Agenda
HISTORIC DISTRICT COMMISSION
Regular meeting
6:30 p.m. November 4, 2026
Board Meeting Room of Town Hall Annex, 105 E. Corbin St.

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

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

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

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

3. **Agenda changes**

4. **Minutes review and approval**
   Approve minutes from regular meeting on September 2, 2026

5. **New business**
   A. Code Enforcement Cases Update
   B. Certificate of Appropriateness (COA) Application: **316 W. Tryon St.**-new house, breezeway and garage (PIN 9864872072)
   C. COA Application: **514 N. Nash St.**-renovation and two-story rear addition (PIN 9864781603)

6. **Elect officers**

7. **General updates**

8. Adjournment

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

Minutes
HISTORIC DISTRICT COMMISSION
Regular meeting
6:30 p.m. Sept. 6, 2026
Board Meeting Room of Town Hall Annex, 105 E. Corbin St.

Present:	Chair Will Senner, Vice Chair Hannah Peele and members G. Miller and Daniel Widis
Absent:	Member Sara Riek
Staff:	Planner Joseph Hoffheimer and Town Attorney Bob Hornik

1. **Call to order, roll call, and confirmation of quorum**
   Chair Will Senner called the meeting to order at 6:30 p.m. He called the roll and confirmed the presence of a quorum.

2. **Commission's mission statement**
   Senner read the statement.

3. **Agenda changes**
   There were no changes to the agenda.

4. **Minutes review and approval**
   Minutes from regular meeting on Aug. 5, 2026.

Motion:	Member G. Miller moved to approve the minutes from the regular meeting on Aug. 5, 2026, with corrections. Senner seconded.
Vote:	4-0.
Correction:	Meeting packet p. 9, 6th full paragraph: Replace all references to "mullions" with "muntins."

5. **Written decision review and approval**
   Written decisions from regular meeting on Aug. 5, 2026.

Motion:	Senner moved to approve the written decisions from the regular meeting on Aug. 5, 2026, as submitted. Miller seconded.
Vote:	4-0.

6. **New business**
   A. Certificate of Appropriateness Application: 113 W. King St.
   Install mural on previously painted alley wall and sign on front entrance (PIN 9874064264).

   Senner opened the public hearing.

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

Hoffheimer was sworn in. Lindsey Ryan, the applicant, and Jonathan Massullo, the artist for the proposed mural, were sworn in to speak on behalf of the application.

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

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

Ryan introduced the application by describing the sign. She explained that the sign was designed to be simple, featuring a symbol rather than the business name to align with the speakeasy-style bar proposed for the property, and noted that it would be backlit in red. She explained the meaning behind the content of the mural.

Senner referenced the design standards related to art. Ryan noted that there is an existing yellow base layer of paint on the wall.

Massullo clarified that the mural image presented in the proposal is a rough sketch and is not indicative of the final content of the mural. He showed an example sketch and final product comparison from a previous mural.

The commissioners agreed that the mural does not conceal features or interfere with the massing of the building. They noted that it will be introduced on a wall that is already painted and that it does not diminish or challenge the character of the building's material. It was also pointed out that there is a precedent of mural art in the historic district.

The commissioners addressed the sign component of the application.

Senner referenced the design standards for signage. There was discussion of the manner in which the proposed sign is lit. The commissioners observed that the design standards do not address backlit signage. They agreed that the design standards likely intend to discourage neon or directionally lit signage, and they generally agreed that this use of lighting is not inconsistent with the design standards. The commissioners noted that the sign will be located in an alley and not directly facing a major street.

Ryan said the sign is two feet by two feet and will be hung one foot to the right of the front door. She said it will only be lit when it is dark enough outside to see the lighting and will only be on during times of business. She added that she approached neighbors about the sign, and they did not express any concerns. She noted that the light will be dimmable.

Senner closed the public hearing.

Senner summarized the commissioners' discussion: Both the proposed art and signage are not incongruous with the district, and they are consistent with the design standards. They are designed in ways that do not detract from the historic character of the building, both use compatible materials, and — in the case of the mural — use an already painted surface. The sign is located in an alley and backlit in a way that is consistent with the location of other signs in the district.

Motion: Miller moved to find as fact that the 113 W. King St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: *Art* and *Signage*. Senner seconded.
Vote: 4-0.

Motion: Miller moved to approve the application as submitted. Senner seconded.
Vote: 4-0.

B. Certificate of Appropriateness Application: 324 W. Margaret Lane
Replace wood windows with fiberglass windows (PIN 9864861048).

Senner opened the public hearing.

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

Wendy Marion, the property owner, and Suzanne Tilley, her sister, were sworn in.

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

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

Senner recapped the design standards for windows, which prioritize retaining and preserving the windows, followed by replacing them in-kind, and then by substituting compatible materials only if it is not feasible to replace them in-kind, as determined by a window expert. He noted that the design standards add that historic single-pane windows should be replaced with double-pane only when alternative energy efficiency strategies are not feasible.

Marion said that the existing windows date from the 1950s and are not energy efficient. She explained that several of the existing windows are broken and inefficient, and she would like to replace them with fiberglass windows to improve energy efficiency and sustainability. She said a window expert had come in to advise on replacing the windows, but that they had not been evaluated by a restoration expert.

Marion explained that the windows will be part of a renovated kitchen and explained that the proposed height change was necessary because the existing windows sat lower than standard countertop height.

There was discussion of the requirement in the design standards to have evidence from a restoration expert's evaluation of the windows. There was also discussion of the evidence required to sufficiently document that other energy efficiency methods have been pursued in order to justify replacing single-pane windows with double-pane ones.

Marion confirmed that the window proposed to be resized is located on the street-facing elevation, not the front elevation of the house.

Tilley said the windows are extremely difficult to open and close and have termite damage. She added that the whole house has been gutted and the property owners have plans to restore the building for functionality and efficiency, so that it can remain in keeping with the historic district for many years.

There was discussion of whether the windows are a character-defining feature of the structure, and whether or not changes to the size and location of the windows contribute to the historic character of the facade. Hoffheimer mentioned that the design standards are more lenient for minor works on windows that are not character-defining, but that this is a unique situation because the building's front entrance does not face the street.

The commissioners discussed the window color and muntin profile. Marion said the choice to use black windows was made to match the house in front of the one in question. It was noted that white windows would be less incongruous with the rest of the house and the rest of the district. It was also noted that the proposed muntin pattern was different from that of the existing windows. Marion said she was open to alternative colors and muntin patterns. The commissioners agreed that the proposed windows' muntin profile would not significantly change the character of the building.

There was further discussion of the contribution of the windows to the historic character of the house and facade. Member Daniel Widis expressed his opinion that the rafter tails are a more significant character-defining feature, but that there are few elements of the house that impact its character from the street because of its simplicity. Miller agreed that the windows do not contribute to the character-defining elevation of the house. Vice Chair Hannah Peele said she viewed the German siding as more character-defining than the windows. Senner expressed that he could see the argument that the overall contribution of the historic character of the house is fairly limited in the broader context of the district, but he also said he believed that because the character of the house is so simple, the windows do in fact contribute to its character.

Tilley mentioned that the house was originally built around 1926 and moved to its current location in the 1950s.

The commissioners agreed that the context of the unique, modest property with unusual siting and limited character-defining elements visible from the street offers some flexibility in how the design standards are interpreted.

The commissioners discussed the proposal to change the size of the windows. Marion said the windows are 39 inches high by 33½ inches wide, and that the sill would be raised by seven inches. There was general agreement among the commissioners that changing the window size would have minimal impact on the character of the home, but Senner expressed concern about the change in window material on that facade. Marion proposed that the windows facing the street could be wood instead of fiberglass. Senner said that wood would be preferable, as it would be more in keeping with the design standards. He

said he would rather see them evaluated for restoration, but that replacement with wood would not be incongruous.

Senner closed the public hearing.

Senner summarized the commissioners' discussion: The review of the application rested on the extent to which the windows contribute to the historic character of the home, based on the unique siting of the home and the overall modest design. The more pronounced rafter tails and German siding were deemed to be more critical to the character of the home, and, as such, the windows could be treated as elements that were not contributing to the historic character and could be reviewed with more flexibility than is traditionally called for by the design standards. Though the preference would be for the windows to be evaluated for restoration before replacement, the applicants agreed to replacement with wood for the street-facing facade. White windows would be less incongruous with the district because they avoid introducing a new character-defining element and respect the character of the existing house. The change in size of the windows on the street-facing facade has minimal impact on its character and will not interfere with the character-defining elements of that facade.

Marion confirmed that the size of both windows on that facade would be changed, so they would be consistent in size. She confirmed that both windows will be modified by seven inches.

Motion: Miller moved to find as fact that the 324 W. Margaret Lane application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: *Windows*. Peele seconded.
Vote: 3-1. Nay: Senner.

Motion:Miller moved to approve the application with conditions. Widis seconded.
Vote: 3-1. Nay: Senner.
Conditions: The windows on the side elevation will be the same size, will be white, and will be wood.

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

Senner opened the public hearing.

Senner asked whether there were any conflicts of interest or bias among the commissioners. Senner said he had worked with O'Brien Atkins Associates, the architectural firm, in the past, but that he did not feel that the relationship would have any bearing on his ability to review the application without bias. No other conflicts were disclosed. All commissioners disclosed that they had visited the site in preparation for reviewing the application.

Nixzali Salcedo Pena and Josh Brady, of O'Brien Atkins Associates, were sworn in to speak on behalf of the application.

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

- The Historic District Design Standards do not directly address complete reconstructions of non-historic structures, and the standards for exterior changes to existing buildings primarily are intended for historic buildings. Staff have noted the standards for exterior changes that may apply in this case.
- The applicant has requested to have the project reviewed under *New Construction of Primary Commercial Buildings* rather than as alterations to an existing building. Staff do not have any major concerns about the compatibility of the proposal with those standards.
- The *Demolition* standards do not directly address partial demolitions and primarily are intended for historic buildings. Staff find the supplemental information in the application to be sufficient to comply with the *Demolition* standards if required.

There was discussion of the difference between reviewing the application as new construction as opposed to a renovation or alteration of an existing building.

The commissioners expressed appreciation for the clarity and thoroughness of the application materials, especially those addressing the design intent and vision. They noted the application's points around preserving the existing scale and form, keeping key characteristics and defining features, and capturing critical design elements that are in keeping with the design standards.

Salcedo Pena said the existing building was built in 1992, but has been vacant since 2019 and unoccupiable because of mold damage. She said the building will be the new headquarters for the Orange County Sheriff's Office.

Salcedo Pena showed the tree survey and explained that to renovate the building, some trees will be removed, but they will be replaced with new trees. It was noted that some of the trees to be removed and replaced are over 24 inches.

Salcedo Pena showed the site plan.

Salcedo Pena confirmed that a cast-stone cap would be installed on the knee wall surrounding the patio area. Brady noted that a grill would be positioned in front of the knee wall.

Salcedo Pena said the patio surface would be brick paving with concrete paver edging. She clarified that asphalt would be used for the parking areas, while all off-road walkways and the reconfigured patio area would use concrete. She said that some portions of the existing concrete walkways would remain.

Brady clarified that the vertical line on the site plan extending from the parking area indicates concrete steps. Salcedo Pena and Brady believed no railing would be installed for those steps, but noted that a metal picket railing exists on the current stairs.

Salcedo Pena presented the proposed plant materials for the landscape plan.

Brady explained that existing ground-floor mechanical equipment is located behind a screen wall, whose brick will be replaced to match the new brick material. He said that other mechanical equipment is housed in the existing rooftop penthouse structure, and he confirmed that no new mechanical or electrical equipment will be exposed.

The commissioners reviewed the east and north elevations.

Salcedo Pena explained that the proposed design preserves the original massing and form of the existing building while updating the facade articulation. She said the storefront entrance will have the name of the building located on a metal bar with a banded metal panel. Brady added that the door to the building will be slightly recessed.

Senner asked about the detailing within the punched openings. Salcedo Pena said the corbeled brick punched openings help break down the scale of the facade. Brady and Salcedo Pena said that there are currently louvers in the framed opening.

The commissioners reviewed the west and south elevations.

Salcedo Pena said the stair element on the south elevation would be an open-air aluminum canopy supported by metal posts, painted to match the other metal finishes. Brady added that the metal handrail would also be painted to match.

