

Agenda

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. October 4, 2023

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.

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 meetings on August 2, 2023 and September 6, 2023

5. Written decisions review and approval

Approve written decisions from regular meeting on September 6, 2023

6. New business

A. Certificate of Appropriateness Application: **153 W. King Street** – Applicant is requesting approval for a shed on the southwest corner slab (PIN 9864753365)

7. General updates

8. Adjournment

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

Minutes

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. Aug. 2, 2023

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 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. Senner called the roll and confirmed the presence of a quorum.

2. Commission's mission statement

Senner read the statement.

3. Agenda changes

The 228 E. Queen St. application was moved to the end of new business.

4. Minutes review and approval

Minutes from regular meeting on July 5, 2023.

Motion: Member G. Miller moved to approve the July 5, 2023 minutes as submitted. Senner seconded.

Vote: 5-0.

5. Old business

A. Certificate of Appropriateness Application: 216 S. Occoneechee St.

Applicant is requesting to add an outbuilding to the property (PIN 9864753365)

Senner reopened the public hearing continued from the July 19 special meeting. He asked if there were any conflicts of interest or bias of the board regarding the application. None were raised.

Member Hannah Peele arrived at 6:32 p.m. Senner asked if Peele had any conflicts of interest or bias regarding the application, and she responded that she had none.

Senner swore in Hoffheimer and applicant Doug Peterson. No other parties wished to speak, and Senner reopened the public hearing.

Hoffheimer provided the staff report and noted that the application is being continued from the July special meeting, which the applicant was unable to attend. At that meeting the commission asked for additional information. In addition to the updated materials that staff shared with the board in the staff report and via email, the applicant was in attendance to answer questions about the application.

Miller asked Town Attorney Bob Hornik about his status at this hearing since he was absent from the last meeting. Hornik clarified that there was no testimony at the July meeting, so Miller was allowed to participate.

Senner asked for confirmation that the site plan was to scale. Peterson stated that he does not have a survey of the property, but that the property is 85 x 143 feet and the scale of the grid on the site plan provided represents 10 x 10 feet per block. He stated that a 12 x 24-foot building would be 12 feet from the side and 18 feet from the back. He mentioned that it is not noted on the site plan, but the outbuilding is proposed to be 43 feet from the back of the house.

Senner inquired about exterior light fixtures. Peterson described the location of the fixtures and explained that the proposed lighting will match the fixtures on the existing house. Senner said that staff can later review the light cut sheet as a supplemental material, which would be a condition to approval of the application.

Peterson clarified that the new metal roof would be the brown roof that would be salvaged from the existing house and that the roof is 3-4 years old and has been set aside for use as the roof of the outbuilding. He stated that the windows of the new house are brown, so the colors will match. Senner noted that there are design standards for color selection and recommended Peterson clarify the paint color with staff.

The commission asked for clarification about the barn door. Peterson stated that the door will be wood and painted to match the trim of the house. Peterson also stated that the two doors will swing out to open like a barn door.

Peterson confirmed that the pitch of the roof will match the pitch of the roof of the primary house.

Miller inquired about the dimensions of one of the windows. Peterson responded that the decision about that window's dimensions was made to maximize counter space in the structure.

Senner noted that Peterson provided a clarifying cut sheet for the steel-framed sliding door.

There was discussion of the loft design of the floorplan.

Senner asked for any other questions or comments. There being none, he closed the public hearing.

Motion: Miller moved to find as fact that the application for 216 S. Occoneechee St. is in keeping with the 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 on New Construction of Outbuildings and Garages. Peele seconded.

Vote: 6-0

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

Vote: 6-0

Conditions: The light cut sheet is approved by staff and the color of the building meets the Design Standards and is approved by staff.

B. Certificate of Appropriateness Application: 109 N. Wake St.

Applicant is proposing a first-floor renovation, first-floor rear addition, second-floor rear and side dormer additions, and a rear deck (PIN 9864965541)

Senner opened the public hearing and asked if there were any conflicts of interest. Peele stated that she has a conflict because she works on this project.

After consulting with Hornik about the process, Senner called for a vote to recuse Peele from the application.

Motion: Senner moved to recuse Peele from the 109 N. Wake St. application. Member Bruce Spencer seconded.

Vote: 5-0

Senner swore in witnesses David Cates and applicant Karen McKinnon.

Hoffheimer introduced the staff report and noted that the original structure was built in c. 1911 (or 1913) and is contributing. He described the project proposal and noted that the applicable design standards for this application are Masonry, Wood, Exterior Walls, Windows, Doors, Roofs, Additions to Residential Buildings, Site Features and Plantings, Exterior Lighting, and Demolition.

He mentioned that the application proposes demolishing a rear ell original to the structure as well as a rear addition constructed in the 1940s. The design standards do not provide guidance about demolition of portions of historic structures.

The design standards do not require an arborist's letter for tree removal at the commission level, and the commission is allowed to consider documentation of damage caused by the tree as evidence. Hoffheimer mentioned that the standards require replacement of mature trees, but this property may have limited space.

Hoffheimer referenced the staff report for the years of construction of some example addresses with similar dormer additions. He said staff could not find any examples of recent additions with the same roof form in the district, but that that does not mean that there are not any, especially since the search was limited to the past couple of years.

Senner stated his appreciation for the thoroughness of the application materials and the staff's due diligence on this application.

Senner called for questions on the site plan. Spencer inquired why the structures are proposed to be removed rather than repaired. Cates explained that the goal is to repair-in-place and retain as much of the exterior walls as possible. He explained that the house was built without any crawl space and the site does not lend itself to grading in that area, so a concrete slab must be added. He stated that the tree next to the structure has led to irreparable damage of the foundation and floor system.

Senner suggested that the commission typically expects to hear from foundation specialists regarding the repairability of foundations. Cates explained that from his perspective as a registered professional engineer, there is not a viable way to take the existing foundation and shore it up into a condition that

would be a long-term solution due to the inadequate crawl space and tree damage to the existing foundation.

Spencer asked if the foundation of the 1940s addition was repairable. Cates responded that there is more room to repair the foundation, but that the rest of the structure is not up to code regarding flooring and ceiling heights, so they will have to be replaced.

Senner asked if there is any space on the property to replace the mature tree that will be removed. McKinnon stated that she would be open to it if the neighbors approved. Senner confirmed that the commission would like to see a replacement tree be planted, as that would be most consistent with the design standards.

Cates noted that they plan to maintain as much original siding as possible on the north side.

There was discussion about the pitch and elevation of the roofline.

Miller asked for confirmation if the dormers would be visible from the street. Cates confirmed that the dormers will not be visible from the street due to existing plantings. He further explained that because the dormers are set back, they will look different to the human eye than on elevations. Senner said the massing is appropriate.

Senner inquired whether all chimneys would remain. Cates stated that a non-character-defining chimney in the rear of the house would be removed.

Miller inquired about why the roof pitch of the dormers is different from the pitch of the existing roof or of the addition. Cates stated that the pitch is different to avoid having the dormer rise above the ridgeline and secondarily to make the resulting contrast of the pitches appear intentional.

Miller asked the commission if the shutters on the new addition were acceptable. Cates stated that they could eliminate the shutters since they did not comply with the design standards relating to shutters being operable and sized to cover the entire window.

Senner stated his appreciation for the applicant's efforts to adhere to the Design Standards in keeping the addition subordinate to the primary structure and keeping the ridgeline of the addition lower than the existing structure. There was discussion of additional design elements intended to delineate between the old structure and the new addition.

Member Elizabeth Dicker inquired about the south-facing transom window and suggested that it is incongruous with the rest of the design. Miller agreed. Cates explained that the current bathroom window is blocked on the bottom and has stained glass on the top, they hoped to install the transom window in its place as an improvement. He referenced a similar house at the corner of Cedar Ln and Margaret Ln that recently received approval to install a transom window. The board confirmed the window's location toward the back of the house, out of view from the street. Senner stated that a window of a more consistent geometry might be more congruent, but he didn't believe this window was incongruent.

There was discussion of the dimensions of the windows in the proposed elevation, and Cates affirmed that the windows will be two-over-two, matching the existing elevation.

Miller inquired why the windows next to the transom do not match the existing windows. Cates explained that those windows are over the kitchen counter. Miller asked about matching the first-floor windows to the dormer windows. Cates stated that the geometry of the dormer windows was selected because they are egress windows, and the first-floor windows were chosen to be slimmer to be closer to matching the existing windows.

Palmer expressed appreciation for the consistency of the width of the windows given that they are all at the same level.

Dicker asked for clarification on the labeling of the existing metal roof in the proposed elevation. Cates confirmed that it was a typo and should be labeled as proposed. Senner reminded the board of Hoffheimer's note in the staff report that the standards generally want existing elements to be replaced in kind. However, the metal roof is congruent in the district. Hoffheimer stated that this type of roof replacement can typically be considered a minor work.

Senner expressed appreciation that the deck is set in from the corner of the house to ensure it is not easily visible from the street.

The proposed design of transom windows over the rear windows was deemed to be congruent due to their location on the rear elevation.

Miller noted that the dormer in the rear elevation matches the pitch of the roof and asked why its pitch differs from the dormers on the sides. Cates said the rear dormer is wider and allows for a steeper pitch than those on the sides. There was discussion about the pitch of the dormers and consequences of making them steeper to match the pitch of the roof.

Dicker voiced that there is no differentiation on the north/right elevation between the addition and the original structure. Cates had explained that because this location is where electrical and other utilities enter the structure, it does not allow for much architectural creativity in distinguishing the old from the new. Cates suggested leaving an existing corner board in place to distinguish the transition, and McKennon affirmed her approval. Senner agreed that this was more compatible.

Senner reviewed the staff comments to ensure the board had addressed them all and summarized the conditions for the application:

- An additional tree will be added to replace the one being removed.
- The shutters on the rear windows on the south side will be removed from the plans.
- The corner board on the north/right elevation will be maintained to distinguish between the original structure and the new addition.

Senner called for any additional questions on the application. Hearing none, he closed the public hearing.

Motion: Spencer moved to find as fact that the 109 N. Wake 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 design standards of Masonry; Wood; Exterior Walls; Windows; Doors; Roofs; Additions to Residential Buildings; Decks; Site Features and Plantings; Exterior Lighting; and Demolition. Miller seconded.

Vote: 5-0

Motion: Spencer moved to approve the application as submitted with conditions. Dicker seconded.

Vote: 5-0

Conditions:

- The non-operational shutters proposed for the left/south side proposed addition to the building shall not be included.
- The corner board on the right/north side of the building be included to delineate the new from the old construction
- An additional tree be planted to compensate for the loss of the large tree with the destructive root system.

6. New business

A. Certificate of Appropriateness Application: 109 N. Cameron St.

Applicant is requesting to replace the current tar and gravel roof with a HydroStop solution (PIN 9874163529)

Senner opened the public hearing and asked for conflicts of interest. Senner disclosed his own conflict, that the applicant's brother is a close colleague of Senner's who reports to him.

