

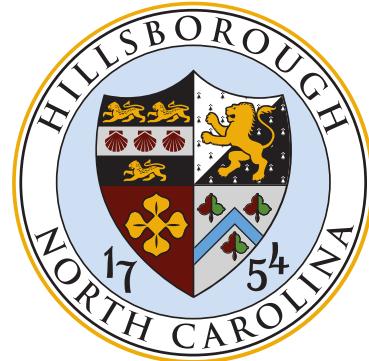
## **Agenda**

### **HISTORIC DISTRICT COMMISSION**

Regular meeting

6:30 p.m. February 4, 2026

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



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

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

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

#### **2. Commission's mission statement**

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

#### **3. Agenda changes**

#### **4. Minutes review and approval**

Approve minutes from regular meeting December 3, 2025

#### **5. Written decisions**

Approve minutes from regular meeting December 3, 2025

#### **6. Old business**

A. COA Application: **420 Calvin St.**-request for after-the-fact approval for second-floor window replacement (PIN 9864753302)

**7. New business**

- A. COA Application: **406 W. Margaret Ln.**-rear addition to garage (PIN 9864756428)
- B. COA Application: **104 S. Hillsborough Ave.**-rear addition; renovation of the previous second and third rear additions by adding a northern shed dormer, a southern shed dormer, and a western gable dormer; new second-story wood porch; and rebuilding the existing rear shed into a new shed and screened porch room (PIN 9864763058)
- C. COA Application: **108 N. Hillsborough Ave.**-remove shed from front porch and expose original front porch; replace existing front porch columns; change existing sliding door to single window; create sliding glass door and window combination on back ell (PIN 9864765460)

**8. Elect vice chair**

**9. General updates**

**10. Adjournment**

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

# Minutes

## HISTORIC DISTRICT COMMISSION

### Regular meeting

6 p.m. Dec. 3, 2025

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



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

Absent: Vice Chair Hannah Peele

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 p.m. He called the roll and confirmed the presence of a quorum.

### 2. Commission's mission statement

Senner read the statement.

### 3. Agenda changes

There were no changes to the agenda.

### 4. Minutes review and approval

Minutes from regular meeting on Oct. 1, 2025.

Motion: Member G. Miller moved to approve the minutes from the regular meeting on Oct. 1, 2025, as submitted. Senner seconded.

Vote: 4-0.

Minutes from regular meeting on Nov. 5, 2025.

Motion: Miller moved to approve the minutes from the regular meeting on Nov. 5, 2025, as submitted. Senner seconded.

Vote: 4-0.

### 5. Old business

A. Certificate of Appropriateness Application: 311 W. Orange St.  
New construction house (PIN 9864883297).

Senner reopened the public hearing.

Planner Joseph Hoffheimer provided the staff comments:

- This application is being continued from the August, September, October, and November Historic District Commission meetings. The applicant has submitted an updated application that includes the following major changes from the initial proposal:
  - The garage is set back further from the front line of the house and is less visible.

- The roof pitches are wider, and curves have been eliminated.
- Several exterior materials have changed, and all appear to comply with the compatibility matrix. Notably, the siding is now entirely Hardie plank.
- The driveway has been adjusted to preserve an additional tree.

Uriah Dortch was present to speak on behalf of the application. He introduced the application and presented an overview of changes that had been made to the design. He said the applicants had moved the garage door back from the front plane and used a wood tone door so it wouldn't stand out as much. He said they also lowered the pitch of the roof to have a more classic feeling. Dortch confirmed the roof over the porch entry is metal, and all other roofing is shingle. He confirmed that the siding on the second floor is board and batten.

The commissioners expressed appreciation for the steps the applicant had taken to address their congruity concerns.

The commissioners reviewed the right elevation. Dortch said the steps to the porch are pressure-treated wood.

The commissioners reviewed the left elevation. Dortch pointed out the representation of the change in grade across the house, and mentioned that it is an estimation. He said the foundation would be concrete masonry units, smooth parged. He said the house siding stayed the same between the previously shown design and this one.

The commissioners reviewed the site plan. Dortch said they had adjusted the placement of the driveway to preserve the 12-inch walnut tree, which will help block the view of the garage door from the street. Dortch said he had confirmed with the septic installer that there are only three trees inside the septic area that need to be removed.

The commissioners requested a tree protection fence to protect the trees over 24 inches, especially those on each side of driveway, two to plan east, and one north of the septic field. Dortch agreed to the request.

It was acknowledged that the applicant had taken steps to address the commissioners' concerns around congruity.

Victoria Matheson, a neighbor who lives across the street from the property in question, was sworn in to provide public comment. She said she was glad to hear fewer trees are being removed and explained that her main concern is stormwater runoff.

Senner closed the public hearing.

**Motion:** Miller moved to find as fact that the 311 W. 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: New Construction of Primary Residential Buildings; New Construction of Outbuildings and Garages; and Walkways, Driveways, and Off-Street Parking. Member Sara Riek seconded.