Salcedo Pena confirmed that the spans of glass will have a grey spandrel glass coating.

Salcedo Pena said the proposed building sign uses the same brick and cast stone materials as the building, consistent with other buildings in the district. She added that the building's form, materials, and scale reflect nearby properties.

Salcedo Pena said the cast stone serves as a surround, and the window frames themselves are aluminum.

Salcedo Pena said the brick was selected to match nearby buildings, and Brady added that the actual brick color is slightly more red than depicted in the renderings, where it appears more orange. He said the entire exterior will need to be re-bricked because of water intrusion over the past decade.

The commissioners noted how the design aligns with the design standards, including maintaining the overall scale and massing of the former building, relating appropriately in scale to surrounding properties, using the same roof form as adjacent government buildings, and incorporating symmetry of the entrances and facade.

Salcedo Pena said the public entrance was designed to take a contemporary approach to a traditional entry in terms of scale and form. She said the entry glass emphasizes transparency, openness, and accessibility to create a visible connection between the building and the community. It was observed that the proposed design builds on the triangular motif of the existing entryway.

Salcedo Pena said the paint finish on the exterior lighting will match the paint of the other materials. The commissioners expressed appreciation that the design does not uplight the entire building.

The commissioners reviewed the proposed materials.

Widis said the proposed work appeared to be an authentic, modern interpretation that fits the character of the original building and aligns with the character of the larger district.

Michael Reeves, a neighbor living at 211 S. Cameron St., was sworn in to provide public comment. He expressed concern about the tree removal, noise pollution, and lighting.

Brady responded, saying the building will be used as an administrative building with hours from 9 a.m. to 5 p.m., and that the lights will be dimmed at night. He added that all lights will be directed down, with none facing out toward the street.

There was discussion of tree fencing. Brady said tree protection fences are required for the project, and that the fencing line will be inside the line of trees to be preserved.

Brady said the pathway will be lit to code at five footcandles to make it accessible.

Rich Shaw, a neighbor who lives on South Cameron Street, was sworn in to provide public comment. He expressed a desire to see this building use solar panels. Hoffheimer confirmed that the addition of solar panels could be approved as ordinary maintenance.

The commissioners discussed the magnolia tree on the northwest corner. Salcedo Pena said that if the tree were not removed, it would likely be damaged during construction. Brady added that the tree is very large and that its canopy is currently running into the building. He said they would be working with O'Brien Atkins colleague Jay Smith, a landscape architect, to replace the trees, and that the replacement trees would be about 2½-inch caliper and about 12 feet tall.

Senner summarized the commissioners' discussion: The proposed work is not incongruous with the historic district nor inconsistent with the design standards. The extensive deconstruction is driven by mold damage to the existing structure, and the entire facade must be removed for thorough remediation work. The new work being proposed is consistent and aligned with the original building in terms of massing, materiality, and design intent, and it respects and aligns with other county and town buildings in the district.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 200 S. Cameron St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: *Masonry; Walls; Windows; Doors; Roofs; New Construction of Primary Commercial Buildings; Site Features and Plantings; Walkways, Driveways, and Off-Street Parking; Exterior Lighting; Signage;* and *Demolition*. Senner seconded.
Vote: 4-0.

Motion: Miller moved to approve the application as submitted. Senner seconded.
Vote: 4-0.

7. General updates

Hoffheimer reminded the commissioners that elections for the chair and vice chair positions will be in October.

Hoffheimer informed the commissioners that the planning director plans to speak to the commission about vacant, abandoned, and deteriorated properties and demolition by neglect at an upcoming meeting.

8. Adjournment

Senner adjourned the meeting at 8:14 p.m. without a vote.

Respectfully submitted,

Joseph Hoffheimer
Planner
Staff support to the Historic District Commission

Approved: Month X, 202X

Item #5. A:

Code Enforcement Cases Update

Recently, the Town's contract code enforcement officer has identified several dilapidated buildings in the historic district, and the Town has the option to address the condition of these buildings via the standard Town Code Minimum Housing Ordinance or the Prevention of Demolition by Neglect Ordinance. The Minimum Housing Ordinance requires the property owner to demolish or repair the building within 90 days, and if the building is not addressed within 90 days, the Town then steps in and demolishes the building. The Prevention of Demolition by Neglect Ordinance gives the Historic District Commission (HDC) the authority to require repair and preservation of the building's significant exterior features.

The properties in question are 315 W. Union St., 102 N. Nash St., 217 E. Corbin St., 319 W. Queen St., and 518 N. Nash St., and staff have provided background information and a recommended course of action for each property. Because the Prevention of Demolition by Neglect process will start at the administrative level with a complaint filed by the Planning Director (or designee), it is open to some discretion. As such, staff would like to gather feedback from the HDC prior to initiating the applicable enforcement process for each property, especially since the Prevention of Demolition by Neglect Ordinance defines some of the buildings in question as "significant resources."

Prevention of Demolition by Neglect Enforcement Timeline

1. The HDC reviews the formal complaint and staff report (notice and staff report are mailed to the property owner 30-60 days prior to the HDC meeting).

2. The HDC approves an Order for the Planning Director to conduct an administrative hearing (Order is approved at the HDC meeting after the initial review).

3. The Planning Director holds an administrative hearing to receive evidence and determine if the owner wishes to file a claim of economic hardship with the HDC (Order from HDC and notice of administrative hearing are mailed to the owner 30-45 days prior to the administrative hearing).

4. The Planning Director issues an Order to Repair (the owner has 10 business days to file a written petition for a claim of undue economic hardship with the HDC).

Address: 315 W. Union St.

Year Built: c. 1936

Contributing to the Hillsborough National Register Historic District? Yes

Historic Inventory Information (2013)
Set back from the road, this one-story, front-gabled house is three bays wide and double-pile with a replacement concrete-block foundation, rolled-asphalt sheathing, and six-over-six wood-sash windows. The entrance, centered on the façade, is sheltered by a near-full-width, shed-roofed porch supported by square posts with exposed rafter tails. County tax records date the building to 1936.

Supplemental Materials

- Photos from site visits
- Photos from Historic Inventory

Staff Recommendation

- While the structure meets the definition of "significant resource," it is effectively gone and has limited visibility from public view. The Town will forego the Prevention of Demolition by Neglect enforcement process and address the property via any relevant sections of the Town Code. Due to the condition of the building remains, their removal will not require a demolition COA.








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Address: 102 N. Nash St.

Year Built: c. 1946

Contributing to the Hillsborough National Register Historic District? No

Historic Inventory Information (2013)
This one-and-a-half-story, side-gabled Minimal Traditional-style house has been altered with the addition of a large, brick addition on the right (south) elevation and the installation of a faux-stone veneer on the first floor and a corrugated metal roof on the dormers and porches. The house is three bays wide and double-pile with a faux-stone veneer on the first floor and asbestos siding on the wide shed-roofed dormers on the façade and rear elevations. It has six-over-six wood-sash windows on the first floor and two-over-two horizontal-pane wood-sash windows on the dormers. The six-light-over-three-panel door is sheltered by a small, front-gabled porch supported by decorative metal posts. There is a side-gabled brick wing on the right elevation with a low-sloped roof, paired sliding doors on the façade and a large brick chimney in the right gable. There is a one-story, shed-roofed enclosed porch across the rear (east) elevation, a screened porch at the left rear (northeast), and a flat-roofed metal awning on decorative metal posts on the left (north) elevation. County tax records date the building to 1946.

Supplemental Materials
- Photos from site visits

Staff Recommendation
- The building is not a "significant resource" as defined by the Prevention of Demolition by Neglect Ordinance. Staff recommend proceeding with enforcement via the Hillsborough Town Code's Minimum Housing Ordinance, as the Prevention of Demolition by Neglect enforcement process is not applicable here. Any demolition would still require a COA.








102

Address: 217 E. Corbin St.

Year Built: 1930s, c. 1946

Contributing to the Hillsborough National Register Historic District? Yes

Historic Inventory Information (2013)
Constructed in the 1930s as a milkhouse for the neighboring Sans Souci, the one-and-a-half-story, front-gabled structure was converted to a residence in the 1940s. It is three bays wide and double-pile with gabled wall dormers on the right (west) and left (east) elevations. The building has plain weatherboards, six-over-six wood-sash windows with molded surrounds, an exterior brick chimney on the façade, and a 5V metal roof with exposed rafter tails and knee brackets in the gables. A six-panel door centered on the façade is sheltered by a one-bay-wide, front-gabled porch supported by square posts. A shed-roofed addition at the left rear (southeast) may be an enclosed rear porch. County tax records date the building to 1946, likely when it was converted to a residence.

Supplemental Materials

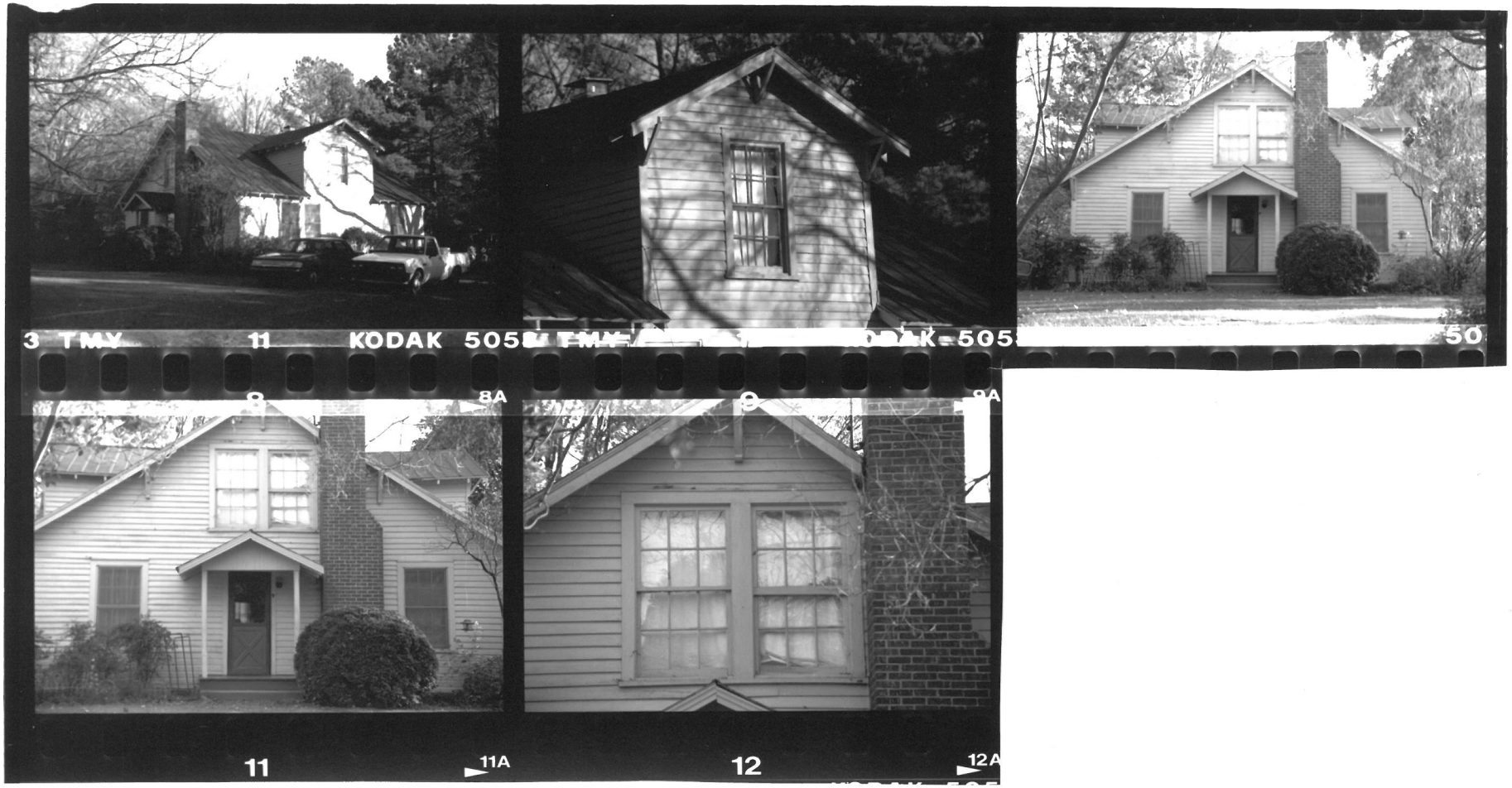
- Photos from site visits
- Photos from Historic Inventory

Staff Recommendation

- The building is a "significant resource" under the Prevention of Demolition by Neglect ordinance and may be showing signs of demolition by neglect. Staff recommend that the Planning Director (or designee) initiate the Prevention of Demolition by Neglect enforcement process by filing a written complaint.




