add light into a current storage area, and that the windows would be wood and would be reclaimed from a place like the Habitat Re-Store. Senner reminded Morris to work with staff if there is any variability in the proposed window material.

There was discussion of the rear porch. Morris clarified that there will be a flat roof with a railing to provide egress from the second floor onto the porch. The existing dormer will become a door onto the porch. The railing material would be wood pickets painted to match the existing sage green trim. There would be no stairs from the balcony. He said the inclusion of the porch is to move water out away from the back door and foundation. The commissioners recalled a porch with a balcony in the rear of a house that came before the commission a few years ago on East Queen Street.

The commissioners asked whether Morris had considered skylights in the storage room instead of a full dormer. Morris said he decided against skylights because he wants to avoid leaks.

Morris confirmed that the porch on the western elevation will have a screen door at the rear to give access to the porch. The slope of the terrain allows the floor of the porch to be flush with the ground at that point.

On the east side elevation, Morris noted that the new window on the second floor next to the chimney will be the window that came out of the rear dormer. There was discussion that the placement of the window looks off-balance.

Morris confirmed that the roof added to the stoop on the east elevation will be a simple straight, angled post, even though the drawing makes the post look more ornate from the east elevation compared to the rear elevation.

There was discussion of the lites of the windows in the side of the back porch. Morris said that he does not know the details of the windows yet because he plans to find them at the Habitat Re-Use store. It was suggested that the porch could become a three-sided screened porch and then windows would not be necessary.

The commissioners expressed concern that putting porches on this house might cause it to lose some of its historic character. Morris said he would bring example photos to address that concern. The commissioners suggested that the design standards make it easier to determine rear porches to be not incongruous, compared with front or side porches.

Senner added that to the extent possible, it would be helpful if examples shared with the commission are from historic districts. He clarified that just because examples exist does not mean the element will fit with the design standards and the character of the house.

There was discussion of the proposed new path and the attempt to replicate a historic feature. The commissioners agreed that if the proposed path falls within the design standards, it can be approved. However, if it falls outside the design standards, documentation would be needed to justify it on the grounds of being a historic element.

There was discussion about the proposed shutters. Commissioners determined that since the building has existing shutters that are non-functioning, it would not be incongruous to add the shutters.

There was discussion of having a large front porch over a Dutch Colonial style house. Hoffheimer mentioned that there was one front porch approved in the last five years at 332 W. Tryon St. He said there are many examples of front porches in the district that the commission might not approve if it were brought before them today.

Miller confirmed that the green lines on the site plan are existing wood fences, and that there will be no new walks in the rear.

The commissioners moved to discussion of the Strudwick Kitchen.

Morris said that the previous owners of the house had an apartment attached to the kitchen that they rented to university students.

The commissioners discussed the massing of the addition and whether it would be clearly subordinate to the kitchen as the primary structure. Morris said that the original structure is 20 feet x 16 feet, and the proposed structure is 26 feet x 26 feet. He mentioned that he had worked with David Cates to design the accessory dwelling unit, and that it had been designed so the original structure clearly stands out. The commissioners agreed that they would prefer there be a separation or a breezeway between the addition and the kitchen so the original structure can be clearly seen. Morris confirmed that it would be possible to separate the two.

Morris said that the patios on the sides of the kitchen were included to stabilize foundation of the brick walls of the kitchen. They will be concrete slabs with brick borders. Morris mentioned he had discussed the project with Wayne Johnson, an expert in historic brick structures, who said the alternative to concrete slabs is to pull out and repoint each brick, which because of the compression of the brick and the mortar required, is cost prohibitive. The commissioners requested a short letter or statement from Johnson or another expert stating their opinion about shoring up the foundation.

Morris said the slab of the patio extends past the side of the house to be in line with the chimney and a fence which will tie into the corner of the kitchen and the house. Some of the fencing already exists, but the portion that ties into the kitchen will be new.

The commissioners asked about the square footage of the house compared with the accessory dwelling unit. Morris said that the kitchen and its addition will be 996 square feet, and the house is 1,865 square feet.

There was discussion of the material of the patios. Hoffheimer said the rear patio could be approved as a minor work if it is fully removable. Morris suggested he could use brick pavers on top of the concrete. Some commissioners expressed that they felt the design would be less incongruous if it had brick pavers on top.

There was discussion of the concrete steps for accessing the crawl space. The commissioners agreed that the steps were sited in a good spot in the rear of the structure.

There was discussion of the spacing of the windows on the west side. The commissioners commented that the windows seem very close to the sides of the addition. Morris suggested making the addition smaller so the windows could have some more room.

There was discussion of the transom windows in the middle of the south elevation. Morris explained that they were designed to provide light while giving privacy to the apartment from the main house, as they would be located 7 feet up on the wall. The commissioners noted their concern that this seems like a mix of styles on this character-defining elevation of the structure. There was discussion of the internal consistency of the design and the orientation of the design elements.

The commission moved on to discussion of the sheds. They agreed that the modifications in the newly submitted design would not be significant enough of a change to warrant submitting new notice to neighboring property owners. Town Attorney Bob Hornik added that the sheds are such subordinate structures that they would not warrant new notice.

The commissioners discussed the siting of the sheds. Morris said the revised siting of the sheds was intended to retain the view for the neighbors at 304 N. Churton St. He said the sheds will sit 20 feet from the property line, and that the neighbors have a shed about the same size that is seven feet from the property line, with the house sitting another 10-12 feet from there.

There was discussion of whether there might be confusion about whether these structures belong to a neighboring house. Morris said he has talked with the neighbors about this plan, and it was noted that all required public notice was made. It was also noted that the fence makes it clear which property the outbuildings are on.

Hoffheimer noted a staff concern that the sheds were intended to blend in with the Burwell School, and that the Burwell School uses the applicant's property for events. He expressed concern that these structures might be misconstrued as part of the historic Burwell property. The commissioners agreed that the proposed red roofs of the sheds would be more compatible with the Burwell School than with the applicant's house. They suggested changing the proposed roof color to match the house to alleviate potential confusion.

Motion: Miller moved to table the application until the next meeting. Senner seconded.
Vote: 7-0.

7. Alliance for Historic Hillsborough board seat

Hoffheimer announced that there is a seat on the Alliance for Historic Hillsborough board reserved for a Historic District Commission member, which has not been filled for a while. Riek expressed interest in the position.

8. General updates

Modifications to the design standards will be discussed at a future meeting. The discussion was postponed due to the number of applications on the agenda this month.

Hoffheimer gave an update about the side entrance at 100 S. Churton St. He said the owners are not going to move forward with the approved design right now and are proposing to use a different wooden door instead of the double doors that are currently there.

It was noted that there is a new fence at the house at Margaret Lane and South Occoneechee Street. The fence received minor works approval from staff.

Dicker noted that she will be absent next meeting.

9. Adjournment

Senner adjourned the meeting at 9:32 p.m. without a vote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joseph Hoffheimer". The signature is fluid and cursive, with a long horizontal stroke at the end.

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
) 406 West Margaret Lane
)

This application for a Certificate of Appropriateness (“COA”) proposing a 15’5” x 18’ rear screen porch, second floor rear shed dormer addition, replacement of the existing rear west patio door with a full glass door, and relocation of a small door from the east to the south elevation of the garage (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on January 10, 2024. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 6-1 to approve the Application with conditions. In support of that decision, the HDC makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

1. The property at issue (the “Property”) is located at 406 Mitchell Street in the Town of Hillsborough. The Owner and Applicant is Daniel Johnson (the “Applicant”).

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

a. Construct a new second floor shed dormer on the rear side of the house; The dormer will not be visible from the front elevation; The dormer is proposed to have wood German siding to match as well as a metal roof to match the existing metal roof. Miratec trim is proposed for the fascia, rake, and window casing; The windows are proposed to be aluminum clad simulated divided lite (SDL).

b. The existing west facing door on the rear ell will be replaced with patio doors to match the existing north facing patio doors.

c. A new screen porch is proposed to be constructed on the rear of the existing house; The screen porch will have a metal roof to match the existing roof, wood columns, wood flooring, wood posts, Miratec skirt board, rake board, fascia, and associated trim; All trim and siding will be painted to match the existing house colors.

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

e. Two new lighting fixtures to match the existing light fixtures on the rear small garage are proposed - one adjacent to the relocated small garage door (south side) and one on the northeast corner of the small garage.

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 (the “District”), designated by Ordinance No. 4.3.1.2, adopted September 11, 2023. The

Hillsborough Historic District Design Standards (the “Standards”), specifically the standards for *Doors; Additions to Residential Buildings; Porches, Entrances, and Balconies; Windows; and Exterior Lighting* were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. The dormer has been located in a thoughtful way to maintain the addition’s subordinate nature to the primary structure.
- b. The screened porch is appropriately located at the rear of the house and inset from the primary structure.
- c. All the materials meet the compatibility matrix.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission. This witness presented the written staff report and mentioned that staff was asked for clarification about past approvals for rear dormer additions that start at the ridge line. The two examples that the applicant showed within the vicinity of 406 W. Margaret Lane are located at 216 S. Occoneechee St. and 409 W. King St. 216 S. Occoneechee St. was approved under the current standards in 2022, and 409 W. King St. was approved in 2013 under different standards.
- b. David Cates, Presenter for the Applicant. Cates confirmed that there will be no hardscape modifications. Cates mentioned 176 W. King St., 189 W. King St., 203 W. Margaret Lane and 114 N. Wake St. as examples of houses that occupy a large portion of the lot. Cates stated that the two doors are in different planes, and that the accessory building is hardly visible from the street because of an elevation difference. He explained that the door is a relocation of the door on the side of the garage because they are trying to eliminate an existing concrete step in the middle of a narrow walkway. He said that this is the only appropriate place to put the door. Cates confirmed that the doors will fit properly and still include as much trim as possible. He confirmed that the doors will be evenly spaced between the windows, and that the design is proposed to be more symmetric than it currently is. Cates added that there are two single doors on each side of the fireplace that will access the screened porch. They will match the doors on the proposed west elevation, but they are not visible on the rear elevation because the doors are open in the model. However, they are visibly open

- on the west elevation of the model. He also confirmed that there will be no exterior doors to the screened porch. The screened porch will be symmetrical, have a reduced height, and be made of wood, screen, and a matching roof material with MiraTEC trim. Cates said that the screened porch be sit on posts with air beneath it, and that it will be about 16 inches off the ground. Cates confirmed that they will reuse the garage door that is being relocated, and that the place where the door is removed will be covered to match the existing siding. Cates said that there is space to center the door between the edge of the window casing and the corner board of the garage to help balance out the proportions.
- c. James Tomberg, Neighbor. This neighbor estimated that the garage was built within approximately the past four years.

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 door on the south elevation of the garage shall be centered between the window and the right side of the façade.
- 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.

This the 7th day of February, 2024.

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
) 309 Mitchell Street
)

This application for a Certificate of Appropriateness (“COA”) proposing a 6’ aluminum fence in the backyard (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on January 10, 2024. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 7-0 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 309 Mitchell Street in the Town of Hillsborough. The Owner and Applicant is William Harris (the “Applicant”).

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

Install a 6' black aluminum pressed spear style fence in the backyard;
The fence will be a 6' high black 3-rail residential aluminum fence with 5/8" x 5/8" pickets with 2" square posts set in concrete; There will be three

pedestrian style walking gates and one estate type swinging gate; The three walking gates are 4' wide arched pedestrian gates with self-closing hinges and lockable latches; Photos in the Application show the arched style of the gates; The estate type swing gate will be 12' wide with a double drive swing and arching to match the pedestrian walking gates; The neighbor to the south has an existing fence, and they have agreed that the proposed fence can link to theirs; Linking to their fence would prevent a 2-foot gap between fences.

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 (the “District”), designated by Ordinance No. 4.3.1.2, adopted September 11, 2023. The Hillsborough Historic District Design Standards (the “Standards”), specifically the standards for *Fences and Walls*, were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. The fence is not incongruous with the district based on the design, profile, presence of similar metal fences in the district, siting of the fence relative to the house, and location of the gate features relative to the rest of the house and property.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission. This witness presented the written staff report.
- b. William Harris, Applicant. Harris confirmed that the neighbor’s fence may be slightly shorter than the proposed fence, but not by much. He also confirmed that he planned to tie into the neighbor’s wood fence at the

neighbor's request to avoid creating a two-foot gap between the fences. He noted that Charles Burton, the neighbor, had signed off on the Application. Harris said that he had considered cast iron and steel, but that he has experience with aluminum and chose it for its tensile strength and lower maintenance. He also confirmed that there will typically be two cars blocking the view of the gate from the street. Harris said he had not considered alternatives to the gate and that the fencing company suggested a swing gate to provide access to the back yard.

CONCLUSIONS OF LAW

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

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

a. All necessary permits required by law must be obtained before work may commence. Planning staff must be notified prior to making any alterations to the approved plans.

This the 7th day of February, 2024.

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: 318 W. Queen Street

Year Built: c. 1923

Historic Inventory Information (2013)

This one-and-a-half-story, front-gabled Craftsman-style bungalow is three bays wide and triple-pile with a two-story, cross-gabled wing across the middle pile. The house has plain weatherboards, three-over-one Craftsman-style wood-sash windows, including paired windows in the front gable, knee brackets in the gables, and a modern metal roof. The twelve-light-over-one-panel door has four-light-over-one-panel sidelights and a seven-light transom. It is sheltered by a full-width engaged porch supported by tapered wood posts on brick piers. County tax records date the building to 1923.

Contributing Structure? Yes

Proposed work

- Front-yard wooden picket fence with two arched gates

Application materials

- COA application
- Narrative
- Supporting documentation
- Survey

Applicable Design Standards

- Fences and Walls: 1, 2, 5, 7, 8, 9

Staff Comments

- The HDC approved an addition for this property in April 2023. The property has since changed ownership, and this application is only for fencing in front of the existing house.
- The Historic District Design Standards discourage new fences in front yards, but the proposed fence would replace (and then extend) an existing section of picket fence in front of the house.
- The Historic Inventory does not indicate when the existing section of fence was constructed.
- The applicant has confirmed that the fence will be painted white and that there will be a couple-month curing period after installation.
- The front-yard fence at 114 W. Queen Street (Exhibits 11-12) received after-the-fact approval from the HDC in 2012. There was a condition that a finish be applied to the fence once it cured and that the color and treatment be coordinated with staff. This condition may have never been enforced and was approved under prior ownership and Town staff.
- The front-yard fence at 110 E. Queen Street (Exhibits 13-14) is freestanding, similar to the existing fence at 318 W. Queen Street.
- The front-yard fence at 168 W. Margaret Lane (Exhibits 15-16) was approved by the HDC in February 2010 and moved closer to the house in May 2013. It was to be painted white, but this does not appear to have ever happened.



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

_____-_____-_____
Orange County Parcel ID Number

Zoning District

Address of Project

Applicant Name

Property Owner (if different than applicant)

Applicant's Mailing Address

Property Owner's Mailing Address

City, State ZIP

City, State ZIP

Applicant Phone Number

Property Owner's Phone Number

Applicant's Email

Property Owner's Email

Description of Proposed Work: _____

Estimated Cost of Construction: \$ _____


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



Property Owner's Signature (Required)

Date

Submittal Requirements

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

All applications must include the following documents and plans:

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

- ☐ 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, \$10 minimum)
or Minor Works fee (\$10 flat fee):**

Amount: \$ _____

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

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

Historic District Commission Certificate of Appropriateness

Request for Approval

Attn. Historic District Commission:

Attached please find the supporting documentation for the request to build a new wooden picket fence and new side gate, connecting to the existing front gate, on our property at 318 West Queen Street, Hillsborough, NC, 27278.

My husband and I recently purchased the home at 318 West Queen Street and reside at that address as our primary residence. We appreciate the privilege of being stewards of a historic home and the protection that is afforded to our lovely historic town by the Historic Commission guidelines.

We would like to build a wooden picket fence and gates, consistent with existing older section and gate, to enclose a portion of the front yard. We have familiarized ourselves with the guidelines and are seeking approval to build something attractive, appropriate, and consistent with fencing already existent on our property and other properties on Queen Street.

APPLICATION SUPPORTING DOCUMENTATION:

The new wooden picket fence would be built in the same style (4' 1" x 4" French Gothic Nip, see EXHIBIT 1 for an example) as the existing sections of picket fencing on the south, street-facing side of the property. The existing approx. 14' of fencing is in poor repair and supported at the back by metal stakes (see EXHIBITS 2-4).

The fence would extend along the same line to the east and west of the front gate, in front of existing shrubbery and trees; approximately 75' in total in length, including the gate (EXHIBITS 5-6). The existing gate would also be replaced with a similar gate, which would be an arched 6' double gate (see EXHIBIT 7).

On the east side (the right side, facing the house from the street), near the driveway, we wish to place the same style of fencing roughly parallel to the driveway to the inside of existing shrubs extending north by 45' (including a new double-gate at the existing walkway to match the existing double-gate on the street-facing side) and then west by 14 feet to the house (EXHIBIT 8-9).

On the west side of the property (the left side, facing the house from the street), we are requesting permission to extend the fence north by approximately 43' to connect with an existing brick wall, which is the same terminus as for existing fence that encloses the back yard (EXHIBIT 10).

Our fence would have a 2" gap between pickets, consistent with the front and side fence belonging to our neighbor directly to the east of (314 West Queen Street), which is of a similar style (EXHIBITS 11 and 12).

EXHIBITS 13-14 show similar fencing in the front of 110 East Queen Street.

EXHIBITS 15-16 are a photos of a front fence of a similar style at 168 West Margaret Lane.

EXHIBIT 17 is a survey drawing of the property showing where the fence will be built.

Thank you for your attention to our request. We would welcome comments and feedback, and we look forward to speaking with you when we are scheduled to come before the Commission.

EXHIBIT 1



EXHIBIT 2



EXHIBIT 3



EXHIBIT 4



EXHIBIT 5



EXHIBIT 6



EXHIBIT 7



EXHIBIT 8



EXHIBIT 9



EXHIBIT 10



EXHIBIT 11

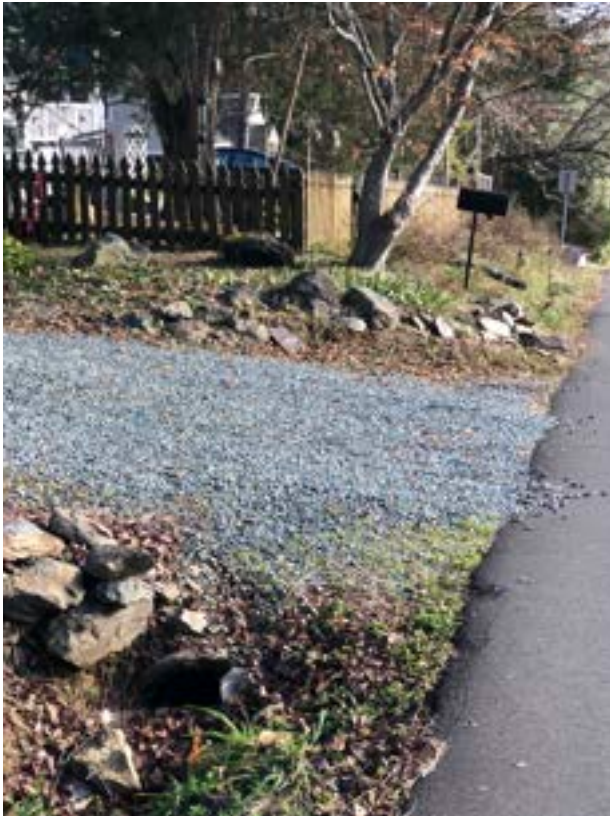


EXHIBIT 12



EXHIBIT 13



EXHIBIT 14



EXHIBIT 15



EXHIBIT 16

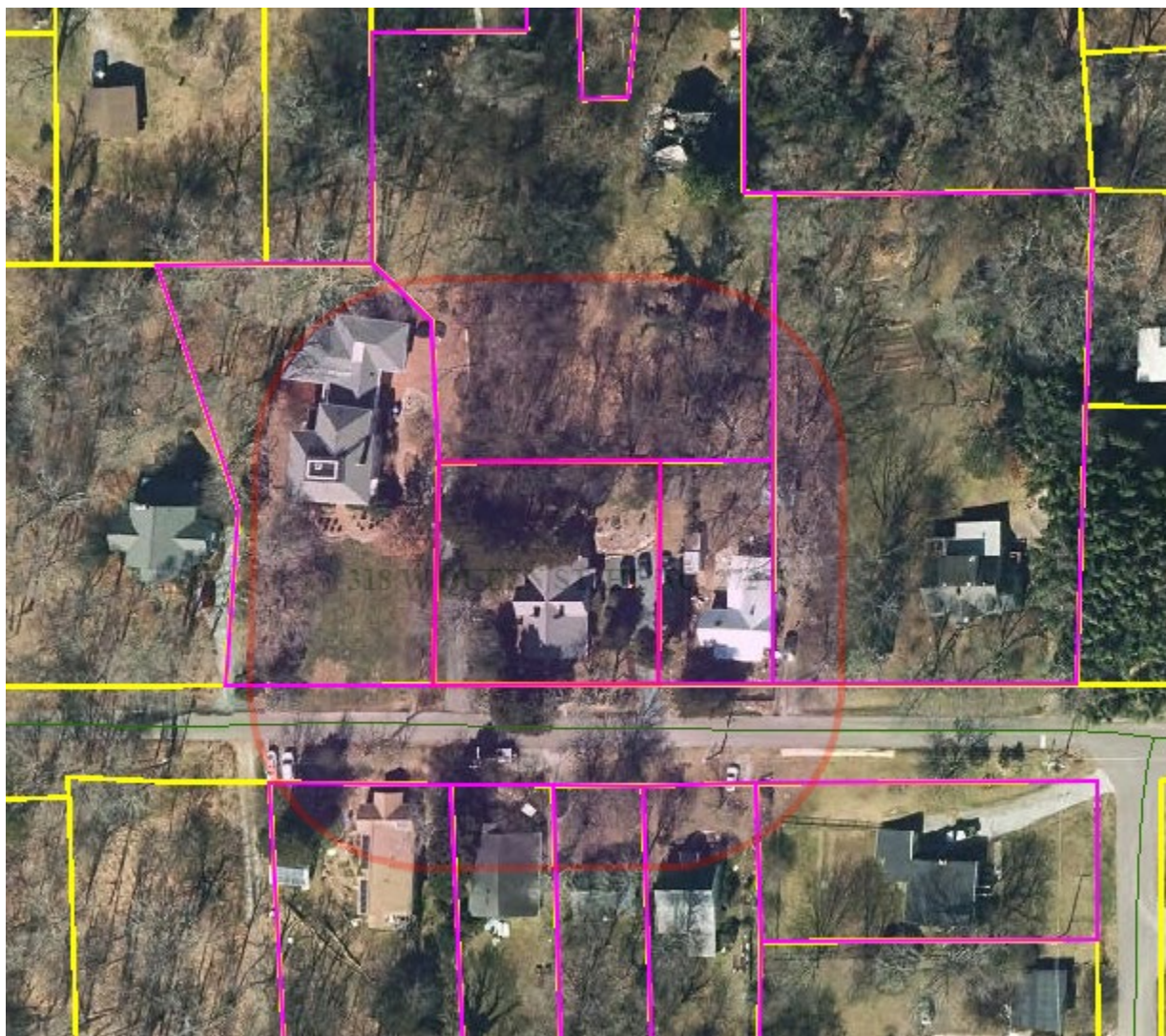


I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864872602 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

1/23/2024
Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	OWNER1_LA	OWNER1_FIRST	OWNER2_LA	OWNER2_FIR	ADDRESS1	CITY	STATE	ZIPCODE
9864871791	SPENCER	DONNA W TRU			322 W QUEEN ST	HILLSBOROUGH	NC	27278
9864872361	KAUFMANN	CYBELE			174 UNION STREET	BROOKLYN	NY	11231
9864872415	NEAL	DAVID L			323 W QUEEN ST	HILLSBOROUGH	NC	27278
9864872602	FERGUSON	CHRISTINA M	GOONER	RICHARD A	318 W QUEEN ST	HILLSBOROUGH	NC	27278
9864872682	CROSS	SARAH H			314 W QUEEN ST	HILLSBOROUGH	NC	27278
9864873311	LYNCH	L A HRS			PO BOX 51547	DURHAM	NC	277171547
9864873351	MOST	MARGUERITE I			305 W QUEEN ST	HILLSBOROUGH	NC	27278
9864873836	JOHNSON	MATTIE HRS			315 W UNION ST	HILLSBOROUGH	NC	27278
9864874481	OVERTON	SUSAN C			219 N HASELL ST	HILLSBOROUGH	NC	27278
9864874609	SPOON	WILLIAM D	BAKALE WISE	ELIZABETH A	310 W QUEEN ST	HILLSBOROUGH	NC	27278





January 23, 2024

NOTICE OF HISTORIC DISTRICT COMMISSION MEETING

Dear Property Owner,

The Rules of Procedure of the Town of Hillsborough Historic District Commission require that all property owners within 100 feet of any proposed exterior alteration, addition, major landscaping, or signs be notified before a Certificate of Appropriateness is granted.

The Historic District Commission (HDC) is concerned primarily with preserving the historic character and appearance of the Historic District and reviews only the appropriateness of the proposed project. The Commission does not mediate any type of dispute between neighbors. Issues such as Unified Development Ordinance or Town Code requirements are not considered during deliberations. Questions or concerns about ordinance compliance should be asked of the Planning Department before the Commission meets.

Applicant/Property Owner: Christina Ferguson
Property Address: 318 W. Queen St. (PIN: 9864872602)
Proposal: Wooden picket fence with two arched gates

This proposal will be discussed at the HDC meeting to be held on **Wednesday, February 7, 2024, at 6:30 pm** in the **Town Hall Annex Meeting Room at 105 East Corbin Street**. Please park and enter in the rear of the building. If you wish to have more information about this application, have any comments on the proposal, or if you would like to see the plans, please contact staff as packets are not prepared until a week before the meeting. Packets with more information are available on the town's website a week prior to the meeting.

You may attend this meeting as a member of the general public. If you have factual evidence to present in favor of or in opposition to this proposal, then you may request permission from the Chair to speak at the meeting.

Sincerely,

Joseph Hoffheimer
Planner
Town of Hillsborough

101 E. Orange St., Hillsborough, North Carolina
Joseph.Hoffheimer@hillsboroughnc.gov | 919-296-9472

ITEM #7. A:

Address: 202 W. King Street

Year Built: c. 1938

Historic Inventory Information (2013)

One of the few Neoclassical Revival-style houses in Hillsborough, this two-story, side-gable, frame house is three bays wide and double-pile with a monumental portico centered on the façade. The building has plain weatherboards with flush sheathing under the portico and a painted brick veneer and exterior chimneys on the gable ends. It has eight-over-eight wood-sash windows and a denticulated cornice with cornice returns. The replacement front door has a classical surround with pilasters and a broken swans-neck pediment and is flanked by small oval windows. It is sheltered by a two-story, pedimented portico supported by full-height Corinthian columns with a denticulated cornice and dentils in the pediment. There is a two-story, hip-roofed wing at the rear with wide weatherboards. A one-story, shed-roofed porch on the right (east) elevation is supported by tapered square columns with a dentil cornice at the roofline. There is a painted brick retaining wall along the driveway, just west of the house, and stone steps access the property from the intersection of West King and North Wake streets. According to a sign in the yard, the house is the Dr. Efland Forrest House from c. 1938.

Contributing Structure? Yes

Proposed work

- Replace seven existing wood windows with Fibrex windows

Application materials

- COA application
- Compliance statement
- Project description
- Photos of existing windows and renderings of new windows
- Photos of decay

Applicable Design Standards

- Windows: 1, 2, 5, 6

Staff Comments

- Replacement of historic wood windows with materials other than wood requires HDC approval.
- Composite or engineered wood replacement windows are allowed case by case and must be smooth side out.
- The application was tabled at the January meeting, and staff have not received any additional materials since then. The owner and window contractor did reach out to ask about what additional documentation may be required.



TOWN OF
HILLSBOROUGH

Certificate of Appropriateness (COA) & Minor Works Application

<u>9864</u> <u>96</u> <u>5347</u>	<u>G3-G0</u>	<u>202 W. King St. Hillsborough, NC</u>
Orange County Parcel ID Number	Zoning District	Address of Project
<u>Ed & Lisa Hupp</u>		<u>Hupp Family Trust</u>
Applicant Name		Property Owner (if different than applicant)
<u>202 W. King St.</u>		<u>1627 Port Abbey Place</u>
Applicant's Mailing Address		Property Owner's Mailing Address
<u>Hillsborough, NC 27278</u>		<u>Newport Beach, CA 92660</u>
City, State, Zip		City, State, Zip
<u>949-274-0365</u>		<u>949-274-0365</u>
Applicant's Phone Number		Property Owner's Phone Number
<u>ed@sheffhomes.com</u>		<u>ed@sheffhomes.com</u>
Applicant's Email		Property Owner's Email

Description of Proposed Work: We propose to replace Seven existing windows in our home with Fibrex replac

Estimated Cost of Construction: \$ 22,413.75

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: <http://www.hillsboroughnc.gov/government/advisory-boards/historic-district-commission>

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 _____

Property Owner's Signature (Required) _____ Date 11/16/23

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" dbh are on site - show both existing and those to be removed)
- Sign Specifications (if adding, changing, or replacing signage)



Itemized list of existing and proposed exterior materials including photos and specifications, colors, etc. (Siding, trim and fascia, roof and foundation materials, windows, shutters, awnings, doors, porch and deck flooring, handrails, columns, patios, walkways, driveways, fences and walls, and signs, etc.).