**Vote:** 4-0.

Motion: Miller moved to approve the application with conditions. Riek seconded.  
Vote: 4-0.  
Condition: Existing trees 24 inches and larger near the construction area will be protected during construction.

The commissioners next discussed Item 6A.

B. Certificate of Appropriateness Application: 206 S. Hillsborough Ave.  
Convert the existing screened porch to glass, connect the existing screened porch to the house, and add a new screened porch (PIN 9864753647).

This item was addressed after Item 6D.

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

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

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

- This item was automatically continued from the November Historic District Commission meeting due to the lack of quorum then and will be heard at or after the regular 6:30 p.m. start time.

The commissioners reviewed the south elevation. Cates said the steps will be narrowed slightly. He said the new porch will look almost identical to the existing, as the primary framing members will remain and only the intermediary framing members will be replaced, with new glazing.

The commissioners reviewed the west elevation. Cates clarified that the infill fascia above the screen, labeled "new wood trim," will likely be wood German siding to match.

The commissioners reviewed the right elevation. Cates said the roofline will be seamless with no change and that the roof of the sunroom will just be extended. He said the screened room has a different roofline and that the applicants chose to keep its roof lower to minimize its presence. Cates said the footprint will be similar, as there are existing landscaping timbers where the screened room will be built.

Senner summarized the commissioners' discussion: Converting an existing screened porch to glass is not uncommon and not incongruous with the district. The addition of the new screened porch, sited in the rear behind the house, and the new connector are planned in a way that they will have minimal visual impact from the street. They are also consistent with the design standards. The massing allows differentiation from the original structure. The materials are congruous but different enough to make clear that this is an addition.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 206 S. Hillsborough Ave. application is in keeping with the overall character of the Historic District and complies with all relevant standards

of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Porches, Entrances, and Balconies; and Additions to Residential Buildings. Riek seconded.

Vote: 4-0.

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

C. Certificate of Appropriateness Application: 222 Lydia Lane  
Remove portion of front gable, add windows and pergola (PIN 9874274715).

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

Marty Nelson and Bill Trost were sworn in to speak on behalf of the application.

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

- This item was automatically continued from the November Historic District Commission meeting due to the lack of quorum then and will be heard at or after the regular 6:30 p.m. start time.
- Although the inventory mentions that the front elevation has been extensively altered, it does not give any dates for when the front elevation took its current form. Staff have not seen any documentation of the front elevation's (street-facing) prior appearance.
- The design standards do not directly address pergolas, but pergolas are allowed as minor works if located behind the structure. Staff are not aware of any similarly situated pergolas in the historic district.

The commissioners asked Cates about the proposed pergola in relation to Design Standard 11 of Porches, Entrances, and Balconies. Cates said he meant to include the example of 320 N. Cameron St., which has a wood pergola on the north (front) side similar to what is proposed. He said this example is noteworthy because the pergola blends in with the house, which is set back from the street.

It was noted that this house is unique, as the street-facing elevation is not the front elevation.

The commissioners reviewed the front elevation.

Cates said he does not believe the porch is original to the house, though he said he could not find pictures to confirm. He said there are some structural remnants of an original porch, which the existing porch was built over, which is what has led him to believe it is not original. Senner observed that the change in roof pitch seems to provide evidence that it was not built that way originally. Nelson added that the ceilings are 6-½ feet tall in that part of the house. Cates said this is unusual and does not seem to fit with the rest of the house. Senner said this evidence is indicative of the porch not being original.

Cates said the metal flue is new and might be taller in the renderings than it needs to be. He said it will be similar to the color of the roof to be unobtrusive.

There was general agreement among the commissioners that while the facade is street-facing, it is not the traditional character-defining elevation.

Cates said that where the existing wall will be removed to expose new wall, which will have new siding. He said the windows in that location are new, and there is a wood stove that goes between the two windows. He added that the whole wall will be resided because there will be a lot of punctures in that wall. He said the rest of the house is sided with Hardie board or aluminum siding.

Cates confirmed there will be no change to the existing cinderblock foundation. He also confirmed that the rendering shows plants on the ground, but the rendering extends to show the foundation and footings below grade.

Cates confirmed the primary horizontal framing members on the upper portion of the pergola are essentially in line with the roof fascia, and that the vertical posts are posts for the porch, so it is essentially integrated into those elements of the existing house.

Cates said neither the landscaping nor the footprint will change.

The commissioners reviewed the right elevation.

There was general agreement that while the removal of the existing vinyl window, which was part of a past addition, impacts the character-defining elevation, it does not compromise it or the character-defining elements.

Cates clarified that the “existing vinyl window” labels should be on the existing elevation rather than the proposed elevation.

There was discussion of the impact of the addition of the pergola on the character-defining elevation. Widis said that, in reference to Design Standard 8, he did not feel like the addition compromises the integrity of the character-defining elevation, even though it does alter it. Senner agreed, observing that the change preserves and is integrated into the character-defining elements. He noted that the pergola is set back from the entry, minimizing its impact on the front facade. Miller added that he would not consider this change to compromise the character of this character-defining elevation.

Senner closed the public hearing.