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Address: 319 W. Queen St.

Year Built: c. 1952

Contributing to the Hillsborough National Register Historic District? Yes

Historic Inventory Information (2013)
This one-story, side-gabled, Minimal Traditional-style house is three bays wide and double-pile. It has weatherboards, eight-over-eight wood-sash windows, and an interior brick chimney. The six-panel door is accessed by an uncovered brick terrace that extends the full width of the façade. There is a shed-roofed porch at the right rear (southwest) that has been enclosed with weatherboards below and screens above. County tax records date the building to 1952.

Supplemental Materials

- Photos from site visits

Staff Recommendation

- The building is a "significant resource" under the Prevention of Demolition by Neglect ordinance and may be showing signs of demolition by neglect. Staff recommend that the Planning Director (or designee) initiate the Prevention of Demolition by Neglect enforcement process by filing a written complaint.







Address: 518 N. Nash St.

Year Built: c. 1901, 1920a

Contributing to the Hillsborough National Register Historic District? Yes

Historic Inventory Information (2013)
This two-story, side-gabled house is three bays wide and single-pile with a shed-roofed dormer on the façade and a one-story, gabled ell at the left rear (northeast). It has aluminum siding, six-over-six wood-sash windows, later one-over-one windows at the second-floor level, and rectangular vents and aluminum-covered knee brackets in the gables. There is a pair of five-light windows in the dormer, which was likely added in the 1920s. The replacement front door is sheltered by a wide, shed-roofed porch supported by tapered wood posts covered with aluminum siding on brick piers. There is a small gabled storage bay on the right (south) elevation. County tax records date the building to 1901 and the Craftsman-style dormer, knee brackets, and front porch likely date from the 1920s.

Supplemental Materials
- Photos from site visits
- Photos from Historic Inventory

Staff Recommendation
- The building is a "significant resource" under the Prevention of Demolition by Neglect ordinance and may be showing signs of demolition by neglect. Staff recommend that the Planning Director (or designee) initiate the Prevention of Demolition by Neglect enforcement process by filing a written complaint.


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8.8 PREVENTION OF DEMOLITION BY NEGLECT

8.8.1 INTENT

The purpose of this Ordinance is to permit the Town of Hillsborough, through its Historic District Commission and its Planning Department, to protect the Town's historic architectural resources by intervening when a significant resource is undergoing demolition by neglect.

Demolition by neglect occurs when the condition of an improved property located in the Historic District is deteriorating in such a way as to threaten the structural integrity or the relevant, significant architectural detail of the structure such that the structure or its character may be lost to current and future generations.

A significant resource, as the term is used in this Ordinance, is defined as any property, structure or architectural resource designated as an historic landmark, or designated as "contributing" in the Hillsborough Historic District's nomination to the National Register of Historic Places, or in the Hillsborough Historic District Architectural Inventory of 1996, or which has gained significance through amendments to the 1996 Inventory prepared by an architectural historian.

8.8.2 STANDARDS

The exterior features of the building or structure found to have significance (the term is defined above) located within the Historic District shall be preserved by the owner, or such other person as may have legal possession, custody, and control thereof, against decay and deterioration and kept free from structural defects. The owner, or other person having such legal possession, custody, and

control, shall upon written request by the Town, stabilize or repair the exterior features of a significant building or structure if they are found to be deteriorating, or if their condition is contributing to deterioration of the property or the district. The following conditions are examples of (by way of illustration, but not limitation) defects which may constitute, or result in a finding of, demolition by neglect:

8.8.2.1 Deterioration of exterior walls, foundations, or other vertical support which results in leaning, sagging, splitting, listing, or buckling,

8.8.2.2 Deterioration of flooring or floor supports, roofs, or other horizontal members which results in leaning, sagging, splitting, listing, or buckling,

8.8.2.3 Deterioration of external chimneys which results in leaning, sagging, splitting, listing, or buckling of the chimney,

8.8.2.4 Deterioration or crumbling of exterior plasters or mortars where there is evidence that such condition exposes structural elements to decay,

8.8.2.5 Ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors or broken or malfunctioning gutters,

8.8.2.6 Defective protection or lack of weather protection for exterior wall and roof coverings, including lack of paint, or weathering due to lack of paint or other protective covering,

8.8.2.7 Rotting, holes, and other forms of decay where there is evidence that such condition has exposed structural elements,

8.8.2.8 Deterioration of exterior stairs, porches, handrails, window and door frames, cornices, entablatures, wall facings, and architectural details that causes delamination, instability, loss of shape and form, or crumbling,

8.8.2.9 Deterioration of contributing accessory structures; or

8.8.2.10 Overgrown plants/landscaping features which threaten the structural integrity or relevant, significant architectural detail of a structure.

8.8.3 PROCEDURE FOR ENFORCEMENT

8.8.3.1 Any citizen who believes demolition by neglect is occurring with respect to any particular property in the Historic District, may make a written complaint to the Planning Director. The Planning Director may also initiate this enforcement process by filing a written complaint. Such a complaint must include a clear description of the property and the nature of the deterioration claimed to constitute demolition by neglect.

8.8.3.2 Upon the receipt of a complaint, the Planning Director will conduct a preliminary investigation and prepare a staff report concerning the property which is the subject of the complaint. The Planning Director may inspect the entire property as part of their investigation and is not limited in their investigation to the specific conditions identified in the original complaint. The Planning Director who makes the preliminary investigation may

consult with professionals including, but not limited to, architects, landscape architects, engineers, building inspectors and historic preservationists, during the investigation.

8.8.3.3 The Planning Director shall make a written report of their preliminary inspection. If, upon investigation, the Planning Director determines that a structure may be undergoing demolition by neglect, they will notify the property owner in writing that a complaint and staff report concerning the property will be brought before the Historic District Commission at a meeting held no fewer than thirty (30) days nor more than sixty (60) days from the date of the notice. If the preliminary investigation does not substantiate the complaint, the complaint will be considered resolved and no further action will be taken.

8.8.3.4 The notice to the property owner shall include a copy of the Planning Director's staff report concerning the structure, a description of the demolition by neglect review process, how the property owner can resolve the issue immediately, and a list of financial resources which may be available to assist the owner.

8.8.3.5 The Planning Director will forward the complaint and staff report to the Historic District Commission to be considered at its next regularly scheduled meeting within the time period described in Section 8.8.3.3 above.

8.8.3.6 The Historic District Commission will review the complaint and staff report at a regular meeting.

8.8.3.7 If the Historic District Commission finds that the structure may be undergoing demolition by neglect, it shall file an order directing the Planning Director conduct an administrative hearing to determine whether the subject property is undergoing demolition by neglect. The order shall describe the demolition by neglect found during the Planning Director's preliminary inspection of the full property.

8.8.3.8 Whenever such an order is filed with the Planning Director, a copy shall be mailed to the property owner or such other person as may have legal possession, custody or control of the property. The Planning Director shall also issue and cause to be delivered to the owner and/or such other person who may have legal possession, custody, and control thereof, as the same may be determined by reasonable diligence, a written Notice stating that the Historic District Commission has reason to believe that the property is undergoing demolition by neglect, identifying the specific condition(s) at the property which have led to that determination, and advising that an administrative hearing will be held before the Planning Director at a place within the Town not less than thirty (30) nor more than forty-five (45) days from the date of the Notice; that the owner and/or parties in interest have the right to answer and to give testimony at the administrative hearing. The Historic District Commission shall also be given notice of the administrative hearing. The rules of evidence prevailing in courts of law or equity shall not be controlling in administrative hearings before the Planning Director. The purpose of the administrative hearing is to receive evidence concerning the preliminary finding of demolition by neglect and to ascertain whether the owner and/or other parties in interest wish to file a claim of economic hardship with the Historic District Commission.

8.8.3.9 If after such administrative hearing, the Planning Director determines that the structure is undergoing demolition by neglect because it is affected by one (1) or more of the conditions

set out in Section 8.8.2, *Standards,* the Planning Director shall state in writing the findings of fact in support of such determination and shall issue and cause to be delivered to the owner and/or responsible persons (Section 8.3, *Responsible Persons*) an Order to Repair. The Order to Repair shall describe those elements of the structure that are deteriorating, contributing to deterioration, or deteriorated and which serve as the basis of the determination. The Owner and/or other responsible person shall have ten (10) business days from the date of the Planning Director's written Order to Repair within which to file with the Historic District Commission a written petition for a claim of undue economic hardship. In the event that the owner and/or responsible person wishes to Petition for a claim of undue economic hardship, the Planning Director's Order to Repair shall be stayed until after the Historic District Commission's determination in accordance with the procedures of this code, except as provided in the Section 8.8.9, *Other Town Powers*.

8.8.3.10 The commencement and prosecution of work pursuant to the Order of Repair shall stay further enforcement activity under this Section 8.8.3, *Procedure for Enforcement*.

8.8.4 EVIDENCE OF UNDUE ECONOMIC HARDSHIP

The Owner or responsible person claiming undue economic hardship bears the burden of presenting sufficient evidence to allow the Historic District Commission to determine that undue economic hardship exists. Such evidence shall include at least the following:

8.8.4.1 For All Properties:

8.8.4.1.a Nature of property ownership (individual, business, or nonprofit) or other legal possession, custody, or control.

8.8.4.1.b A description of the structures involved.

8.8.4.1.c Petitioner's financial resources.

8.8.4.1.d Cost of required repairs or other corrective measures.

8.8.4.1.e Assessed value of the land and improvements.

8.8.4.1.f Real estate taxes for the previous two (2) years.

8.8.4.1.g Amount paid for the property.

8.8.4.1.h Date of purchase.

8.8.4.1.i Party from whom purchased, including a description of the relationship between the owner and the person from whom the property was purchased, or other means of acquisition of title, such as by gift or inheritance.

8.8.4.1.j Annual debt service, if any, for previous two (2) years.

8.8.4.1.k Any listing of the property for sale or rent, price asked, and offers received, if any, and

8.8.4.1.l Any potential grants or funding sources available to help improve the property.

8.8.4.2 For Income-Producing Properties:

8.8.4.2.a If the property is income-producing, the annual gross income from the property for the previous two (2) years;

8.8.4.2.b Itemized operating and maintenance expenses for the previous two (2) years, including proof that adequate and competent management procedures were followed; and

8.8.4.2.c Annual cash flow, if any, for the previous two (2) years.

8.8.5 METHODS OF SERVICE

Notices or orders issued pursuant to Section 8.8.3, *Procedure for Enforcement,* shall be transmitted by first class mail to the owner of the property as listed in the Orange County Tax office and to the occupant of the property at the property's mailing address. All notices and orders shall be presumed to be received by the addresses five (5) days from the date of mailing.

8.8.6 SAFEGUARDS FROM UNDUE ECONOMIC HARDSHIP

Undue economic hardship is defined as the property owner's financial inability to make the repairs specified in the Order to Repair pursuant to Section 8.8.3.9. A claim of undue economic hardship must be made, in writing, by filing a request for such a determination with the Planning Director within the time period specified for in Section 8.8.3.9. The determination of undue economic hardship will be made by the Historic District Commission on a case by case basis.

When a claim of undue economic hardship is made, Planning Director shall notify the Commission within five (5) business days following the Planning Director's receipt of the written request for a determination of undue hardship. The Commission shall schedule a hearing at its next available meeting.

The property owner and/or the responsible person shall present the information provided by Section 8.8.4.1, *For All Properties*, and, where appropriate, 8.8.4.2, *For Income Producing Properties*, to the Historic District Commission at least ten (10) days before the date of the hearing. The Commission may require that an owner and/or parties in interest furnish such additional information as the Commission may reasonable conclude is relevant to its determination of undue economic hardship, and may, in its sole discretion, hold the hearing open or close the hearing and allow the owner or party in interest additional time to furnish the requested additional information. The Commission may direct Planning Director to furnish additional information, as the Commission believes is relevant. The Commission shall also state which form of financial proof it deems relevant and necessary to a particular case.