Photographs, material samples, examples of comparable properties in the district (if using them as basis for specific designs), plans, or drawings that will help to clarify the proposal, if applicable, or if required by staff as part of the review.

STAFF USE ONLY:

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

Amount: \$ _____

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

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 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



To: Hillsborough Historic Preservation Commission

Customer: Ed & Lisa Hupp, Hupp Family trust

Address: 202 W. King Street Hillsborough, NC 27278

Compliance Statement:

Our home is designated as a Contributing structure/property. To maintain the historical value of the home, we propose to replace the windows with a wood composite frame with a mortise and tenon joint construction and a distinctive colonial grille pattern consistent with the original windows. Our proposal will retain the value and aesthetics of the historical construction of the area. The windows we propose to replace will be on the front and side of the home with some being on the street facing front of the home.

Project Description:

We propose to replace Six existing windows in our home. These windows will be replaced with five Andersen Double-Hung and one Picture wood based composite windows with the same wood based composite L-trim. In keeping with the aesthetics and value of historical construction, Andersen wood based composite windows have a mortise and tenon joint construction and will be in the same white exterior/interior finish color as the original. (No coil or cladding will be used on the exterior.)

To retain the historic character of the home, the new windows will retain the same distinctive colonial style grille pattern with a simulated fully divided light grille. The exterior grille will be the wood-based composite while the interior will be white painted wood grilles.

Andersen windows are constructed to replicate the historical character of the originally constructed windows and the historic aesthetics of the home.



202 W. King Street Hillsborough, NC 27278





RENEWAL
by **ANDERSEN**
FULL-SERVICE WINDOW & DOOR REPLACEMENT

Living Room Windows:

The Three living room windows will be { (1@)51-5/8" X 53-3/8" & (2@)39-5/8"X53-3/8" } double-hung windows with Base Frames. These windows will have Fully Divided Light (FDL) in a colonial 4w x 2h grille pattern. In keeping with the existing windows, both the Exterior and the Interior will be white. These windows will be placed in the exact same position as the existing windows.





RENEWAL
by ANDERSEN
FULL-SERVICE WINDOW & DOOR REPLACEMENT

Pictured below is a rendering of what the new windows will look like



Unit 101 Exterior



Unit 101 with divided light visual



Units 102, 103 Exterior



Units 102, 103 with divided light visual



Primary Bedroom Windows:

The Two primary bedroom windows will be { (1)51-5/8" X 53-3/8" & (1)39-5/8"X53-3/8" } double-hung windows with Base Frames. These windows will have Fully Divided Light (FDL) in a colonial 4w x 2h grille pattern. In keeping with the existing windows, both the Exterior and the Interior will be white. These windows will be placed in the exact same position as the existing windows.





RENEWAL
by **ANDERSEN**
FULL-SERVICE WINDOW & DOOR REPLACEMENT

Pictured below is a rendering of what the new windows will look like.



Unit 104 Exterior



Unit 104 sideview with divided light visual



Unit 105 Exterior



Unit 105 sideview with divided light visual



Kitchen Window:

The One kitchen window will be a (43-5/8" X 33") picture window with Base Frame. This window will have Fully Divided Light (FDL) in a colonial 4w x 2h grille pattern. In keeping with the existing window, both the Exterior and the Interior will be white. This window will be placed in the exact same position as the existing window.





RENEWAL
by ANDERSEN
FULL-SERVICE WINDOW & DOOR REPLACEMENT

Pictured below is a rendering of what the new window will look like.



Unit 106 Exterior



Units 106 sideview with divided light visual



RENEWAL
by ANDERSEN
FULL-SERVICE WINDOW & DOOR REPLACEMENT

for in depth product detail, please visit:

<https://www.renewalbyandersen.com/windows-doors>

Renewal by Andersen Contact Information:

Susan Marshall | *Administrative Assistant*

Renewal by Andersen of Central NC/Coastal NC/Myrtle Beach/Florence

M: (336) 370-5487

E: susanmarshall@rbatriad.com



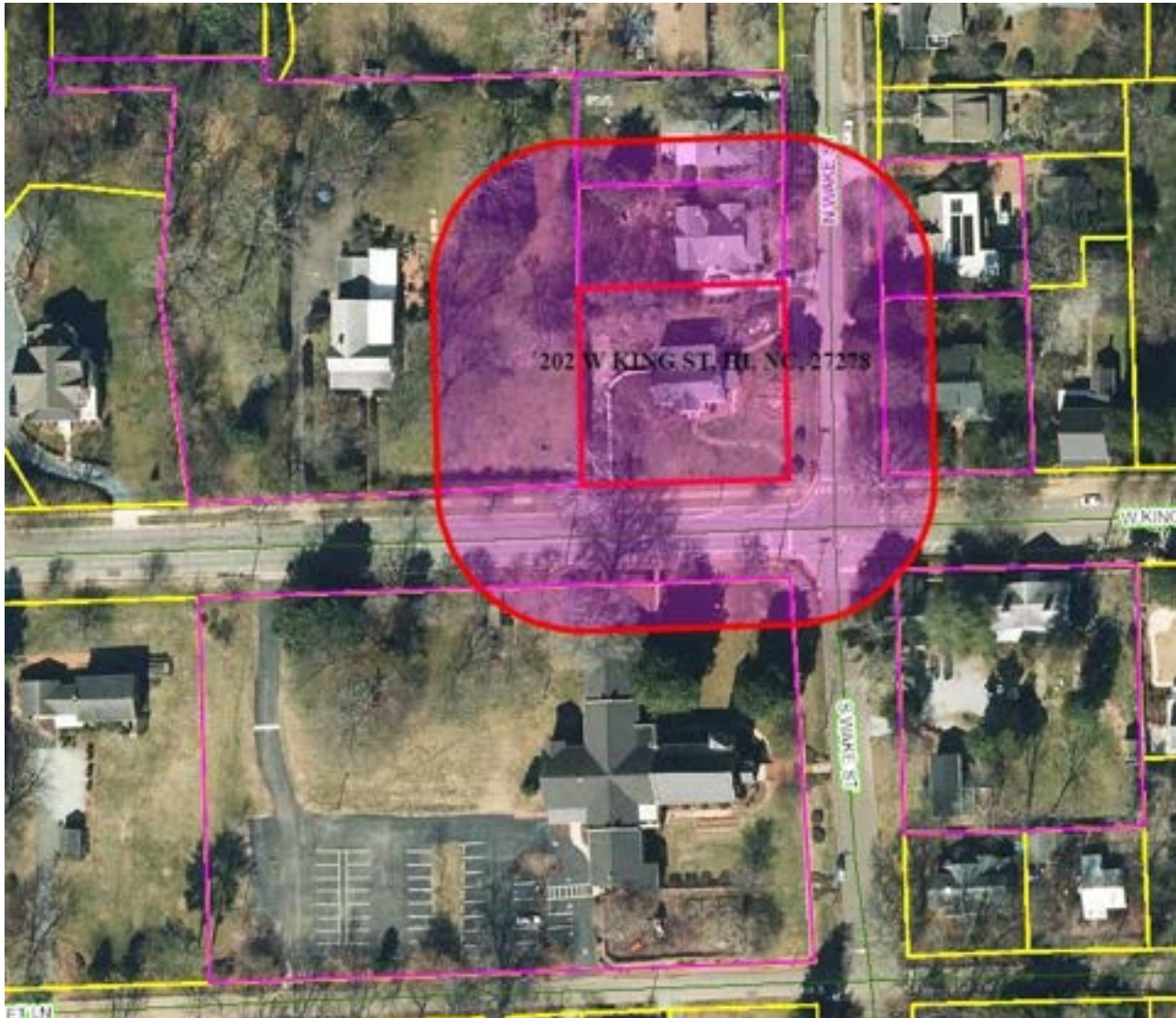


I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864965347 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

12/27/2023
Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRST	OWNER2	OWNER2	ADDRESS1	CITY	STATE	ZIPCODE
9864963464	QUILLIGAN	MAUREEN			210 WEST KING ST	HILLSBOROUGH	NC	27278
9864964185	FIRST BAPTIST	(OF HILLSBOROUGH I			201 WEST KING ST	HILLSBOROUGH	NC	27278
9864965347	HUPP TRUST				1627 PORT ABBEY PL	NEWPORT BEAC	CA	92660
9864965444	LUMANS	PATRICIA	LUMANS	VALDIS	107 N WAKE ST	HILLSBOROUGH	NC	27278
9864965541	MCKINNON	KAREN P TRUSTEE			109 N WAKE ST	HILLSBOROUGH	NC	272782441
9864967153	ROBERTS	CLYDE T			823 HAWKINS RD	CEDAR GROVE	NC	27231
9864967336	DICKER	ELIZABETH	DICKER	GLENN	176 W KING ST	HILLSBOROUGH	NC	272782544
9864967434	WILSON	KRISTIN	DE JONG	EELCO	114 N WAKE ST	Hillsborough	NC	27278





December 27, 2023

NOTICE OF HISTORIC DISTRICT COMMISSION MEETING

Dear Property Owner,

The Rules of Procedure of the Town of Hillsborough Historic District Commission require that all property owners within 100 feet of any proposed exterior alteration, addition, major landscaping, or signs be notified before a Certificate of Appropriateness is granted.

The Historic District Commission (HDC) is concerned primarily with preserving the historic character and appearance of the Historic District and reviews only the appropriateness of the proposed project. The Commission does not mediate any type of dispute between neighbors. Issues such as Unified Development Ordinance or Town Code requirements are not considered during deliberations. Questions or concerns about ordinance compliance should be asked of the Planning Department before the Commission meets.

Applicant/Property Owner: Ed and Lisa Hupp/Hupp Family Trust

Property Address: 202 W. King St. (PIN: 9864965347)

Proposal: Applicant is requesting to replace seven existing wood windows with Fibrex windows.

This proposal will be discussed at the HDC meeting to be held on **Wednesday, January 10, 2023, at 6:30 pm** in the **Town Hall Annex Meeting Room at 105 East Corbin Street**. Please park and enter in the rear of the building. If you wish to have more information about this application, have any comments on the proposal, or if you would like to see the plans, please contact staff as packets are not prepared until a week before the meeting. Packets with more information are available on the town's website a week prior to the meeting.

You may attend this meeting as a member of the general public. If you have factual evidence to present in favor of or in opposition to this proposal, then you may request permission from the Chair to speak at the meeting.

Sincerely,

Joseph Hoffheimer
Planner
Town of Hillsborough

101 E. Orange St., Hillsborough, North Carolina
Joseph.Hoffheimer@hillsboroughnc.gov | 919-296-9472

ITEM #7. B:

Address: 114 W. Queen Street

Year Built: c. 1969 (House), c. 1837, c. 1960 (Strudwick Kitchen)

Historic Inventory Information (2013)

House: This two-story, gambrel-roofed, Dutch Colonial Revival-style house is two bays wide and double-pile with two gabled dormers on the façade. The house has a brick veneer and nine-over-nine wood-sash windows on the first floor with plain weatherboards and six-over-six windows in the gables and flush sheathing and six-over-six windows in the dormers. The entrance, on the left (west) end of the façade, has one-light-over-one-panel sidelights and a narrow transom and there is a dentil cornice on the façade. A one-story, side-gabled wing on the left elevation has plain weatherboards and six-over-six wood-sash windows. The house stands on the site of the Haralson-Studwick House, which was razed in 1960; the associated antebellum brick kitchen remains standing in the rear yard. County tax records date the house to 1969.

Strudwick Kitchen: One-story, side-gabled brick building was constructed as a kitchen for the Haralson-Studwick House, which originally stood on this site. The building has a one-to-five common-bond brick exterior with gable-end brick chimneys. It has nine-over-nine wood-sash windows and a double-leaf three-panel door with flat brick arches. The kitchen is thought to have been built by Dr. Edmund Strudwick, who purchased the property from Archibald Haralson in 1837 and enlarged the main house at that time. The house was destroyed in 1960 and the kitchen was enlarged to serve as a residence. However, the additions have since been removed and the kitchen has been restored to its original form. A new house was constructed on the site in 1969.

Contributing Structure? Yes

Proposed work

- Add porches to the main house.
- Add an accessory dwelling unit to the brick kitchen structure in the backyard.
- Construct two sheds in the northeast corner of the property.

Application materials

- COA application
- Porches narrative
- Porches elevations and existing photos
- Porches site plan
- Porches materials list
- Accessory dwelling unit addition narrative
- Accessory dwelling unit addition elevations and existing kitchen photos
- Accessory dwelling unit addition floor plan
- Accessory dwelling unit addition site plan
- Accessory dwelling unit addition materials list
- Sheds narrative
- Sheds floor plans
- Sheds elevations
- Sheds site plan
- Sheds materials list

Applicable Design Standards

- Porches, Entrances, and Balconies: 8, 10, 11
- Additions to Residential Buildings: 1 – 11
- Walkways, Driveways, and Off-Street Parking: 8 – 10
- New Construction of Accessory Dwelling Units: 1 – 12
- New Construction of Outbuildings and Garages: 1 – 7, 10

Staff Comments

- Staff are not aware of any similar porches in the historic district that have a wall matching the existing structure on one side and screens on the other two. Due to the appearance of the porches, the *Additions* standards may also apply.
- If the porch walls are approved, staff do not necessarily see a conflict with adding new false shutters, since the section would be entirely new and match the existing structure.
- The commission has recently approved new roof overhangs over existing stoops, but the proposed front porch is larger than those.
- The rear elevation for the main house includes a shed dormer addition that is not shown in the existing photo, and the dormer roof does not appear to be inset from the ridgeline of the existing structure.
- The materials for the pathways will need to be clarified.
- Staff are not aware of any similarly sited sheds in the historic district and recommend paying particular attention to *New Construction of Outbuildings and Garages* Standards 1 – 4.
- The application was tabled at the January regular meeting, and staff have not received an updated submission since then.
- The updated shed proposal presented at the January meeting has been added to the packet.



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

9874071780

Orange County Parcel ID Number

Zoning District

114 W QUEEN ST

Address of Project

STANFORD MORRIS

Applicant Name

STANFORD MORRIS

Property Owner (if different than applicant)

114 W. QUEEN ST

Applicant's Mailing Address

Property Owner's Mailing Address

HILLSBOROUGH, NC.

City, State ZIP

City, State ZIP

919.904.9045

Applicant Phone Number

Property Owner's Phone Number

STAN. MORRIS #1 @GMAIL.COM

Applicant's Email

Property Owner's Email

Description of Proposed Work: PORCHES ON MAIN HOUSE, ACCESSORY DWELLING UNIT, SHEDS

Estimated Cost of Construction: \$ 35,000

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.

Stan Morris
Applicant's Signature (Optional)

12/18/23
Date

Stan Morris
Property Owner's Signature (Required)

12/18/23
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, \$10 minimum)
or Minor Works fee (\$10 flat fee):**

Amount: \$ 35.00

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

Amount: \$ _____

Total Due: \$ 35.00

Receipt #: 060261

Received by: Joseph Hoffleimer

Date: 12/19/23

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

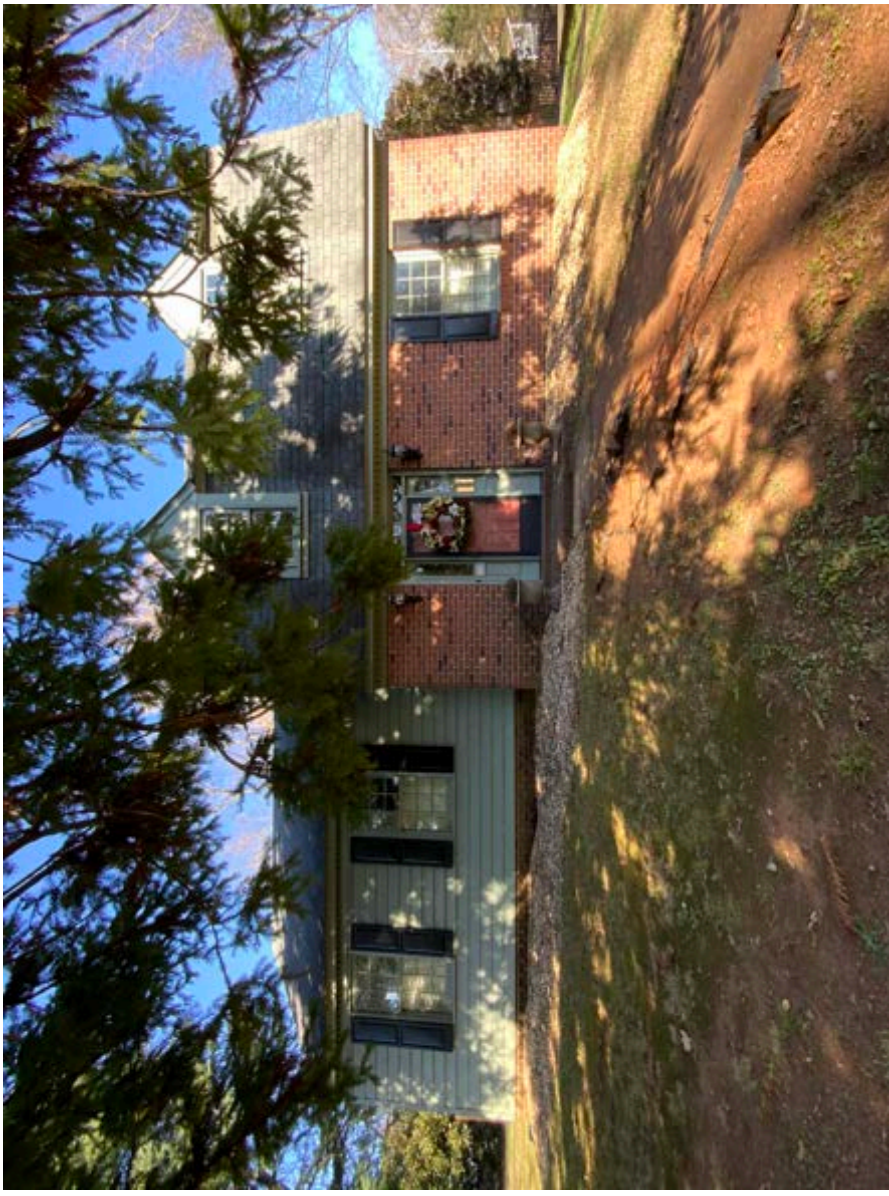
Commission Vote: _____

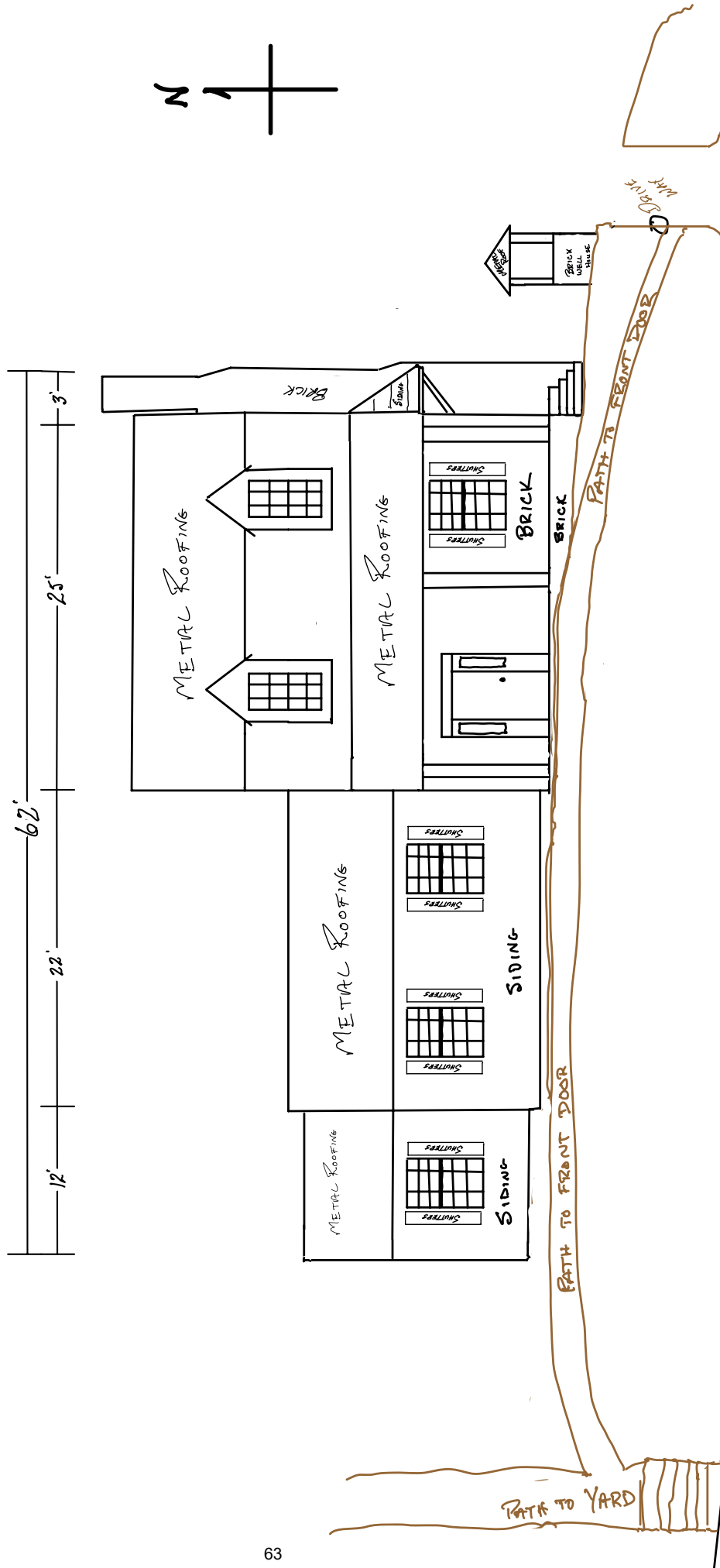
Conditions or Modifications (if applicable): _____

Historic District Staff Signature

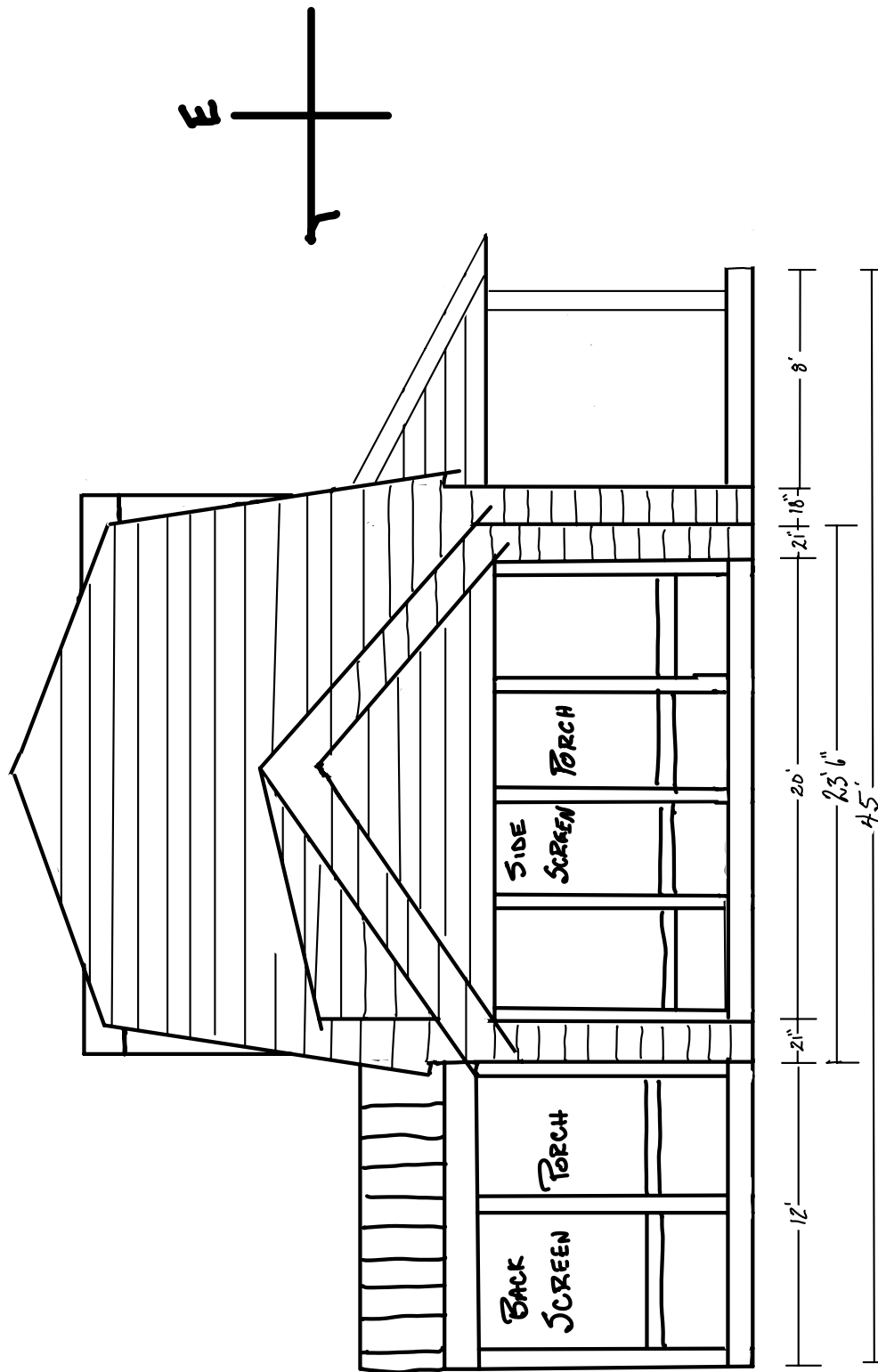
Date

The porches are being added to move drainage away from the foundation of the house. The house had to be lifted and the bands and floor system replaced. The porches will allow for access to the first two floors without the need for stairs. The side and back porch will also provide emergency exits from bedrooms. The porches will have a poured concrete floor with a brick border matching the house. The side and back porches will be screened.