Senner summarized the commissioners’ discussion: Although there are modifications being made to a street-facing elevation, its primary character-defining elevation is not street-facing. The evidence of the change in roofline and massing and the structural remnants of a previous porch indicate that this section of the house is not original and was an addition. The addition of the pergola is being integrated into the existing porch, massing, and roofline in a way that minimizes impact on the character-defining elements of the facade on its front, non-street-facing elevation, or on the street-facing elevation. The pergola is set back from the front entry to be not as prominent on the front facade.

**Motion:** Riek moved to find as fact that the 222 Lydia Lane application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission’s discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are

consistent with the Historic District Design Standards: Exterior Walls and Windows. Miller seconded.

Vote: 4-0.

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

Vote: 4-0.

D. Certificate of Appropriateness Application: 225 E. Corbin St.

Replace nine windows (PIN 9874189986).

Senner opened the public hearing. He asked whether there were any conflicts of interest or bias among the commissioners. Widis said his family rented the house in question for 2 months while their own house was being renovated, but that this would not have any influence on his decision. All commissioners disclosed that they had visited the site in preparation for reviewing the application.

Keith Bunten, of Renewal by Andersen, and Susan Montpetit were sworn in to speak on behalf of the application.

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

- This item was automatically continued from the November Historic District Commission meeting due to the lack of quorum then and will be heard at or after the regular 6:30 p.m. start time.
- The existing wood windows date to 1957, which is old enough to be considered historic.
- The minor works standards were recently relaxed to allow deteriorated wood windows to be replaced with substitute materials on side and rear elevations. Even though the building in question does not front the street, several of the windows may be considered character-defining so require Historic District Commission review.

The commissioners asked Bunten to address the decision to replace the windows with substitute materials, with respect to Design Standards 5 and 6.

Bunten said that the windows cannot open and close, which is a safety hazard, and that they are made with single-pane glass. He said they plan to replace them with dual-pane windows, with fully divided lites and mortise and tenon joints, that mimic wood windows both inside and out. He said the new windows will look identical to the existing ones and will maintain the integrity of the property. Montpetit said the reason for replacing the first floor windows but not those on the second floor was for budgetary reasons.

Bunten confirmed that the windows will be the same size as existing.

Montpetit said they had tried many methods to repair the windows in lieu of replacement, including glazing and silicon, which lasts for only a few weeks. She said the aluminum casing on the side is degraded and not effective. She said she had worked with a wood window expert who said the entire window could be removed and replaced with old windows with weights, like-for-like. But the expert had also said that the wood-on-wood installation would require more frequent repairs.

The commissioners acknowledged that the windows have functional problems and are beyond reasonable repair. They noted that the new windows would provide the same appearance in size and style but with

more energy efficiency. The commissioners acknowledged the intent to match the existing windows as closely as possible, with an eye toward improved maintenance and longevity.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 225 E. Corbin 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: Windows. Riek seconded.

Vote: 4-0.

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

Vote: 4-0.

E. Certificate of Appropriateness Application: 217 S. Occoneechee St.  
Repair house, remove rear corner additions, and replace rear roof with standing seam roof (PIN 9864850633).

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

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

- This application was automatically continued from the November Historic District Commission meeting due to the lack of quorum then and will be heard at or after the regular 6:30 p.m. start time.
- The application was submitted to comply with an order to repair for an active demolition by neglect case.
- The inventory does not provide an age for the existing rear roof, rear additions, or Bricktex siding.
- Aside from what is described in the application, staff have not found any documentation of the building's second evolution.

Cates said that upon his initial investigation, it was obvious that the two rear additions were the third generation of the evolution of the house, based on the structural framing and a window that had been built over in the rear that the homeowner would like to expose. Cates said he walked through with State Historic Preservation Office staff.

Cates said the house is in surprisingly good shape on the inside. He said the first floor will need to be rebuilt, and that the two additions are in the worst shape, but that there are no leaks in the upstairs rooms. He said there is some structural termite damage, which is worst in the front area, and the wall there is falling down, but that the damage is not so substantial that it cannot be replaced in-kind and is worth saving.

Cates said the building has been protected by its asphalt siding, which they plan to remove and repair the wood underneath in-kind as possible, or replace with wood to match.

Cates said that in order to get the pitch of the roof low enough to expose the window that his now hidden, standing seam must be used.

The commissioners reviewed the front elevation. Cates said the roof color has not been selected yet, but it will probably be similar to the existing. He confirmed he would coordinate with staff once it has been selected.

Cates said the existing door will be salvaged, but that he did not know what color it would be, and that he would coordinate with staff to confirm.

The commissioners reviewed the left elevation. Cates said the foundation would be repaired in-kind. He explained that the window on this facade looks large because it is an egress window, and the other windows are quite narrow. The commissioners noted it is not on an elevation that will impact the character of the home.

The commissioners reviewed the rear elevation. Cates said the plan is mainly to do repairs to the existing elements, but with a new roof on the lower portion and potentially a new window. He said the middle upper window is existing but is currently hidden, and he was not sure what shape it is in. He said if necessary it would be replaced with a new aluminum-clad window.