In the event that any of the required information is not reasonably available to the owner and/or parties in interest and cannot be obtained by the owner, the owner shall describe the reasons why such information cannot be obtained.

8.8.7 COMMISSION'S DECISION ON CLAIM OF UNDUE HARDSHIP

8.8.7.1 Within sixty (60) days following the Commission's HEARING on the claim of undue economic hardship, the Commission shall make a determination whether undue economic hardship exists and shall enter the reasons for such determination into the record. In the event of a

finding of no undue economic hardship, the Commission shall report such finding to the Planning Director, and the Planning Director shall cause to be issued an Order to Repair the property within a specified time.

8.8.7.2 In the event of a determination that undue economic hardship exists, the finding shall be accompanied by recommended options that may be available to the property owner to relieve the economic hardship. This plan may include, but is not limited to, property tax relief as may be allowed under North Carolina law, loans or grants from the Town, the County, or other public, private, or nonprofit sources, acquisition by purchase or eminent domain, building code modifications, changes in applicable zoning regulations, or relaxation of the provisions of this article sufficient to mitigate the undue economic hardship. The Commission shall report such finding and plan to the Planning Director. The Planning Director shall cause to be issued an Order to Repair the property within a specified time.

8.8.8 APPEALS

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

8.8.9 OTHER TOWN POWERS

Nothing contained within this Article shall diminish the Town's power to declare an unsafe building or a violation of the minimum housing code.

8.8.10 PENALTIES AND REMEDIES

Enforcement of this article may be by any one (1) or more of the following methods, and the institution of any action under any of these methods shall not relieve any party from any other civil or criminal proceeding prescribed for violations and prohibitions.

8.8.10.1 Equitable Remedy

The Town may apply for any appropriate equitable remedy to enforce the provisions of this article.

8.8.10.2 Order of Abatement

The Town may apply for and the court may enter an order of abatement. An order of abatement may direct that improvements or repairs be made, or that any other action be

taken that is necessary to bring the property into compliance with this article. Whenever the party is cited for contempt by the court and the Town executed the order of abatement, the Town shall have a lien, in the nature of a mechanic's and material man's, on the property for the cost of executing the order of abatement.

8.8.10.3 Civil Penalty

No civil penalty shall be levied unless and until the Planning Director transmits a notice thereof to the property owner by first class mail. The notice shall also set forth the time period, not less than ten (10) days, within which corrective measures must be commenced and shall establish a deadline for completion of the work. The notice shall state that failure to either (i) commence the work or (ii) complete the work, within the specified time period will result in the assessment of civil penalties and other enforcement action the civil penalty shall be assessed in the amount of one hundred dollars ($100.00) per day of continuing violation.

ITEM #5. B:
Address: 316 W. Tryon St. (PIN: 9864872072)

Year Built: NA (new construction)

Historic Inventory Information (2013): NA (new construction)

Proposed work

- New construction house
- Breezeway
- Garage
- Retaining walls

Application materials

- COA application
- Narrative
- Existing conditions
- Examples of similar projects approved by the HDC
- Landscaping and lighting
- Materials list
- Site plan
- Perspective
- Proposed elevations

Applicable Design Standards

- *New Construction of Primary Residential Buildings:* 1-11
- *New Construction of Outbuildings and Garages:* 1-7, 9, 10
- *Walkways, Driveways, and Off-Street Parking:* 8-11
- *Exterior Lighting:* 5
- *Fences and Walls:* 8, 9

Staff Comments

- The front-yard retaining wall will require HDC approval. Several other properties on the north side of W. Tryon St. have front-yard retaining walls.
- The applicant has provided several examples of similar HDC-approved houses within a block of the proposal, and staff are aware of several other similar examples in the historic district. Due to topography, this site may be the most prominent.
- The house's proposed height of approximately 30 feet is taller than the houses to the south and west but is similar in height to other recent HDC-approved houses.
- The 14/12 roof pitch for the front gables and 16/12 pitch for the side gables appear to be somewhat steep for the historic district.

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

9864872072	R-20	316 W Tryon Street
Orange County Parcel ID Number	Zoning District	Address of Project

BRANDON, DEBRA H
Property Owner (if different than applicant)

[redacted]
Property Owner's Mailing Address

City, State ZIP

Property Owner's Phone Number

Property Owner's Email

Description of Proposed Work: _____

Estimated Cost of Construction: $900,000

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.

			9/30/2026
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*): Amount: $ _____
**whichever is greater*

Total Due: $ _____

Receipt #: _____ Received by: _____ Date: _____

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

☐ N/A ☐ Yes Zoning Officer: _____

This application meets public space division requirements.

☐ N/A ☐ Yes Public Space Manger: _____

Historic Architectural Inventory Information

Original date of Construction: _____

Description of the Property:

Applicable Design Standards:

Other reviews needed?
☐ Hillsborough Zoning Compliance Permit ☐ Orange County Building Permit ☐ Other: _____

Minor Works Certificate of Appropriateness Application Decision
☐ Approved ☐ Referred to HDC

Minor Works Reference(s): _____

Certificate of Appropriateness Decision
☐ Approved ☐ Denied Commission Vote: _____

Conditions or Modifications (if applicable):

_____ _____
Historic District Staff Signature **Date**

Project:

This project is the construction of a new house, breezeway and garage on the empty lot at 316 West Tryon Street. The siding for the house is proposed to be painted board and batten (Hardie board) with metal clad 1 over 1 windows, asphalt shingles on the majority of the house and garage and standing seam (no striations) on the front porch, front 2nd story dormer and rear low-pitched roof. The front and rear screen porches are proposed to have wood columns as shown on the elevations. The floor of the front and screen porch is proposed to be wood. The HVAC units on the west side of the house are proposed to be screened with 6 Ilex hollies. The front door is proposed to be wood. The rear patio door will be aluminum clad and the rear door, west side garage door will be fiberglass. The garage door will be aluminum (no faux wood grain).

Existing Conditions:

From West Tryon Street looking North



Looking East across the lot



Looking West across the lot



Looking South across the lot towards West Tryon Street



Examples of similar projects approved by HDC

224 N Occoneechee Street



212 N Occoneechee Street



208 N Occoneechee Street



Landscape Plan/Tree removal:

The lot has is mostly grassed lawn with a large crape myrtle, dogwood tree, 18“ maple, multi-trunk 7” walnut along the border of the property along West Tryon Street and a 9” walnut on the north side of the property. No trees are planned to be removed at this time. A concrete sidewalk and steps is proposed from the driveway to the front steps. Due to a conflict with the driveway the large crape myrtle is proposed to be removed. A small stone retaining wall is proposed on the east and north side of the garage and a similar stone retaining wall is proposed in the front yard as shown on the site plan.

Lighting:

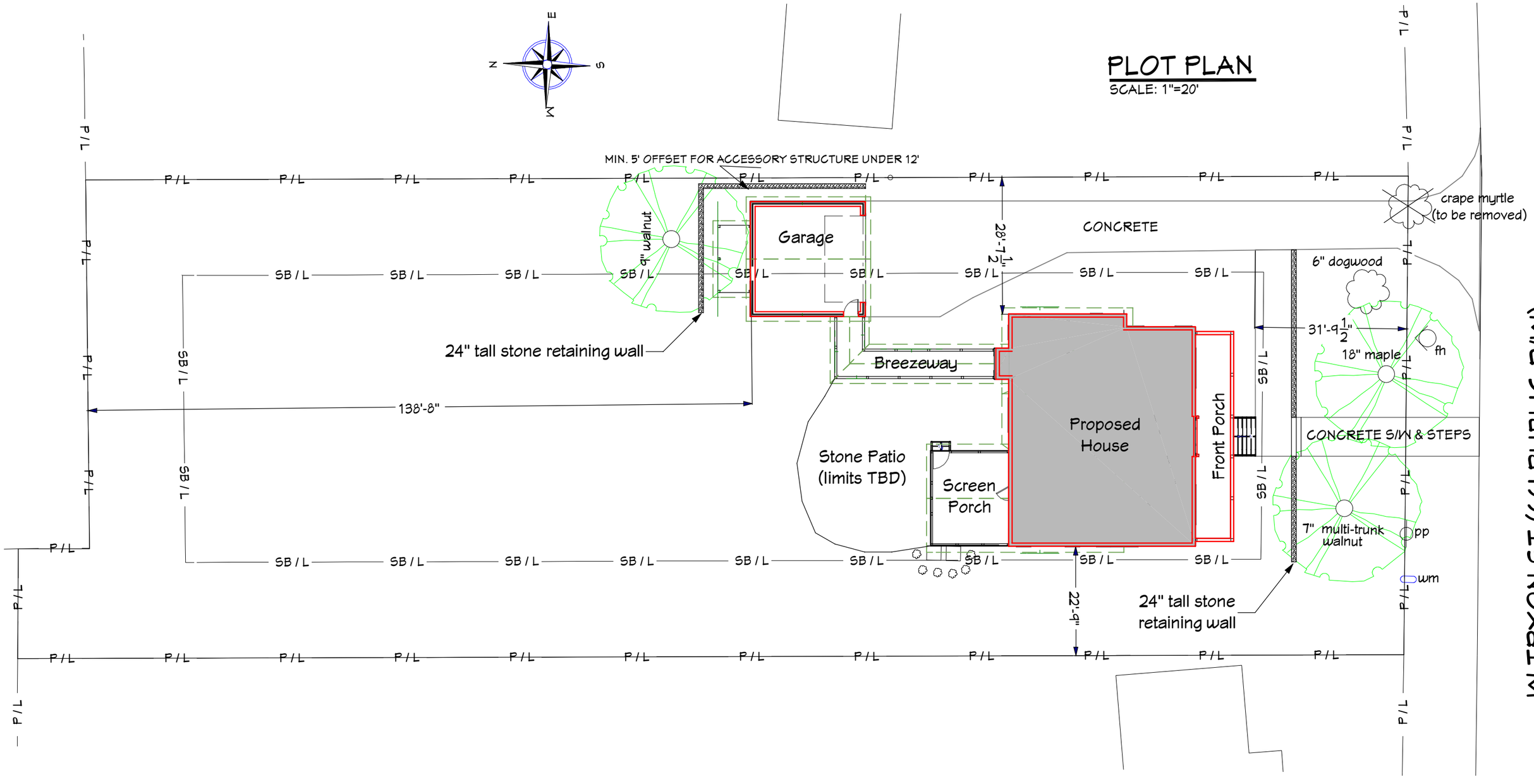
Two lights are proposed for either side of the front door and lights are proposed adjacent to the rear doors and west garage door as shown below.