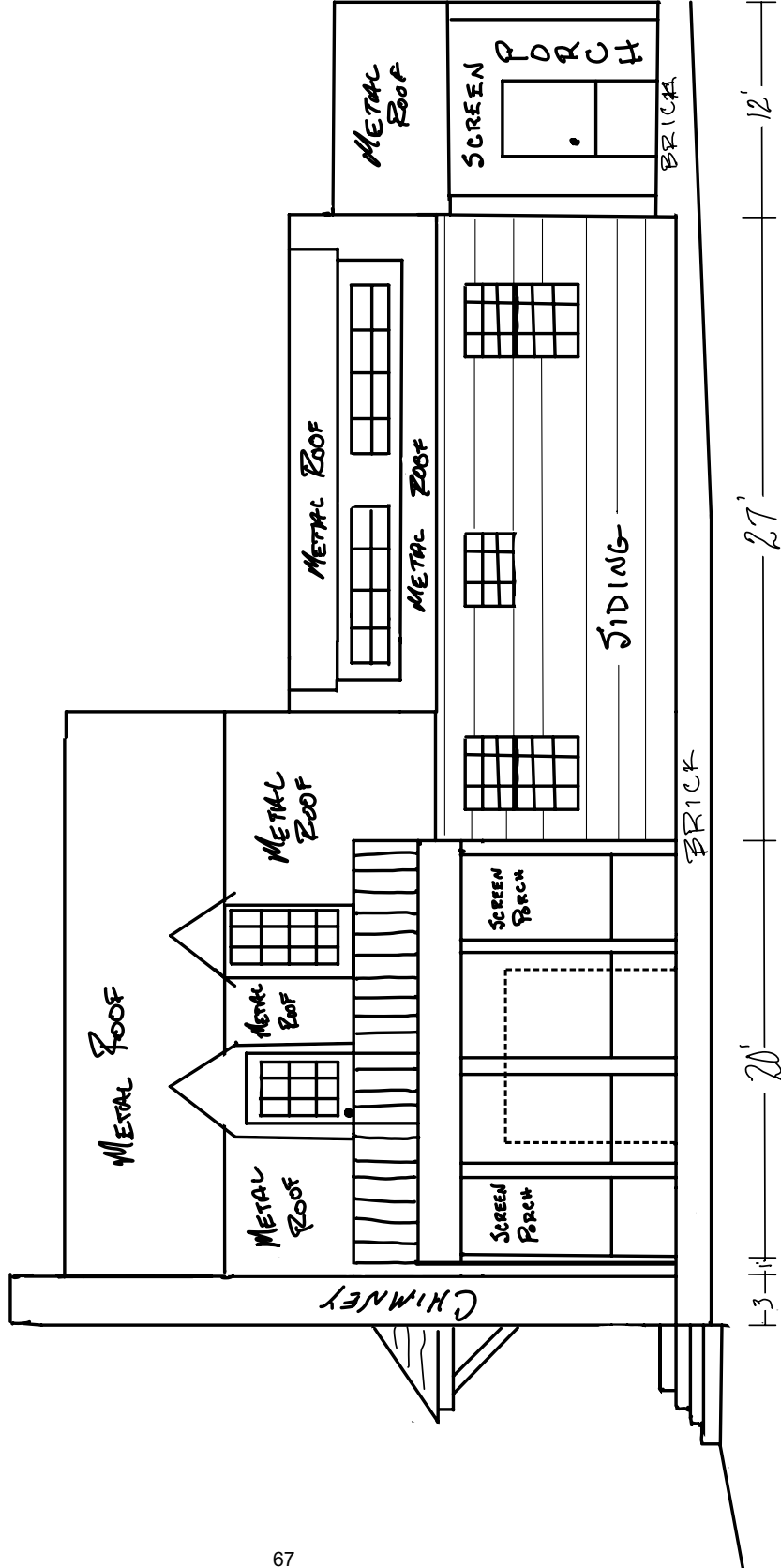
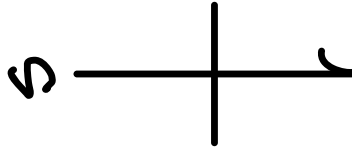




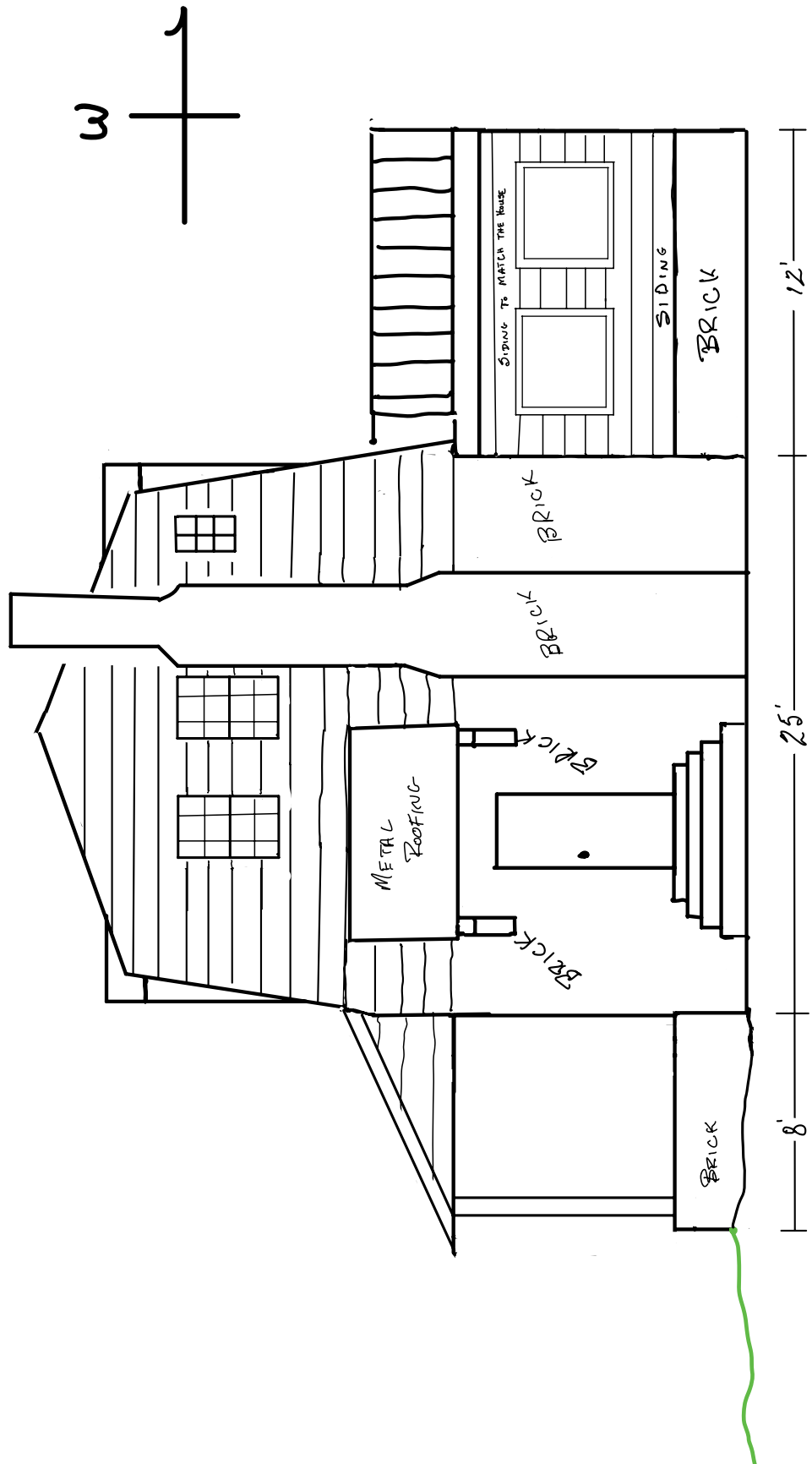


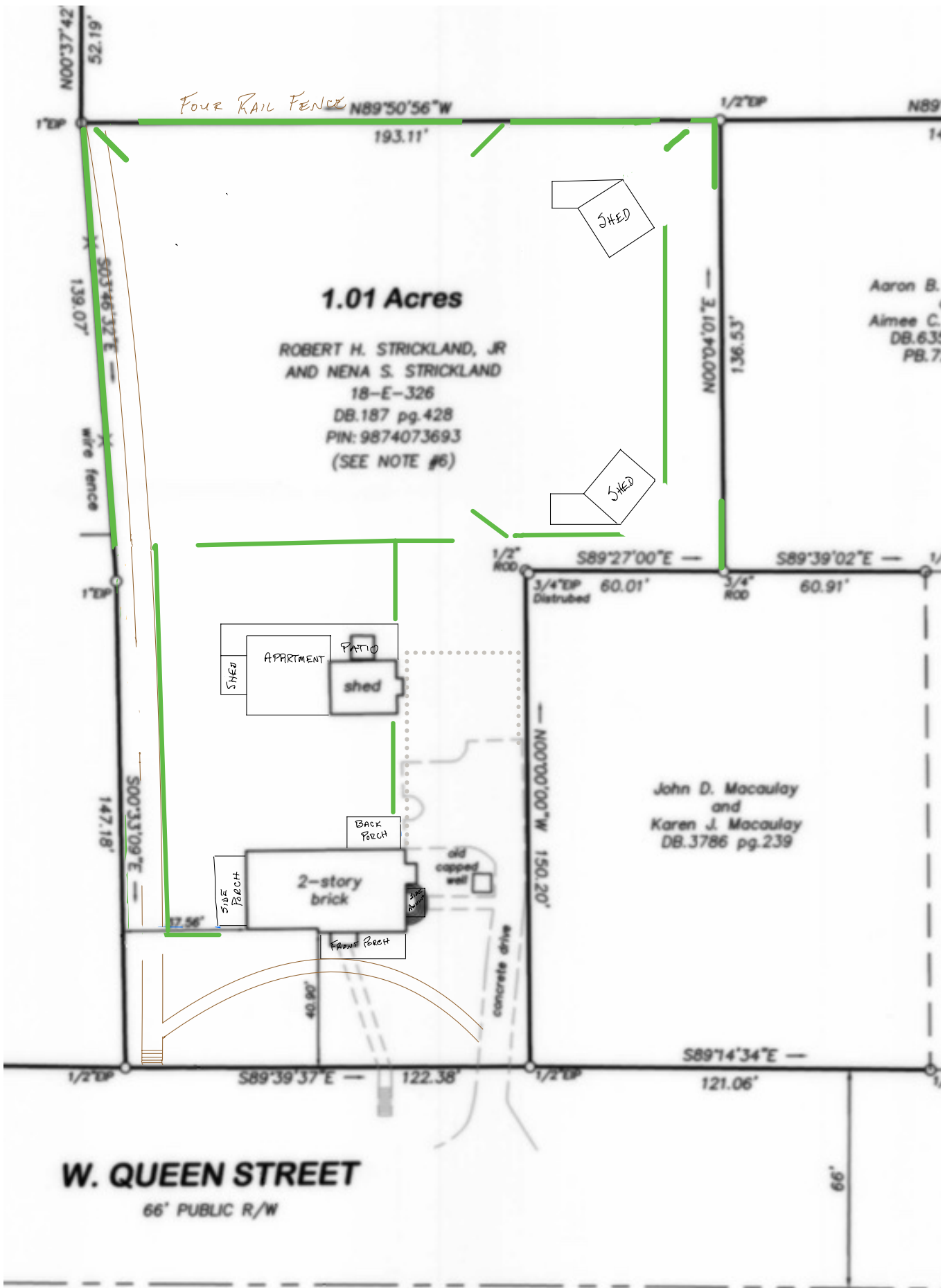


NORTH SIDE OF HOUSE





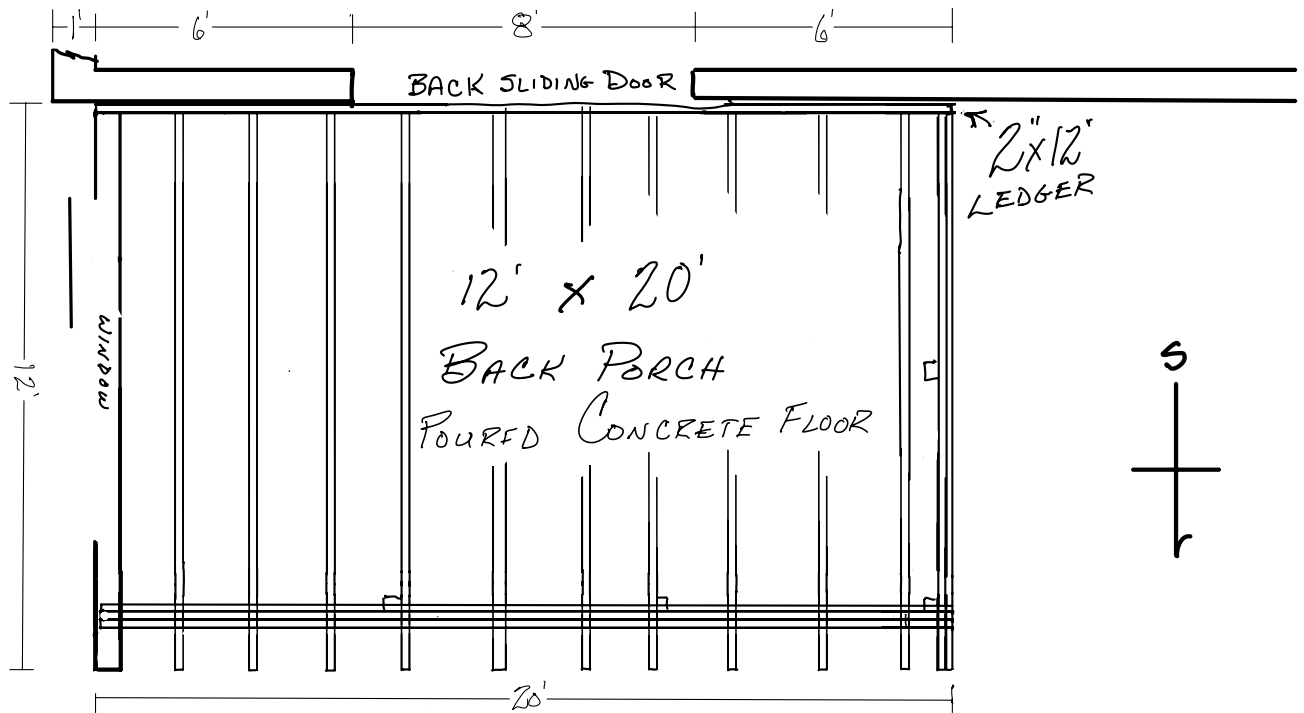




Materials list

1. Siding - Fiber Cement and Screen
2. Windows - Wood (repurposed)
3. Doors - Screened Wood
4. Trim - Wood
5. Shutters - Match Existing
6. Roofing - Standing Seam Metal
7. Porch Floors - Poured Concrete with Brick borders
8. Porch Railings - Metal
9. Post/Columns - Wood

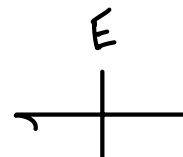
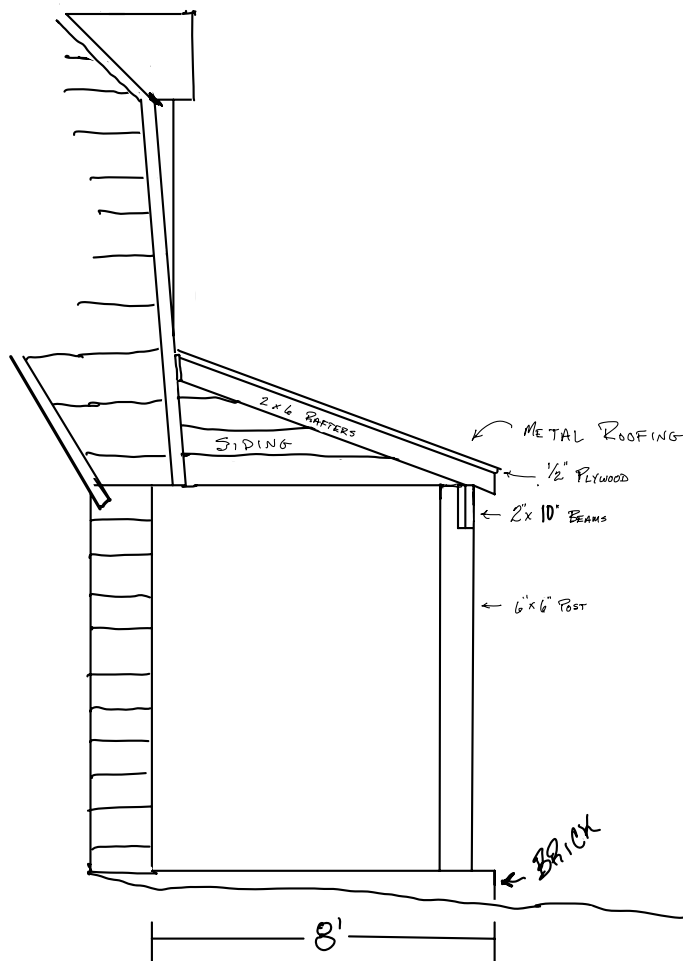
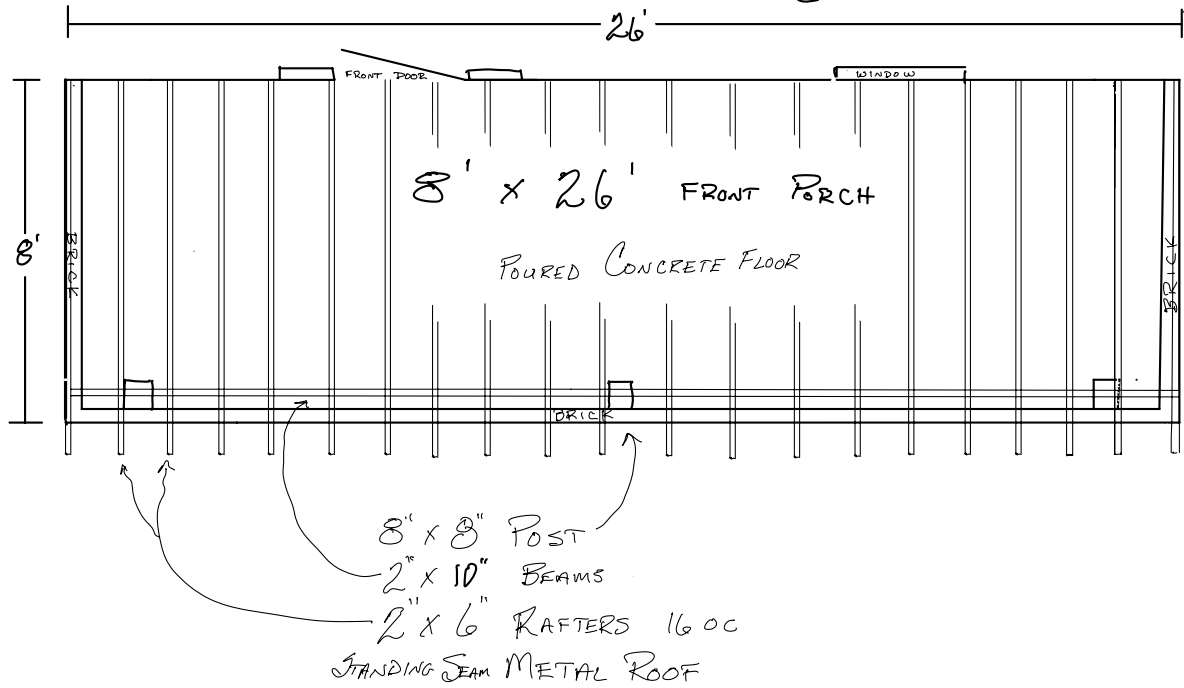
NORTH SIDE OF HOUSE



6" x 6" POST
 2" x 10" BEAM (x3)
 2" x 8" CEILING JOIST 16" OC
 FLAT ROLLED ROOF



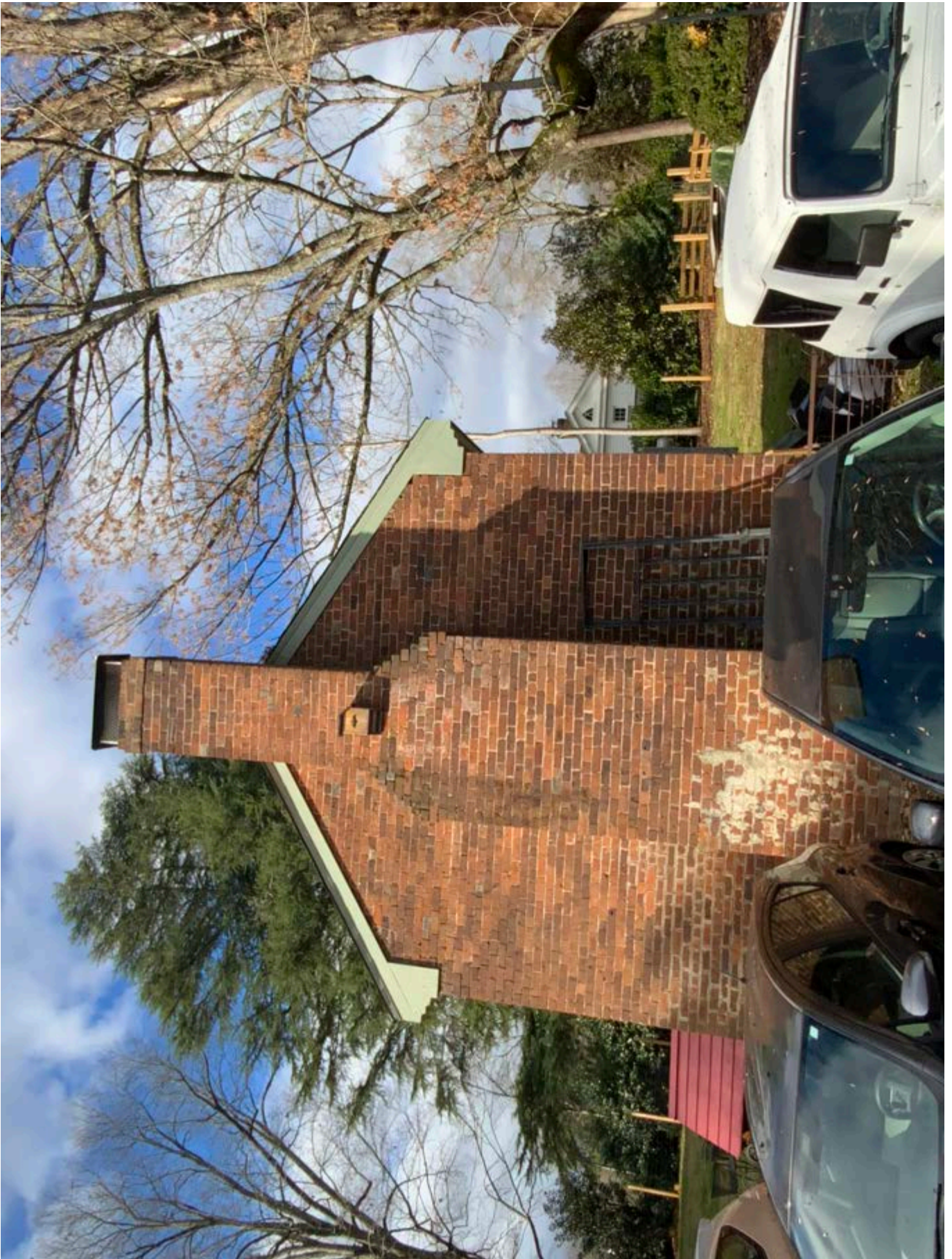
FRONT OF HOUSE (South Side)





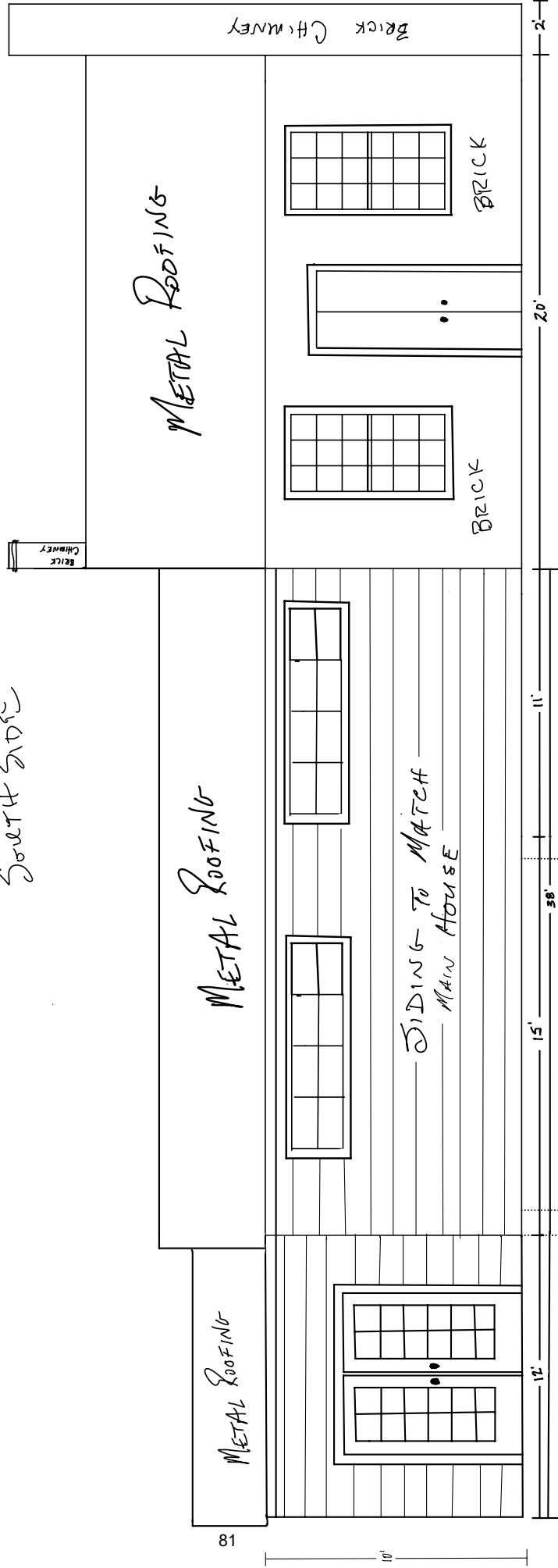






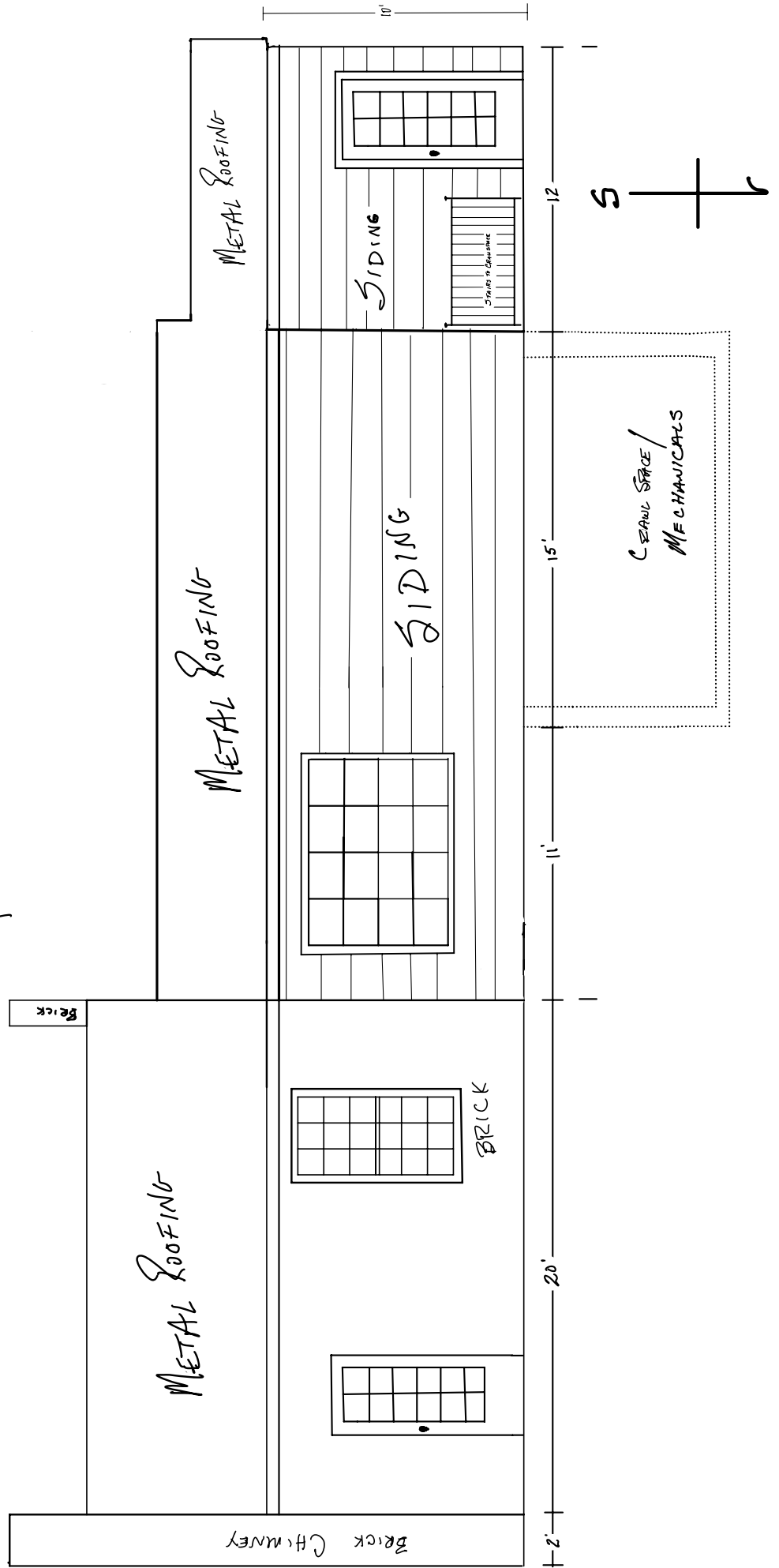
The proposed Accessory Dwelling Unit will be rebuilding a dwelling that used to be attached to the Strudwick Brick Kitchen. Plumbing connections still exist under the main house. The main house has a heated square footage of 1865 sq/ft. The proposed ADU would be 676 sq/ft (approx 37% of Main House). It will have a 144 sq/ft storage shed attached. Because of aging family, both sets of parent in their 80's, and planning for our future, we are proposing to build accommodations all on one floor. The Brick Kitchen is in need of stabilizing due to years of poor drainage around the structure. Poured concrete patios are proposed for the front and rear hold the foundation in place. The patios and the ADU will have brick borders/foundations matching the brick of the original Kitchen as close as possible.