There was discussion of whether more due diligence is necessary to determine which elements need replacement rather than repair in order for the commissioners to know specifically what they are approving. It was acknowledged that this is a unique application that will be receiving increased scrutiny.

Cates said the applicant is committing to restore the existing elements, including the windows. He agreed that if something needs to be replaced in-kind instead of restored, it will be addressed with staff. Cates also said if anything needs to be replaced, the plan is to replace it in-kind.

Cates said the foundation beneath the additions will be replaced. He added that the applicant is trying to change as little as possible.

The commissioners reviewed the right elevation. Cates clarified that the renderings show different siding widths because they do not know how much of the lap is currently exposed underneath the asphalt siding. He said they will respect whatever width exists.

Cates said the applicant is not proposing any changes to the carport or shed at this time, and no other side modifications. He said the applicant is aware of the time sensitive nature of this project.

Senner summarized the commissioners' discussion: The clear overarching intent of the application is to preserve and restore as much of the existing home as possible. Based on the testimony provided, the two sections being removed are clearly later additions, which are not character-defining elements of the home and their removal is not incongruous with the design standards. The applicant's intent is to restore in-kind or replace in-kind. If anything needs to change in that regard, staff can coordinate that.

Cates noted that the applicant will be coordinating with the State Historic Preservation Office as well.

Jill Heilman was sworn in to provide public comment. She encouraged the applicant to return to the commission if there are any changes to the project. Senner added that the applicant should discuss with staff first, and staff will decide whether the application needs to be reviewed by the commission.

Senner closed the public hearing.

Motion: Riek moved to find as fact that the 217 S. Occonechee 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: Wood, Exterior Walls, Windows, Doors, and Roofs. Widis seconded.

Vote: 4-0.

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

Vote: 4-0.

## 6. New business

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

Construct a second driveway to the house from North Cameron Street (PIN 9874163529).

This item was addressed after Item 5A.

Senner opened the public hearing. He asked if there were any conflicts of interest or bias among the commissioners. Senner disclosed that he works with the applicant's brother but does not feel that the relationship will influence his decision in any way. All commissioners disclosed that they had visited the site in preparation for reviewing the application.

Stephen Mahaley and Allison Mahaley were sworn in to speak on behalf of the application. Hoffheimer was sworn in.

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

- The minor works standards do not allow for staff approval of new driveway construction.

A. Mahaley said the applicants initially planned to have the driveway go across the front yard to the back, but Bartlet Tree Expert, whom they consulted with, recommended not to do that because of two 80-foot oak trees in the front yard. A. Mahaley said the intent of the proposed location of the driveway is to protect the trees.

The commissioners noted the design standards' recommendations on the siting of new driveways, which discourage siting them visible to the street and encourage protecting significant site features. Senner observed that the property is essentially a double lot. He said that there are not many homes in the district with two driveways or circular driveways, but that he does not feel a second driveway would be incongruous, especially with the width of the lot. There was general agreement amongst the commissioners.

A. Mahaley added that the driveway will follow the natural contour of the property.

A. Mahaley confirmed the gravel will be standard crushed gravel. She said the applicants want it to blend in as much as possible. She said the application will be crushed and run topped with gravel with about a  $\frac{3}{4}$ -inch stone. She said it would be installed by Wilkerson Grading.

A. Mahaley confirmed that parking would be down the back behind the house.

Senner summarized the commissioners' discussion: While a second driveway is not necessarily common within the historic district, there is evidence in the application that care has been taken to protect and maintain the existing site and preserve the existing trees; and this is a double lot with extensive street frontage that allows the introduction of a second driveway to not be incongruous with the historic district.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 109 N. Cameron St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Walkways, Driveways, and Off-Street Parking. Riek seconded.

Vote: 4-0.

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

Vote: 4-0.

The commissioners next discussed Item 6D.

B. Certificate of Appropriateness Application: 241 Lydia Lane

Demolish the existing house and construct a 2,831 square-foot new house with a breezeway and fence (PIN 9874280274).

Senner opened the public hearing. He asked whether there were any conflicts of interest or bias among the commissioners. None were disclosed.

Chris Jones and Charles Woods were sworn in to speak on behalf of the application.

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

- The application refers to the house's "noncontributing" National Register status. While the National Register inventory provides valuable information about properties in the National Register historic district that overlaps with the local historic district, National Register "contributing" status does not have any added significance for local commission review. The design standards define "historic" and "historically significant" as 50 years of age or older, and most of the current form of the house in question meets that criteria.
- Staff requested more information regarding Demolition standards 1, 3, 5, and 8, and the responses are noted in the narrative.
- Only in the case of demolition can finances be taken into account.
- The commission may delay a proposed demolition for up to 365 days from the date of approval, but it may not deny demolition. See the attached section of G. S. 160D for more information.

- The construction dates of the example houses referenced in the application for the new build range from c. 1921 to 2021.