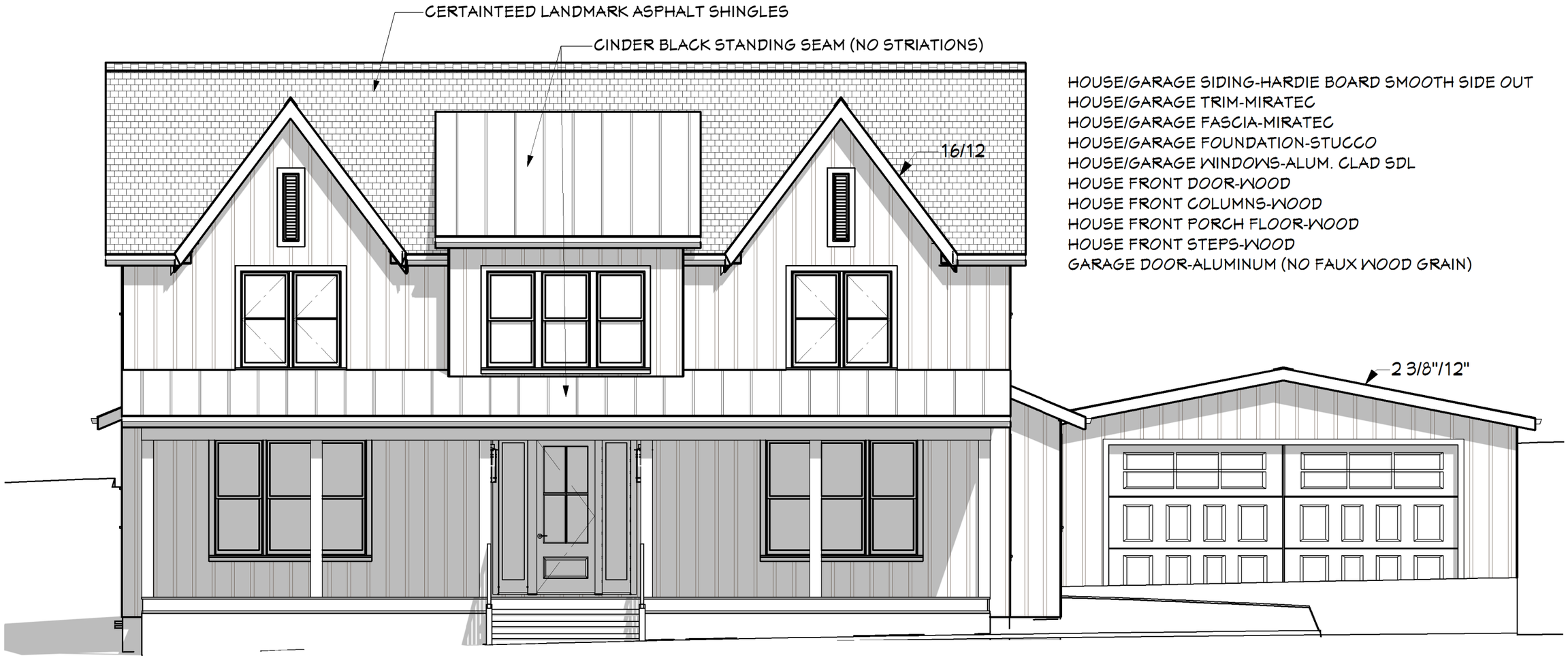
Material Category	Proposed	Color
house/garage siding	Hardie Board smooth side out	SW 6430
house/garage trim	Miratec	SW 6430
house/garage fascia	Miratec	SW 6430
house/garage roof	asphalt shingles/standing seam (no striations)	Landmark by CertainTeed Cinder Black
Porch roof and roof over bonus space	Metal	Union Corrugating Midnight black
house/garage foundation materials	stucco	Natural
windows (trim)	Miratec	SW 6430
windows (sash)	aluminum clad	Black (if this is the window)
shutters	none	
house front door	wood	SW 3507
house rear doors	fiberglass	SW 6914
garage overhead door	aluminum (no faux wood grain)	Black
garage side door	fiberglass	SW 6914
house front porch columns	wood	SW 6430
house front porch floor	tempered ash	Thermory, Honey brown
handrails	none	
house rear porch columns	wood	SW 7062
Back patio	Stone	
front steps	Wood tempered ash	Honey brown
front walk	Concrete	Natural
driveways	concrete	Natural

PLOT PLAN

SCALE: 1"=20'




PERSPECTIVE

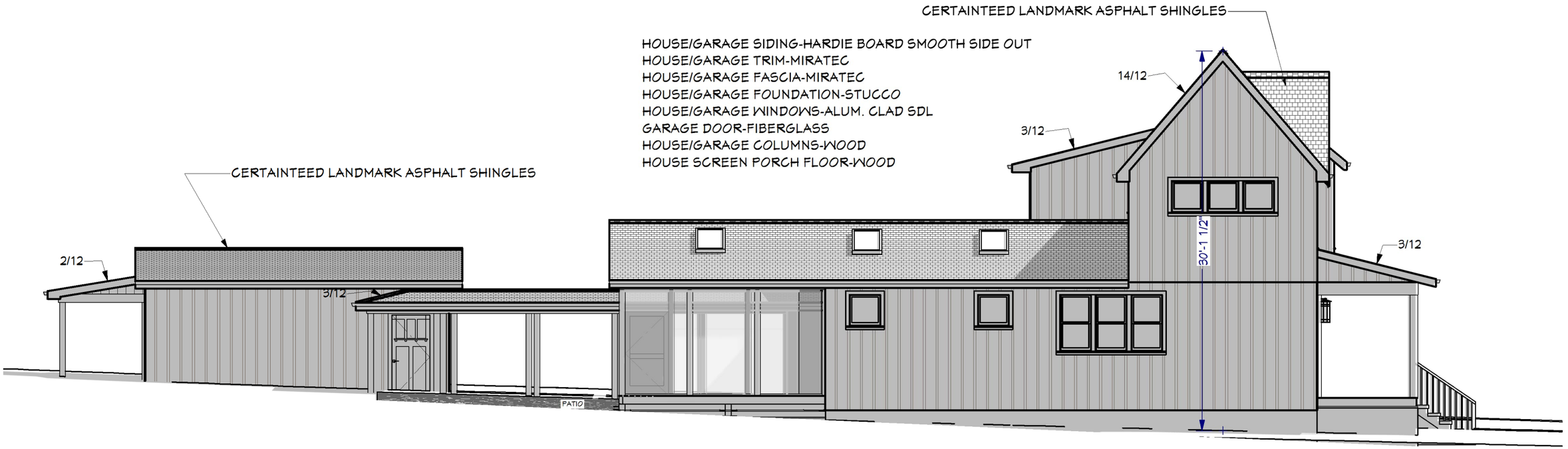


HOUSE/GARAGE SIDING-HARDIE BOARD SMOOTH SIDE OUT
HOUSE/GARAGE TRIM-MIRATEC
HOUSE/GARAGE FASCIA-MIRATEC
HOUSE/GARAGE FOUNDATION-STUCCO
HOUSE/GARAGE WINDOWS-ALUM. CLAD SDL
HOUSE FRONT DOOR-WOOD
HOUSE FRONT COLUMNS-WOOD
HOUSE FRONT PORCH FLOOR-WOOD
HOUSE FRONT STEPS-WOOD
GARAGE DOOR-ALUMINUM (NO FAUX WOOD GRAIN)

Exterior Elevation Front

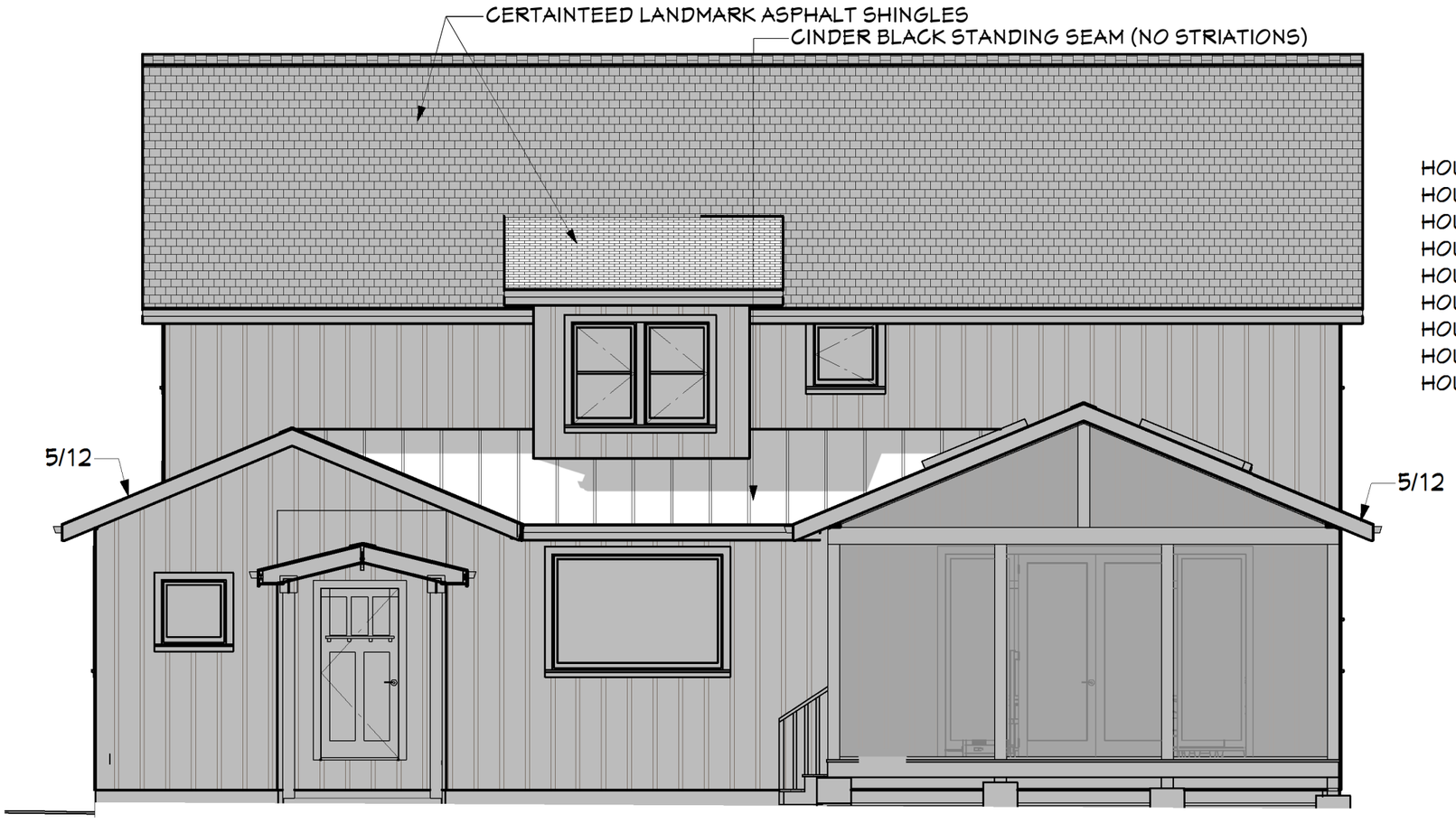
SCALE: 3/16"=1'-0"

HOUSE/GARAGE SIDING-HARDIE BOARD SMOOTH SIDE OUT
HOUSE/GARAGE TRIM-MIRATEC
HOUSE/GARAGE FASCIA-MIRATEC
HOUSE/GARAGE FOUNDATION-STUCCO
HOUSE/GARAGE WINDOWS-ALUM. CLAD SDL
GARAGE DOOR-FIBERGLASS
HOUSE/GARAGE COLUMNS-WOOD
HOUSE SCREEN PORCH FLOOR-WOOD



Exterior Elevation Left

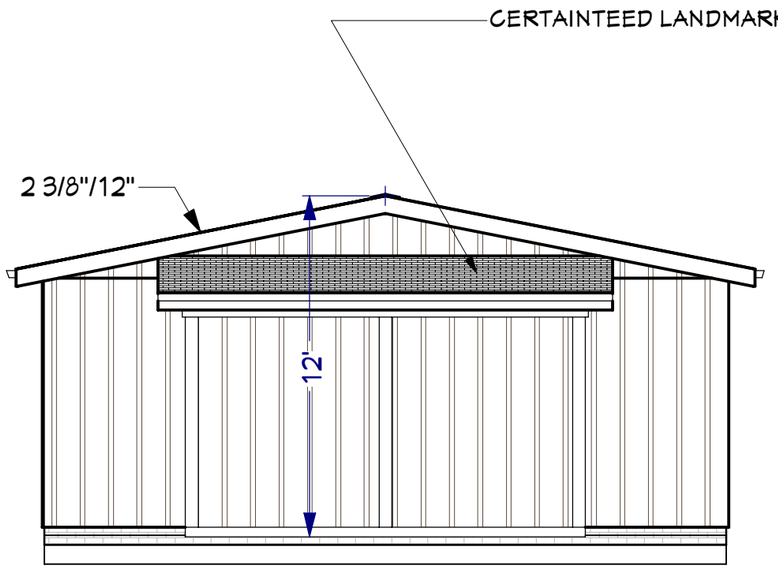
SCALE: 1/8"=1'-0"



HOUSE/GARAGE SIDING-HARDIE BOARD SMOOTH SIDE OUT
HOUSE/GARAGE TRIM-MIRATEC
HOUSE/GARAGE FASCIA-MIRATEC
HOUSE/GARAGE FOUNDATION-STUCCO
HOUSE/GARAGE WINDOWS-ALUM. CLAD SDL
HOUSE REAR DOORS-ALUMINUM CLAD/FIBERGLASS
HOUSE REAR COLUMNS-WOOD
HOUSE REAR PORCH FLOOR-WOOD
HOUSE REAR STEPS-WOOD