Motion: Dicker moved to recuse Senner from consideration of the application. Spencer seconded.

Vote: 5-0

Palmer assumed the role of acting chair and called for witnesses for the application. Steve Mahaley and Allison Mahaley were sworn in.

Hoffheimer provided the staff report, reminding the board that this is a c. 1956 house and that it is a contributing structure. He summarized the proposed project and noted the applicable design standards.

Hoffheimer explained that neither tar and gravel nor HydroStop are mentioned as acceptable roof materials in the compatibility matrix. Further, staff could not find any references to HydroStop in other jurisdictions' standards.

S. Mahaley described the existing roof's problems as well as the HydroStop material and appearance. The existing roof has moss, is losing gravel, and has water damage. S. Mahaley declared that he intends for the HydroStop to match the color of the existing roof. The roofing company also offered a metal solution, but the applicants feel that a ribbed metal roof would more drastically alter the appearance of the house.

Palmer called for any testimony in support or in opposition. Hearing none, he opened the floor to commissioners' questions.

Dicker expressed concern over how well HydroStop can be matched to the existing roof color. The applicants affirmed their commitment to match the color of the existing roof and explained further that much of the original gravel has fallen off, so the existing roof was a whiter gray than it currently is. They plan to match that original roof color as closely as possible.

Miller expressed concerns that HydroStop may not be congruous with the district even if it is more congruous with the design of this house. He mentioned that while the compatibility matrix does not mention HydroStop, it does address one-ply roofs for flat roofs, which are typically used on industrial

roofs or residential roofs not visible from the street. He was unclear about the appearance of HydroStop and how much its texture would vary from a membrane roof. A. Mahaley reiterated that they decided on HydroStop because it would match more closely with the existing roof than metal. Miller stated that this material looks more industrial than residential, and he would be wary of setting a precedent of using this material for visible residential roofs.

A. Mahaley mentioned that tar and gravel roofs are no longer offered by roofing companies.

Palmer inquired about the reflectivity of HydroStop versus metal, and there was discussion of the finish and appearance of HydroStop. A. Mahaley understood that HydroStop would have more of a matte finish, while a metal roof would be more shiny. She confirmed that the existing roof is not shiny.

There was discussion of the low pitch of the roof. Peele noted that the existing roof seems very similar to a membrane roof. Spencer agreed that a standing seam metal roof seems incongruous with the design of the house given its vintage.

Palmer called for any additional questions for the applicants. Hearing none, he closed the public hearing. He summarized the facts and evidence and mentioned that the board has considered the two scenarios presented by the applicant, reviewed example photos submitted by the applicants from a similar structure a nearby community, considered alternatives, and considered the level of appropriateness and congruence of the given choices.

He asked for any additional comments from the commissioners. Dicker stated that this is a unique roof within the district and reinforced that the board is not intending to set a precedent of using HydroStop on residential roofs, though it fits in this case because the original roof is membrane, and a metal roof would be incongruent with the vintage and design of the house.

Miller disagreed and stated that a HydroStop roof would be fine if it were not visible, but because the roof is visible, a metal roof would be more in character with the overall historic district.

The commissioners discussed whether the visibility of the roof makes a membrane roof or a metal roof more appropriate.

Palmer called for any additional comments. Peele proposed including the condition of having the color approved by staff if the application were approved.

Motion: Dicker moved to find as fact that the 109 N. Wake St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the 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 design standards found under Roofs. Peele seconded.

Vote: 4-1 (Miller nay)

Motion: Dicker moved to approve the application as submitted with conditions. Spencer seconded.

Vote: 4-1 (Miller nay)

Conditions: The color of the HydroStop roofing material shall be a gray/white matte color, subject to staff approval.

B. Certificate of Appropriateness Application: 332 W. Tryon St.

Applicant is proposing a new landscape plan for the front yard that includes raised plant beds, new walkways, yard grading, and a retaining wall (PIN 9864779055)

Senner opened the public hearing and asked if there were any conflicts of interest or bias among the commissioners. Hearing none, he moved on to swear in the applicant and witness. Anton Wilson and Alyssa Martina were sworn in.

Hoffheimer shared the staff report and noted that this house is not a contributing structure, as it was built in 1987 and has a 2000 addition. He noted there were questions about gray text in the site plan, but the text refers to proposed plantings not subject to commission review. Applicable design standards include Site Features and Plantings; Fences and Walls; Walkways, Driveways, and Off-Street Parking.

Hoffheimer highlighted some staff comments included in the report:

- There are no specific standards that govern permanent raised plant beds.
- The design standards do prohibit fences and walls in front yards, but the applicant cites several examples within the district with similar grading and the commission recently approved some front yard garden terracing and a retaining wall at 104 S. Occoneechee St.
- The grading for drainage along W. Tryon is allowed as a minor work but can be approved now by the commission as part of this application.
- The applicant does not intend to install a paved parking pad as shown on the site plan.
- Walkways are allowed as a minor work but can be approved now by the commission as part of this application.

Senner asked Wilson if he had any comments before the commissioners began with questions. Wilson explained that the applicants are interested in adding landscaping to improve the aesthetics of the property, but because the property is on a steep slope in two directions, the design must consider that while creating a symmetrical look to the landscaping plan. This case was brought before the board because the planter boxes are large enough to be considered walls, and the grade of the slope will require the height of the planters to not be uniform despite uniform elevation. The planters will be brick to match the base of the columns on the porch.

Martina added that there is currently no walkway between the porch and the street, and the applicants would like to make the entrance to the house feel more inviting.

Wilson added that the long-term plan is to add dirt on the downhill side to flatten the grade of the yard.

Senner called for questions about the narrative. Miller inquired about the retaining wall next to the street. Wilson affirmed that the wall is still part of the plan and is part of the strategy to level the yard.

Spencer suggested it would be helpful to see a front elevation that shows the grading and walls. Senner interpreted the Historic District Commission Rules of Procedure to require that elevations be submitted so the commission can accurately assess the congruity of the application. He said the narrative is helpful in imagining what is being proposed, but that a visual would be much more helpful.

Hoffheimer showed a site plan, and there was discussion of the heights and dimensions of the proposed planter boxes at the front of the house. The applicants and board members then discussed grading, drainage, and topography.

Senner noted that the example property listed in the staff comments, 104 S. Occoneechee St., made many modifications to its proposed walls to respect the existing topography.

Wilson stated that the top elevations of the planter boxes are designed to be level to provide symmetry, rather than for the heights of the planters be uniform to have a stair-step appearance.

There was discussion of the height of the retaining wall, and Wilson confirmed that the top of the wall will be uniform. Miller inquired about the variation in height along the wall. Palmer inquired whether it would be appropriate to display a Google Street View image of the property to better facilitate the discussion. Hornik assented.

Senner noted that there are examples in the district of low stone or brick walls along the sidewalk, so the retaining wall would be congruent with the district if it does not detract from the character of the building.

Wilson indicated proposed changes on the projected Google Street View image of the property, explaining the heights of the corners of the planter boxes. He indicated the location of the retaining wall. He restated that the walls will match the brick on the base of the four columns on the porch.

Senner asked for clarification of the material of the pavers proposed to be used for the walkway. The applicants confirmed that the pavers are an orange brick, to match the base of the pillars, and will all be the same material.

Miller asked whether the large tree in the Google Street View image of the yard will stay. Wilson and Martina confirmed that it will stay and that no grading will interfere with the health of the tree. Senner noted that typically the commission asks for a tree protection fence to be planted around the drip line. Martina stated that the tree will stay and assented to the possibility of installing a tree protection fence.

Senner asked if commissioners felt comfortable reviewing the application based on the information in the application and the applicants' testimony without a formal grading plan or elevation and whether there were any conditions the commission would like to note.

Martina stated that the applicants have made efforts to abide by the design standards and requested that the commission approve the application with the condition of no more than two feet of grading.

Hoffheimer referenced the minor works standards and noted that all the elements aside from the walls could be approved by staff as a minor work.

Senner called for a show of hands for who felt comfortable voting on the application and reminded the applicants that the commission must make its decision based on the evidence included in the application as submitted. He stated that he did not have a good sense of what is being proposed and therefore did not know exactly what the commission would be approving.

The hand count showed consensus that the commission was not comfortable approving the wall based on the information provided, but that if staff were comfortable reviewing and approving the other elements based on the minor works guidelines, then those parts of the application could move forward.

Martina requested that the commission allow the applicants to obtain approval of the project elements except for the walls through staff as minor works.

The commission discussed what level of visual representation would suffice as evidence to make a decision on the walls, and the applicants agreed to provide a visual representation of the front elevation.

Martina stated that some neighboring properties have large cement walls that are larger than the proposed planter walls for this project.

There was further discussion of the height and depth of the plant beds.

Senner summarized that the commission will table this application until the next meeting. Staff will review pieces of the application as minor works except for the walls, and the applicant will submit a front elevation view that allows the commission to better understand the proposed wall elevations and heights.

Senner restated that there was consensus that there was not enough information to vote on the full application without seeing visual representation of the planter wall and the front brick retaining wall. Spencer suggested that even careful, amateur drawings can be informative.

Hoffheimer requested clarification on whether amateur drawings such as Google-type sketches were an identifiable standard that the commission would like to go forward with for landscaping and site features that are not structural. He requested that the commission articulate a standard for future applications. Senner suggested addressing this concern at the end of the meeting.

The applicants affirmed that they would submit elevations with representations of the planter beds and the lower retaining wall.

Senner closed the public hearing.

Motion: Senner moved that this application be tabled until the September meeting. Miller seconded.

Vote: 6-0

- C. Certificate of Appropriateness Application: 228 E. Queen St.
Applicant is requesting to install a prebuilt 10 x 20 ft. garden shed (PIN 9874271389)

Senner asked if there were any conflicts of interest or bias on this application. Hearing none, he opened the public hearing.

No witnesses offered to speak about the application.

Hoffheimer opened with the staff report, stating that this structure is considered contributing for the local Hillsborough Historic District's purposes since the house is over 50 years old. The proposed work is to install a 10 x 20 ft. garden shed in the back yard, and the shed is before the commission because it is over 144 square feet. The applicable design standards are New Construction of Outbuildings and Garages. Hoffheimer noted that standard 8 stood out because the backyard has a brick wall which occludes the view of the shed. The shed in the photograph included in the application is exactly what will be installed. The materials are wood and a 5Vmetal roof. Hoffheimer added that the materials were verbally confirmed by the applicant to staff.

The board discussed the visibility of the shed from the street.

Senner inquired about a concrete pad or foundation. Hoffheimer stated that he was not aware of any but that could be addressed in a condition. Senner inquired about whether lighting or walkways were included. Hoffheimer confirmed that there will be no lighting or walkways.