Town Attorney Bob Hornik provided guidance on the commission's approach to the application. There was discussion of the questions to be evaluated within the demolition considerations of the design standards. There was also discussion of how those questions relate to G. S. 160D-949. The commissioners discussed the circumstances that might provide grounds for delaying demolition and due diligence required by the commission and staff in the case of a delay.

Cates said that in his opinion the house is not of much architectural value, and that there are no elements of it that are of significant architectural interest. He said the construction of the addition was not well done: there is a visible seam between the original structure and the addition, the depth of the facades differ by an inch and a half, and the ceiling heights are slightly different. He said the property owners went to the expense of designing an addition to the existing building. They had drawings made and met with contractors, but the contractors made it clear that they would be investing a lot of money trying to make aesthetic improvements to a structure that is not of great value to start out with. He added that the basement floods, there is insufficient crawlspace, the roof is not well constructed, and there is a third generation addition that was started and then abandoned. He said the house has too many problems to make renovation worthwhile.

Senner asked whether the renovation project would meet the functional needs of the homeowners. Cates said they determined it was not worth the money to try to work with the existing substandard home and try to make it functional. He added that the building is sited less than 12 inches from the property line, which is not in keeping with the character of the neighborhood.

Cates said that if the commission were to choose to delay the demolition, he would be surprised if anyone would want to salvage anything from the existing house.

Cates said he was unaware whether effort had been made to sell the house to other buyers. He said the property owners like the location so they had chosen not to sell it.

Cates said he does not believe the house has any significant contribution to the character of the district.

Widis observed that the photos of the house with its original siding shows a house with very different character than its existing state. He said he would not consider the house to have any special significance within the district, especially since it now exists within a very different architectural context than it originally did.

Cates said that in his professional opinion, based on the multiple substandard additions and the placement of those additions, this will not be a great loss to the character of the neighborhood. He pointed out that if this change were going to destroy the character of the neighborhood, there would be more neighbors attending the meeting and speaking up to prevent that from happening.

Senner agreed that while the historic district is comprised of homes of many styles and vintages, this particular home provides very little in terms of specific elements or defining features that are contributing to the overall character of the district. He said that while he is sad to see any home be demolished, he does not think there is much legal ground to stand on to prevent its demolition. Miller agreed. There was general agreement among the rest of the commissioners.

The commissioners shifted the discussion to the proposed new construction.

Cates said the proposed design is a very typical Hillsborough house, and not incongruous with the district, including its placement on the lot. Senner noted that the proposal maintains the setback from the street and makes the side setbacks more consistent with other homes in the district.

The commissioners reviewed the site plan. Cates said the wood hogwire fencing would run along the left side of the walkway to enclose the space. He said the applicant would consult with staff on the fencing.

The commissioners reviewed the front elevation.

Cates confirmed the front porch pedestals are cladded brick with pre-cast caps before the column starts.

Senner said the massing appeared to be consistent with other houses in the district and along the neighboring streetscape. Widis said he found the landing and number of steps up to the porch to feel incongruous. He said other houses are much lower set, and this design feels like a large expression of brick. Cates said the lot has a lot of slope and he wanted plenty of separation between the siding and ground. He said the applicants chose this design as opposed to building a retaining wall to artificially drive the house lower.

There was further discussion of the height of the porch floor and options to soften the brick, including landscaping or material changes, and backfilling to reduce the number of steps. Senner observed that many homes along the street have about four steps to get up to the door, and that maybe what's more unique in this case is the full porch with exposed brick. Widis added that the steps are going up grade, so there is a lot of exposed brick. Cates clarified that the left back elevation is the critical corner that needs six inches between grade and siding to be up to code.

There was discussion of the siting of the structure. Cates showed the site plan and explained that moving the house west would lead to larger changes in elevation.

Senner said that along Mitchell Street there are elevated porches that are more extensive, which use landscaping to soften impact. Cates pointed out 229 E. Queen St., which has six risers. Cates agreed to landscaping as a condition to screen the exposed brick.

The commissioners reviewed the left elevation. Senner noted that there are a few similar covered walkways in the district. Cates said the walkway would have wood framing members and a metal roof, with an exposed brick knee-wall.

The commissioners reviewed the right elevation. Cates said the roof of the walkway would tie in just below the existing garage roof, with a small gap between them. He said the intent was for water to shed off, as they will be two distinct structures that are not actually connected. He said the pitch of the roof will be very flat and not visible from the ground. He said the roof will be standing seam.

The commissioners reviewed the back elevation. Cates said the linework around the door that appears in the rendering is a cross section of the breezeway, but that the vertical line is a software artifact.

Senner summarized the commissioners' discussion: All the materials are found in the compatibility matrix and are not incongruous with the district. The design is similar to a number of other homes in the district

and is not incongruous in terms of massing, siting, fenestration layout, and the screened porch being in the rear, all of which are all consistent with the recommendations of the design standards.

Senner summarized the discussion around demolition: There was consistent agreement that there are not character-defining elements, components, or contributions that are significant to the character of the overall historic district, and as such, based on the state statutes, there is not sufficient reason to delay demolition.

Senner closed the public hearing.

Motion: Senner moved to find as fact that the home at 241 Lydia Lane does not have any special significance or contribution toward maintaining the character of the historic district.  
Miller seconded.