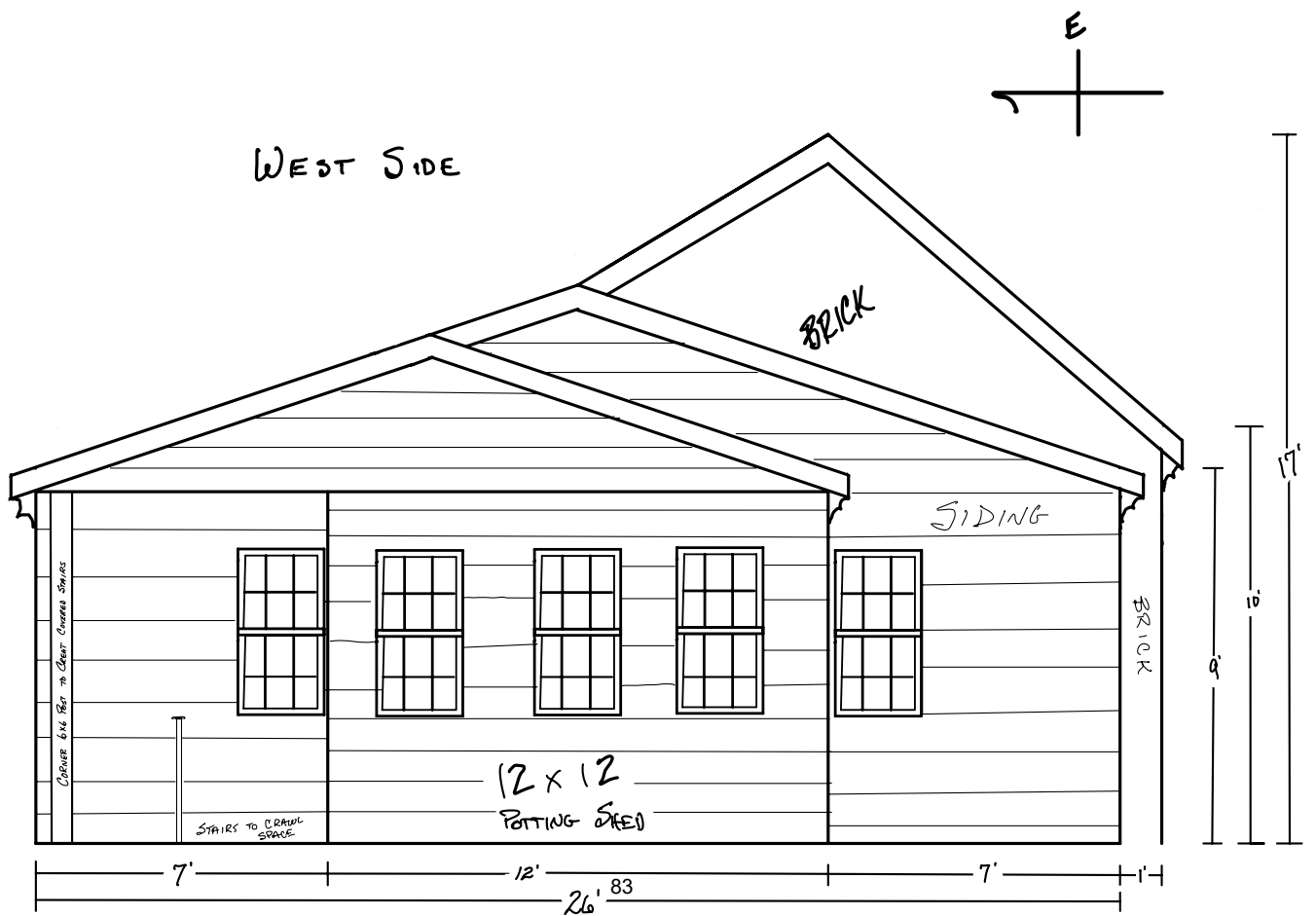
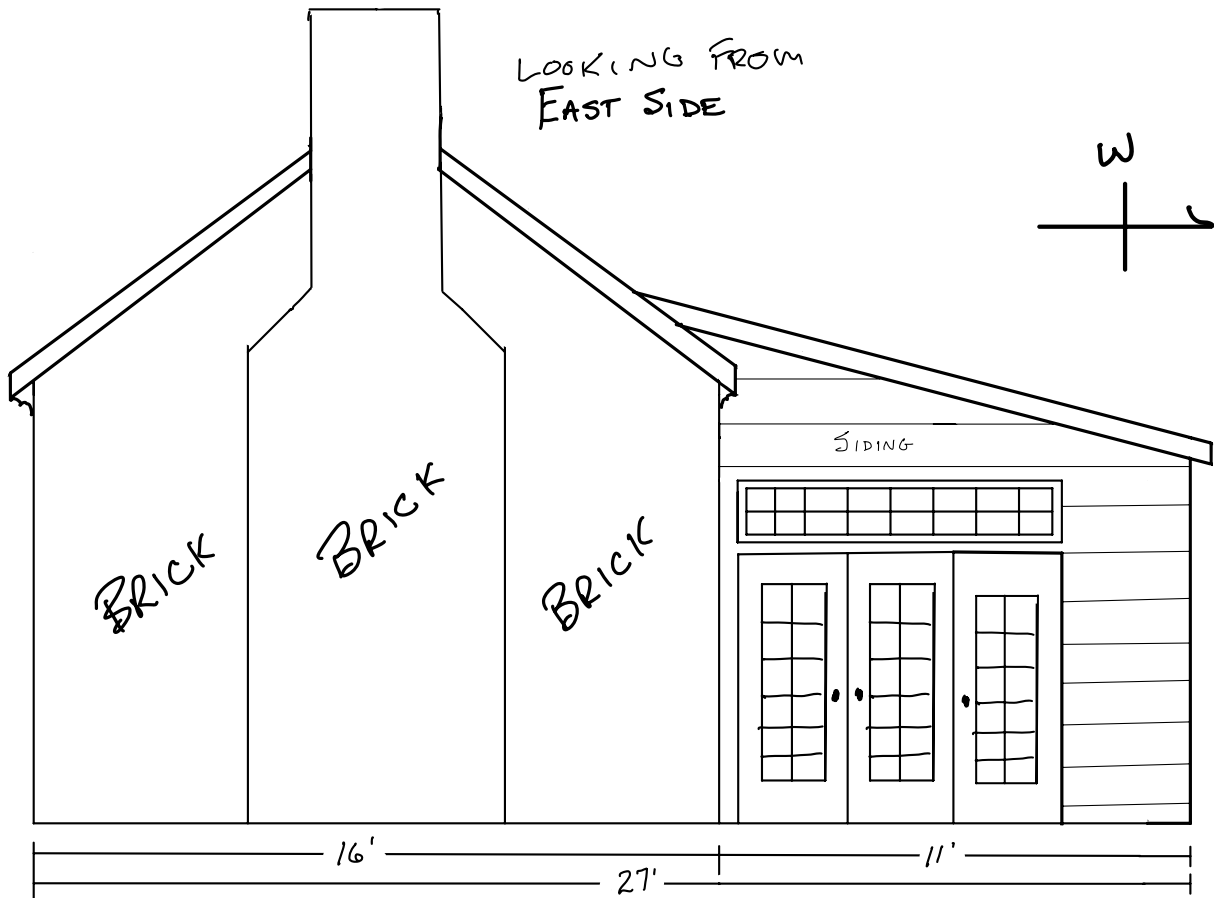
Looking From
South Side

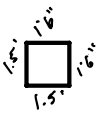


Cement Scape / Mechanicals

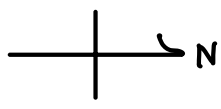
LOOKING FROM
NORTH SIDE



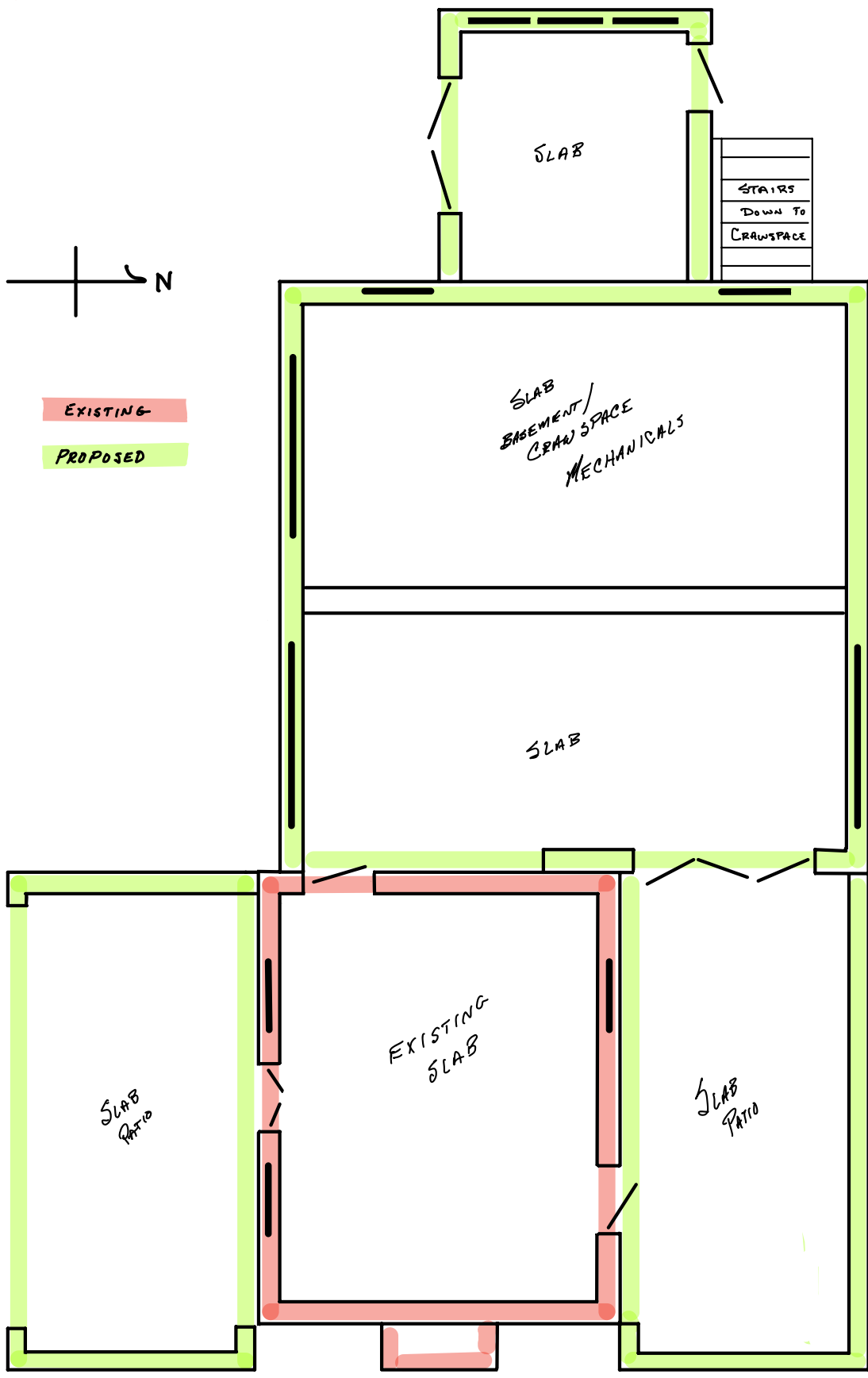




7' 26' 12' 7'

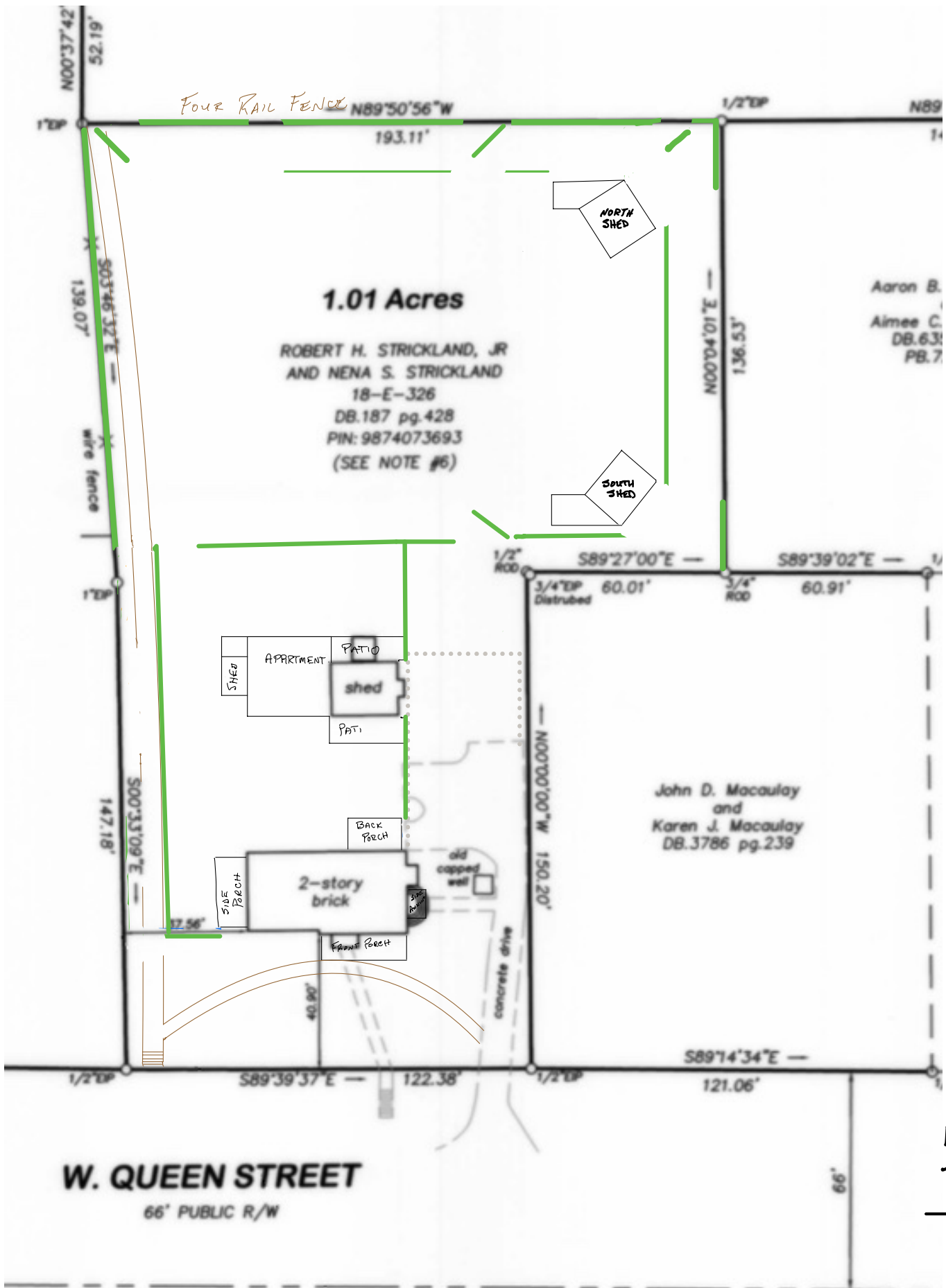


EXISTING
PROPOSED



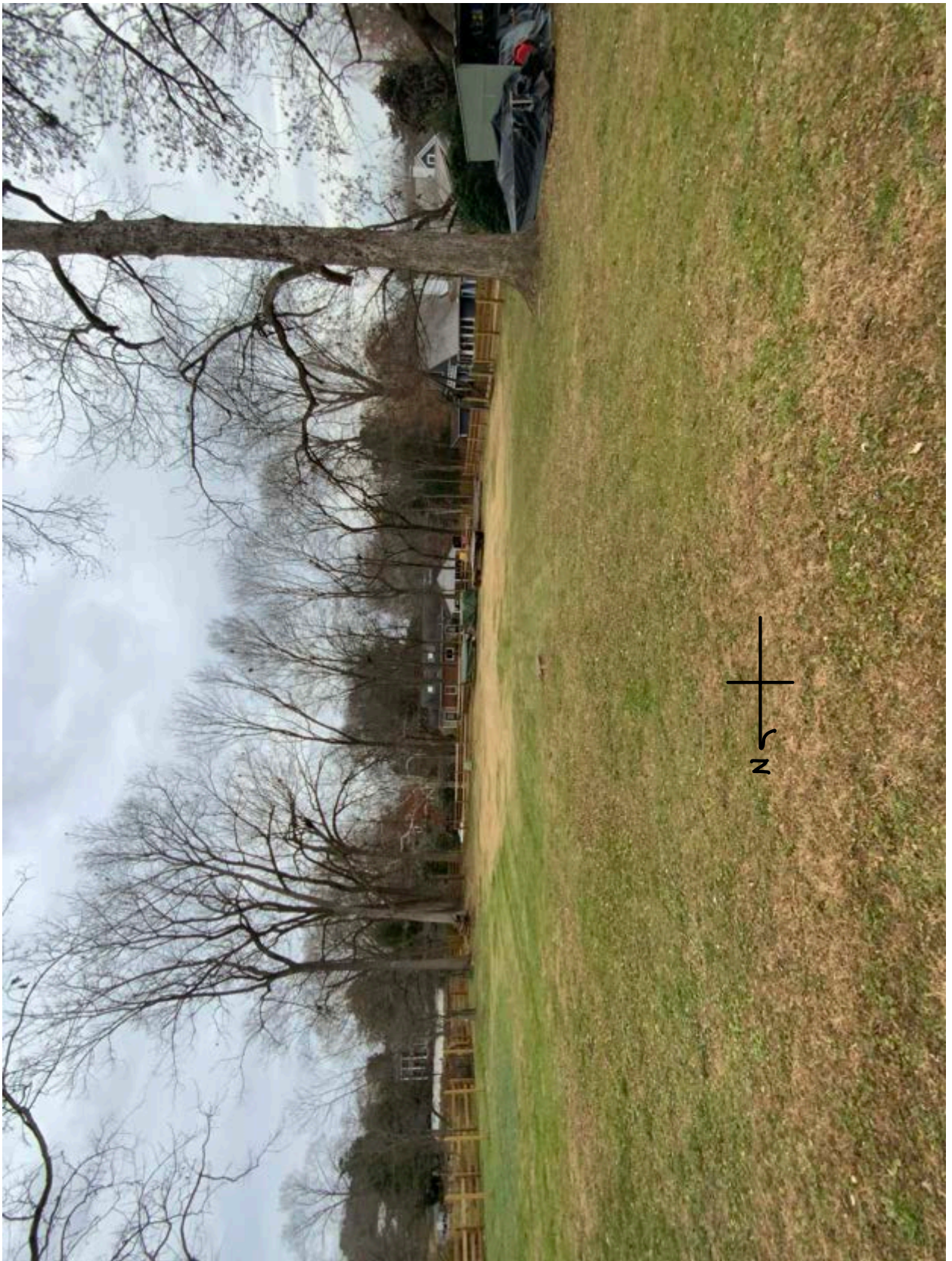
12' 26' 60' 20' 2'

DRIVEWAY

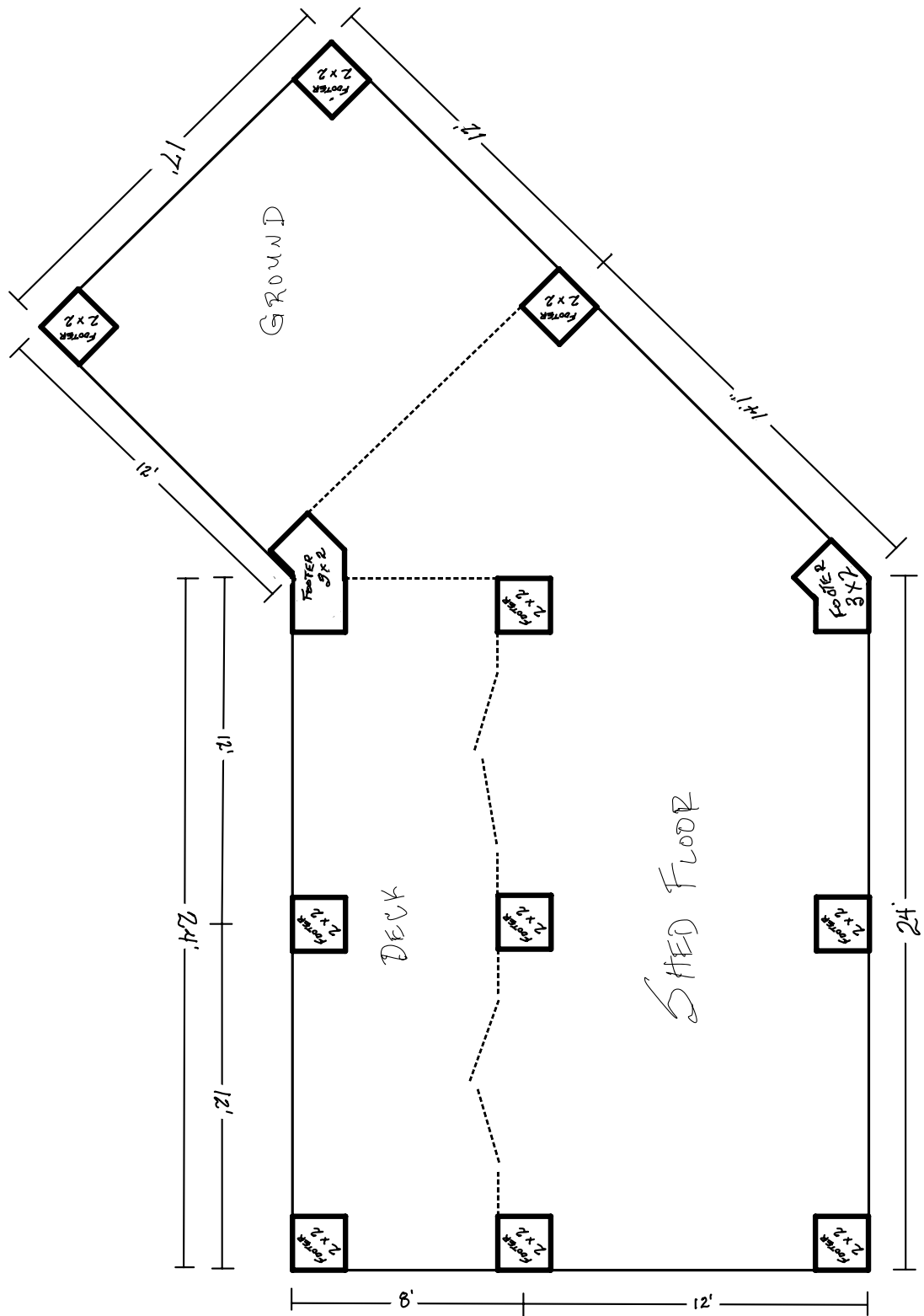


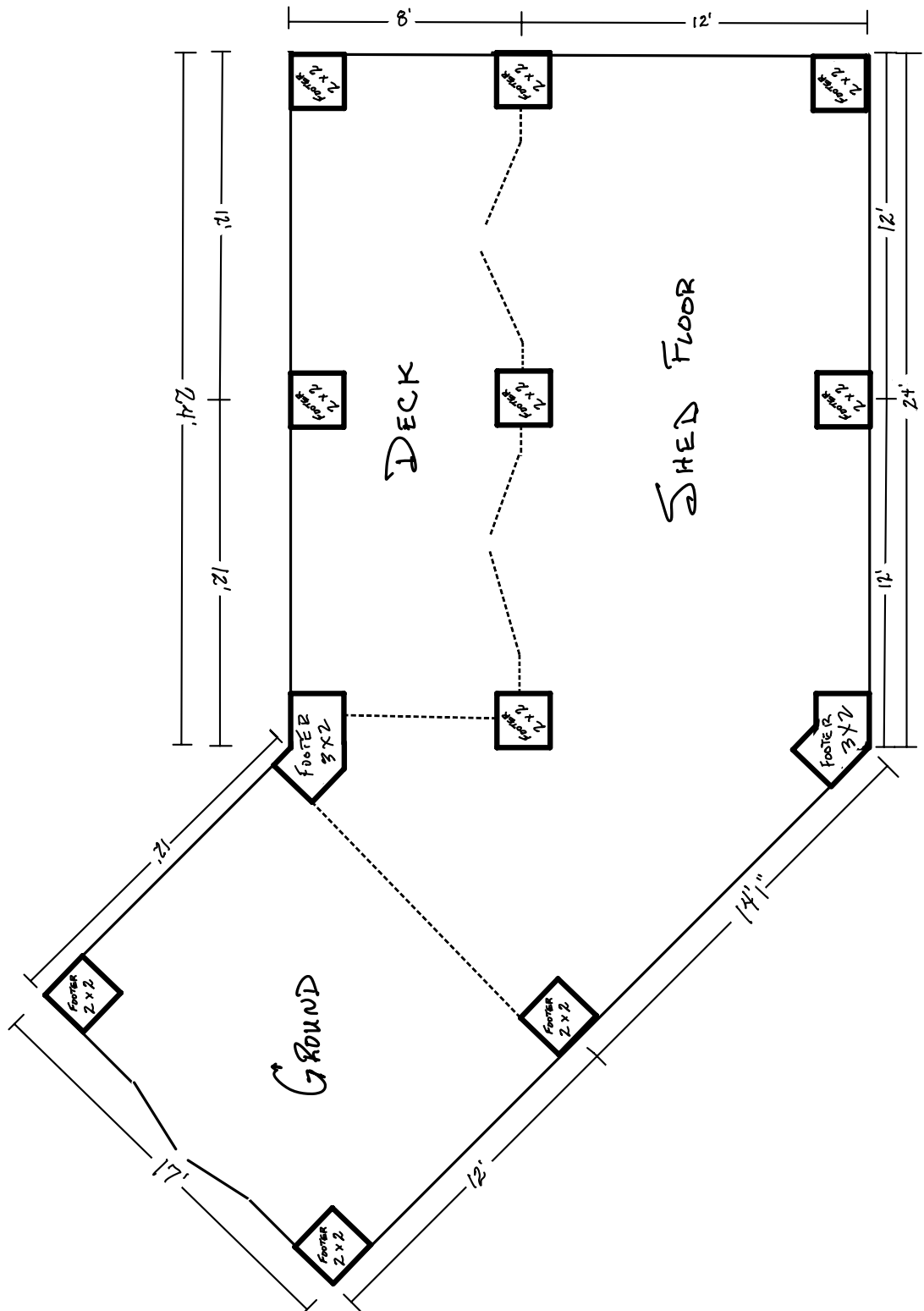
Materials list

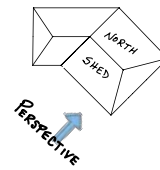
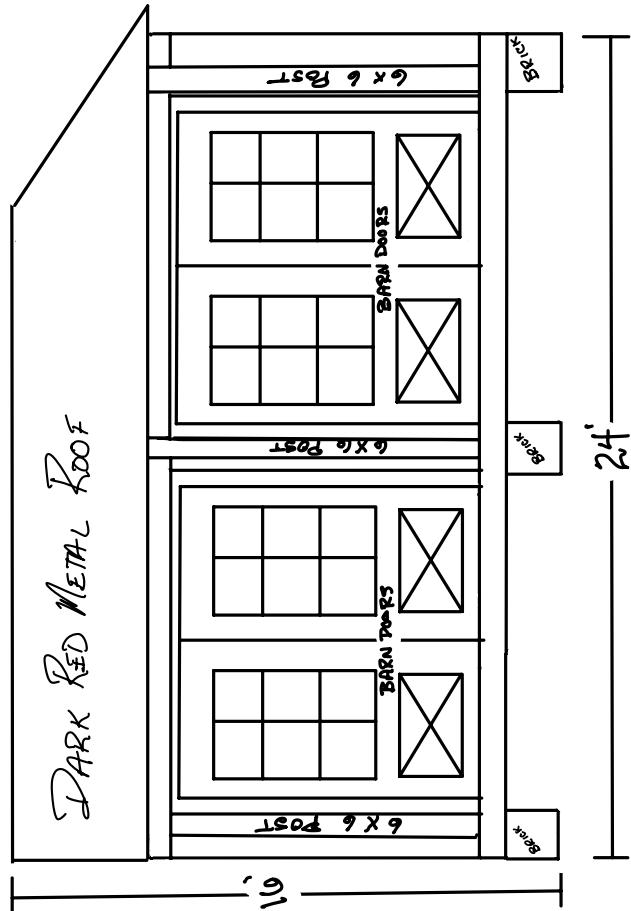
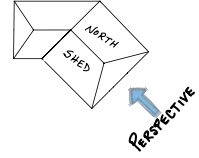
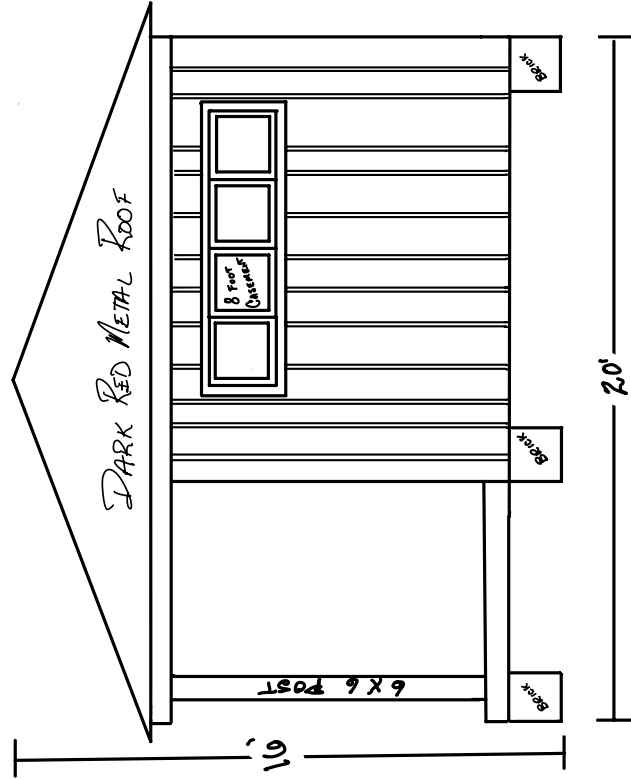
1. Siding - Fiber Cement to match Main House
2. Windows - Wood (repurposed)
3. Doors - Wood
4. Trim - Wood
5. Roofing - Standing Seam Metal
6. Floors - Poured Concrete

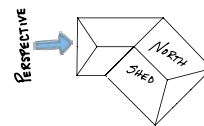
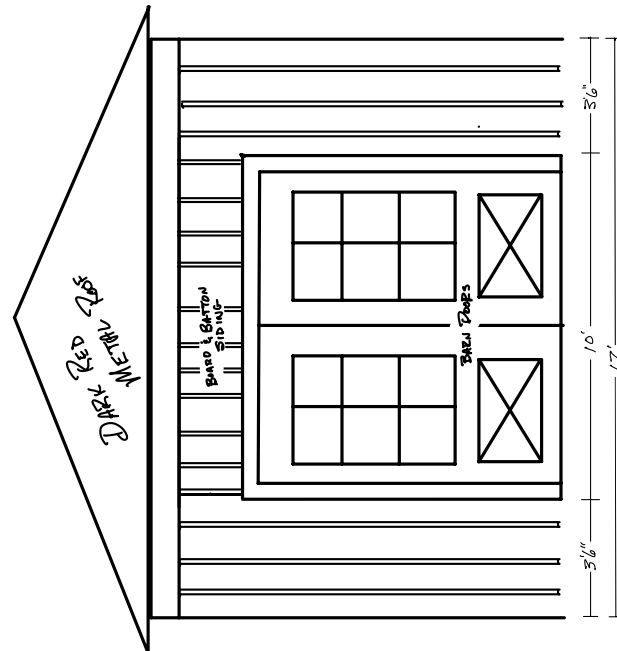
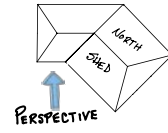
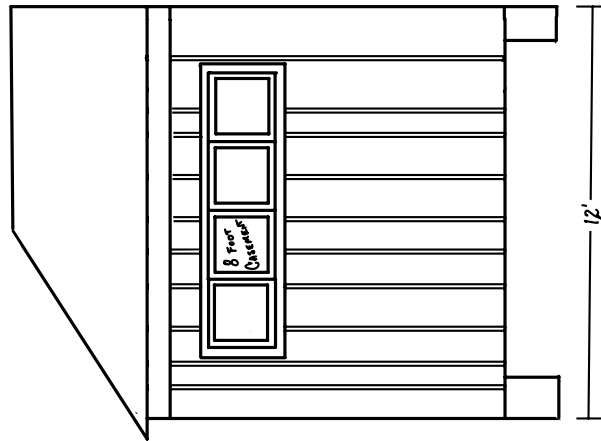


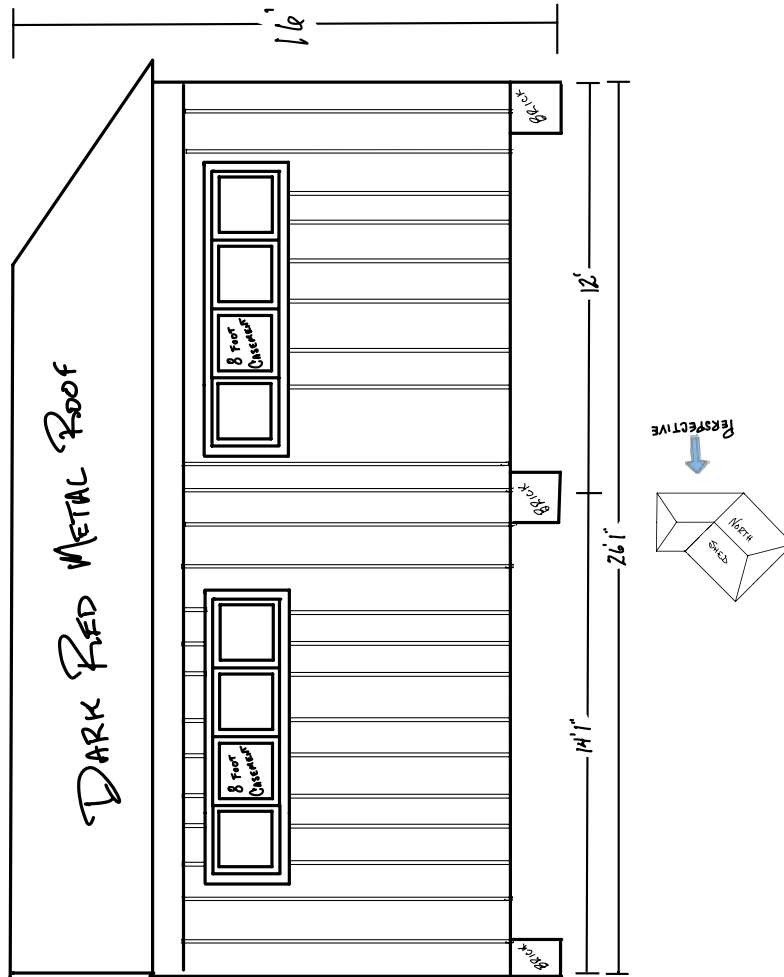
The sheds are to provide storage for furniture, tools, and yard implements. They are being located in the Northeast corners of the property. They have a ground level for lawnmowers, bikes, wheelbarrows and camping equipment. The floored area will be for storage and workshop/gardening. Their placement provides for the deadening of traffic noise from Churton Street and optimizes the view from the house. It still provides access across the back yard to the Burwell property for special event setup and parking.