The commission inquired whether there will be changes to the brick wall and if the shed will be enclosed by the wall. Hoffheimer clarified that the brick wall is only on the left and right side of the property, but not the rear, where there are trees and another building instead. Hoffheimer stated that the shed will effectively be enclosed on all sides.

Spencer inquired about the height of the shed to confirm its visibility of the street, and there was discussion of the shed's dimensions. Senner noted that even if a portion of the shed could be seen above the wall, it must adhere to the design standards.

The commission discussed aesthetics. Spencer stated that he did not feel that the materials met the design standards because the compatibility matrix suggests that materials for outbuildings should match the primary structure. Senner read from the standards for New Construction of Outbuildings or Garages and noted that such structures may be compatible with others in the district. He stated that he would consider this to be compatible with other outbuildings in the district and therefore met the requirements of the compatibility matrix. Miller noted that many mid-century homes have disparities between the outbuildings and the house. He surmised that the shed is historically correct for that period.

Peele mentioned that there is a distinction between utilitarian outbuildings and accessory structures. Palmer mentioned the affordability of such structures and that although affordability is irrelevant to the charge of the Historic District Commission, it does impact quality of life. Hoffheimer added that an application for a utilitarian shed should not be expected to submit the same level of detail as other more complex applications would, and that staff's interpretation is that this application meets the standards.

Peele proposed modifying the guidelines to increase the threshold required for staff review so an application such as this one could be approved by staff. Hoffheimer surmised that the size threshold for this type of application may have been tied to building code requirements.

Senner noted that in terms of the completeness of the application, a list of materials should be required, even if it is only listed in the staff report.

Senner called for any additional questions or comments. Hearing none, he closed the public hearing.

Motion: Palmer moved to find as fact that the 228 E. Queen St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the 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 design standards found under New Construction of Outbuildings and Garages. Miller seconded.

Vote: 6-0

Motion: Palmer moved to approve the application as submitted with no conditions. Dicker seconded.

Vote: 6-0

7. Certified Local Government (CLG) Updates

Hoffheimer provided details on training needed to retain the town’s CLG status for the upcoming year. He said two commissioners must attend either remote or in-person training by the end of September. Peele and Miller volunteered to participate.

8. December meeting date

Hoffheimer declared a conflict on the December meeting date. He proposed a few options: sending another staff member, changing the meeting date, or canceling the meeting. The commissioners agreed to consider the options and revisit the question at the September meeting.

9. General Updates

Senner asked if there were any additional updates. Hoffheimer stated that the minutes preparer had a conflict and could not attend, and that staff were behind on written decisions from the July 19 special meeting. Staff would follow up about remote approval of written decision from that meeting.

Senner inquired about the timeline for adopting the Historic District Design Standards modifications that the working groups are drafting. He asked for clarification about whether the modifications would require Town Board approval since it would be a change to something referenced in the Unified Development Ordinance. Hornik said he would investigate the answer to that question.

There was discussion of pedestal heights for electric vehicle charging stations for electric vehicles, and Hoffheimer stated that staff will research alternative sizes to inform future application reviews.

The commission continued their discussion of acceptable standards for visual representations of proposed work in applications such as landscaping, outbuildings, and site features. Hoffheimer and Hornik explained the staff process for accepting and reviewing applications. Staff and the commission discussed ways to improve the application process such as publicizing the example Certificate of Appropriateness applications on the Town website, requiring more visual evidence for smaller projects (including through sketches superimposed over online images), and recommending publicly accessible online drafting tools.

10. Adjournment

Meeting adjourned at 9:42 p.m.

Respectfully submitted,



Joseph Hoffheimer
Planner
Staff support to the Historic District Commission

Approved: Month X, 202X

Minutes

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. September 6, 2023

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, Bruce Spencer and 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 special meeting on July 19, 2023.

The comment attributed to Member G. Miller on p. 4 of the minutes was corrected to Member Bruce Spencer. The second comment attributed to Miller was changed to passive voice.

Motion: Miller moved to approve the July 19, 2023, minutes with the discussed changes. Member Sara Riek seconded.

Vote: 7-0.

Changes: Substitute Spencer for the first mention of Miller and passive voice for the second mention.

5. Written decisions review and approval

Written decisions from regular meeting on August 2, 2023.

Senner raised a question about the written decision for the 109 N. Wake St. application from the August 2 meeting: In the citation of reasons for the approval, Senner recommended clarifying the first reason to reflect that the foundation system could not be restored in place. There was agreement from the commissioners. Hoffheimer recommended waiting to make the change until the minutes from the August meeting were available. Senner assented.

Motion: Member Elizabeth Dicker moved to approve of the written decisions from the regular meeting on August 2, 2023, aside from 109 N. Wake Street. Miller seconded.

Vote: 7-0.

6. Old business

- A. Certificate of Appropriateness Application: 212 N. Occoneechee St.
Applicant is requesting after-the-fact approval for changes to a previously approved Certificate of Appropriateness for a new construction house (PIN 9864779269).

Senner clarified that this application is a previously rejected after-the-fact application. He asked Town Attorney Bob Hornik to remind the commission of procedures for re-opening and reconsideration of previous applications.

Hornik referenced Rule 9 of the Rules of Procedure and explained the process of considering items up for reconsideration. Senner inquired about guidance in the Rules of Procedure around what is considered appropriate justification for reconsideration. Senner cited Paragraph 2 and explained that there needs to be a substantial change in circumstance for the reconsideration to occur. He explained that "change in circumstance" is not defined, so the board has broad discretion in this matter.

Hoffheimer said that this was a new application submitted by the property owners, not the contractor, in June. He also reminded the commissioners that the property owners' testimony was not heard during the February meeting when the application was under consideration, and that the final decision to reject the application was made based on the contractor's preference for a binary yea or nay vote on the application as presented in lieu of a possible conditional approval with the condition that the transom picture window be replaced or removed.

Hoffheimer further explained that the record shows that the board found that many of the changes were in fact congruous, but that following the rejection of the full application all of the changes that were made, including the ones that were considered to be minor and are on the record as minor, are now reverted back to the original Certificate of Appropriateness that was issued in 2021 or the property owners and contractor will be subject to a daily-accruing fine or abatement.

There was discussion about whether the decision in February was based on material evidence presented at that hearing. It was confirmed from the February minutes that the contractor had suggested that the property owners who had requested an all-or-none decision on the application.

Hornik confirmed that the property owner can address the change in circumstances if the board thinks it is relevant. Senner invited the applicant to provide information about the material evidence that had changed that was not considered with the original application.

Senner swore in applicant Robert Kern.

Kern confirmed that he and his wife were not present at the February meeting and claimed that they had not asked the contractor to request an all-or-nothing vote. He explained that some of the violating changes were made in response to the board's conditions to preserve an oak tree on the property. There was discussion amongst the board of what facts were relevant to this case given that most the changes had been deemed congruent during the board's discussion, but the application had been rejected as a whole based on the contractor's request for a binary vote. Hornik clarified that the record reflects the board's discussion that all but one of the changes were acceptable.

Senner summarized the previous discussions on the application, noting that the only item that had been deemed not acceptable was the picture window because the original application included clear discussion and conditions on the profiles of the windows and the determination that a picture window in that location would

not be acceptable. Kern disagreed, stating that there was no discussion of a picture window in that location at the original meeting because it had not yet been part of the design. Senner clarified that discussion had taken place about the general acceptability of picture windows being visible from the street. He also reminded the applicant that no one on the current board was present at that original meeting, so the board must rely on the officially approved minutes.

Dicker clarified that the window in question is the transom window on the south side of the structure. Kern stated that once the walls of the house were constructed the owners realized they needed more light in the kitchen and asked the builder to install a transom window, not realizing the builder did not submit a Certificate of Appropriateness application with the town. He stated that transom windows exist within the district and are therefore not out of character. He claimed that he did not want to put mullions into that window or remove or replace the window for financial reasons. Senner replied that the legal standing of the commission does not allow the commissioners to consider any financial implications of decisions and that the commission was to assess whether there is any additional material evidence that would change the assessment of the project's congruity with the design standards.

Hornik reminded the commission that at this point they were to consider whether the application warranted reconsideration, not whether the evidence had merit. He read from the rules:

The applicant is allowed to present evidence in support of the request for reconsideration. Such evidence shall be limited to that which is necessary to enable the commission to determine whether or not there has been a substantial change in facts, evidence, or conditions related to the application.

Hoffheimer reminded the commission that there were recent applications that were tabled rather than voted on or denied because somebody associated with the application was not present to answer questions on the application.

Riek suggested that new information was in fact being presented, as the homeowner claimed that they did not direct the contractor to ask for an all-or-nothing vote on the application as the board had previously understood from the contractor's testimony.

Senner asked whether there were any additional questions about the process. Hearing none, he called for a motion to reconsider the application.

Motion: Riek moved to reconsider the application based on the new information presented by the applicant. Dicker seconded.

Vote: 6-1. Nays: Miller.

Senner opened the public hearing and reminded the commission that seven of the eight items on the application were previously discussed and found to be congruent. Hoffheimer reminded the board that the seven items were not recorded as being approved and were in fact denied with the rejection of the full application. There was discussion of the process for approval of the seven items. Senner asked for confirmation from Hoffheimer that he would be comfortable approving the seven changes as minor works. Hoffheimer assented. There was discussion about why the seven items might receive approval as minor works but not the transom window. Spencer explained that they were changes that had been made to an already approved application, but that the window was completely new and had not received approval in any form.

Motion: Senner moved that the items previously addressed as being congruent in the February 2023 meeting be acceptable for staff to approve via minor works as they are deemed to be non-significant, which would justify staff minor works approval. Riek seconded.

Vote: 7-0.

Senner opened the public hearing to address the transom window portion of the application and called for any conflict of interest or bias from the commissioners on the application. Hearing none, he asked Hoffheimer if there was any additional information from the staff report associated with the window. Hoffheimer said there was none.

Senner invited the applicant to provide additional testimony. The applicant mentioned that neighbors were in attendance to speak on the window. Senner and Hornik reminded the applicant and witnesses that all testimony must address the window's congruity with the design standards. Hornik elaborated that comments may include material evidence demonstrating the window's congruence with the district.

Kern claimed that the picture window is congruous with other houses in the Historic District, including the houses on both sides of the house in question and that he has photographic evidence of this that he can submit.

Miller raised the question of whether the window is not only congruous within the Historic District but also whether it fits with the design of the house itself. Kern responded that the picture window is congruous with the other windows on the house and with the house's modern farmhouse style.

Senner called for additional witnesses to speak on the application. Camilla Cover was sworn in. She is a neighbor of the applicant and stated support of the existence of the window. Phillip Harris was sworn in. Harris is a neighbor to the south. The window faces his house, and he expressed his support of the existence of the window.