Vote: 4-0.

Motion: Riek moved to approve the 241 Lydia Lane application for demolition. Miller seconded.  
Vote: 4-0.

Motion: Miller moved to find as fact that the 241 Lydia Lane application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Demolition, New Construction of Primary Residential Buildings, Fences and Walls, and Exterior Lighting. Riek seconded.

Vote: 4-0.

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

Vote: 4-0.

Conditions: Landscaping will be installed to soften the expanse of foundation on the front elevation of the house.

C. Certificate of Appropriateness Application: 409 N. Wake St.  
Demolish existing residence and construct new residence (PIN 9864984248).

Senner opened the public hearing. He asked whether there were any conflicts of interest or bias among the commissioners. Senner said that his child and the designer's child are on the same soccer team but that that relationship would not have any influence on his decision. Widis said he and the designer are friendly colleagues but that that relationship would not have any influence on his decision. All commissioners disclosed that they had visited the site in preparation for reviewing the application.

Highley was sworn in to speak on behalf of the application.

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

- The design standards define "historic" and "historically significant" as 50 years of age or older, and the current house on the property meets that criteria (it is also considered "contributing" to the National Register historic district).

- Staff requested more information regarding inferiorities in the original construction of the existing structure, and the applicant has provided an addendum depicting foundation defects.
- The commission may delay a proposed demolition for up to 365 days from the date of approval, but it may not deny demolition. See the attached section of G. S. 160D for more information.
- The owners have expressed interest in working with an interested party that is willing to move or dismantle the structure. If that is not possible, they are willing to salvage and donate reusable building material.
- The location of the proposed carport in front of the house is uncommon in the historic district. The applicant noted to staff that “the siting is primarily driven by a desire to reuse the existing drive, minimize the amount of paving, and leave the existing natural areas as undisturbed as possible. Putting parking behind the house would require removing some of the largest mature trees, putting up retaining walls, and a lot of disruptive grading.”
- The Historic District Commission approved polyash for a past Certificate of Appropriateness in 2023, and the applicant can bring a sample to the meeting.
- The plans for the proposed new house do not include any proposed light fixtures, but these typically can be approved at the staff level.

Highley said that in large part, the structure does not have much architectural merit contributing to the special character of the historic district, with one exception, which is the big picture window, which he believes has its own special character as part of the house. He said the property owners are committed to salvaging as much as possible from the house.

Highley said the existing house is 800 square feet.

Miller raised the point that this is a fairly unique house within the district. He said he was not sure whether it is significant, but it is unique, and part of the charm of the district is in the uniqueness of its houses.

There was discussion of the limited scope of the commission’s authority in matters of demolition. The commissioners expressed appreciation for the property owners’ interest in alternatives to demolition and commitment to salvaging materials.

Highley said there has been no effort to sell the house, as the applicants have owned the house for 20 years and have always planned to move into it in retirement. He said they had considered expanding the existing home, but that the proposed home is 2400 square feet with an extra studio building and parking, and that any configuration of the structure enlarged to that scale would be beyond recognition, which is discouraged by the design standards. He said that it could be done, but it would not have the same feel as the proposed home, and it is hard to imagine that there would be anything left that resembled what is there now.

There was discussion about whether the house provides special significance to the character of the historic district. They acknowledged that due diligence has been done to renovate, move the house, and salvage historic elements. Highley said the applicants had had informal discussions with one person about moving the house, but that it requires a site close enough to be economically feasible.

Widis noted that the district has lots of different densities and characters. He said that in his opinion the lot and property itself are the more character-defining elements, but that the actual architecture of the home itself does not provide that character-defining piece.

Highley said the owners are committed to salvaging more than just the picture window, including existing fixtures.

Highley said the design and style of the new home does not allow incorporation of the picture window.

There was discussion of the unique size and scale of the house within the district. It was pointed out that there are not many 800 square-foot houses, and that the current tendency is to replace an 800 square-foot house with a 2400 square-foot one, which, if done enough, changes the character of the historic district and changes the demographics of who can afford a house in the district.

Highley said he tried to site the new house sympathetically to the existing house.

Kimberly Whitted, a neighbor at the adjoining property on West Union Street and North Wake Street, was sworn in to provide public comment. Whitted said she appreciated the conversation about the character of the neighborhood, and that she has lived here all her life. She said the house is very unique in design and size, with the picture window being the most identifiable element. She expressed concern over the affordability of the neighborhood as smaller houses like this one get replaced with large, more expensive houses. She said smaller houses allow people who grew up here an opportunity to stay or who have moved away and want to move back. She said she wanted to be on record as having this concern, even though she recognized the state statutes disallowing the commission to prevent demolition.

The commissioners reviewed the plans for new construction.

The commissioners reviewed the site plan.

Highley said the main east-west volume of the house overlaps with the existing footprint of the house.

He said the driveway entrance is the same as the existing one, and that the front of the house is level, close to grade. He added that the lot slopes down toward the back.