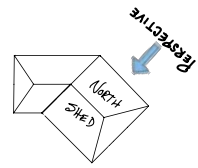
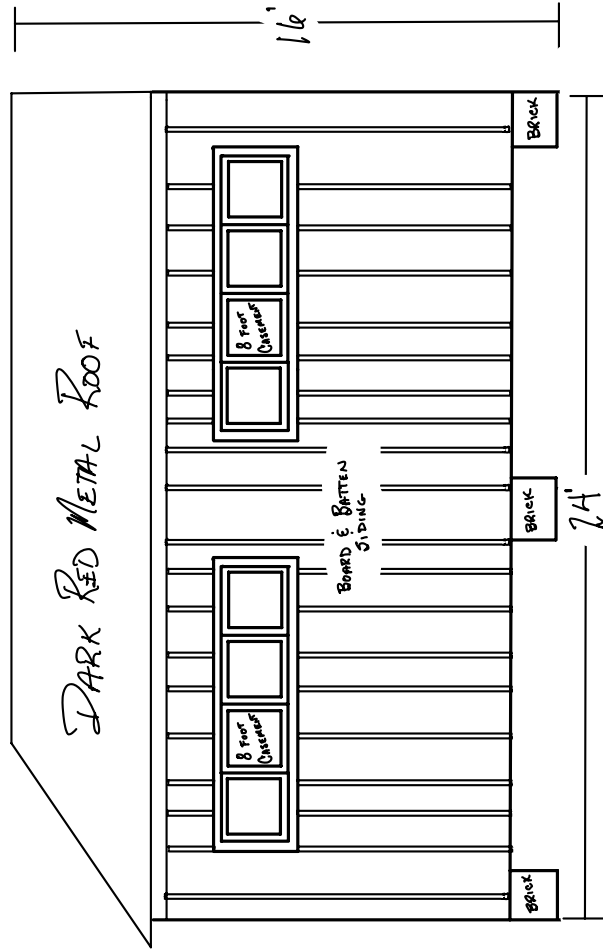


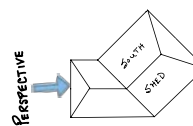
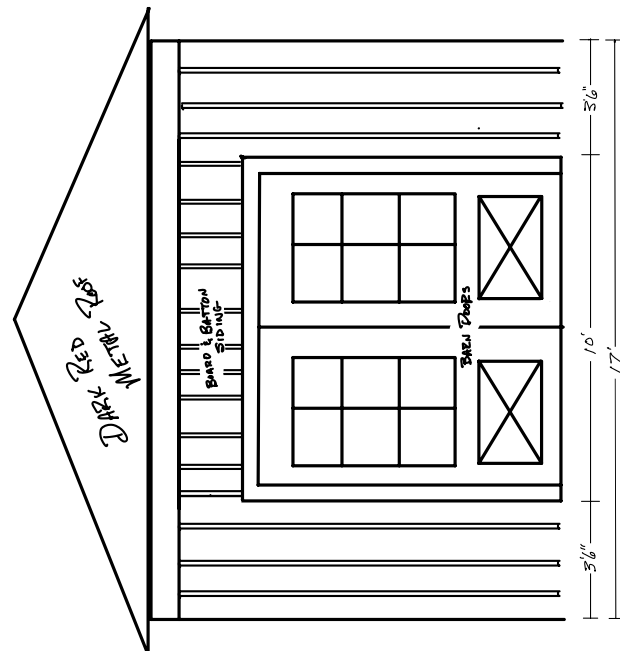
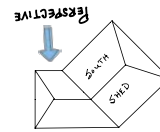
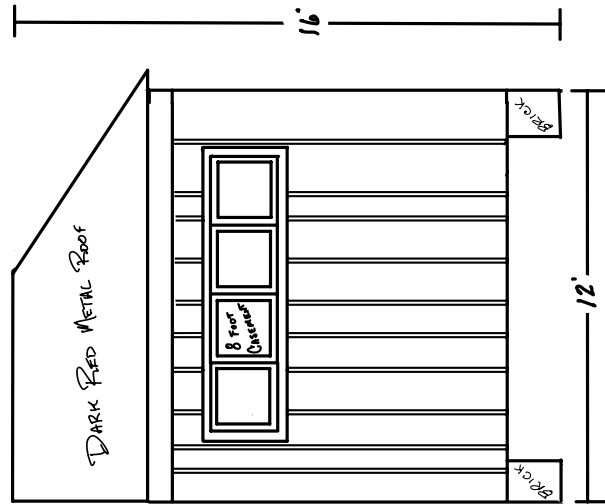


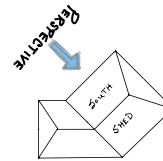
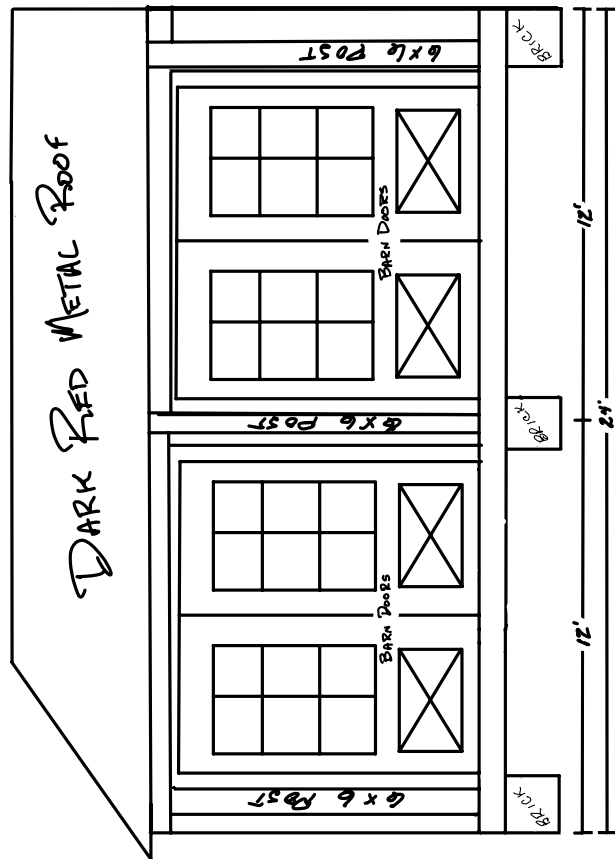
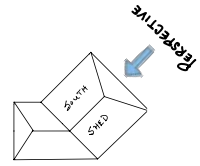
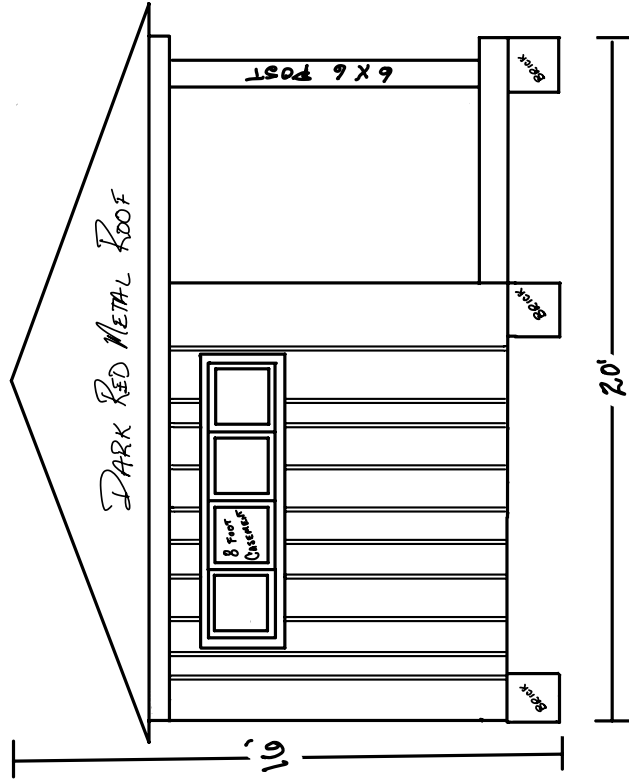


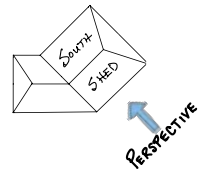
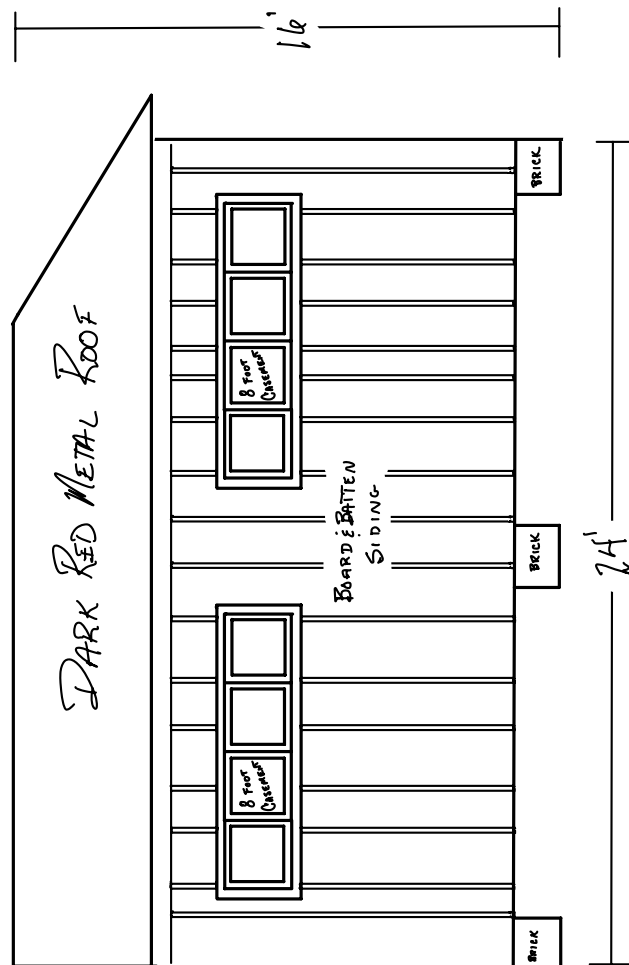


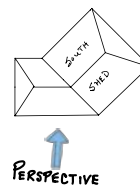
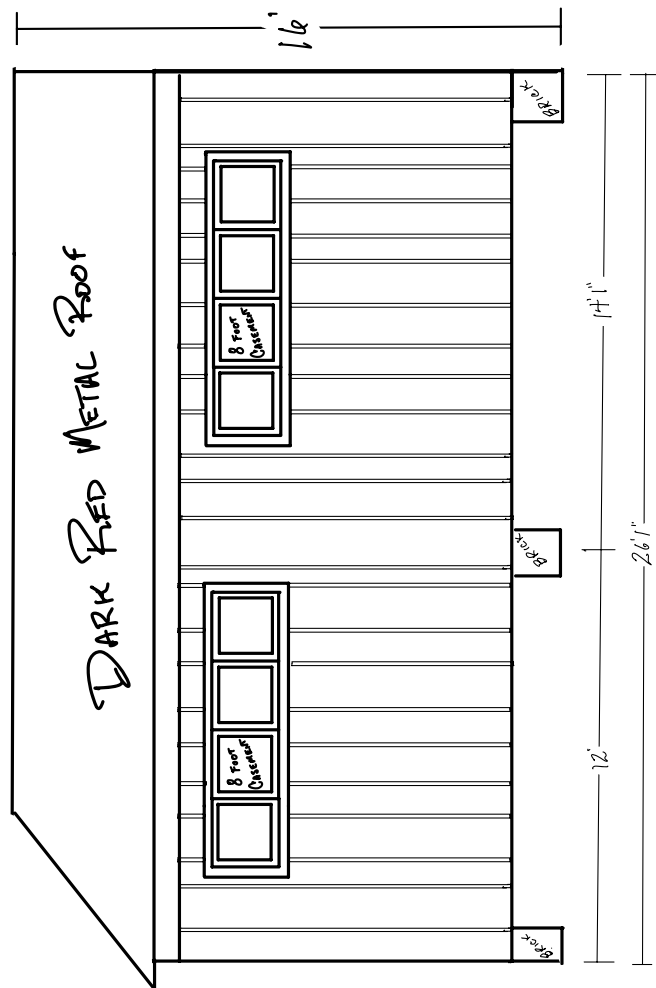


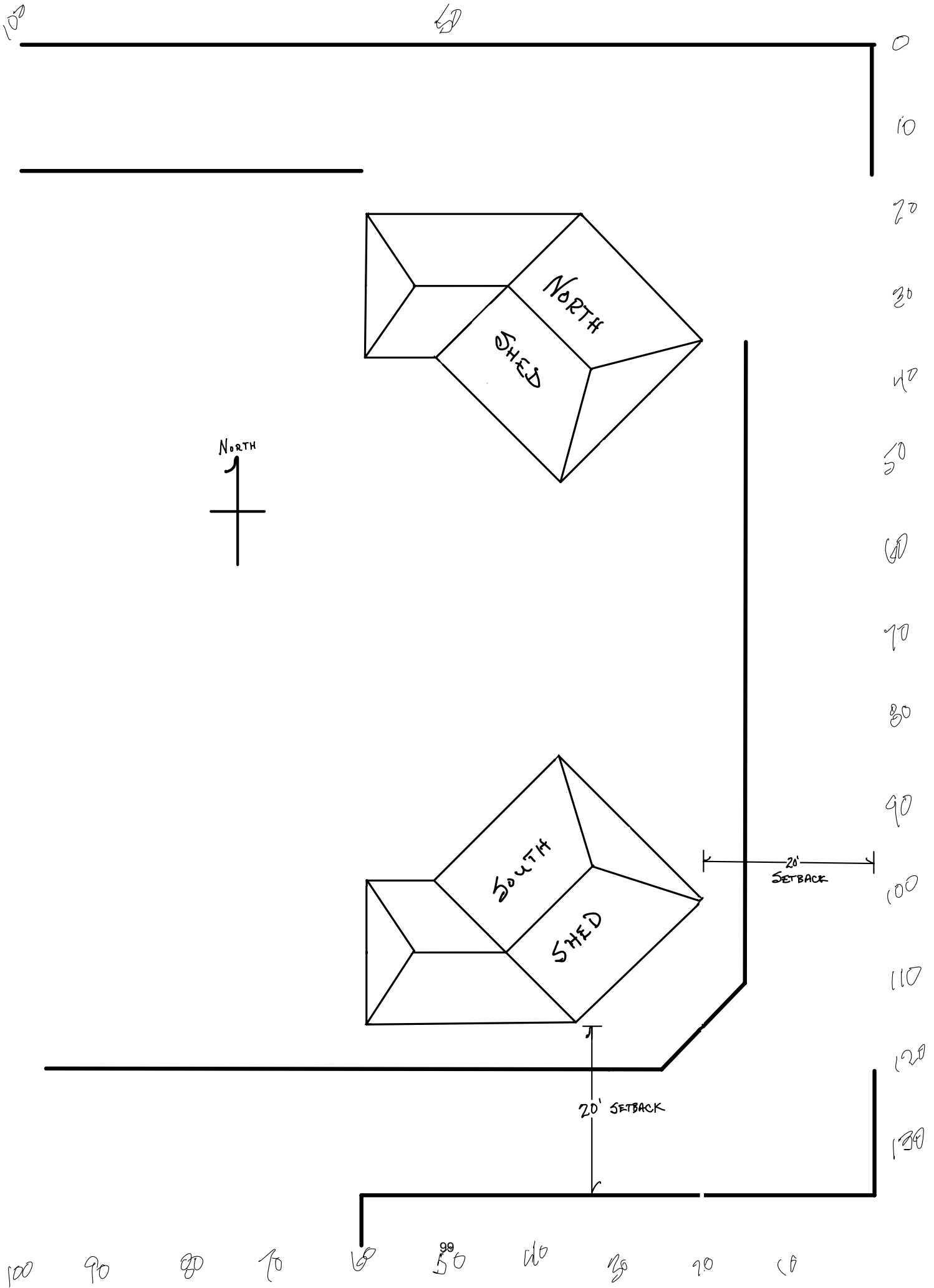


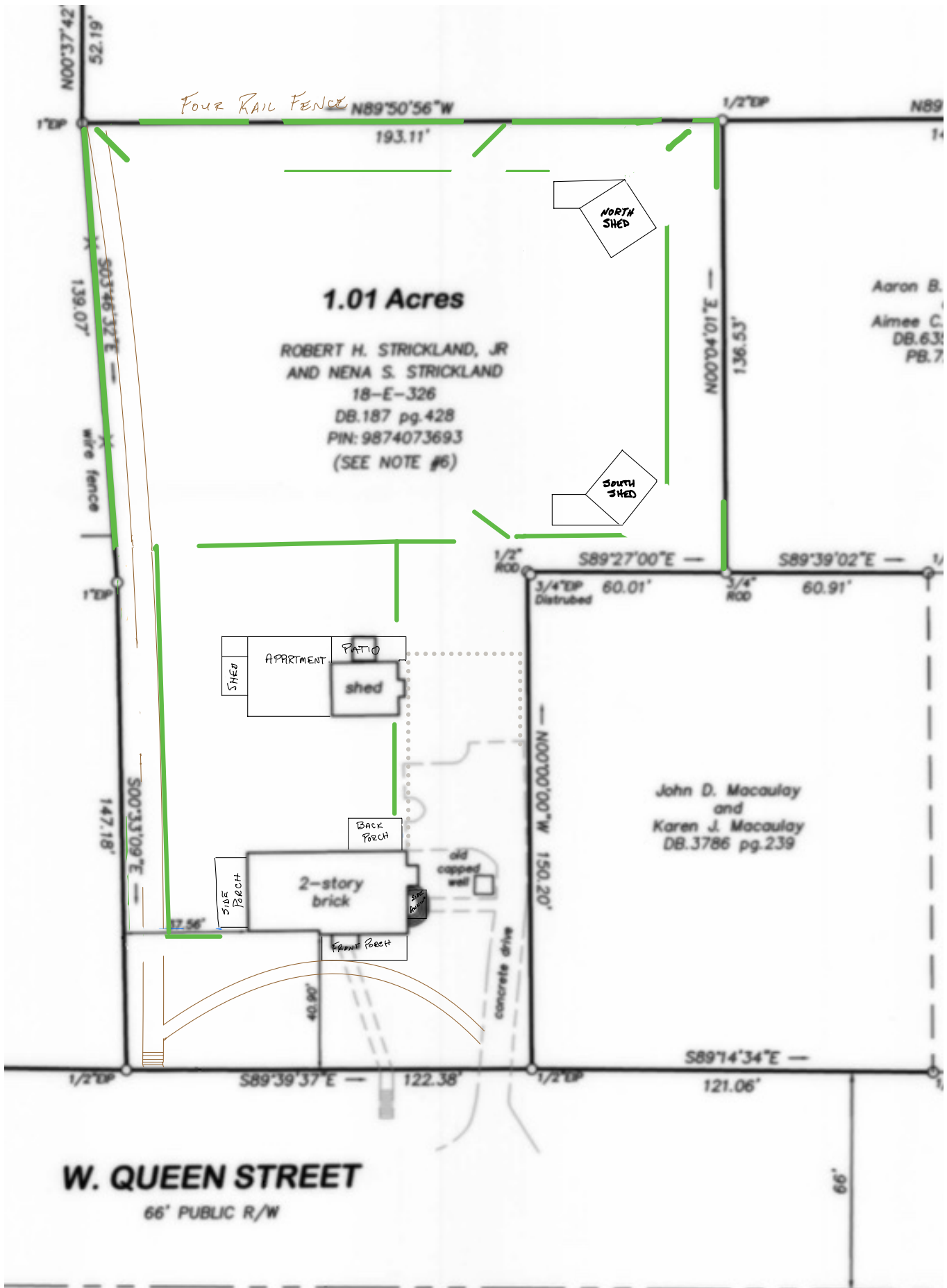












Materials list

1. Siding - Wood board and batten painted/stained tan
2. Windows - Wood (repurposed)
3. Doors - Wood
4. Trim - Wood (painted sage to match Brick Kitchen and House)
5. Shutters - Match Existing
6. Roofing - Standing Seam Metal (with hipped corners)
7. Floors - Ground and Wood for workshop portion

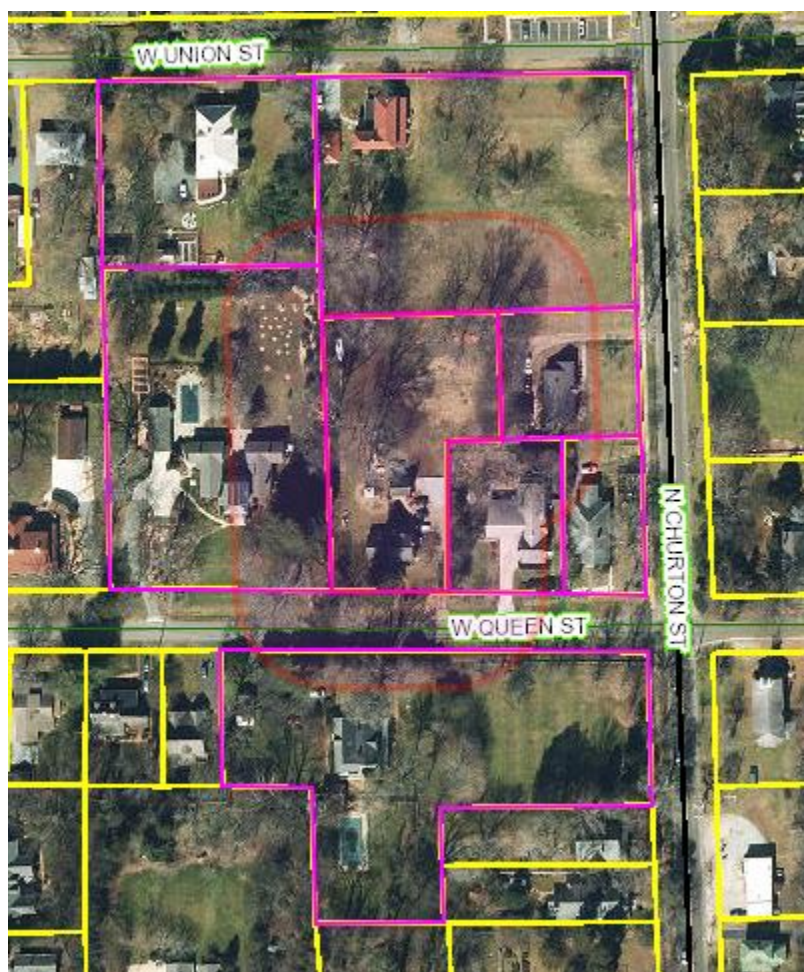
I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9874071780 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

12/27/2023

Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_F	OWNER2	OWNER2	ADDRESS1	CITY	STATE	ZIPCODE
9864979792	KNECHTLE	STUART J	KNECHTLE	MARY B	116 W QUEEN ST	HILLSBOROUGH	NC	27278
9864979986	JACOBS	TIMOTHY J	JACOBS	JULIE A	117 W UNION ST	HILLSBOROUGH	NC	27278
9874071780	MORRIS	CLAIR E	ETA MORRIS	BARBARA	114 W QUEEN ST	HILLSBOROUGH	NC	27278
9874072378	SMITH	LEE	CROWTHE	HAROLD B	219 N CHURTON ST	HILLSBOROUGH	NC	272782535
9874072692	MACAULAY	JOHN D	MACAULA	KAREN J	104 W QUEEN ST	HILLSBOROUGH	NC	27278
9874072965	HISTORIC HILLSE				PO BOX 922	HILLSBOROUGH	NC	27278
9874073693	SHIPP	SUSAN COC			102 W QUEEN ST	HILLSBOROUGH	NC	27278
9874073765	VANDEMARK	AARON B	VANDEMA	AIMEE C	309 N CHURTON ST	HILLSBOROUGH	NC	27278





December 27, 2023

NOTICE OF HISTORIC DISTRICT COMMISSION MEETING

Dear Property Owner,

The Rules of Procedure of the Town of Hillsborough Historic District Commission require that all property owners within 100 feet of any proposed exterior alteration, addition, major landscaping, or signs be notified before a Certificate of Appropriateness is granted.

The Historic District Commission (HDC) is concerned primarily with preserving the historic character and appearance of the Historic District and reviews only the appropriateness of the proposed project. The Commission does not mediate any type of dispute between neighbors. Issues such as Unified Development Ordinance or Town Code requirements are not considered during deliberations. Questions or concerns about ordinance compliance should be asked of the Planning Department before the Commission meets.

Applicant/Property Owner: Stanford Morris

Property Address: 114 W. Queen St. (PIN: 9874071780)

Proposal: Applicant is proposing to add porches to the main house, add an accessory dwelling unit to the brick kitchen structure in the backyard, and construct two sheds in the northeast corner of the property.