Richard Bradford was sworn in. Bradford is a neighbor across the street who has lived there for 30-40 years. Bradford said he attended the original meeting when the windows were discussed. He noted that the design of a neighboring house was known to the board at that time, and that the neighboring house has a similar style to the applicant's. Bradford also mentioned that the window in question is visible from the street for walkers but is less visible for those driving and believes it to be consistent with other houses in the Historic District.

Palmer expressed appreciation for the applicant's cooperation with the process. He asked for details about the transom window on the other side of the house. Kern stated that the other transom window is above a shower and is approximately 12 x 36 inches. Palmer inquired about the distance from the window in question to the rear of the house. Kern stated that it is located approximately three feet from the back of the house.

Senner called for further questions. Hearing none, he closed the public hearing. He called for a motion, asking if the additional evidence shared at this hearing would cause the commissioners to approve the window. Miller stated he did not hear much evidence regarding the window itself and that he would likely not approve this window if it were included in the original application.

Dicker stated that the new evidence presented was the fact of the property owner stating their testimony directly, rather than the builder asking for a full vote on the application as submitted, when that might not have been the true intent of the applicant.

Spencer expressed a desire to see other properties with similar windows. Dicker recalled approving applications for properties with transom windows, stating that the board has set the precedent to approve transom windows. Member Hannah Peele clarified that the window in question is in fact taller than a transom window.

Palmer asked the commissioners to state their concerns, if any. Dicker claimed no concerns.

Motion: Dicker moved to find as fact that the 212 N. Occoneechee 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 for Windows and New Construction of Primary Residential Buildings. Riek seconded.

Vote: 6-1. Nays: Miller.

Miller noted that there was no opportunity after the motion was seconded to have discussion of the motion, but that he would have liked to have offered a condition to eventually have some plantings placed to make the window less visible to passersby.

Miller also stated that he voted against the motion because he feels the window is incongruous with the rest of the windows in the house, including the transom window on the other side, which has mullions in it.

Motion: Dicker moved to approve the application as submitted with no conditions. Riek seconded.

Vote: 6-1. Nays: Miller.

7. New business

A. Certificate of Appropriateness Application: 101 E. Orange St.

Applicant is requesting to install a sculpture on the E. Orange St. side of the Town Hall Campus (PIN 9874088727)

Senner opened the public hearing and asked if there were any conflicts of interest or bias from the commissioners on the application. Hearing none, he swore in the applicant, Town Public Space and Sustainability Manager Stephanie Trueblood.

Hoffheimer gave the staff report, noting that the information was included in the record. The proposed work is the installation of a sculpture of two giraffes on the E. Orange St. side of the Town Hall campus. He reminded the commission that the Historic District Commission does not review content or subject matter of artwork.

Trueblood offered to answer any questions.

Riek noted the design standard requiring sculptural installations to be able to be removed without altering the site. She asked about the reversibility of the installation. Trueblood confirmed that the design is reversible, using steel stakes to attach the sculpture to the ground.

Senner inquired about the siting of the sculpture to adhere to the design standards of not obstructing the view of historic structures or vistas. He noted that the proposed siting is off to the side of Town Hall but still in front of it, but that due to Town Hall being set back so far from the street, it would likely not obscure the view of the building. Miller inquired whether the sculpture would indeed be sited within the red circle on the

proposal. Trueblood confirmed that the sculpture will be sited within the proposed red circle, and that she will work with the artist to determine the exact location. Trueblood mentioned that most people who view Town Hall as a historic structure stand directly in front of it on the walkway, so the proposed siting off to the east where there is a grove of trees is intended to be the least likely to obstruct views of Town Hall.

Trueblood explained that the site was selected to potentially become a sculpture garden or art walk in the future to encourage visits to Town Hall. She further explained that the woods in the back of the property are not ideal for this project because they are heavily invaded with English ivy.

Miller inquired about massing of the sculpture in relation to the Town Hall building. Trueblood stated that her opinion is that the sculpture will likely feel small and appropriately massed when placed in the context of the entire Town Hall campus.

Senner closed the public hearing.

Motion: Senner moved to find as fact that the 101 E. Orange 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. Spencer seconded.

Vote: 7-0.

Motion: Senner moved to approve the application as submitted without conditions. Dicker seconded.

Vote: 7-0.

B. Certificate of Appropriateness Application: 102 W. Queen St.

Applicant is requesting to install a four-foot aluminum fence in the side yard facing N. Churton St. (PIN 9874073693)

Senner opened the public hearing and asked whether there were any conflicts of interest among the commissioners. Senner disclosed that he is a neighbor of the applicant. Miller asked Senner if Senner felt he could consider the application in an unbiased manner. Senner assented. Peele disclosed that she worked on a different project for the applicant. Senner asked her if she could move forward with the application without bias. Peele assented.

Senner swore in the applicant, Susan Shipp.

Hoffheimer provided the staff report, noting the inventory information would be included in the record. The proposed project is to install a four-foot aluminum fence in the side yard facing N. Churton St. He noted that a sample of the fence was available at the meeting. The reason the case was brought before the commission is because the design standards only permit aluminum fencing on a case-by-case basis.

Senner asked Shipp if she had anything she would like to add to the submitted application. She said she was there to answer questions.

Senner asked if there were any other members of the public who wanted to speak on the application. Hearing none, he opened the floor for questions from the commissioners.

Miller inquired about the finish of the fence. Shipp displayed a fencing sample and described its matte finish and her desire for the fence to visually recede into the landscape. She mentioned that the finish is supposed to last more than 30 years.

Senner inquired whether Shipp had considered other materials such as wrought iron or painted steel in lieu of aluminum. Shipp said she had researched some cast iron fencing. She was aiming for durability, maintenance, overall compatibility with the district, and aesthetics. Senner said he considered steel to be a more compatible material within the district, but that the question was still before the commission as to whether the design of the proposed aluminum fence would be compatible.

There was discussion about why the design standards state that aluminum is only considered on a case-by-case basis. Riek stated that the design of the fence seemed compatible with the district. Commissioners agreed that the style of the proposed fence was more congruent with the district than other aluminum fences that are available.

Miller inquired about Senner's concern. Senner replied that he can tell the difference between aluminum and wrought iron fencing, and that his concern was mainly around the public visibility of this fence along the corridor of N. Churton St., but that he would feel comfortable approving this fence because of the styling and because it would be set back from the sidewalk. Shipp added that there will also be a hedge to provide some screening between the sidewalk and the fence.

Miller expressed approval of the apparent durability of the construction of the proposed fence, based on the specifications provided in the application.

Palmer expressed his appreciation for the applicant bringing a sample of the fence, and he noted the variety of fencing styles along the N. Churton St. corridor.

There was discussion of the location of the fencing and its placement behind the front porch, as required by the design standards.

Senner closed the public hearing and called for a motion.

Motion: Spencer moved to find as fact that the 102 W. Queen 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 for Fences and Walls. Riek seconded.

Vote: 7-0.

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

Vote: 7-0.

- C. Certificate of Appropriateness Application: 117 N. Wake St.
Applicant is requesting to construct a rear addition and deck (PIN 9864964688)

Senner opened the public hearing and asked whether there were any conflicts of interest among the commissioners. There were none.

Senner swore in the applicants, Patricia Cook and Wesley Cook.

Hoffheimer presented the staff report and stated that the inventory would be entered into the record. He presented the staff comments on the application:

- The inventory does not include any information about the existing deck or the small structure in the rear.
- The compatibility matrix does not specifically mention Thermopane as a windowpane material, and the window glass application and muntin profile need to be confirmed.
- The door materials on the addition need to be confirmed.

Senner invited the applicants to share any additional information about the application before discussion. P. Cook shared that the house is the house she grew up in, and it was built by her father, uncle and grandfather upon her father's return from World War II. He had hoped to add an addition to it but was unable to, so the applicants are hoping to fulfill that vision.

Senner inquired about the material of the door. W. Cook confirmed that the door would be wood.

Riek noted an inconsistency in the inventory description. There was discussion of the status of updates to the inventory. Hoffheimer acknowledged that there are currently many inconsistencies in the inventory and that it is probably due for an update, as it was last updated in 2013.

Senner asked the applicant for confirmation that there will be no new exterior lights included in the project. The applicants confirmed that the existing light will remain, but no new lights will be added. Senner reminded the applicants to review with staff if the lighting plan changes.

Senner inquired about the material for the trim and soffits. W. Cook confirmed they would be wood. He added that the goal for the exterior is to match the brick, and if the brick is unable to be matched, Hardie plank would be used horizontally and smooth side out for siding material. There was discussion of options for materials if the brick cannot be matched, as well as options for distinguishing the addition from the original structure.

Senner raised the issue of the Thermopane material of the windows. He mentioned that a Google search indicated that the term Thermopane seems to describe double- or triple-pane windows that are insulated glazing units, which is compatible with the design standards. The applicants confirmed that the windows are wood framed with glass and no tint.

Spencer asked about the divided lites of the windows. The applicants confirmed that the windows will be simulated divided lites. Senner read from the design standard for simulated divided lites within New Construction and Additions to Existing Structures.

Senner asked for clarification about the discrepancy between the plans regarding inset of the deck. One plan showed the deck as being inset from the corner and the other showed it flush. He mentioned the design standard of inseting the deck six inches from the corner of the building. The applicants confirmed that the deck will be inset. Miller suggested confirmation of the inset deck as a condition of approval.

Dicker inquired about the labeling of the dining room window on the plan. P. Cook clarified that the label was meant to read "double window."

Dicker and Miller requested clarification about the materials of the steps and railing from the deck to the ground. W. Cook stated that they will be wood.

Senner acknowledged appreciation for the roofline of the addition being lower than the existing structure to both differentiate the addition and make it clearly subordinate to the primary structure.

Senner mentioned for the record that he was unable to read the contractor's notes on the drawing, so they were not reviewed or considered in the application.

Peele suggested making it a condition that the windows are either simulated or fully divided lites.

Senner asked for confirmation that the brick foundation would continue to grade beneath the deck. The applicant confirmed that it would.

Senner recognized a witness to comment on the application. He swore in Sharon Ringwalt, a neighbor who lives at 144 N. Wake St. Ringwalt expressed her support for the addition to the house and cited neighboring houses that have additions and one whose addition has been recently approved. She also noted that her own house had additions built before she and her husband bought it. She stated that the addition is consistent with the neighborhood, and especially with the ranch style houses nearby.

Senner called for any additional questions or concerns about the application. Hearing none, he closed the public hearing and summarized the conditions raised during discussion:

- The door shall be wood.
- The trim and soffit material shall be wood.
- The deck be inset from the side of the house by at least six inches.
- The windows be either simulated divided lites or true divided lites.

Motion: Miller moved to find as fact that the 117 N. Wake 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 for Additions to Residential Buildings and Decks. Palmer seconded.

Vote: 7-0.

Motion: Senner moved to approve the application as submitted with conditions. Dicker seconded.

Vote: 7-0.