Exterior Elevation Back

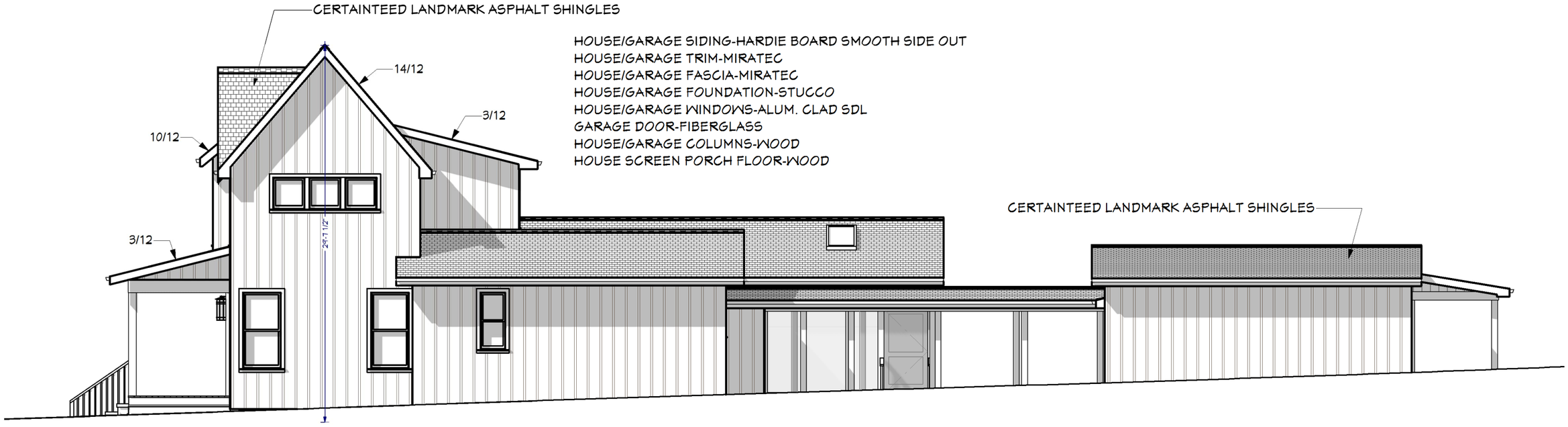
SCALE: 3/16"=1'-0"



GARAGE SIDING-HARDIE BOARD SMOOTH SIDE OUT
GARAGE TRIM-MIRATEC
GARAGE FASCIA-MIRATEC
GARAGE FOUNDATION-STUCCO
HOUSE REAR COLUMNS-WOOD

Elevation Garage Rear

SCALE: 3/16"=1'-0"



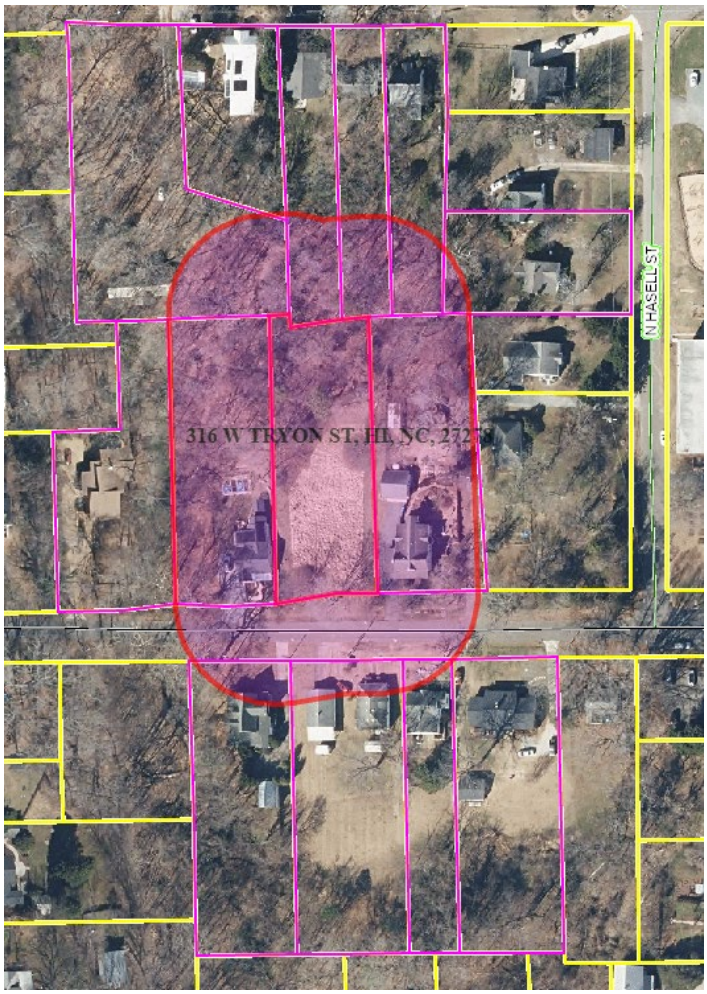
Exterior Elevation Right

SCALE: 1/8"=1'-0"

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864872072 (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.

10/21/2026 Joseph Hoffheimer
Date (for Hillsborough Planning Department)

PIN		ITY	STATE	ZIPCODE
9864862725		ILLSBOROUGH	NC	27278
9864863736		ILLSBOROUGH	NC	272782437
9864864716		ILLSBOROUGH	NC	27278
9864864796		ILLSBOROUGH	NC	27278
9864871005		ILLSBOROUGH	NC	27278
9864871336		Hillsborough	NC	27278
9864872072		ILLSBOROUGH	NC	27278
9864872121		ILLSBOROUGH	NC	27278
9864872361		ROOKLYN	NY	11231
9864872415		ILLSBOROUGH	NC	27278
9864873063		ILLSBOROUGH	NC	27278
9864873311		ONCORD	NC	28027
9864873351		ILLSBOROUGH	NC	27278
9864874293		ILLSBOROUGH	NC	272782407



ITEM #5. C:
Address: 514 N. Nash St. (PIN: 9864781603)

Year Built: c. 1941

Historic Inventory Information (2013):
This one-story, side-gabled house is three bays wide and double-pile with a brick veneer, two interior brick chimneys, and an exterior brick chimney on the left (north) elevation. The house has two-over-two, horizontal-pane, wood-sash windows with a picture window flanked by two-over-two windows on the left end of the façade. The six-panel door is sheltered by a near-full-width, shed-roofed porch supported by tapered wood posts on brick piers with a modern wood ramp attached to its front. There is a gabled ell at the left rear (northeast) and a wide, shed-roofed wing at the right rear (southeast) has an inset porch at its right end that has been enclosed with one-over-one windows. County tax records date the building to 1941.

Proposed work
- Renovation of the front porch (which includes raising the roof height)
- Two-story rear addition

Application materials
- COA application
- Narrative (including materials list)
- Existing conditions
- Site plan
- Proposed elevations
- Perspectives

Applicable Design Standards
- *Porches, Entrances, and Balconies:* 1-6, 9
- *Accessibility and Life Safety:* 1-4
- *Additions to Residential Buildings:* 1-14
- *Walkways, Driveways, and Off-Street Parking:* 8-10

Staff Comments
- Any exterior lighting can be confirmed with staff.
- "Where feasible" for repair and retention of historic exterior details is open to some interpretation so will need to be clarified. When repair and retention are not feasible, the replacement materials will need to be identified.
- Staff had concerns about the compatibility of the porch renovation with *Porches, Entrances, and Balconies* standards 1, 5, and 9.
- The rear addition may conflict with *Additions to Residential Buildings* standards 3 and 7. This is a case where the design standards may be stricter than what the zoning allows for the property.

TOWN OF
HILLSBOROUGH

APPLICATION
Certificate of Appropriateness and Minor Works

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

9864 -78 -1603
Orange County Parcel ID Number

Zoning District

514 NASH ST
Address of Project

JORDAN HOME BUILDERS LLC
Applicant Name

Adorable Senior Living
Property Owner (if different than applicant)

[redacted]

Description of Proposed Work: RENOVATION AND 30X48 2 STORY ADDITION

Estimated Cost of Construction: $ 200,000

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

Applicant and Owner Acknowledgment and Certification

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

Applicant's Signature (Optional) — Date: 10/12/2026

Property Owner's Signature (Required) — Date: 10-12-2026

CERTIFICATE OF APPROPRIATENESS NARRATIVE

514 N. Nash Street | Hillsborough, North Carolina 27278
Historic residence rehabilitation and two-story rear addition
Applicant: Jordan Home Builders LLC

1. Proposed Exterior Work

The project consists of rehabilitation of the existing historic brick residence; repair and reconstruction of deteriorated front porch components; a limited adjustment to the front porch roof; construction of a two-story rear addition; installation of accessible ramps and landings; and replacement of the existing overgrown gravel driveway with concrete.

2. Existing Residence and Front Porch

Historic masonry and windows. Existing exposed brick, original window openings, and character-defining exterior details will be retained and repaired where feasible. Brick will be gently cleaned and repaired with compatible mortar; no abrasive cleaning or painting of previously unpainted brick is proposed. Existing historic windows will be retained and repaired where feasible.

Porch roof. Existing porch overhead clearance is approximately **6 feet**. The roof will be raised to provide **7 feet of clear ceiling height**, using the ceiling-height standard in Section R305.1 of the North Carolina Residential Code as the project design benchmark for improved pedestrian clearance and safety. The original porch form, tapered columns, brick bases, fascia, and trim will be retained or restored to preserve its character. Applicability of the cited code section to this existing porch is subject to building-official review.

Porch deck. Existing deteriorated and rotted decking will be removed and replaced while maintaining the existing porch configuration and preserving character-defining features. Replacement material and finish will be documented for any additional historic review required before installation.

3. Two-Story Rear Addition

The addition is located behind the original one-story brick residence. The existing house and its primary street-facing elevation will remain the defining elements along North Nash Street. The addition provides resident accommodations on the first floor and supporting staff and administrative spaces above. Its traditional roof form, horizontal siding, window proportions, and restrained color palette are intended to relate to the historic residence while remaining visually distinguishable as new construction.

The revised architectural elevations show a proposed ridge height of **23.79 feet**, compared with **24.42 feet** in the earlier submission. The rear location and material treatment respond to the design objectives for additions; the Commission will evaluate the proposed height, scale, and massing under its applicable standards, including standards 3 and 7.

4. Exterior Materials and Finishes

Component	Specified work / finish
Rear addition siding	Smooth-finish horizontal fiber cement lap siding
Siding color	Sherwin-Williams Alabaster SW 7008 (warm white)
Exterior trim	Complementary warm white
New addition windows	Aluminum-clad wood
Historic windows	Retain and repair where feasible
Roofing	Black architectural asphalt shingles

Component	Specified work / finish
Front porch deck	Remove and replace deteriorated and rotted decking

5. Driveway, Grading, Access, and Landscape

Driveway and grading. The existing gravel driveway is overgrown with grass. Vegetation will be removed, the existing driveway area prepared, and a concrete driveway installed. Grading is limited to driveway preparation and drainage; no substantial changes to site topography are proposed.

Accessibility. Accessible ramps, landings, and handrails will be installed at the locations shown on the architectural plans.

Tree. One tree at the rear of the property, measured at approximately **22 inches in trunk diameter**, has already been removed from the proposed addition area. One new native tree will be planted in the rear yard following construction. The removal is disclosed for the Commission’s record; any applicable separate tree authorization remains subject to Town confirmation.

6. Historic Design Approach

The proposal retains the historic brick building and street-facing appearance; limits changes to the porch to deteriorated decking and an overhead-clearance adjustment; locates new construction behind the original house; uses smooth fiber cement siding, compatible window materials, and a restrained finish palette; and confines site grading to the existing driveway area. The revised plans and photographs document the proposed relationship between the historic structure and the addition.

7. Exhibits and Requested Action

Architectural exhibits: Updated sheets T-1 and A-1 through A-5, dated October 2026. **Existing-condition photographs:** Three pages reproduced from the original COA narrative follow this document.