Highley said there is a small existing shed that is proposed to be pushed toward the side of the property, though it is shown in its current position on the site plan.

Highley said grading was the most important factor under consideration when siting the home further back, with the studio and carport at the most forward part of the property. He said getting any parking behind the house, the most traditional location, would be very disruptive to the site, requiring large retaining walls and lots of grading, which the design standards discourage. He said there are a lot of mature trees to the west of the site that the applicants wanted to protect. He added that the applicants plan to age in place in this house, so they wanted as few steps as possible. He said there are no steps between the carport and the house. Highley showed similar properties in the district that have prominent attached parking.

Widis observed that the carport is effectively a studio with an elongated porch that acts as a carport, so it reads more as a porch. Highley said the intention was for it to read as a piece of the house rather than as a separate carport.

Highley noted that the pitch of the roof of the house and of the studio match to bookend the house visually.

Senner recognized the structure siting and tree disruption as competing priorities and acknowledged that Highley provided evidence to justify an approach that conflicts slightly with some design standards in order to achieve others. He also noted the hedge added to screen parking and minimize its visual impact. Highley explained that that location is guest parking, so most of the time there will not be cars there.

Highley addressed the two trees proposed to be removed, outside of the footprint of the house. He said that both were scraggly and overtaken by ivy, and that one is leaning over and the other is very thin and spindly. He said there is a hemlock in the southwest corner providing shade canopy on the patio and a large tree to the south, which the applicants hope to save. He said they are aware of the risks, as the construction will be over its root system, but that no trees over 24 inches will be removed. Senner acknowledged the effort to protect the larger trees on the site.

Senner noted that the proposed design and what is existing is a significant increase in scale, but he recognized that the massing does not seem inappropriate. Highley added that it sits less heavily from a perspective view as opposed to the elevation view.

The commissioners reviewed the north elevation.

Highley presented materials samples. He said the siding is cedar wood with raised grain and the roofing is Galvalume, an aluminum-heavy alloy. He said Galvalume starts out on the brighter side but balances out with age. He said the gutters and downspouts will also be Galvalumel. Highley said the windows and doors will be from the Marvin Elevate line, wood frame with fiberglass cladding. He said the windows will be gunmetal color windows. He said polyash material, which was approved in 2023, will be used for the trim, eaves, and door and window casings.

Highley confirmed all of the doors will be fiberglass-clad, even the non-main entry doors, though the screen door will be wood. He said the polyash will be painted the same color as the doors and windows, so it will blend in.

The commissioners reviewed the south elevation. Highley addressed the aluminum shade above the windows. He said the shade is sized to be deep enough that it shades sunlight from the south. He said it is a thin,  $\frac{1}{4}$ -inch, solid sheet folded into a thin c-shape, which is held up by supports made of the same material. Highley said he could not provide examples of a similar application. Senner noted that it is in the rear and serves an important function. Highley added that there is another similar shade at the lower door, which serves the purpose of keeping rain off the basement access. He said the basement under the back bedroom is a utility space.

Highley confirmed there will be standard downspouts at the corners.

Highley confirmed the railing at plan left of the south elevation will be a black square steel tube.

The commissioners reviewed the miscellaneous elevations. Highley confirmed the doors will be fiberglass-clad wood.

Highley clarified that the verticals between the screens in Detail 1 will be 6x6 posts painted to match the trim.

In Detail 4, Highley explained that the horizontal line under the pitched roof of the carport is a line that runs throughout the project and makes the carport feel integrated into the rest of the house. He said that on the opposite site of the carport, it provides a spot for the roof to land.

Highley said the walkway will be wood posts with a continuous concrete knee-wall, parged the same as the foundation. He said there will be a pre-cast cap on the knee-wall.

Highley said the barn door will cover the studio doors when the homeowners are out of town, since the doors are meant to maximize natural light. He said the barn door will roll along an exposed galvanized box track above it. He said the hardware on the door will be galvanized hangers with a cleat on each end of the door to attach it to the track.

The commissioners had no concerns about the polyash material.

The commissioners reviewed the perspective renderings.

Highley said the driveway materials will be small-diameter gravel, and that concrete unipavers will be behind the carport break, which will continue up the ramp to the side entry door.

Senner closed the public hearing.

Senner summarized the commissioners' discussion regarding demolition: He said there was significant discussion and consideration that the existing home is somewhat unique in the district in that it is a smaller home. He acknowledged the desire to maintain a mix of housing within the district that allows Hillsborough to be affordable to a wide spectrum of the population. Within the constraints of the legal statutes addressing demolition, the question is the extent to which this home provides special significance to the character of the historic district. While the picture window provides character to the home itself, there is not strong consensus that the home in its totality provides particularly special significance to the character of the district overall. The applicants have made an effort to consider or accept efforts to move the home and salvage materials, particularly the picture window. Given those efforts and the fact that there is minimal contribution to the special character of the district in the design and architectural significance of the home, there is limited standing to justify delay of demolition.