Conditions:

- The door shall be wood.
- The trim and soffit material shall be wood.
- The windows shall be glass with either simulated divided lites or true divided lites.
- The exterior wall material will be brick as submitted in the application or Hardie plank, smooth side out.
- The deck will be inset at least six inches from the side of the house.

8. Overview of Standards update process

Senner read section 12.1 from the Rules of Procedure regarding amending the design standards.

Spencer asked Senner if he would make a motion to direct staff to draft the amendments for updating the design standards based on the work of the subcommittee.

Motion: Senner moved that the commission ask staff to draft an amendment to the Historic District Design Standards based on direction provided by the Design Standards Review Subcommittee. Palmer seconded.

Vote: 7-0.

9. Finalize December meeting date

Hoffheimer outlined options for the December meeting since he will be unable to attend the currently scheduled meeting on December 6. Senner stated a preference for Hoffheimer's attendance, due to his familiarity with the applications and ability to address questions that arise. The commissioners decided to move the December meeting to Thursday, December 7.

10. Certified Local Government training updates

Miller and Peele shared their experiences from the Certified Local Government training in Washington, NC. Hoffheimer stated that he had also been to a training in Wilmington, NC, so the training requirement had been fulfilled.

11. General updates

Senner asked whether Hoffheimer had received sufficient direction from the Sustainability Subcommittee. Hoffheimer confirmed that he had received sufficient feedback on solar and utilities.

Peele added that she had inquired at the Certified Local Government training about other towns' experiences with approving renewable infrastructure such as solar and electric vehicle chargers. She stated that none of the individuals she spoke to claimed to have experience with such items.

There was discussion of seeking advice from other towns and historic preservation associations regarding approaches to unprecedented design elements or those for which the design standards are ambiguous.

Senner reminded the board that the Standards Subcommittee had finished its work prior to July's electric vehicle charger application, and he suggested including chargers in the recommendations.

Senner shared that he would like to schedule a training for the board, and he shared a list of topics that he thought would be helpful for the commission to receive training on:

- Addressing the definition of "historic" vs. "period of significance" vs. "contributing" in the design standards, and how these terms relate to each other and how they should impact the board's review of applications.
- Overview of the Rules of Procedure and quasi-judicial board mechanics.
- How and why to appropriately cite design standards in the commission's review and discussion.
- Addressing what it means to evaluate each property as a "physical record of its time" and how that influences the commission's review and approval of applications.
- Defining "compatibility" in terms of design modifications and whether they are compatible with a certain style or period and to what extent precedence of past approval should be considered in this evaluation.

Miller agreed to serve as Deputy Vice Chair at the October meeting since both Senner and Palmer stated that they would not be present then.

Hoffheimer noted that considering the absence of both the Chair and Vice Chair for the October meeting, he might push the design standards changes issue to the November meeting instead.

Senner requested Hornik's advice about whether the commission could hold optional virtual training outside of the regular meeting time. Hornik replied that they may, but that if the subject matter is town business and there is a quorum in attendance, it would be considered a special meeting and would require public notice, and a virtual meeting would need to be accessible by the public.

There was preference among the commissioners for scheduling a separate, 5 p.m., in-person meeting in October for the training. Senner stated that he would send out a poll for scheduling the meeting.

The commissioners then welcomed new commissioner Sara Riek to the board.

Hoffheimer gave a final update that the applicant at 332 W. Tryon St. had decided to pursue a landscaping plan that does not include street-facing walls, so the updated proposal will not require commission review.

12. Adjournment

Meeting adjourned at 8:29 p.m. without a vote.

Respectfully submitted,

A handwritten signature in black ink that reads "Joseph Hoffheimer". The signature is written in a cursive, flowing style.

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
) 212 North Occoneechee Street
)

This application for a Certificate of Appropriateness (“COA”) requesting after-the-fact approval for changes to a previously approved COA for a new construction house (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on September 6, 2023. 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. 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 212 N. Occoneechee Street in the Town of Hillsborough. The Owners and Applicants are Robert Kern and Teresa Kern (the “Applicants”).

2. The Application requests that the HDC grant a Certificate of Appropriateness to approve the following after-the-fact changes that had been denied as submitted at the regular HDC meeting on February 1:

- a. Removal of the rear stairs from the main level porch down to grade.
- b. Modification of the rear lite pattern.
- c. Substitution of a triple window for the double doors on the rear elevation.

- d. Installation of a single exterior door on the rear elevation.
- e. Two additional wall sconces on the rear elevation.
- f. Installation of a picture window over the proposed window to the right of the garage doors.
- g. Windows not installed on the garage doors.

4. The Property is in the Hillsborough Historic District (the “District”), designated by Ordinance No. 4.3.1.2, adopted December 12, 2022. The Hillsborough Historic District Design Standards (the “Standards”), specifically the standards for *New Construction of Primary Residential Buildings and Windows* were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. The only item that had been deemed unacceptable in the previous denial was the transom picture window on the south side of the structure.
- b. New information was being presented, as the owners stated they had not directed the contractor to ask for an all-or-nothing vote on the February application.
- c. The picture window is compatible with other houses in the Historic District, including the houses on both sides of the house in question.
- d. The HDC has approved applications for properties with similar windows.
- e. The new evidence from the Applicant’s stated testimony, as opposed to that of the builder, was sufficient to approve the Application as submitted.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission. This witness testified that this Application was submitted by the property owners, not the builder/contractor, in June. He also reminded the commissioners that the property owners’ testimony was not heard during the February meeting when the application was under consideration, and that the final decision to reject the application was made based on the contractor’s preference for a binary yea or nay vote on the application as presented in lieu of a possible conditional approval with the condition that

- the transom picture window be replaced or removed. Hoffheimer further explained that the record shows that the board found that many of the changes were in fact congruous, but that following the rejection of the full application, all changes must revert back to the original COA that was issued in 2021 or the property owners and contractor will be subject to a daily-accruing fine or abatement.
- b. Robert Hornik, Town Attorney. This witness reminded the commission of procedures for re-opening and reconsideration of previous applications. Hornik referenced rule nine of the Rules of Procedure and explained the process of considering items up for reconsideration. He explained that “change in circumstance” is not defined, so the board has broad discretion in this matter. Hornik also clarified that the record reflects the board’s discussion that all but one of the changes were acceptable.
 - c. Robert Kern, Applicant. This witness confirmed that the Applicants were not present at the February meeting and testified that the Applicants had not asked the contractor to request an all-or-nothing vote. He testified that some of the after-the-fact changes were made in response to the board’s conditions to preserve an oak tree on the property. Kern stated that the picture window is congruous with other houses in the Historic District, including the houses on both sides of the house in question and that he has photographic evidence of this that he can submit. He also stated that the picture window is congruous with the other windows on the house and with the house’s modern farmhouse style.
 - d. Richard Bradford, immediate neighbor. This witness testified that the neighboring house has a similar style to the Applicant’s. He also mentioned that the picture window in question is visible from the street for walkers but is less visible for those driving, and he found it to be consistent with other houses in the Historic District.

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.

This the 4th day of October, 2023.

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
) 101 East Orange Street
)

This application for a Certificate of Appropriateness (“COA”) requesting to install a sculpture on the East Orange Street side of the Hillsborough Town Hall Campus (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on September 6, 2023. 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 101 East Orange Street in the Town of Hillsborough. The Owner is the Town of Hillsborough, and the Applicant is Town of Hillsborough Public Space and Sustainability Manager Stephanie Trueblood (the “Applicant”).

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

a. *Perpetual Bond*, an art installation that is 8' wide, 8' long, and 14' tall made of reclaimed steel and depicts a mother and child giraffe; the piece would likely be installed on the south side of Town Hall toward Orange Street, but not directly in front of the building as per HDC standards; the Town should consult the artist on final placement; no additional lighting or landscaping is proposed; if the Applicant decides to install a sign, they will apply for a Certificate of Appropriateness at that time; any sign would be small and made of metal, designed to identify the artwork and artist only, placed immediately adjacent to the sculpture, and would insert directly into the ground; the sculpture would be affixed to the site with rebar stakes.

3. The Property is in the Hillsborough Historic District (the "District"), designated by Ordinance No. 4.3.1.2, adopted December 12, 2022. The Hillsborough Historic District Design Standards (the "Standards"), specifically the standards for *Art*, were used to evaluate this request and the Application is consistent with these standards for the following reasons:

- a. The installation is reversible.
- b. The massing is appropriate, and the proposed siting to the east is unlikely to obstruct views of Town Hall.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission. This witness testified with the written staff report.

- b. Stephanie Trueblood, the Applicant. This witness answered questions and confirmed that the design is reversible, the siting to the east is unlikely to obstruct views of Town Hall, the woods on the back of the property are not ideal for the project, and that the installation will feel small and appropriately massed when placed in the context of the entire Town Hall campus.

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. A permit is required for any alterations to the approved plans.

This the 4th day of October, 2023.

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
) 102 West Queen Street
)

This application for a Certificate of Appropriateness (“COA”) requesting to install a four-foot aluminum fence in the side yard facing N. Churton Street (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on September 6, 2023. 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 102 W. Queen Street in the Town of Hillsborough. The Owner and Applicant is Susan Shipp (the “Applicant”).

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

- a. Construct a 4 ft. metal fence to the side of the house at 102 W. Queen Street; an existing stone wall along the sidewalk is approximately 3.5 ft. tall; the proposed fence will not be placed at the top of the wall, and

the fence will be softened by a hedge of Dwarf English Laurel “Otto Lukens;” the fence will be placed approximately 4.5 ft. behind the top of the wall, which would be approximately 6.5 or 7 ft. from the edge of the sidewalk; the fence will adjoin the house behind the front porch and connect to the back corner of the house at the corner of the handicap ramp; the fence uses aluminum and has a matte finish; the matte finish is a softer dark gray; the fence design will use the Standard Post Cap for the long runs of the fence and use the Ball Post Cap at the gate.

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

4. The Property is in the Hillsborough Historic District (the “District”), designated by Ordinance No. 4.3.1.2, adopted December 12, 2022. 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 style of fence is more compatible with the District than other aluminum fences.
- b. The fence is set back from the sidewalk and screened by a hedge.
- c. The fence is made from durable material.
- d. The fence is behind the front porch.

5. 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. Susan Shipp, the Applicant. This witness displayed a fencing sample and described the fence's matte finish and her desire for the fence to visually recede into the landscape. She also discussed the fence's durability, maintenance, compatibility with the District, and aesthetics.

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. A permit is required for any alterations to the approved plans.

This the 4th day of October, 2023.

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
) 117 North Wake Street
)

This application for a Certificate of Appropriateness (“COA”) proposing a rear addition and deck (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on September 6, 2023. 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 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 117 N. Wake Street in the Town of Hillsborough. The Owners and Applicants are Patricia Cook and Wesley Cook (the “Applicants”).