Requested action: Approval of the exterior rehabilitation, front porch work, two-story rear addition, specified exterior finishes, accessible improvements, and concrete driveway as shown in the revised plans.

EXHIBIT A | EXISTING CONDITIONS

514 N. Nash Street — photographs provided for documentation of the existing historic building and the areas affected by the proposed exterior improvements.



Street-facing view: existing brick bungalow, porch and roof.



Closer view of existing front porch, tapered supports and front approach.



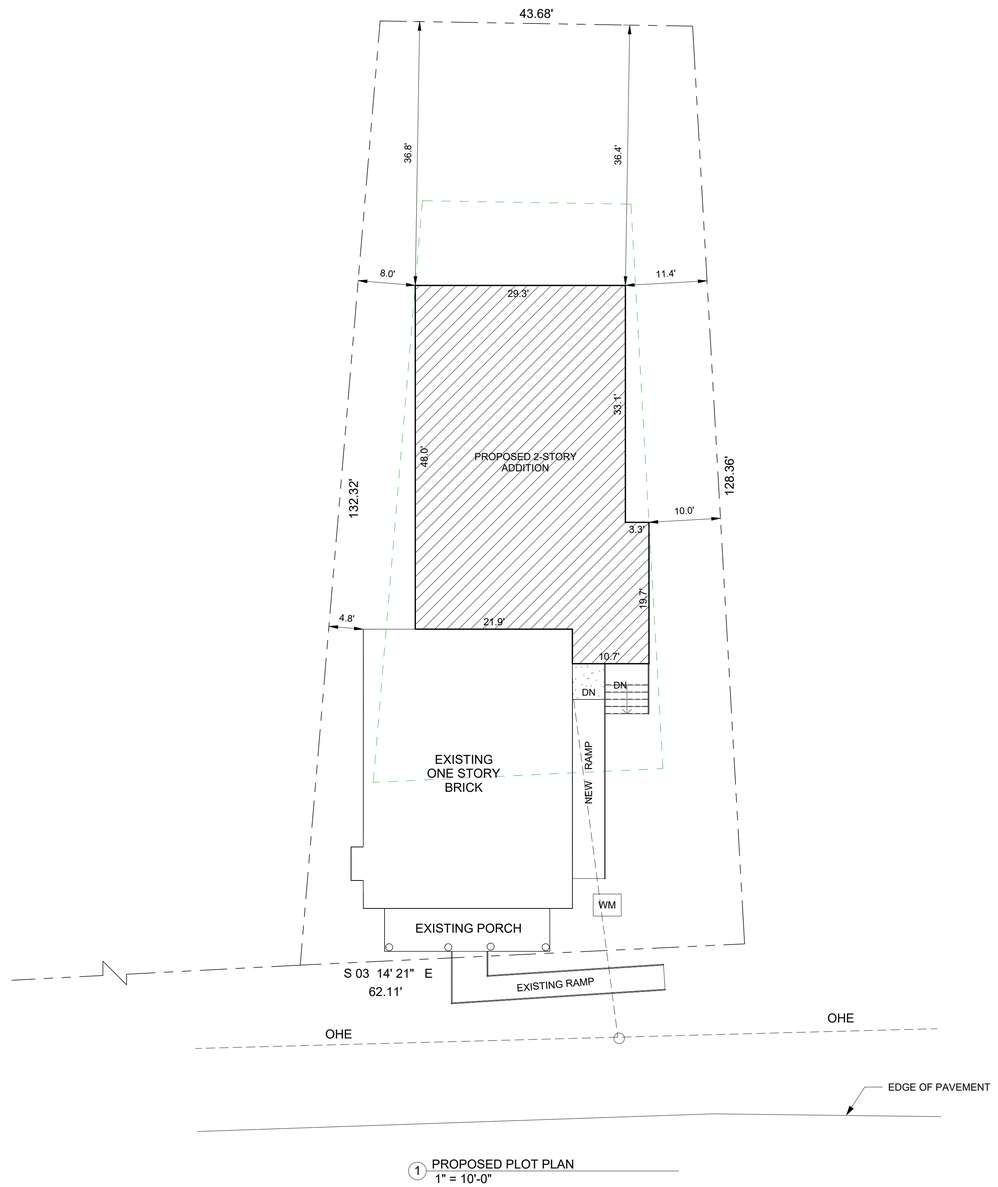
Oblique view of existing brick side wall and roof.



Existing side elevation and masonry window openings.



Existing rear elevation, site and proposed addition vicinity.



1 PROPOSED PLOT PLAN
1" = 10'-0"

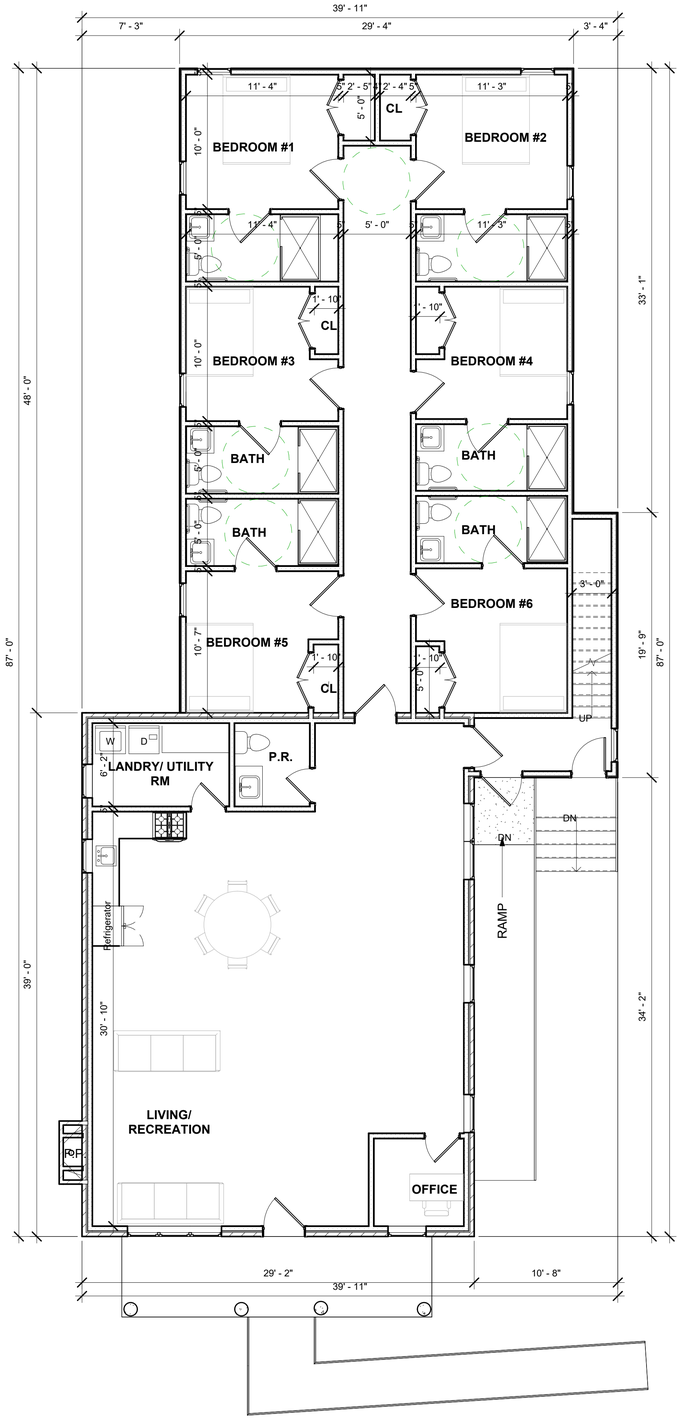
BY	REVISIONS	DATE

PROPOSED HOME CARE
514 N NASH ST
HILLSBOROUGH, NC 27278

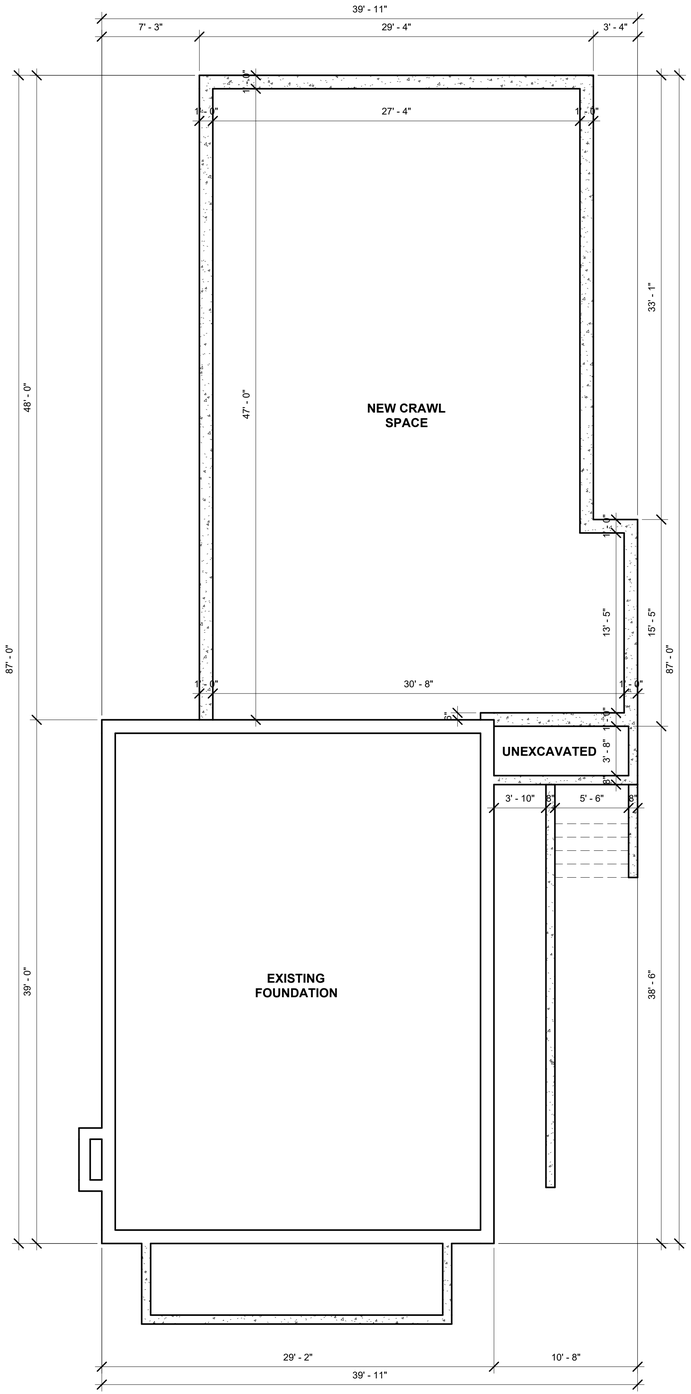
SEAL

TITLE
PROPOSED PLOT PLAN

DATE: 10/11/26	SCALE: 1" = 10'-0"
DRAWN BY: Author	CHECKED BY: Checker
JOB #:	SHEET # T-1