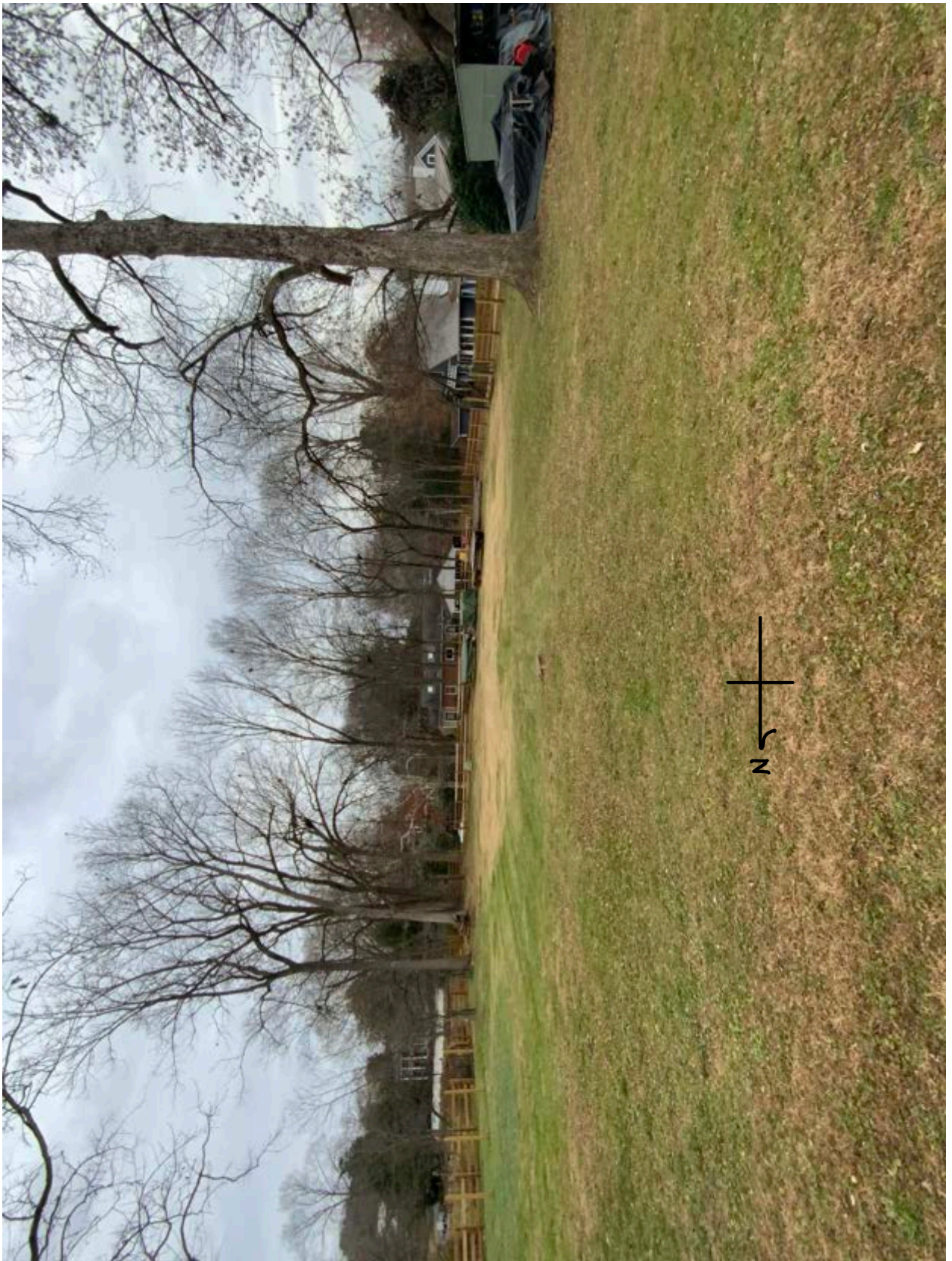
This proposal will be discussed at the HDC meeting to be held on **Wednesday, January 10, 2023, at 6:30 pm** in the **Town Hall Annex Meeting Room at 105 East Corbin Street**. Please park and enter in the rear of the building. If you wish to have more information about this application, have any comments on the proposal, or if you would like to see the plans, please contact staff as packets are not prepared until a week before the meeting. Packets with more information are available on the town's website a week prior to the meeting.

You may attend this meeting as a member of the general public. If you have factual evidence to present in favor of or in opposition to this proposal, then you may request permission from the Chair to speak at the meeting.

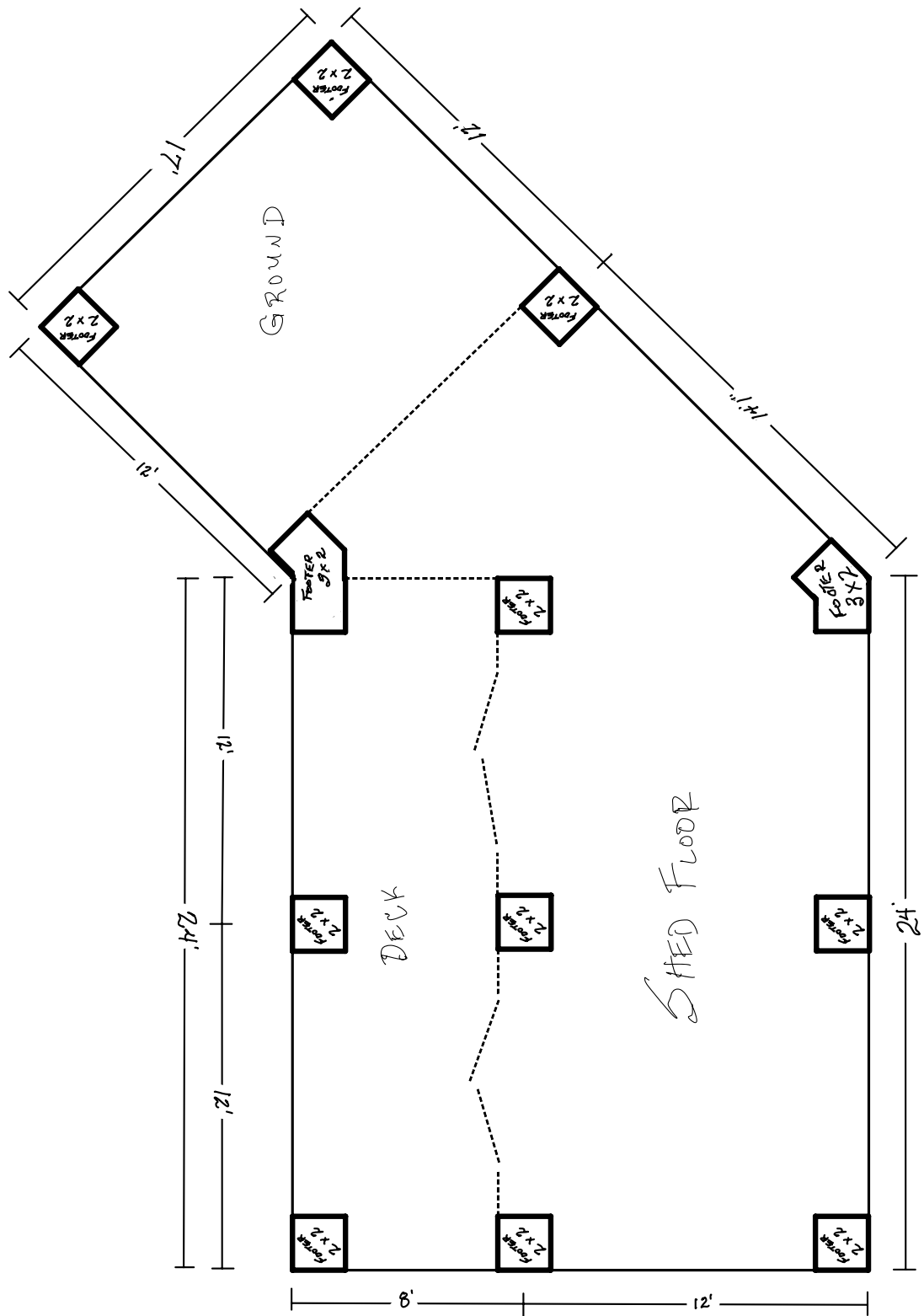
Sincerely,

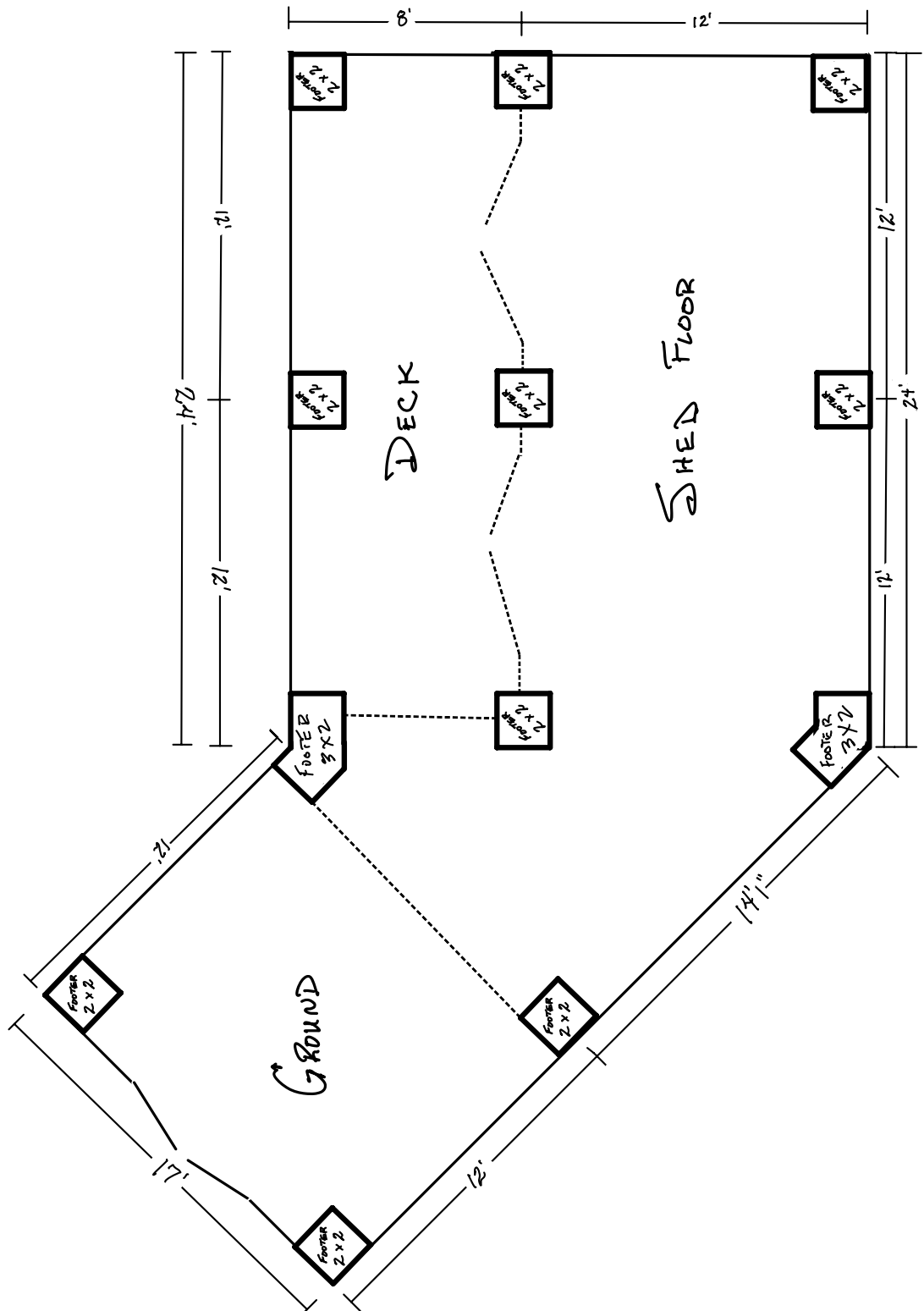
Joseph Hoffheimer
Planner
Town of Hillsborough

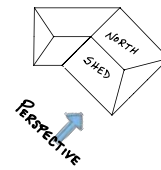
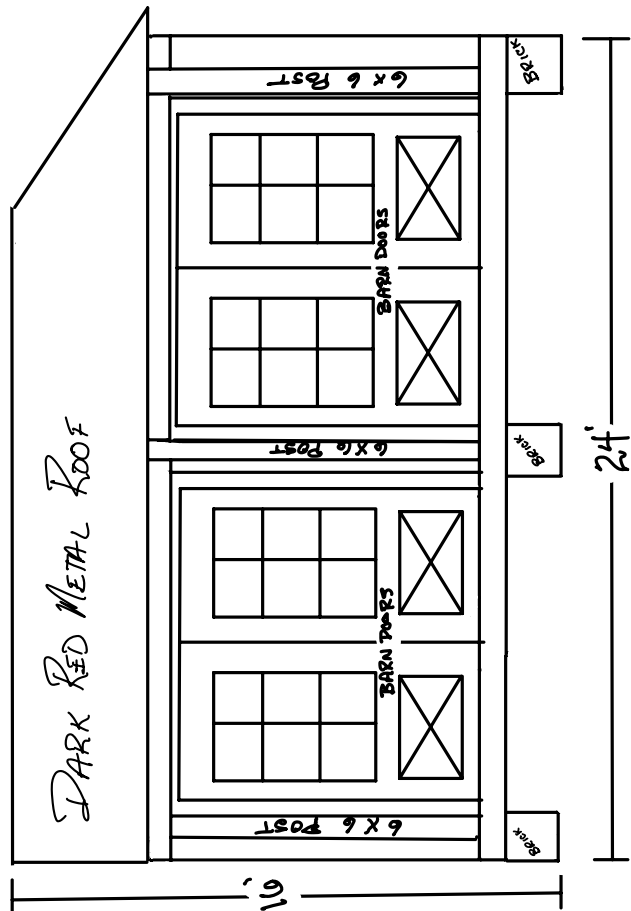
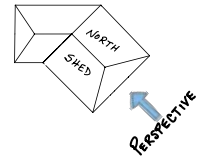
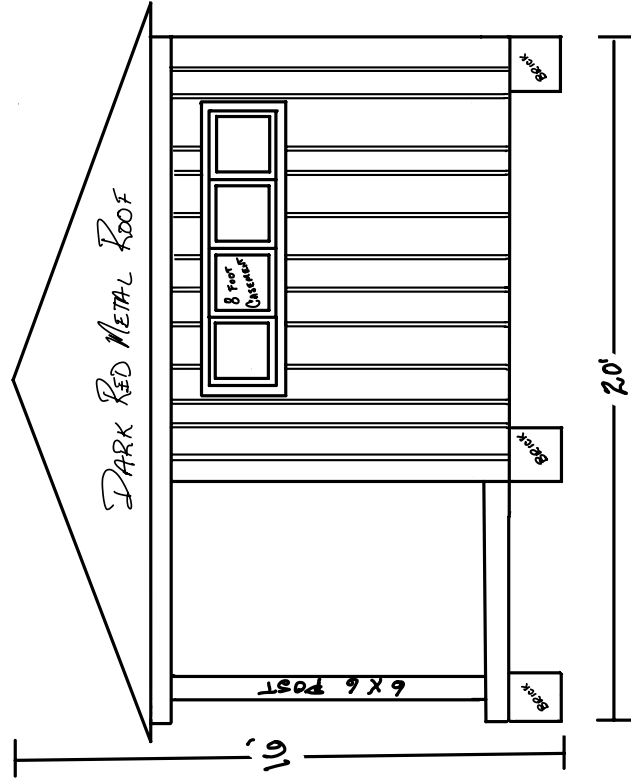
101 E. Orange St., Hillsborough, North Carolina
Joseph.Hoffheimer@hillsboroughnc.gov | 919-296-9472

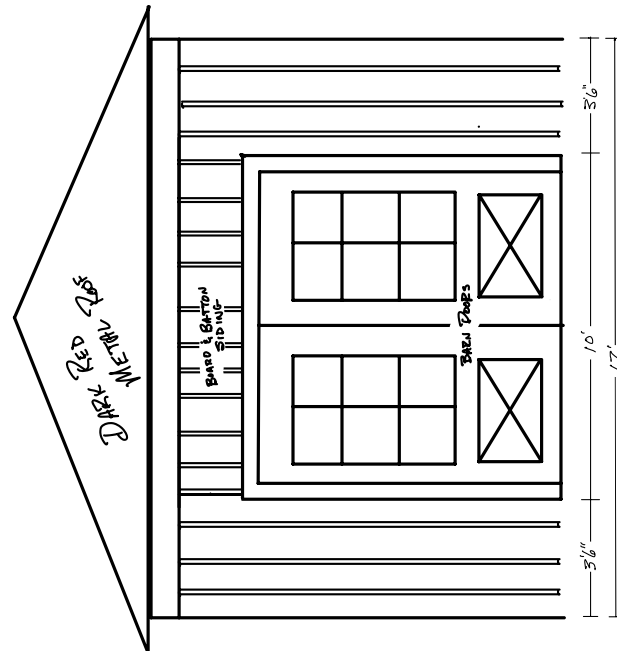
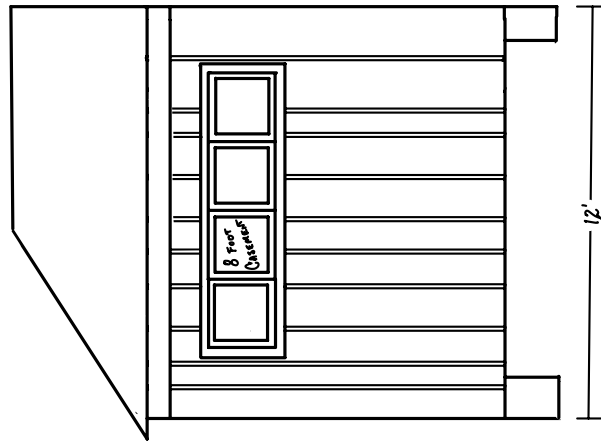


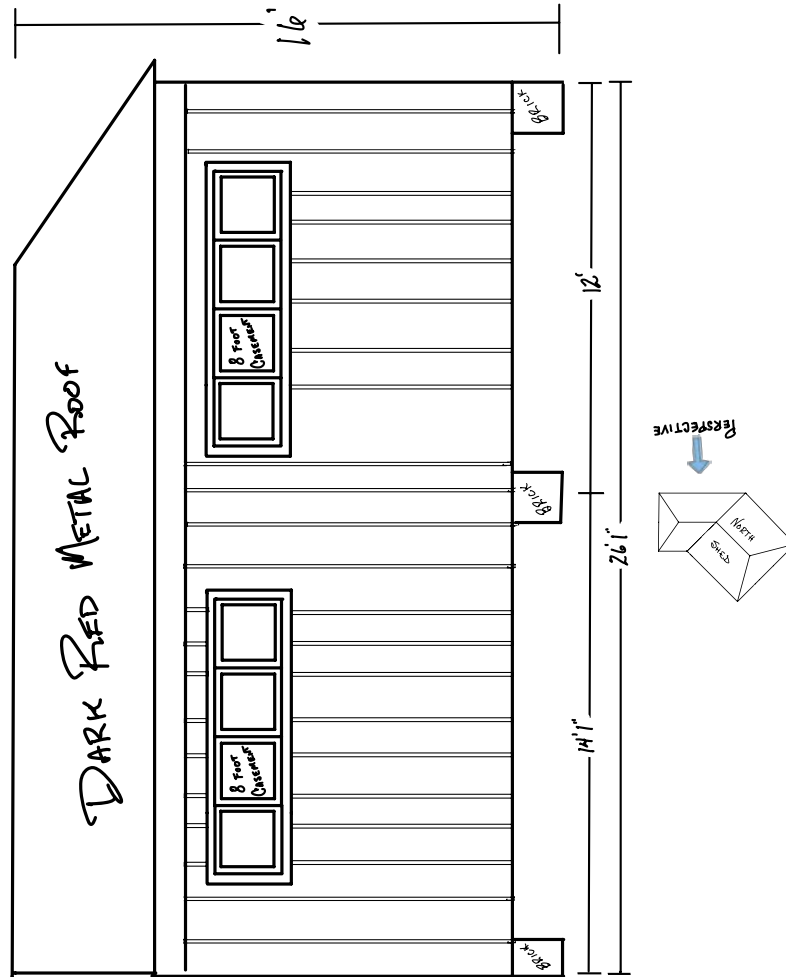
The sheds are to provide storage for furniture, tools, and yard implements. They are being located in the Northeast corners of the property. They have a ground level for lawnmowers, bikes, wheelbarrows and camping equipment. The floored area will be for storage and workshop/gardening. Their placement provides for the deadening of traffic noise from Churton Street and optimizes the view from the house. It still provides access across the back yard to the Burwell property for special event setup and parking.

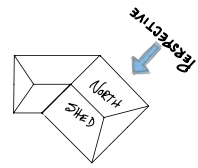
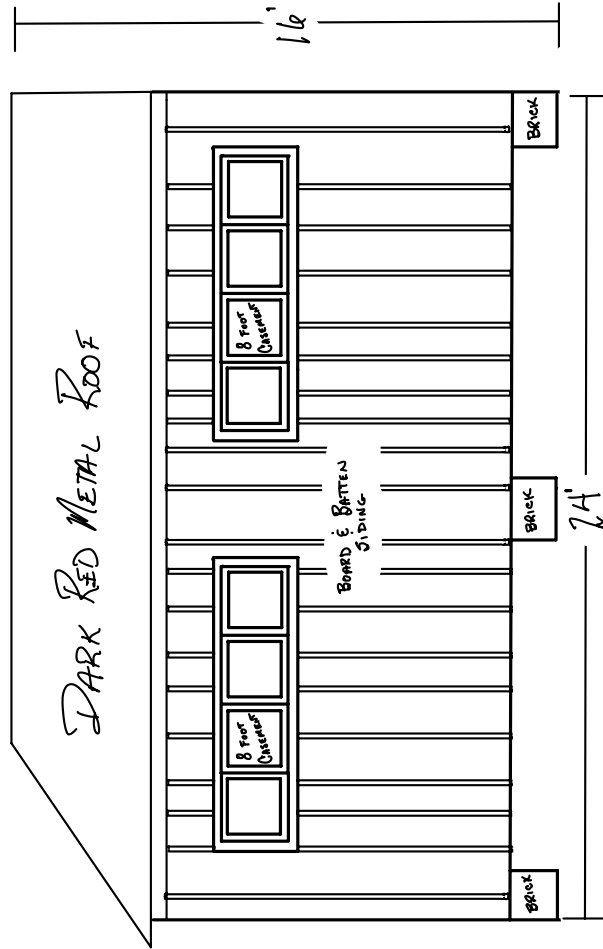


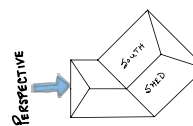
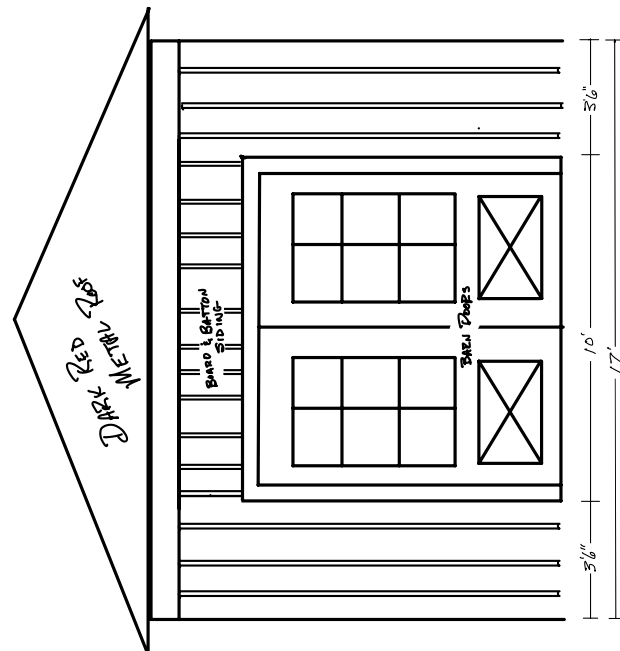
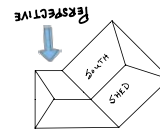
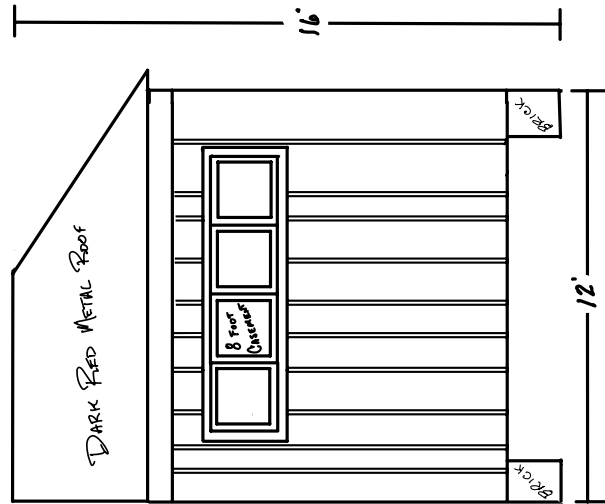


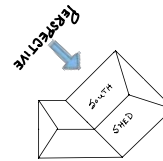
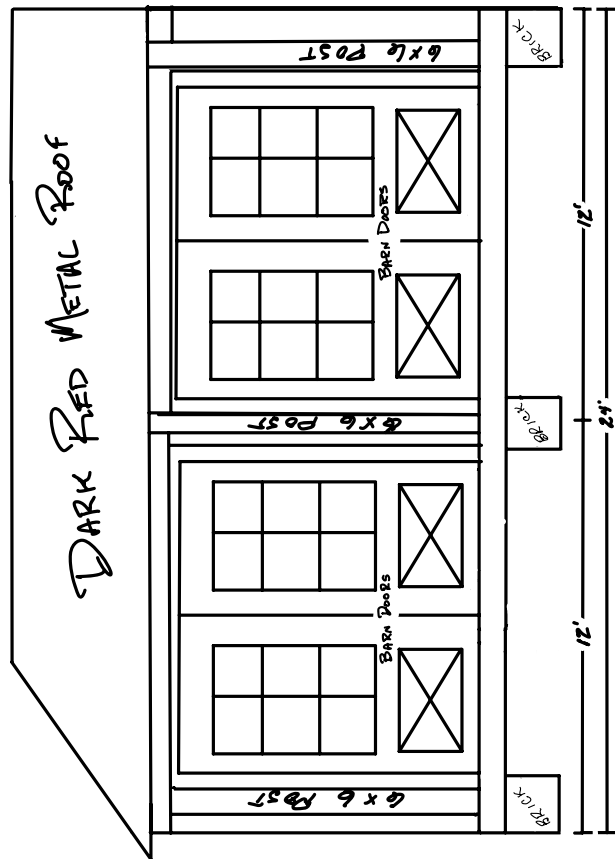
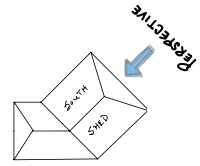
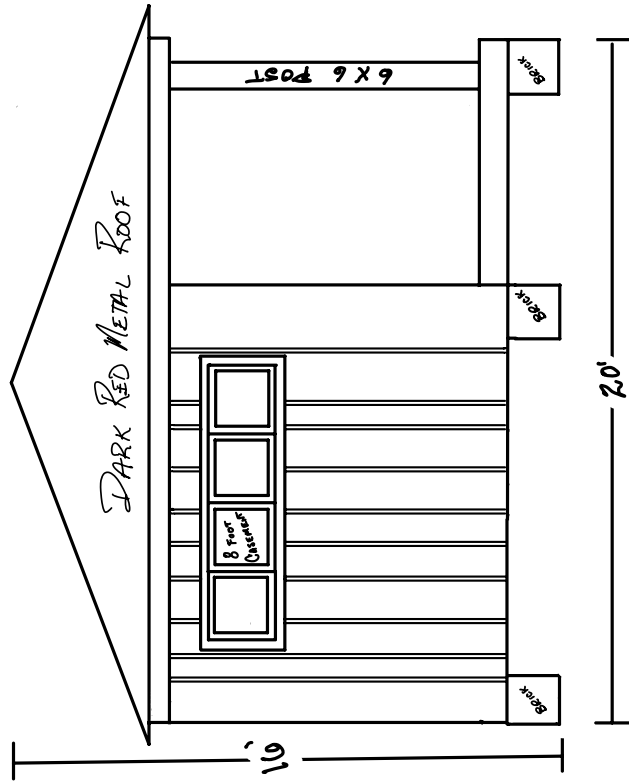


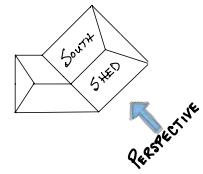
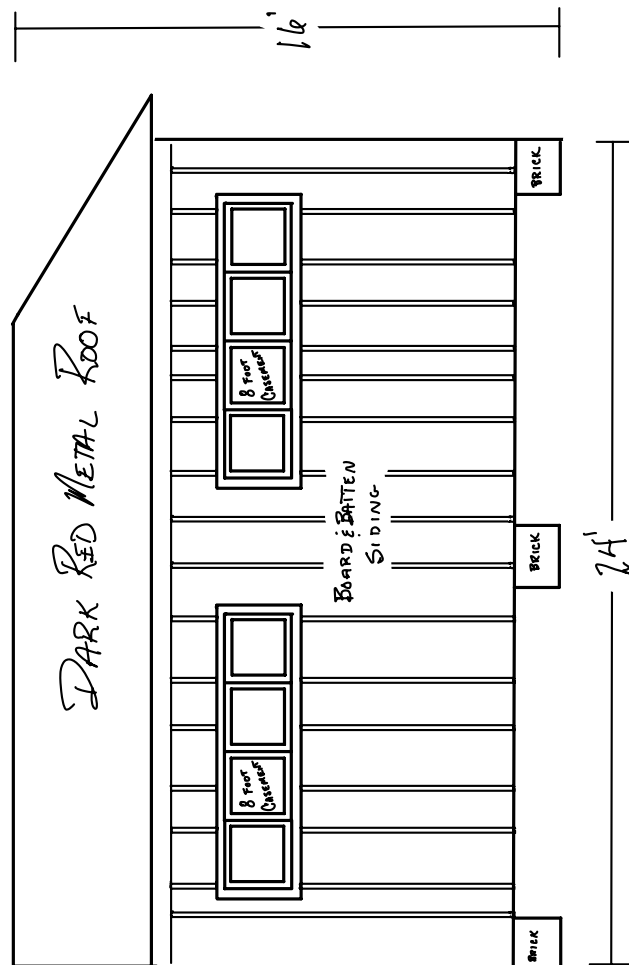