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

- a. Construct an addition that will extend off the back of the house approximately 34 feet; its hip roof will have the same pitch as the existing house and not be visible from the street; the old deck and small

building in the rear (which is access to crawl space) will be removed; the addition will be located to the right of the back door and to the left of the two windows; the addition will lie in approximately the middle of the lot; the foundation will match the existing brick as closely as possible; no trees will be removed; the windows will be wood with white trim and the exterior brick will match the house; the existing house front will be re-landscaped, and the new addition will have similar landscaping.

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

4. The Property is in the Hillsborough Historic District (the “District”), designated by Ordinance No. 4.3.1.2, adopted December 12, 2022. The Hillsborough Historic District Design Standards (the “Standards”), specifically the standards for *Additions to Residential Buildings and Decks*, were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. The trim and soffits will be wood.
- b. The addition will have a brick exterior. If the existing brick is unable to be matched, the siding will be HardiePlank instead.
- c. The windows will be wood framed, and Thermopane windows are consistent with the Design Standards.
- d. It was confirmed that the deck will be inset.
- e. Steps and railings will be made of wood.
- f. The roofline of the addition is lower than the existing structure. This differentiates the addition and makes it subordinate to the existing structure.

5. 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. Patricia Cook and Wesley Cook, the Applicants. These witnesses responded to questions from the Commission. They confirmed that the door will be wood, the trim and soffits will be wood, the steps and railing will be wood, the windows will be wood framed, and the deck will be inset.
- c. Sharon Ringwalt, neighbor at 144 N. Wake Street. This witness cited neighboring houses that have additions and an addition that was recently approved. She stated that the addition is consistent with the neighborhood, and especially with the ranch style houses nearby.

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 shall be wood.
- b. The trim and soffit material shall be wood.
- c. The windows shall be glass with either simulated divided light or true divided light.
- d. The exterior wall material will be brick as submitted in the application or Hardie plank, smooth side out.
- e. The deck will be inset at least six inches from the side of the house.
- f. All necessary permits required by law must be obtained before work may commence. A permit is required for any alterations to the approved plans.

This the 4th day of October, 2023.

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:** 153 W. King Street**Year Built:** c. 1838, c. 1888-1889, c. 1908, c. 2020**Historic Inventory Information (2013)**

The Colonial Inn stands prominently on the south side of West King Street, its two-story piazza extending across the sidewalk. The two-story, side-gabled building is seven bays wide and double-pile with a stone foundation, weatherboards, a metal roof, flush end gables with cornice returns, and two Flemish-bond brick chimneys on stone bases in the left (east) gable end. There is an interior brick chimney near the right (west) end of the building and paired brackets in the right gable. The building has two-over-two wood-sash windows with arched upper sashes in peaked surrounds. The main entrance, centered on the façade, features a double-leaf two-panel door with two-light-over-one-panel sidelights and an arched two-light transom. The right three bays of the façade have been covered with plastic. A full-width, two-story, hip-roofed piazza is supported by grouped chamfered posts and has a flagstone porch floor, a sawnwork upper balustrade, and exposed rafters. The two-story, gabled rear wing, centered on the building, dates to at least 1888 and features arched two-over-two windows, flush gable ends, and an interior brick chimney. The building was remodeled around 1900 and the windows, doors, and exterior trim likely date from this renovation. In 1908 a large 2-story wing was added to the west side by owner Thomas A. Corbin, but remained separate from the main structure, connected only by an open porch that extended along the west elevation of the main house and the east elevation of the wing. The porch has since been enclosed and a metal fire stair at the front of this wing extends to the second-floor level of the main block. This wing features a standing seam metal roof with a decorative gable centered on the right (west) elevation, two interior brick chimneys, round vents in the gables, boxed eaves, and two-over-two arched wood-sash windows. There are peaked surrounds over the doors and windows on this wing, matching those on the main block. A one-story kitchen on the left elevation of the original rear ell was also added around 1908 and is in poor condition. A shed-roofed section at the rear of the building, between the two ells has nine-over-nine wood-sash windows and a nine-light-over-two-panel door. The Colonial Inn has an illustrious and complex history. Originally built by Isaiah Spencer in 1838, it was known locally as Spencer's Tavern but was advertised as the Orange Hotel. The inn kept the name Orange for fifty years; later names include the Occoneechee Hotel (1888-1908), Corbinton Inn (1908-1946), and The Colonial Inn (1946-present), by which it is best known today. Richison Nichols purchased the inn from Spencer, apparently in 1888, and was responsible for construction of the piazza flush with West King Street. The building appears as the Occoneechee Hotel on the 1888 map with the parlor and office located in the Parks-Richmond House (located next door at 175 W. King), a dining room and kitchen behind the Parks-Richmond House, and sleeping rooms in the current hotel building and at 183 West King Street. In 1889 David C. Parks combined Lots 15 and 18 to create a hotel complex with the Occoneechee Hotel and the Parks-Richmond House. During his ownership, Parks hired Jules Körner, an eccentric designer from Kernersville, N.C., to update his buildings. Körner changed the window frames and doors on all three buildings associated with the hotel: the Inn, the Parks-Richmond house, and Twin Chimneys across the street. Körner probably also added the paired eave brackets to the west gable end. According to Mrs. Engstrom, the evidence surrounding the Colonial Inn dates the building to 1838 despite local lore that it was built in 1759. The vacant lot was purchased in 1803 by Henry Shutt who built a house here where he lived and operated a hatters' shop. The lot was offered to public sale in 1820. Several inns did exist surrounding the lot on which the Colonial Inn stands, which may explain the confusion.

The inventory was last updated in 2013 so does not include any alterations to the property since that time.

Contributing Structure? Yes

Proposed work

- Add a 14' by 20' shed to the existing southwest corner slab.

Application materials

- COA application
- Project overview
- Proposed siting
- Proposed description
- Proposed materials
- Example photos of proposed materials
- Location photos
- Sketches of proposed dimensions and elevations
- Roof color sample

Applicable Design Standards

- New Construction of Outbuildings and Garages: 1, 2, 3, 4, 5, 6, 7, 9, and 10

Staff Comments:

- Corrugated metal roofs are allowed on a case-by-case basis.



TOWN OF
HILLSBOROUGH

Certificate of Appropriateness (COA) & Minor Works Application

9864 96 8196 Historic 153 W. King St. Hillsborough NC 27278
 Orange County Parcel ID Number Zoning District " " Address of Project

Elise Tyler _____
 Applicant Name Property Owner (if different than applicant)

401 Dairy Farm Dr. _____
 Applicant's Mailing Address Property Owner's Mailing Address

Hillsborough NC 27278 _____
 City, State, Zip

919-930-5555 _____
 Applicant's Phone Number Property Owner's Phone Number

elise@colonialinn-nc.com _____
 Applicant's Email Property Owner's Email

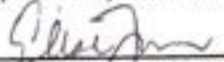

Description of Proposed Work: We would like to request approval for a shed on the South-West corner slab.

Estimated Cost of Construction: \$ 9,000.00

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.

	<u>08/28/2023</u>		<u>08/28/2023</u>
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" 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

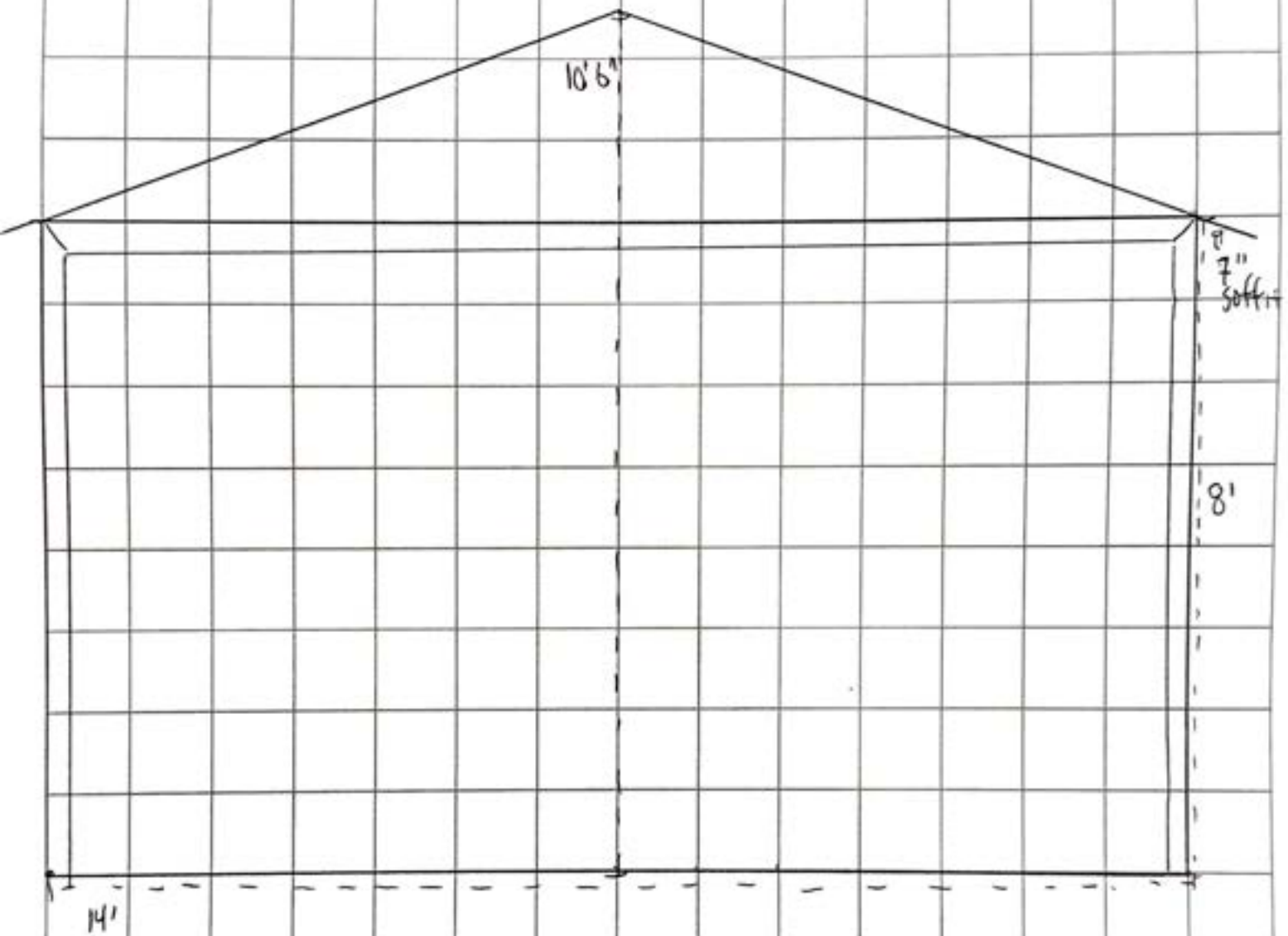
Commission Vote: _____

Conditions or Modifications (if applicable):