1 PROPOSED 1ST FLR (F.F.)
3/16" = 1'-0"



3 EXISTING BASEMENT
3/16" = 1'-0"

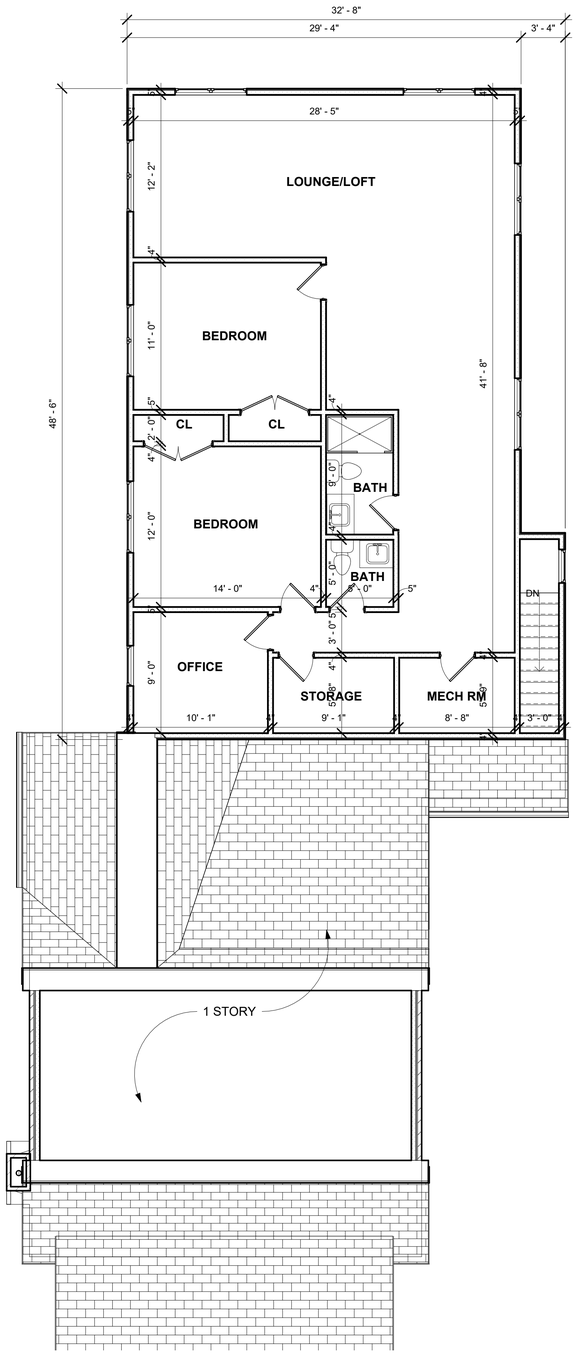
BY	REVISIONS	DATE

PROPOSED HOME CARE
514 N NASH ST
HILLSBOROUGH, NC 27278

SEAL

TITLE
PROPOSED FOUNDATION & F.F. PLAN

DATE: 10/11/26	SCALE: 3/16" = 1'-0"
DRAWN BY: Author	CHECKED BY: Checker
JOB #:	SHEET # A-1



1 PROPOSED SECOND FLOOR
3/16" = 1'-0"

BY	REVISIONS	DATE

PROPOSED HOME CARE
514 N NASH ST
HILLSBOROUGH, NC 27278

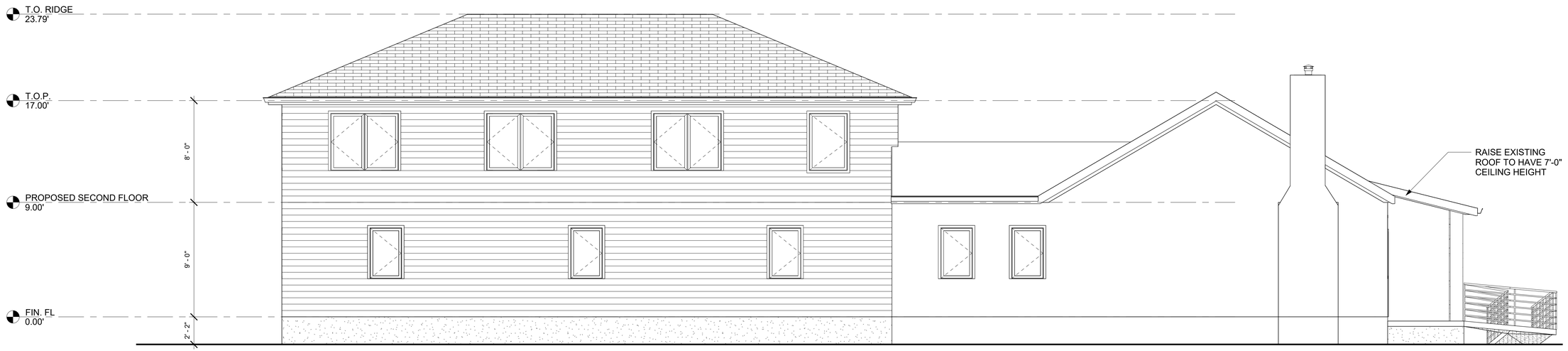
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TITLE
PROPOSED SECOND & ROOF PLAN

DATE: 10/11/26	**SCALE:** 3/16" = 1'-0"
DRAWN BY: Author	**CHECKED BY:** Checker
JOB #:	**SHEET #** A-2



1 FRONT
1/4" = 1'-0"



2 LEFT
1/4" = 1'-0"

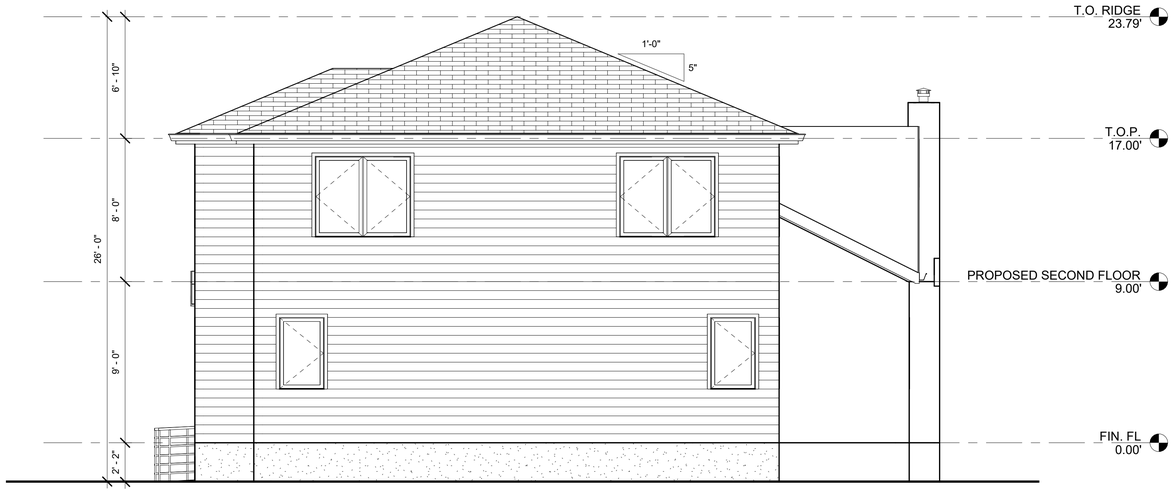
BY	REVISIONS	DATE

PROPOSED HOME CARE
514 N NASH ST
HILLSBOROUGH, NC 27278

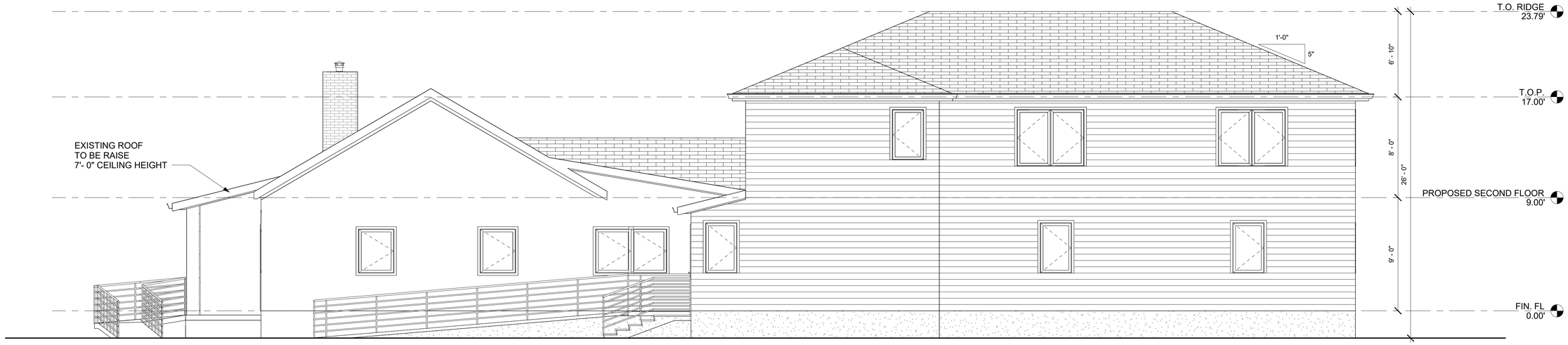
SEAL

TITLE
ELEVATIONS

DATE: 10/11/26	SCALE: 1/4" = 1'-0"
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JOB #:	SHEET # A-3



1 REAR
1/4" = 1'-0"



2 RIGHT
1/4" = 1'-0"

BY	REVISIONS	DATE

PROPOSED HOME CARE
514 N NASH ST
HILLSBOROUGH, NC 27278

SEAL

TITLE
ELEVATIONS

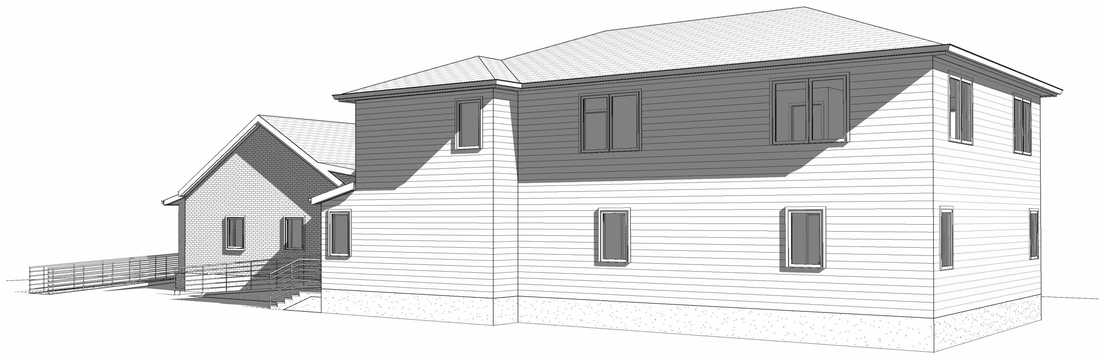
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JOB #:	SHEET # A-4



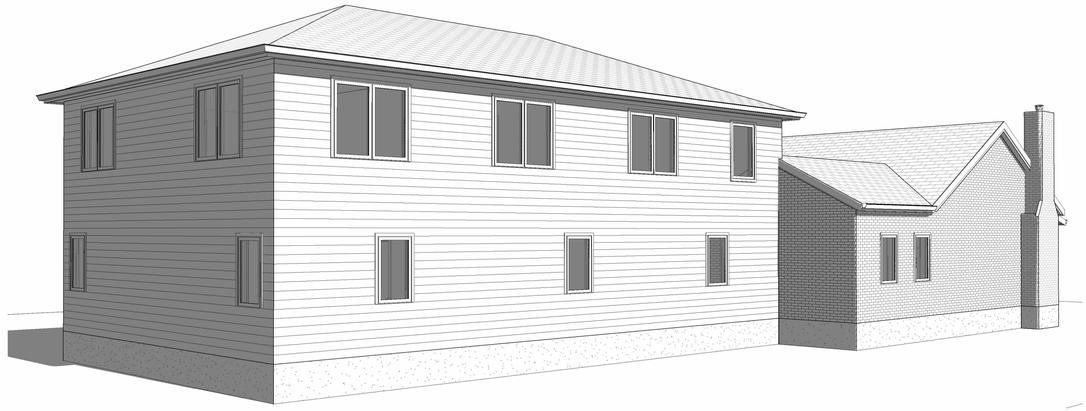
1 3D View 1



2 3D View 2



3 3D View 3



4 3D View 4

BY	REVISIONS	DATE

PROPOSED HOME CARE
514 N NASH ST
HILLSBOROUGH, NC 27278

SEAL

TITLE
3D VIEWS

DATE: 10/11/26	SCALE:
DRAWN BY: DS	CHECKED BY: JFC
JOB #:	SHEET # A-5

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864781603 (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.

10/21/2026 Joseph Hoffheimer
Date (for Hillsborough Planning Department)

PIN		CITY	STATE	ZIPCODE
9864688666	[redacted]	HILLSBOROUGH	NC	27278
9864689506		HILLSBOROUGH	NC	27278
9864689666		HILLSBOROUGH	NC	27278
9864781603		RALEIGH	NC	27609
9864781712		HILLSBOROUGH	NC	27278
9864781813		HILLSBOROUGH	NC	27278
9864782842		CHAPEL HILL	NC	27514
9864783471		HILLSBOROUGH	NC	27278
9864784760		HILLSBOROUGH	NC	27278