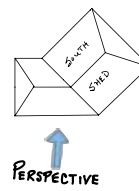
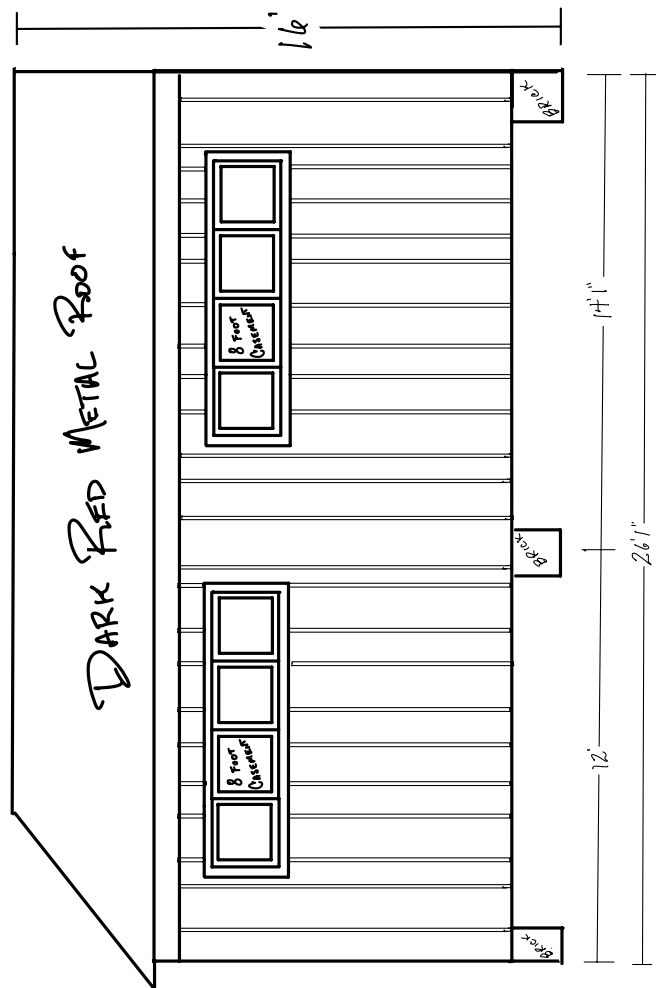


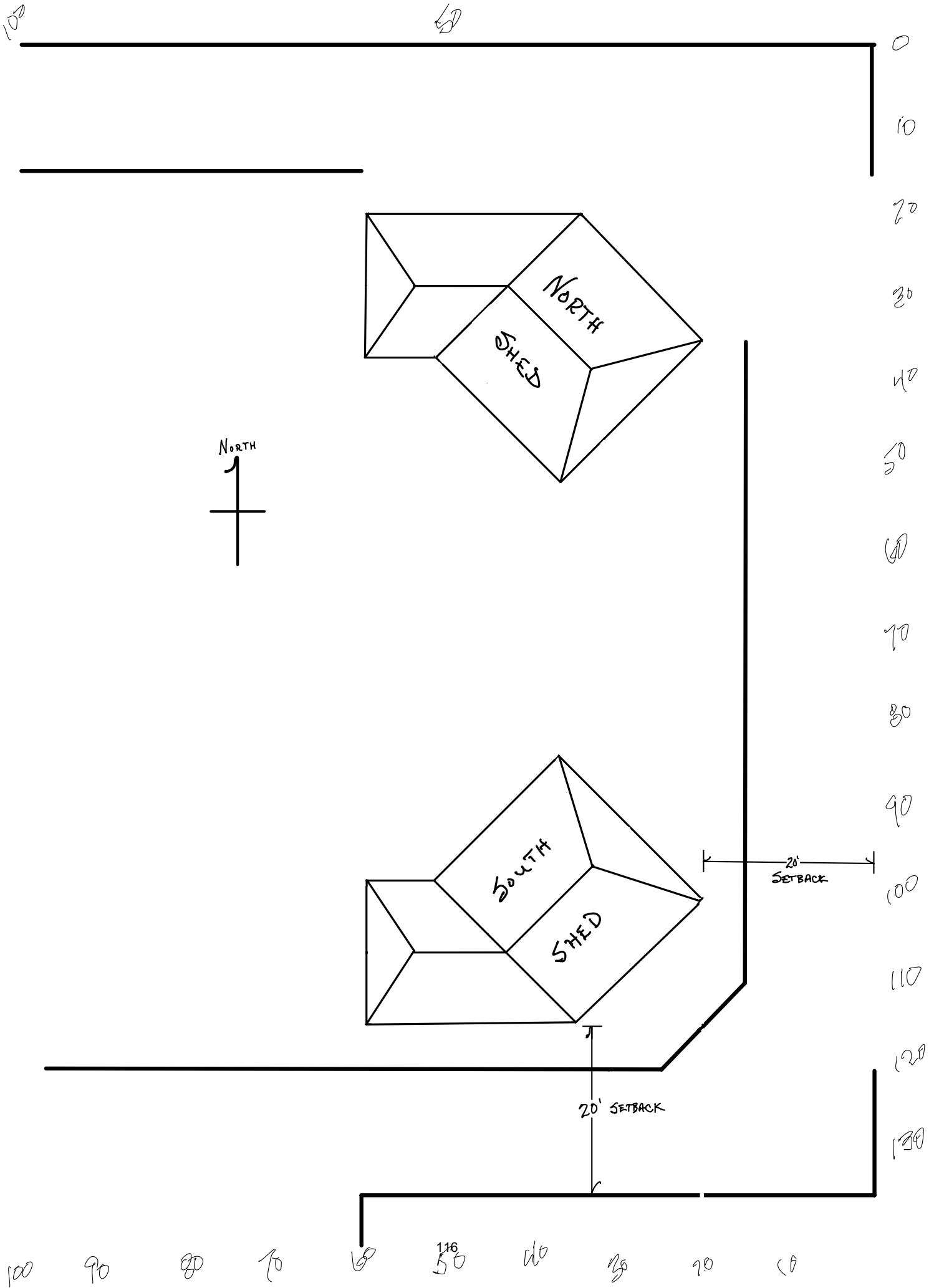


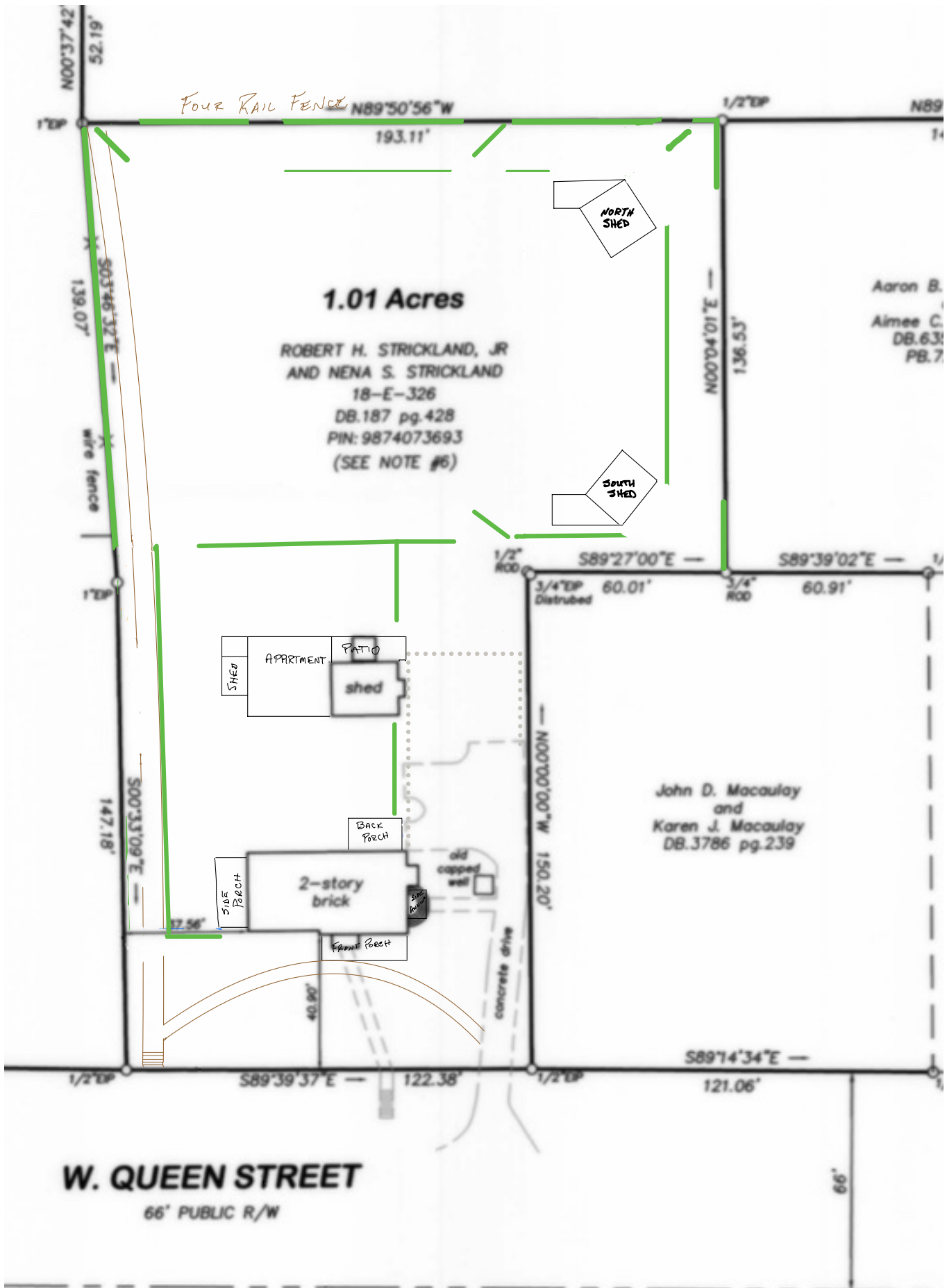






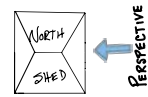
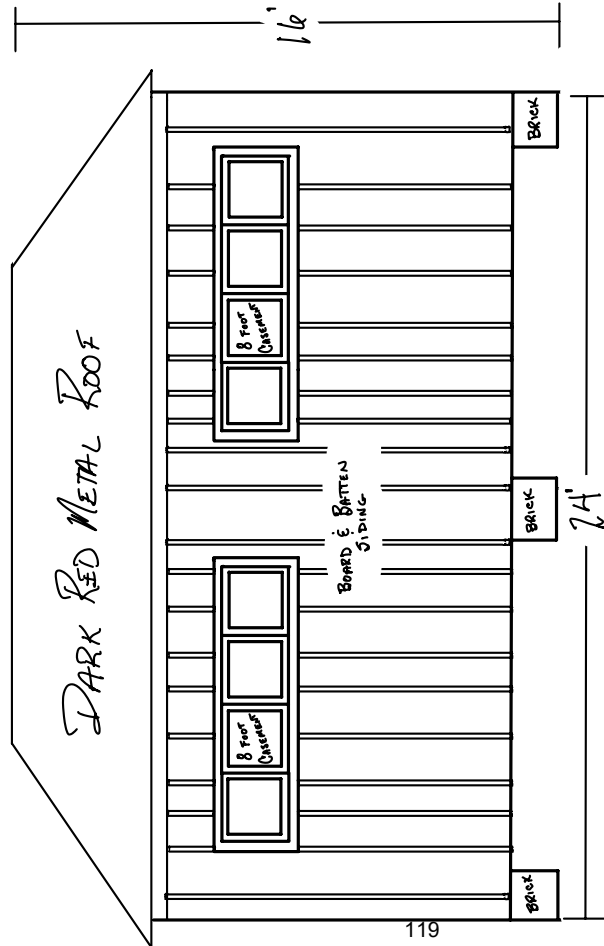
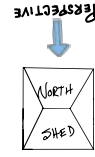
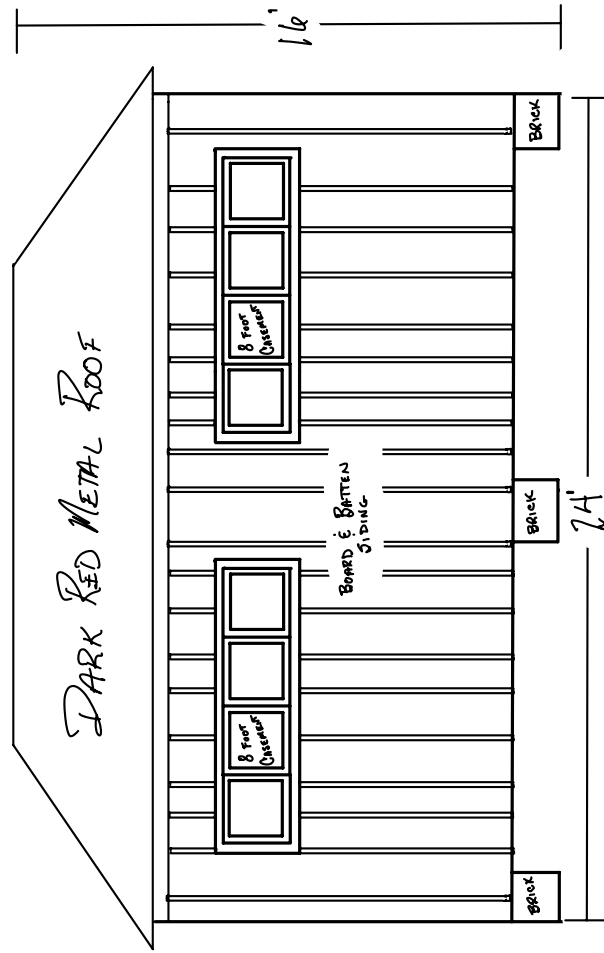


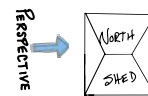
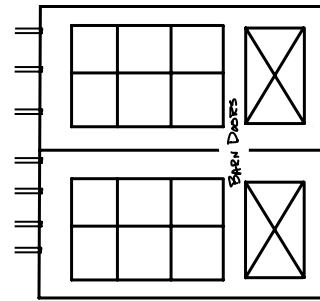
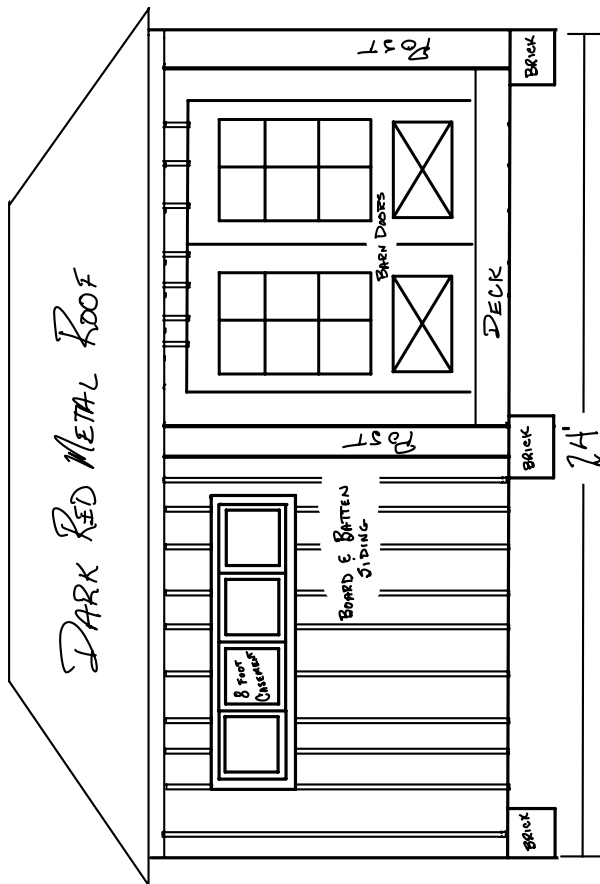
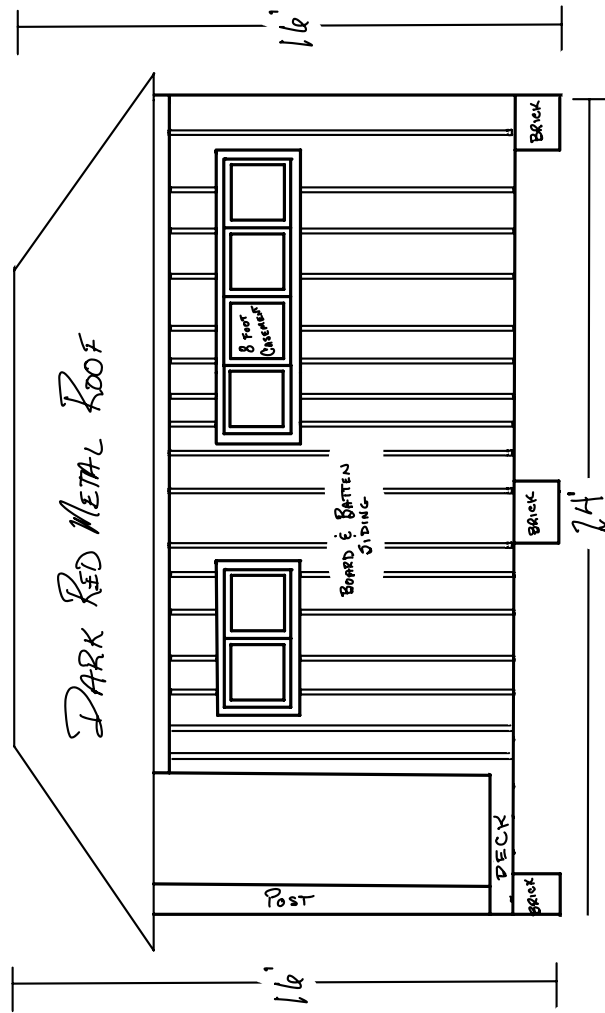


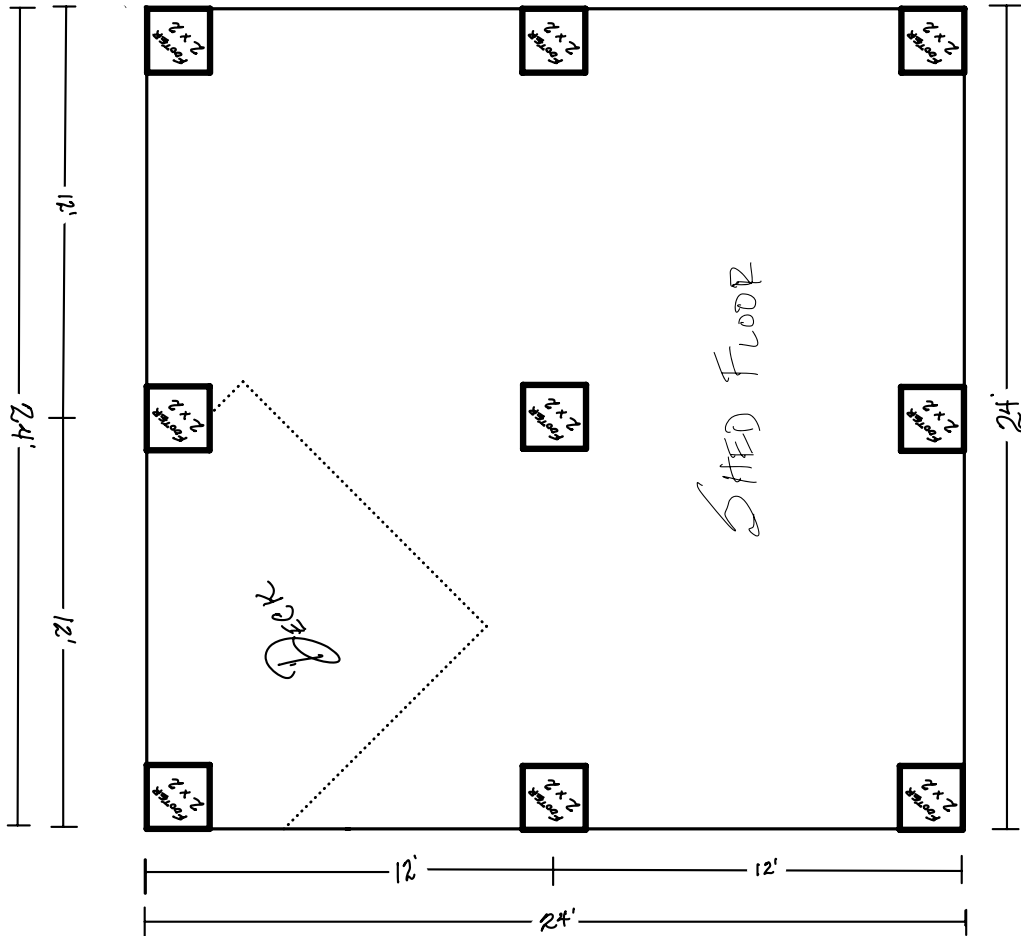
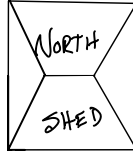
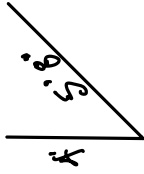


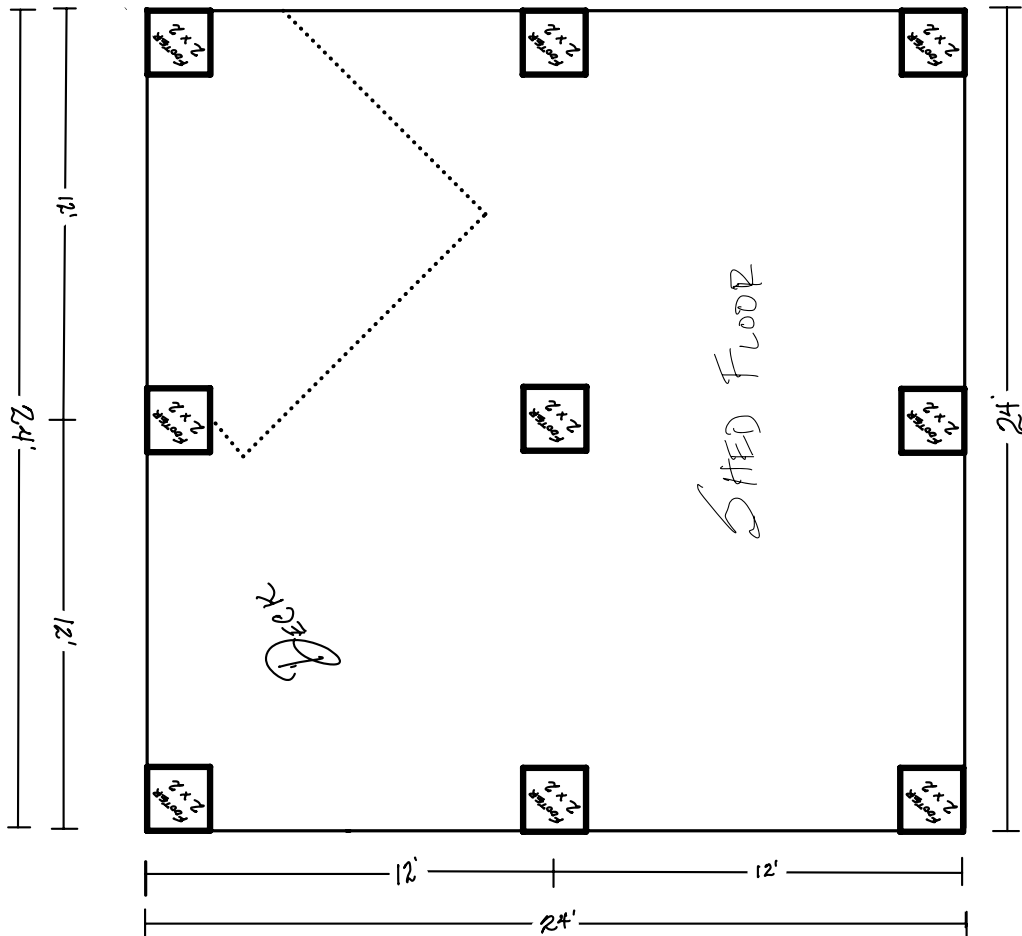
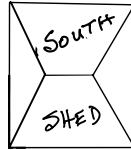
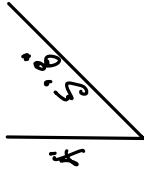
Materials list

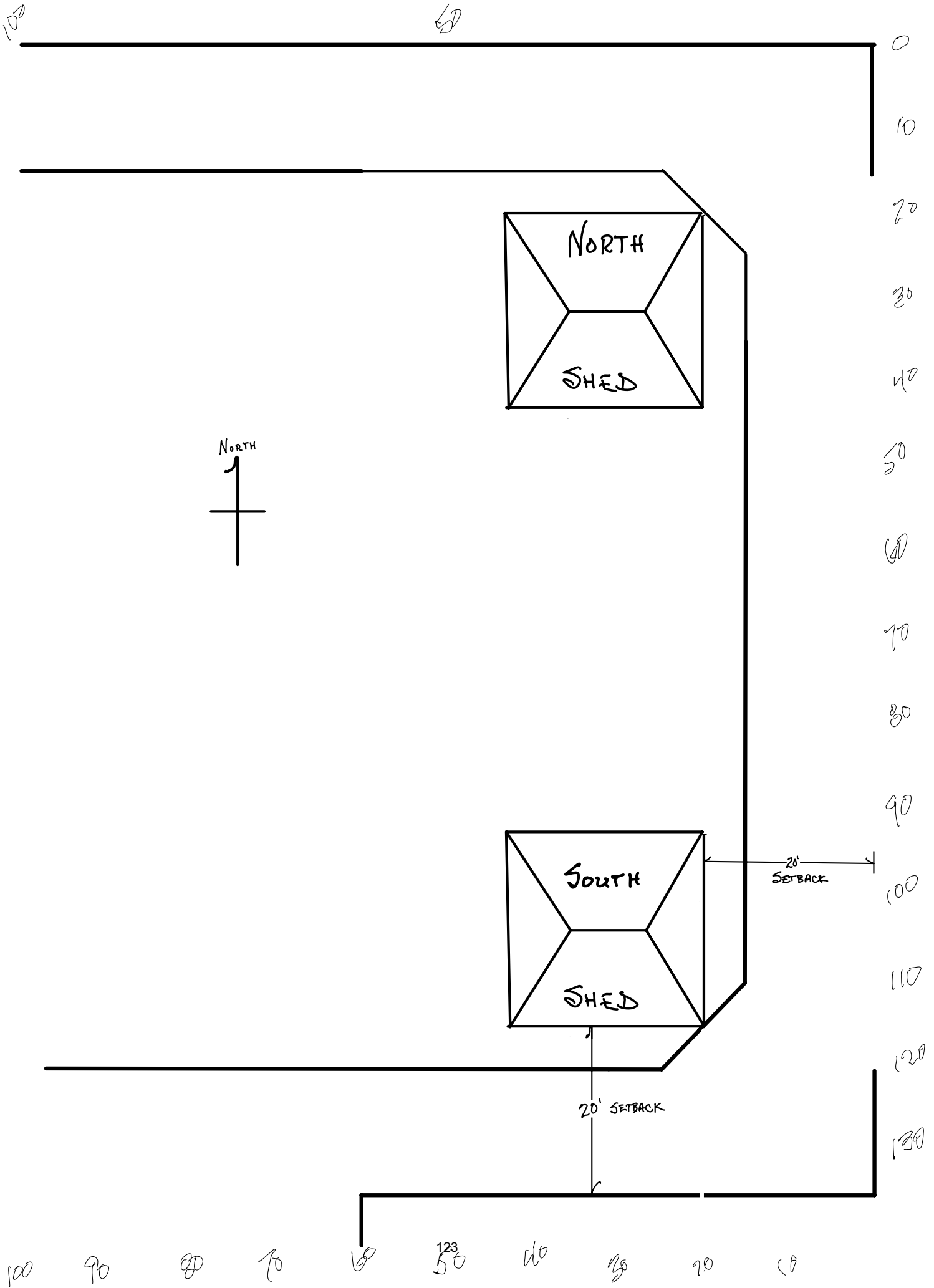
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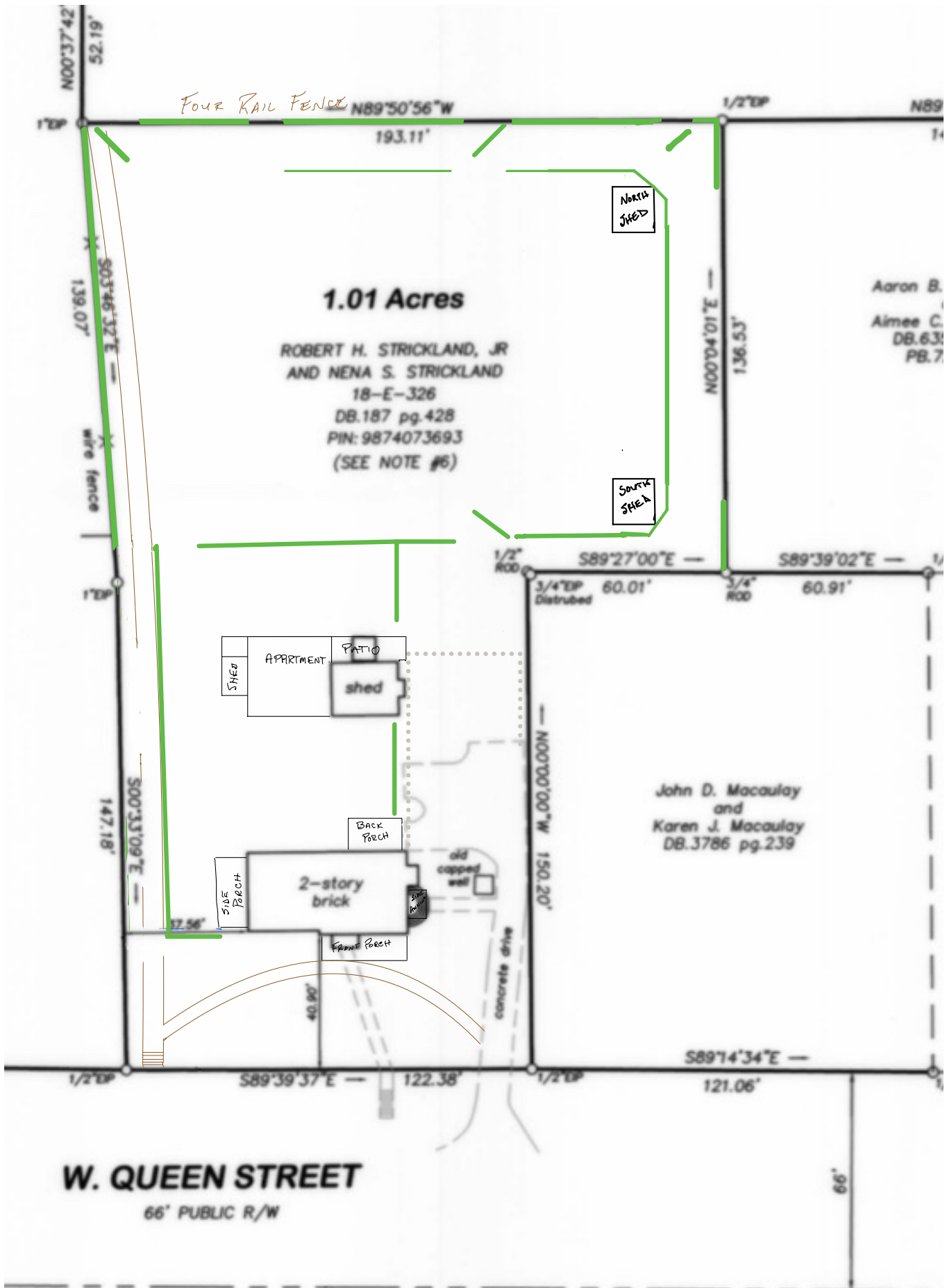












Historic vs. Non-Historic

The period of significance for the local historic district continues into the recent past to encompass the evolution of the district and to include changes that took place at least 50 years ago.