Historic District Staff Signature

Date

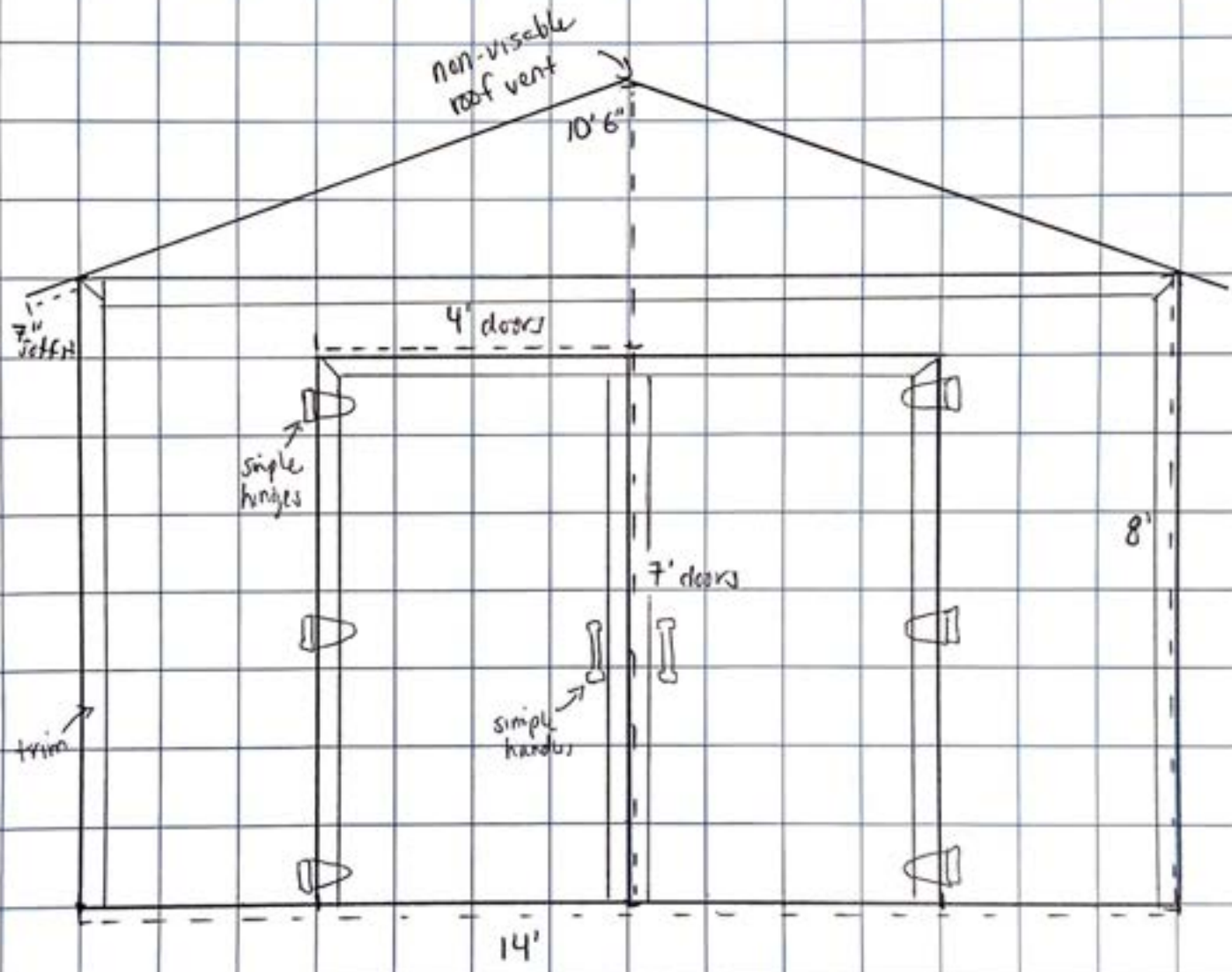
North facing



Scale: $\frac{1}{2}'' = 1'$

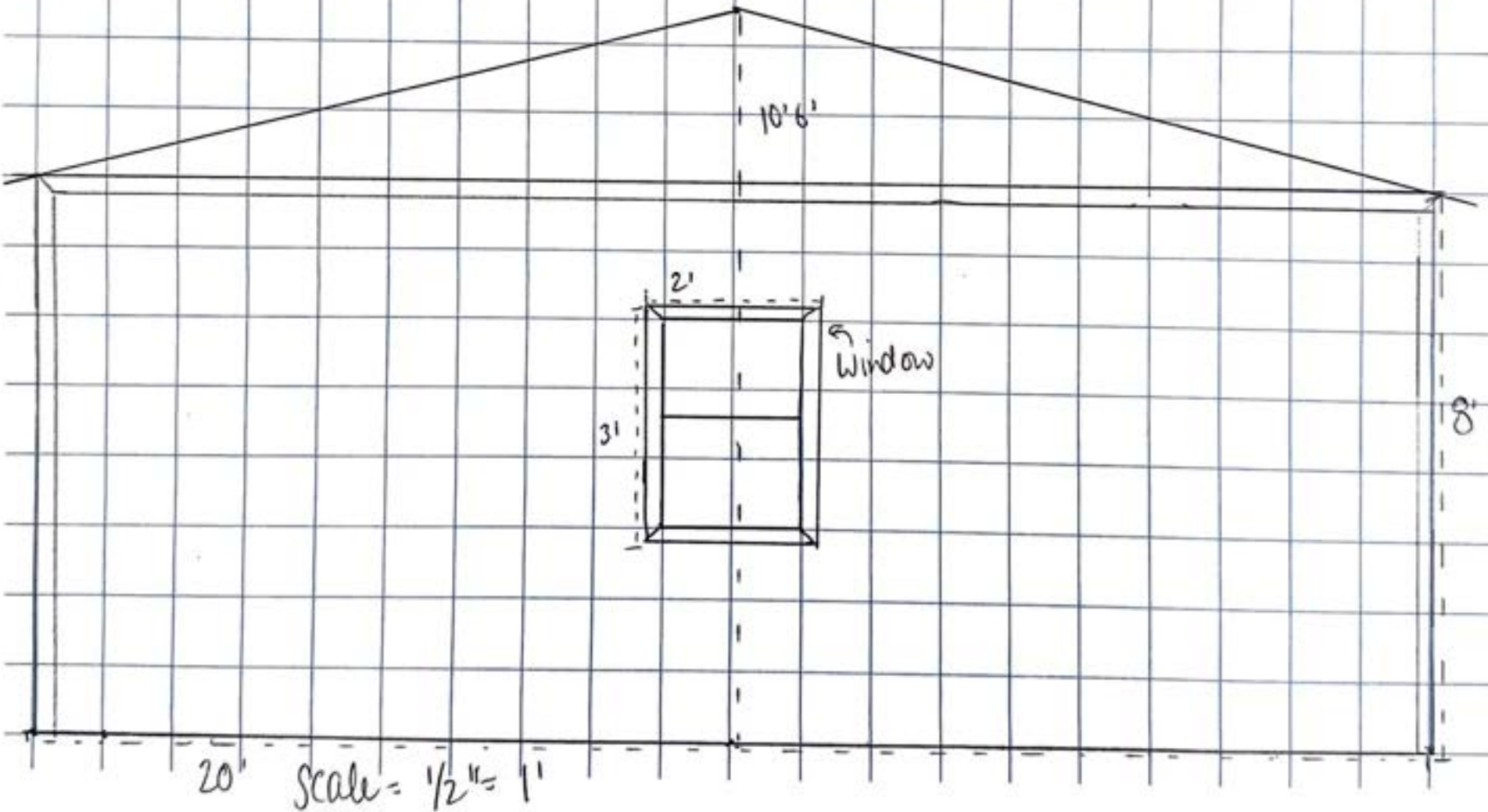


South facing

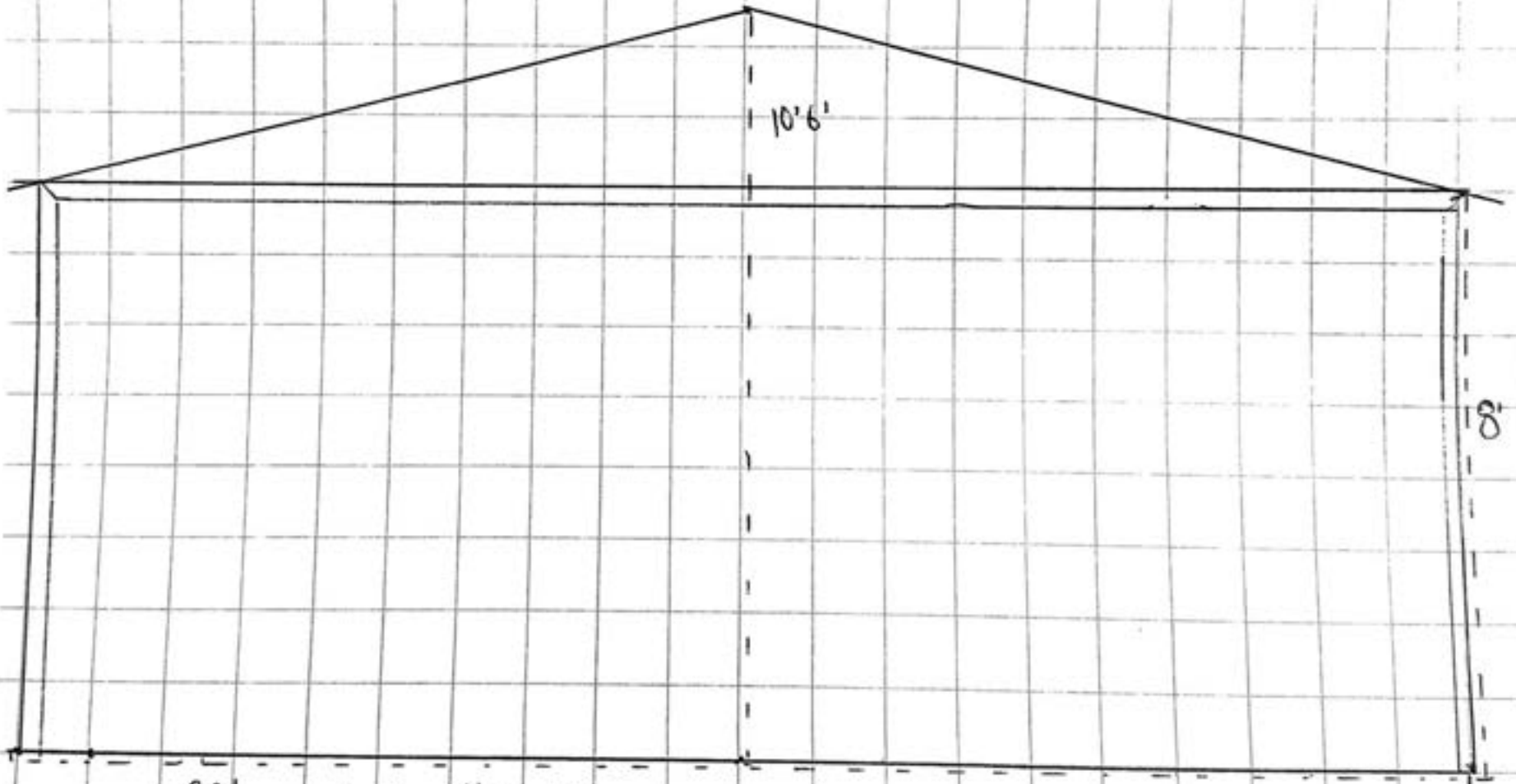


Scale: $\frac{1}{2}'' = 1'$

East facing



West facing



20'

Scale: 1/2" = 1'

8'

(N)

Existing fence at property line (B)

20'

(E)

1'

(S)

Plan view: over all foot print

14'







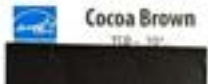









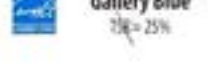



Scale: 1/2" = 1'



شركة يونيون للصلب والفلزات

Residential/Post Frame Color Chart

اللون
 ١٨٠٠ ١٠٠
 ١٨٠٠ ١٠٠

 Arctic White* TSR = 85%	 White TSR = 85%	 Ivory TSR = 50%	 Light Stone TSR = 51%	 Sahara Tan TSR = 36%
 Pearl Gray TSR = 31%	 Cocoa Brown TSR = 30%	 Burnished TSR = 31%	 Light Brown TSR = 36%	 Clay TSR = 37%
 Charcoal Gray TSR = 31%	 Black TSR = 30%	 Patriot Red TSR = 30%	 Barn Red TSR = 31%	 Burgundy TSR = 25%
 Copper Metallic † TSR = 40%	 Gallery Blue TSR = 25%	 Royal Blue TSR = 31%	 Evergreen TSR = 26%	 Marine Green TSR = 30%

Color to match existing →

Non-Painted


Acrylic Coated Galvalume
TSR = 55%

 Denotes Energy Star™ certified high reflectance color which can reduce cooling costs.
 ✓ Union utilizes the most advanced Siliconized Modified Polyester paint system in the industry, based on Akzo Nobel's Ceram-A-Star 1050 technology.

Note: Colors shown have been matched as accurately as possible to actual finish. For exact color match, please request a metal color sample. Availability of colors and materials is subject to change. Most panels are available in bare galvanized or bare galvalume.

† TSR = Total Solar Reflectance. An Energy Star™ certified color must meet the following TSR requirements: 25% initial, 15% after 3 years of exposure testing.

‡ Premium color. To ensure proper color match, orders for metallic colors should be placed so that they come from the same batch.

Addendum to Historic District Commission Certificate of Appropriateness
Request by The Colonial Inn
153 W. King St. Hillsborough, NC 27278

Project Overview

We would like to build a storage shed located to the back south-western most corner of the property at 153 W. King St. on the existing cement slab. The primary use of this shed is for much needed storage for our maintenance team to work out of. The shed will be made simply and extensive efforts to ensure it matches the existing structures ensuring it does not draw attention. The goal is to have a small structure that serves a utilitarian purpose in a subtle, non-offensive way. It is unlikely that any part of the shed will be visible from the street once the flora has become of mature height. Currently the tallest landscaping reached over 12ft. The neighboring lot has an existing 7' fence that lines the west property lines. We have enclosed a rendering of what the shed will look like. Generally the shed will be made to match the existing paint color of the annex building and historic structure of The Colonial Inn. The shed will be made to blend in aesthetically with the existing structures to create uniformity for the plot and ring true to the historic nature without drawing any attention to its existence. The goal and plan will be for the shed to look as though it has been on the site since the inception of the business.

Proposed Shed Sitting

As shown in the enclosed site map, the shed will sit beyond the landscaping and hardscaping walkway, situated modestly and unobtrusively on the back cement slab. The existing landscaping is layered allowing for maximum visual coverage from the shed appearance from the North. From the South, the building is at the end of a long, gravel driveway with foliage to each side and above. The easternmost edge of the shed will be basically in line with the existing air conditioning units and a 4' path will allow employees, vendors, and technicians to safely move between the shed and the units. The shed will be incorporated subtly into the overall garden design for the courtyard as it will sit behind all landscaping. As discussed later in the shed description and materials list, we will use various building materials to create a synergy between the hardscape path, the landscape of the courtyard and the materials of the shed. The shed will be 1' from the property line on the west side where there is an existing fence. There is also a shed in the adjacent neighboring property that is situated parallel to the proposed shed.

Proposed Shed Description

- The shed will measure 14' wide (east to west) by 20' long (north to south) with 8' interior walls.
- The "front" or north facing wall will have no opening (door or window).
- The "back" or south facing wall will have a 8' wide (total, 4' per door) x 7' tall double-swing door opening.
- The roof will be 8-12 pitched A-frame roof, and will provide an 8" overhang on the sides of the shed.
- The total height of the shed will be 10'-6" to the peak of the roof.
- There will be a non-visible roof vent running along the peak of the A-Frame. This will be a low-profile vent, level with the peak to allow for air to vent out.

- There will be one window on the east wall measuring 24" (2') by 36" (3') double hung with 1 pane in each half of the window to allow for airflow/heat to escape.
- There will not be any other doors or windows on the structure.

Proposed Shed Materials

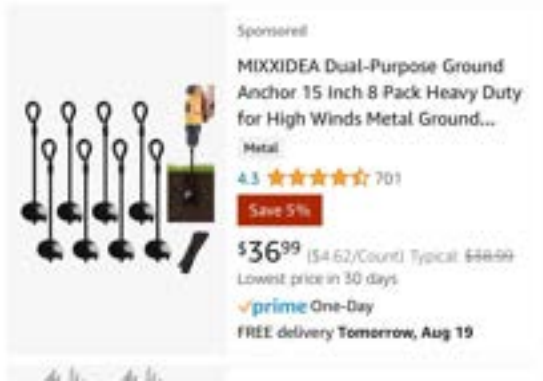
- Base will be $\frac{3}{4}$ " pressure treated CDX plywood on 4'x4' wooden skids. There will be hurricane anchors attaching the skids to the cement slab at 4' intervals along the 20' length securing the building along with heavy duty screw-in anchors, hurricane ties, into the ground on the west side.
- Shed will be wood construction on (4) 4'x4' wooden skids.
- Siding will be tongue and groove wood in a shiplap pattern to mimic the existing on both buildings. The wood will be white in color to match the paint of both the annex and historic structures.
- Roof will use 29 gauge corrugated metal roofing by Union corrugated metal. The metal color is chosen to match the existing metal roof on the historic and annex structures.
- The front door on the south side of the building would be a plytanium beadboard, T1-11 wood, handmade and trimmed out with simple and beautiful wood. Photos of the door materials are enclosed.
- Simple barn-style hardware will be used for unobtrusive visuals on the door for opening/closing/securing and door hinges. A photo of similar hardware is enclosed.
- The window is a standard-size wood framed window that opens modestly with vertical movement for heat to escape. The window panes have low-e glass to reflect radiant heat. A photo of the windows is enclosed.
- Window frames and sashes will be trimmed out with wood painted to match the walls of the shed.
- Fascia, rakes, eaves, trim (door and windows), and corner boards will be constructed with 1"x4" pressure-treated wood, painted to match the walls of the shed.
- Soffits will be 1"x6" pressure-treated wood construction with a smooth, finished surface, painted to match the walls of the shed.

Proposed Shed Materials: Photo Examples



shiplap wood siding

Example of shed with tongue and groove



Example of proposed hurricane ties for anchoring shed safely.



Rake example with wood.



Union Corrugated Company color chart for metal roofing.

Installed wood window look. Please note there will be one window on the east wall centered. A-frame pitch example.





Corrogated metal roof example.

Plytanium

**Plywood Siding Panel T1-11 4 IN
OC (Nominal: 11/32 in. x 4 ft. x 8
ft. ; Actual: 0.313 in. x 48 in. x 96
in.)**

★★★★☆ (405) ▼



Plytanium panel to be used for door construction.



(2'x3') on East side of proposed shed.

Example of window



Door locking mechanism example.



Door handle example.



Door hinge example.

Proposed shed location on property:



Proposed shed

View from overhead with shed denoted location and relative size in red.



View of easement on Margaret at driveway entrance



View of easement on Margaret at halfway up driveway



View from behind stairs looking directly at proposed shed

site



View from North, on King, East of path



View from North, on King, slightly East at path



View from North, on King, straight on from proposed location

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864968196 (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.

9/20/2023
Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRST	OWNER2	OWNER2_FIR	ADDRESS1	CITY	STATE	ZIPCODE
9864957919	WOMACK	CHARLES A IV			170 WEST MARGARET	HILLSBOROUGH	NC	27278
9864967153	ROBERTS	CLYDE T			823 HAWKINS RD	CEDAR GROVE	NC	27231
9864967336	DICKER	ELIZABETH	DICKER	GLENN	176 W KING ST	HILLSBOROUGH	NC	272782544
9864968000	FLANAGAN	MOLLIE MARIA			168 W MARGARET LN	HILLSBOROUGH	NC	27278
9864968196	ALLIED DEVCORP LLC				153 W KING ST	HILLSBOROUGH	NC	27278
9864968330	BELL	MARK	SMITH	VIRGINIA	168 W KING ST	HILLSBOROUGH	NC	272782544
9864969004	MASSE	JEAN A			158 W MARGARET LN	HILLSBOROUGH	NC	27278
9864969445	JUEL	LAURA E	JUEL	VERN C	158 W KING ST	HILLSBOROUGH	NC	27278
9874060025	MARTIN	J MATTHEW	MARTIN	CATHERINE S	3 BRIARCLIFF DRIVE	ASHEVILLE	NC	28803
9874060145	CASH	LYELL C JR	CASH	J LAUREL	6029 COLE MILL RD	Durham	NC	27705
9874060376	EAGLE LODGE NO 19	M			PO BOX 1095	HILLSBOROUGH	NC	27278
9874061035	PAYNE	WILLIAM D III			134 W MARGARET LN	HILLSBOROUGH	NC	272782548
9874061145	CASH	LYELL C	CASH	LAUREL	6029 COLE MILL RD	Durham	NC	27705
9874061240	HUME	BARBARA I H			PO BOX 8	HILLSBOROUGH	NC	27278





September 20, 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: Elise Tyler/Allied DevCorp (Colonial Inn)

Property Address: 153 W. King St. (PIN: 9864968196)

Proposal: Applicant is requesting approval for a shed on the southwest corner slab.

This proposal will be discussed at the HDC meeting to be held on **Wednesday, October 4, 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

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