DEFINITION OF HISTORIC:

A property is considered historic, or contributing, in the local historic district if it is 50 years old or older. Additionally, any exterior addition or feature constructed at least 50 years prior to the current date is considered ~~historic~~ historic or contributing.

Ordinary Maintenance and Repair and Minor Works

Ordinary Maintenance and Repair: Certain limited actions of ordinary maintenance or those of temporary nature are exempt from obtaining a Certificate of Appropriateness. ~~Proposals should be submitted~~ Applicants are encouraged to consult with ~~to staff for review~~ to verify that the work qualifies for exemption.

Masonry Standards

5) Repaint masonry surfaces that were previously painted in colors appropriate to the building or site. It is not appropriate to paint, seal, or coat historic masonry surfaces that were not previously painted, sealed, or coated, with historic defined as 50 years of age or older.

Window Standards

11) New shutters should be added only if they are operable, typical for the style of building and are sized to cover the entire window opening.

Sustainability and Energy Retrofit Standards

9) _____ It is not appropriate to install solar panels and skylights ~~on roof slopes or building elevations that are easily visible from the street or~~ in locations that compromise the architectural integrity of a building. Install these features on non-contributing structures or non-character-defining secondary elevations of historic structures ~~to minimize visibility from the street and away from roof edges and ridges~~. Set solar panels and skylights back from the front edge of flat roofs to minimize visibility. Green roofs can be installed on roofs in visible locations with evidence that they will not negatively impact the structure or integrity of the building. Solar panels can be installed on a secondary building, such as a garage or shed, ~~that is not easily visible from the street~~.

11) Site freestanding solar panels and wind turbines away from the building. Screen associated equipment from public view ~~with appropriate wood fencing or ever-green landscaping~~.

12) Install wind-powered equipment in a minimally visible location on the site or on a non-historic addition or secondary building. Wind-powered equipment should not be taller than the primary historic building.

~~» Consider on-site wind power technology only after implementing all other appropriate treatments to improve energy efficiency.~~

~~» Evaluate whether wind power technology will benefit the historic building without compromising the character of the historic building and the historic district.~~

14) Install cisterns, rain barrels, and other water collection devices in side and rear yards when possible. Screen from public view with fencing or landscaping when possible.

Utilities Standards

1) _____ Minimize the visual impact of new utility enclosures (“hot boxes”), mechanical and communication equipment, electric vehicle charging stations, and utilities by locating them along secondary elevations or inconspicuously in areas not visible from the street and by screening them from view with plantings or fencing when possible. ~~A site plan showing the location of proposed equipment, plantings, and/or fencing must be provided and approved in advance.~~

5) _____ Paint or install meter boxes, vents, electric vehicle charging stations, and other utility connections that cannot be screened in colors that will blend in with the historic building or the site.

Site Features and Plantings Standards

10) Introduce contemporary site features — such as swimming pools, dumpsters, mechanical units, ~~so-lar panels~~, storage buildings, playground equipment, and telecommunication equipment — only in locations that are not visible from the street to the maximum extent possible and where they do not compromise the historic character of the building, site, or district. Screen contemporary site features from public view with landscaping or appropriate fencing.

Fences and Walls Standards

8) Site new fences or walls, if necessary, in locations that are compatible with the traditional relationship of fences or walls to district properties of similar architectural style and to sites of similar size. ~~It is not appropriate to locate new~~ New fences are generally not appropriate in front yards. or New walls in front yards may be reviewed on a case-by-case basis and require HDC approval.

Walkways, Driveways, and Off-Street Parking Standards

- 5) Replace in kind any portion of a historically significant walkway, driveway, or off-street parking area that is damaged or deteriorated beyond repair. Match the original feature in design, material, dimension, configuration, detail, texture, and color. Retain as much original fabric as possible.
- 6) Substitute compatible materials for ~~the original~~ historically significant features only if it is not feasible to replace in kind. More permanent materials are allowed as replacement materials for dirt and gravel walkways, driveways, and off-street parking. Refer to the Historic District Compatibility Matrix in the appendices for more information.

Art Standards

4) Introduce wall-mounted art — such as murals, mosaics, or metal installations — only in locations that do not compromise or diminish the overall design or architectural rhythm or pattern of the building, site, or district. Introduce new artwork on stucco, wood, or previously painted masonry surfaces on non-character-defining elevations. It is not appropriate to paint murals or similar art installations on unpainted masonry surfaces that were not historically painted.

ORDINARY MAINTENANCE AND REPAIR AND MINOR WORKS

Ordinary Maintenance and Repair: Certain actions of regular maintenance or of a temporary nature. These are exempted from obtaining a Certificate of Appropriateness. Applicants are encouraged to consult with staff to verify that the work qualifies for exemption. ~~Any proposal should still be submitted to staff for review to verify that the work proposed qualifies for this exemption.~~

Minor Work/Staff-Issued Certificate of Appropriateness: Some works of a minor nature typically do not require Historic District Commission approval unless referred by staff. They may be approved through issuance of a minor works permit by the zoning officer if they meet the criteria listed below and are appropriate to the district or the landmark as determined by staff. The priority preference is to restore and preserve historic materials. Additionally, minor works applications that do not comply with the Historic District Design Standards or that may set a precedent in the historic district remain subject to HDC review.

I. ~~Section 4:~~ Exterior Changes to Buildings

A. Masonry:

1. Ordinary Maintenance and Repair

- i. Minor repointing and other minor masonry and stone repairs such as spot repairs or restoration of loose or deteriorated masonry.

B. Wood:

1. Ordinary Maintenance and Repair

- i. Replacement or repair of wood building materials in kind with no change in shape or dimension so long as no more than 25% of the materials require replacement in-kind.

i. ~~Not applicable~~

C. Architectural Materials:

1. Ordinary Maintenance and Repair

- i. Replacement or repair of architectural metal building materials in kind with no change in shape or dimension so long as no more than 25% of the materials require replacement in-kind.

i. ~~Not applicable~~

F. Windows

2. Minor Work

- ii. Replacement of original, historically significant windows on historic structures if the replacement material is wood and the muntin configurations match exactly those of the windows being replaced. Replacement of deteriorated wood windows with substitute materials that comply with the Historic District Compatibility Matrix may be permitted on side and rear elevations. Replacements require Historic District Commission approval when the materials are to be something other than wood on a character-defining elevation and/or when replacement window muntin configurations do not match those of original windows.

G. Doors:

2. Minor Work

- i. Replacement of doors that are not historically significant to a historic structure, which are designed to closely match the door being replaced, unless evidence shows the original door design is different, in which case that configuration shall be used. Replacement ~~front doors shall be constructed of solid wood, and replacement side or rear~~ doors shall be a material consistent with the Historic District Compatibility Matrix. Replacement of historically significant doors requires Historic District Commission approval.

I. ~~Porches, Entrances, and Balconies~~ Stairs and Steps:

1. Ordinary Maintenance and Repair

- i. Minor repointing and other minor masonry and stone repairs to steps.

i. ~~Not applicable~~

2. Minor Work

- iii. Replacement/removal of or alteration/addition to existing stairs and steps that ~~are located behind the front line of the structure and~~ are not historically significant. Natural materials shall be replaced in kind, and artificial materials shall be replaced with natural materials appropriate to the house or primary structure. Concrete is an appropriate material for steps for landmark properties. Black steel steps are also an appropriate replacement material for side and rear egress staircases for multi-story commercial or multi-family buildings in the historic district.

M. Sustainability and Energy Retrofit:

1. Ordinary Maintenance and Repair

- iii. Installation of solar panels not facing the street, so long as the panels are not attached to a character-defining roofing material and so long as panels match the roof color and project no more than four inches above the finished roof surface. All associated equipment shall be attached to the rear or side of the structure.
- iv. Installation of solar panels on non-contributing structures if the panels match the roof color and project no more than four inches above the finished roof surface. Any associated mechanical equipment shall be located at the rear or side of the structure.
- v. Installation of electric vehicle charging stations and related equipment in any existing or proposed driveway or off-street parking area and located behind the front line of the primary structure on site. Signage identifying the unit as a charging station may be painted onto the charging station or shall meet the requirements of Section 6: Setting and Site/Signage below. No off-site signage is permitted, and all on-site signage other than what is located in these standards requires Historic District Commission approval. Electric vehicle charging stations that are located behind only one front line of a corner lot are permitted if staff determine that they comply with the above requirements and Historic District Design Standards.

2. Minor Work

- v. Installation or removal of awnings ~~and, canopies, and operable shutters that match the width of the windows next to which they are located with materials and features~~ that comply with the Historic District Compatibility Matrix, provided that the new structures do not obscure or conceal significant architectural features of a structure.
- vi. Installation, removal, or replacement of operable shutters that are in a location where they were used historically and match the width of the windows next to which they are located with materials and features that comply with the Historic District Compatibility Matrix. Installation of inoperable shutters or shutters in places where they were not used historically require Historic District Commission approval.
- vi. ~~New installation/alteration/removal of low-profile, photovoltaic solar panels, skylights, ventilators, or mechanical equipment that are placed on roof slopes which are not easily visible from the street, are screened from view of adjacent properties, are located on non-character-defining elevations, and do not compromise the architectural integrity of a building. Features proposed to be located in a yard or on an elevation that fronts on a public or private street require Historic District Commission approval.~~
- vii. ~~Installation of electric vehicle charging stations and related equipment in any existing or proposed driveway or off-street parking area and located behind the~~

~~front line of the primary structure on site. Signage identifying the unit as a charging station may be painted onto the charging station or shall meet the requirements of Section 6: Setting and Site/Signage below. No off-site signage is permitted, and all on-site signage other than what is located in these standards requires Historic District Commission approval.~~

N. Utilities:

1. Ordinary Maintenance and Repair

~~iv. Installation of mechanical equipment, including, but not limited to, such items as heating and air conditioning units or generators, that are screened from general public view (required setbacks must be met).~~

2. Minor Work

~~i. Installation of mechanical equipment, including, but not limited to, such items as heating and air conditioning units or generators, that are screened from general public view (required setbacks must be met).~~

II. ~~Section 5:~~ New Construction and Additions

D. New Construction of Outbuildings and Garages:

1. Ordinary Maintenance and Repair

- i. Construction of utility structures, excluding accessory dwellings, that are less than 80 square feet in area, are located in the rear of non-contributing properties, and are screened from the public right of way can be approved if meeting the design standards and compatibility matrix. ~~Not applicable~~

2. Minor Work

- i. Construction of detached outbuildings or garages, ~~excluding accessory dwellings,~~ that ~~are less than 144 square feet in area, are~~ are located in the rear ~~of historic properties~~ and are screened from the public right of way. Garages over 144 square feet and accessory dwellings require HDC review. In addition, aAll materials and features shall comply with those permitted in the Historic District Compatibility Matrix. ~~If asphalt shingles are used, they shall be in a color closely matching the primary structure's roof. The peak of the accessory building roof shall not exceed 12 feet in height measured from adjacent ground level, and the location shall meet all applicable setbacks for the property. Any proposed design details or materials that do not meet these standards shall require Historic District Commission approval.~~

H. Porches

1. Ordinary Maintenance and Repair

- i. Replacement or repair of porch materials in kind with no change in shape dimension so long as no more than 25% of the materials require replacement in-kind.

2. Minor Work

- i. Conversion of existing decks that are less than 400 square feet in area to porches or screened porches that are located in the side or rear of ~~historic~~ properties and are not easily visible and/or are screened from public right of way. All materials and features shall comply with those permitted in the Historic District Compatibility Matrix. The peak of the ~~screened~~ porch roof shall not extend above the existing house. Any proposed design details or materials that do not meet these standards shall require Historic District Commission approval.
- ii. Conversion of existing porches to screened porches if located in the side or rear of properties and not easily visible from the public right of way.

I. ~~H:~~ Decks

2. Minor Work

- i. Alteration of, addition to, and/or removal of existing decks that are located behind the front line of the house. For additions to existing decks, the total combined square footage of the original deck with the addition shall not exceed 400 square feet. Decks shall not be easily visible from the street, and/or they shall be screened from view with evergreen plantings proportional in height to the height of the deck, including any railings, at the time of planting to provide adequate screening.

- ii. Construction of new decks composed of materials that comply with the Historic District Compatibility Matrix, are less than 4 feet tall, are located behind the front line of the primary structure and are less than 400 square feet in area. Decks shall not be easily visible from the street, and/or they shall be screened from view with evergreen plantings ~~proportional in height to the height of the deck, including any railings, at the time of planting~~ to provide adequate screening.

III. ~~Section 6:~~ Setting and Site

A. Site Features and Plantings:

1. Ordinary Maintenance and Repair

vii. A single metal flagpole not exceeding 25 feet in height from ground level or a single flagpole base made of metal, concrete, stone, brick, or other natural materials and not exceeding 25 square feet in area.

viii. Construction of "Little Free Libraries" located outside of the public right of way.

ix. Non-fixed elements that can be moved without the use of heavy equipment such as rain barrels, planters, dog houses, bird baths, and similar decorative or functional items.

2. Minor Work

i. Construction of patios made of materials that comply with the Historic District Compatibility Matrix, are located behind the front line of the structure and are smaller than 400 square feet for historic district properties or 3,000 square feet for historic mill properties recognized as local landmarks. Patios shall be located and designed in a manner to retain as much of the existing site features, plantings, and topography as possible.

~~v. A single metal flagpole not exceeding 25 feet in height from ground level or a single flagpole base made of metal, concrete, stone, brick, or other natural materials and not exceeding 25 square feet in area~~

~~vi. Construction of "Little Free Libraries" in the front, side, or rear yard located outside of the public right of way that are painted or stained a single muted color, are constructed of wood or metal only, and are mounted on a single wood post painted or stained to match the color of the box, with total height not to exceed 6 feet from ground to top of the box and with box dimensions not to exceed 2 feet in length, width, or height. The handles/ knobs shall be made of wood or metal only, and the front window shall be limited to plexiglass or a similar safety glass product. Roofing materials shall be limited to wood or metal. Any proposed deviation in design or materials from these standards shall require Historic District Commission approval.~~

v. Installation of wood or metal pergolas, garden trellises, or arbors not exceeding 8 feet in height that are located behind the front line of the primary structure

viii. Hardscaping that is made of natural materials and does not obscure major architectural features or details of a historic structure.

B. Fences and Walls:

1. Ordinary Maintenance and Repair

ii. Spot repairs and completion of missing sections of existing fences.

iii. Removal or replacement of existing fences that are not historically significant, as determined by staff, and no taller than 6 feet.

- iv. Temporary utilitarian or light-gauge wire fencing constructed as necessary to keep animals out of gardens, side, and rear yards.

2. Minor Work

- i. Installation of fences located behind the front line of the structure that are made of materials and have styles which comply with Historic District Compatibility Matrix. Privacy fences may be no taller than 6 feet, but garden enclosures may extend to 7 feet only if the final foot is wire. Fences made of wood post and welded wire must include a top and bottom rail if located in the front yard but do not require rails if located in the side or rear yard. Picket and post and rail fences may be no taller than 4 feet. Wood privacy fences 5 feet or less in height may have an additional one foot of square-patterned wood lattice on top, but the total fence height shall not exceed 6 feet measured from ground level. Split rail fences require full Historic District Commission review and approval.
- ~~i. Removal or replacement of existing fences that are not historically significant, as determined by staff, and no taller than 6 feet. Replacement fences shall be wood or wood with welded wire meeting the design requirements in Fences and Wall Minor Work i above. Replacement of existing non-historic fences with any material besides wood or wood with welded wire requires full Historic District Commission approval.~~

C. Walkways, Driveways, and Off-Street Parking

2. Minor Work

- ii. Replacement of existing non-historic driveways and off-street parking areas with materials that comply with the Historic District Compatibility Matrix. For replacement of historic stone or brick driveways, the original materials must be repaired and/or replaced in kind. Existing dirt or gravel driveways may be replaced with concrete, brick, natural stone or asphalt paving. such as dirt, crushed stone, or natural stone driveways. The use of other materials as replacement surface materials requires Historic District Commission approval. Historic brick or stone driveways shall be replaced in kind.

F. Exterior Lighting:

1. Ordinary Maintenance and Repair

- ~~i. Not applicable Temporary seasonal, hanging, and special event lighting.~~

G. Signage:

1. Ordinary Maintenance and Repair

- ~~iii. Removal of signs, sign posts, and bases that are not historically significant.~~

2. Minor Work

- ~~x. Illumination of signs with directional lighting fixtures that are top mounted, so lighting is aimed down. Ground mounted signs with a height of five (5) feet or less may be ground lit, provided that the lights are shielded so as to illuminate~~

the sign only, and the light shall not exceed 10 foot candles at the sign surface. Light fixtures must comply with Minor Works Section 6.F, and internally lit signage is not permitted in the Historic District.

~~H. Awnings and Canopies~~

~~1. Ordinary Maintenance and Repair~~

~~i. Not applicable~~

~~2. Minor Work~~

~~i. Not applicable~~

~~+~~ **H. Art:**

1. Ordinary Maintenance and Repair

- i. Installation of common seasonal decorations, sculptures, and other art installations that do not exceed eight feet above grade and that are intended for temporary use and are not permanently affixed to a historic building or site.

~~+~~ **I. Outdoor Dining Areas**

2. Minor Work

- i. Installation, alteration, or removal of affixed commercial street furniture with screening demarcations that are 3 to 4 feet tall, made of wood, stone, concrete, brick, glass, and/or metal, and meet all Hillsborough Code of Ordinances requirements. ~~All design proposals shall include a full-color, scaled architectural elevation of the front of the building showing the proposed seating areas with the designs as they will look from the street at grade once constructed.~~ Each proposed demarcation design must provide a minimum of 50% transparency to maintain the visibility of the building. ~~The subtle use of greenery in addition to any hardscaping is encouraged to enhance the streetscape.~~ Any proposal not meeting these standards shall require Historic District Commission approval.

IV. ~~Section 7:~~ Relocation and Demolition

HISTORIC DISTRICT COMPATIBILITY MATRIX

✓	✓ match existing/ original	✓ commercial/ institutional only	case-by-case	X	X if visible
compatible	compatible if new material matches existing or original material	compatible for commercial and institutional buildings only	may be allowed as a new or replacement material but is determined on a case-by-case basis	always incompatible	incompatible if visible from street

Material Category	Material	Common Manufacturers	Changes to Existing Buildings	Additions to Existing Buildings	New Construction	Notes
Roofing	Asphalt Shingle — 3 Tab	GAF, Owens Corning, Certaineed, Tamko	✓ match existing/original	✓ match existing/original	✓	3-tab asphalt shingles are flat, square edge shingles with three tabs on each shingle. They often carry a shorter warranty than more expensive architectural shingles. <u>Standing seam metal and 5V metal are appropriate replacements for asphalt shingles.</u>
	Asphalt Shingle — Architectural	GAF, Owens Corning, Certaineed, Tamko	✓ match existing/original	✓ match existing/original	✓	Architectural shingles are much thicker and longer lasting than 3-tab shingles and come in a wide variety of colors and patterns. Often referred to as laminate shingles. <u>Standing seam metal and 5V metal are appropriate replacements for asphalt shingles.</u>
	Wood Shingle		✓ match existing/original	✓	✓	Wood shingles are made of naturally durable woods like cedar and are available as shingles (regular dimensions) or shakes (rougher with inconsistent dimensions and thicknesses). Wood shingle roofs are found on Colonial, Shingle-style, and Arts and Crafts buildings.
	Metal Shingle		✓ match existing/original	✓ match existing/original	✓	Metal shingle roofs are increasingly rare. They are commonly found on Victorian houses and bungalows.
	Slate Shingle		✓ match existing/original	✓ match existing/original	✓	Slate is one of the most durable roofing materials available. It is extremely expensive and requires stout roof framing to support its substantial weight. Match original if possible.
	Standing Seam Metal	Union Corrugating, Fabral, McElroy, Pac-Clad	✓ match existing/original	✓	✓	Standing seam panels are available painted or galvanized. The panels are attached with hidden clips. Striations between crimps are not permitted. <u>Standing seam is allowed as a replacement material for asphalt shingles.</u>
	5V metal		✓ match existing/original	✓ match existing/original	✓	5V panels are used as a less expensive alternative to standing seam metal. 5V roofs are attached with exposed fasteners. Striations between crimp is not allowed. <u>5V is allowed as a replacement material for asphalt shingles.</u>
	MasterRib		X	case-by-case	X	
	Corrugated Metal		X	case-by-case	case-by-case	
	Tesla Roofing	Tesla	case-by-case	✓	✓	
	Copper Metal		✓ match existing/original	✓ match existing/original	✓	Copper roofs are formed as standing seam panels or as flat, seamed and soldered panels on low slope roofs.
	Clay Tile		✓ match existing/original	✓ match existing/original	✓ commercial/institutional only	Clay tiles are durable and long-lasting, but their use is typically limited to Spanish Colonial style architecture.
	Single Ply Membrane (TPO, EPDM)		✓ match existing/original	✓ match existing/original	✓ commercial/institutional only	Membrane roofs are most often used on flat roof commercial and institutional buildings and are typically white or black. *OK on residential flat roofs if not visible.

Windows	Wood		✓ match existing/original	✓	✓	
	Aluminum-Storefront		✓ case-by-case commercial/institutional only	✓ case-by-case commercial/institutional only	✓ case-by-case commercial/institutional only	Aluminum storefront windows are typically found on commercial and institutional structures. Other aluminum windows are case-by-case.
	Aluminum-Clad Wood		✓ match existing/original	✓	✓	Allowed as a replacement material for windows that are not character-defining historic windows
	Fiberglass-Clad Wood		X	✓	✓	Allowed as a replacement material for windows that are not character-defining historic windows
	Fiberglass		X	✓	✓	Allowed as a replacement material for windows that are not character-defining historic windows
	Vinyl		X	X	X	
	Vinyl-Clad Wood		X	X	X	
	Steel		✓ match existing/original	✓ match existing/original	✓ commercial/institutional only	
	MDO Veneers	Simpson Waterbarrier	X	X	X	
	Composite or Engineered Wood	Fibrex, CompositWood	case-by-case	case-by-case	case-by-case	Wood/plastic polymer hybrid. Must be smooth side out if permitted. Allowed as a replacement material for windows that are not character-defining historic windows
	Glass Block		case-by-case	case-by-case	case-by-case	

Main Entry Doors	Wood		✓ match existing/original	✓	✓	
	Steel		✓ match existing/original	✓ commercial/ institutional only	✓ commercial/ institutional only	
	Aluminum-Clad Wood		✓ match existing/original	✓	✓	Allowed as a replacement material for doors that are not character-defining historic doors.
				✗	✓ commercial/ institutional only	
	Fiberglass-Clad Wood	Marvin Integrity	X	X	✓	Newer prototype for a main entry door. Very unlikely to be used as a replacement material.
	Fiberglass		X	X	case-by-case	
	Vinyl		X	X	X	
	Vinyl-Clad Wood		X	X	X	
	Aluminum Storefront		✓ commercial/ institutional only	X	✓ commercial/ institutional only	
	All Glass, Non-Metal Frame		✓ commercial/ institutional only	X	✓ commercial/ institutional only	

Side and Rear Doors	Wood		✓ match existing/original	✓	✓	
	Steel		✓ match existing/original	✓	✓	<u>Allowed as a replacement material for doors that are not character-defining historic doors.</u>
	Aluminum-Clad Wood		✓ match existing/original	✓	✓	<u>Allowed as a replacement material for doors that are not character-defining historic doors.</u>
	Fiberglass-Clad Wood		✓ match existing/original	✓	✓	<u>Allowed as a replacement material for doors that are not character-defining historic doors.</u>
	Fiberglass		✓ match existing/original	✓	✓	<u>Allowed as a replacement material for doors that are not character-defining historic doors.</u>
	Vinyl		X	X	X	
	Vinyl-Clad Wood		X	X	X	
	Aluminum Storefront		✓ commercial/ institutional only	✓ commercial/ institutional only	✓ commercial/ institutional only	

Walkways	Brick Pavers		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis. <u>Also allowed as replacement material for dirt or gravel.</u>
	Natural Stone		✓ match existing/original	✓	✓	<u>Also allowed as replacement material for dirt or gravel.</u>
	Poured Concrete		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis. <u>Also allowed as replacement material for dirt or gravel.</u>
	Concrete Pavers		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis. <u>Also allowed as replacement material for dirt or gravel.</u>
	Gravel		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis.
	Chapel Hill Gravel		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis.
	Chip and Tar		✓ match existing/original	✓	✓	
	Asphalt		✓ match existing/original	✓	✓	Riverwalk is an example. <u>Also allowed as replacement material for dirt or gravel.</u>
	Stamped Concrete		case-by-case	case-by-case	case-by-case	Has been used as crosswalk for N.C. Department of Transportation right of way.

Material Category	Material	Common Manufacturers	Changes to Existing Buildings	Additions to Existing Buildings	New Construction	Notes
Driveways and Off-Street Parking Areas	Gravel		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are on a case-by-case basis. No gravel is to be located on the portion of the driveway in the right of way.
	Asphalt		✓ match existing/original	✓	✓	<u>Also allowed as replacement material for dirt or gravel.</u>
	Concrete		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis.. <u>Also allowed as replacement material for dirt or gravel</u>
	Concrete Pavers		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis.. <u>Also allowed as replacement material for dirt or gravel.</u>
	Brick Pavers		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis.. <u>Also allowed as replacement material for dirt or gravel.</u>
	Chapel Hill Gravel		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are on a case-by-case basis. No gravel is to be located on the portion of the driveway 10 feet behind the edge of the right of way.
	Chip and Tar		✓ match existing/original	✓	✓	
	Permeable Pavers		✓ match existing/original	✓	✓	Typically concrete with a diamond or square pattern and grass growing in the openings. <u>Also allowed as replacement material for dirt or gravel.</u>

Wood		✓	✓	✓	No split rail. May be privacy, picket, or post and welded wire. Other designs not listed are on a case-by-case basis.
Split Rail		✗ case-by-case	✗ case-by-case	✗ case-by-case	Not appropriate in Hillsborough's historic district.
Wrought Iron/Painted Steel		✓ match existing/original	✓	✓	
Woven Wire with Wood Posts		✓ match existing/original	✓	✓	Top and bottom rails are required.
Chain-link		X	X	X	
Aluminum		case-by-case	case-by-case	case-by-case	Typically used for pool fencing. May have other applications. Approved only on a case-by-case basis.
Barbed Wire		X	X	X	
Painted Steel		case-by-case	case-by-case	case-by-case	
Vinyl/PVC		X	X	X	

GLOSSARY OF ARCHITECTURAL TERMS

Character Defining: visual aspects and physical features that contribute significantly to the physical character ~~comprise the appearance~~ of buildings. Character-defining elements include elevations, features, or architectural details.

Character-Defining Elevation: the side/s of a building that contribute to its special historic, cultural, and aesthetic character. These are typically front elevations that are visible from the public right-of-way and reinforce the special character of the historic district. ~~often the front elevation of a building, but~~ The character-defining elevation ~~it~~ can also be a side or rear elevation.

Contributing: a property, exterior addition, or feature constructed at least 50 years prior to the current date. A property's contributing status in regard to the National Register of Historic Places has no bearing on local historic district review. In many cases, "contributing" and "historic" are terms that are used interchangeably.

Historic: a property, exterior addition, or feature constructed at least 50 years prior to the current date. In many cases, "historic" and "contributing" are terms that are used interchangeably.

Historically Significant: a feature, architectural element, or structure that is older than 50 years from the present date.

Special Character: the qualities of the Hillsborough Historic District that make it unique and distinguish it from other places.