There was discussion amongst commissioners about the appropriateness of requiring a delay, concerns about setting a precedent for applications for demolition, and the process for approving or delaying such applications. There was discussion about having a separate time to clarify the commission's approach to evaluating applications for demolition. There was discussion with the applicants about the timeline of the project and pursuit of alternatives.

The commissioners agreed to require a 6-month delay of demolition. The applicants expressed openness to the decision.

Motion: Senner moved to find as fact that there has been no evidence provided in the 409 N. Wake St. application to justify denial of demolition; however, the commission requests a delay of demolition of 180 days to pursue alternatives to preserve the home. Miller seconded.

Vote: 4-0.

Motion: Senner moved to grant approval for the application for demolition, subject to a 180-day delay. Widis seconded.

Vote: 4-0.

Motion: Miller moved to find as fact that the 409 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: Demolition; New Construction of Primary Residential Buildings; New Construction of Outbuildings and Garages; and Walkways, Driveways, and Off-Street Parking. Riek seconded.

Vote: 4-0.

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

Vote: 4-0.

**D. Certificate of Appropriateness Application: 420 Calvin St.**

Request for after-the-fact approval for second-floor window replacement (PIN 9864753302).

This item was addressed after Item 6A.

Senner opened the public hearing.

Motion: Senner moved to continue the application to the Feb. 4, 2026, regular meeting. Riek seconded.

Vote: 4-0.

The commissioners next discussed Item 5B.

**7. Elect vice chair**

This item was tabled until the January regular meeting.

**8. Adopt 2026 meeting schedule**

Motion: Senner moved to adopt the 2026 meeting schedule. Miller seconded.

Vote: 4-0.

**9. General updates**

There were no additional updates.

**10. Adjournment**

Senner adjourned the meeting at 9:48 p.m. without a vote.

Respectfully submitted,



Joseph Hoffheimer  
Planner

Staff support to the Historic District Commission

Approved: Month X, 202X

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

) Application for  
 ) Certificate of Appropriateness  
 ) 109 N. Cameron St.  
 )

This request for a Certificate of Appropriateness (“COA”) to construct a second driveway to the house from Cameron Street at 109 N. Cameron St. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on December 3, 2025. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 4-0 to approve the Application. In support of that decision, the HDC makes the following Findings of Fact and Conclusions of Law:

### **FINDINGS OF FACT**

1. The property at issue (the “Property”) is located at 109 N. Cameron St. in the Town of Hillsborough. The Owners and Applicants are Stephen Mahaley and Allison Mahaley (the “Applicants”).
2. The Application requests that the HDC grant a Certificate of Appropriateness to:
  - a. Install an approximately 15-foot-wide driveway that will connect with Cameron Street at the north end of the property, but before the water main; The

driveway will terminate at the bottom of the hill and near the back gate; The applicants are planning to use only gravel and not pave any portion of it.

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

3. The Property is in the Hillsborough Historic District, designated by Ordinance No. 4.3.1.2. The Hillsborough Historic District Design Standards, specifically the standards for *Walkways, Driveways, and Off-Street Parking*, were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. While a second driveway is not necessarily common within the historic district, there is evidence in the application that care has been taken to protect and maintain the existing site and preserve the existing trees.
- b. The proposed driveway is on a double lot with extensive street frontage that allows it to not be incongruous with the historic district.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission, presented the staff report and comments.
- b. Allison Mahaley, Applicant, appeared to present testimony and evidence in support of the Application.
- c. Stephen Mahaley, Applicant, appeared to present testimony and evidence in support of the Application.

## **CONCLUSIONS OF LAW**

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

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

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

This the 4th day of February, 2026.

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Will Senner, Chair  
Hillsborough Historic District Commission

### **APPEALS**

A decision of the Commission on an application for a Certificate of Appropriateness may be appealed to the Orange County Superior Court by an aggrieved party. Such appeal shall be made within thirty (30) days of filing of the decision in the office of the Planning Director or the delivery of the notice required in Section 3.12.11, whichever is later. Such appeals to the Orange County Superior Court are in the nature of certiorari and the court shall determine such appeals based on the record generated before the Commission.

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

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

This request for a Certificate of Appropriateness (“COA”) to convert the existing screened porch to glass, connect the existing screened porch to the house, and add a new screened porch at 206 S. Hillsborough Ave. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on December 3, 2025. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 4-0 to approve the Application. In support of that decision, the HDC makes the following Findings of Fact and Conclusions of Law:

### **FINDINGS OF FACT**

1. The property at issue (the “Property”) is located at 206 S. Hillsborough Ave. in the Town of Hillsborough. The Owner and Applicant is Steven Petrow (the “Applicant”).
2. The Application requests that the HDC grant a Certificate of Appropriateness to:

- a. Replace the screens of the existing screen room with aluminum clad-glass windows and fixed glass.
- b. Connect the current screen room to the existing house with additional glass panels and an aluminum-clad full glass door with wood columns and railings to match the existing structure; The roof material will match the existing roof material (5V); Three skylights are proposed for the new connecting roof (they will not be visible from the street).
- c. Construct a new screened porch adjacent to the screen room with a metal roof (5V), wood decking, a wood screen door, and wood railings (with stainless steel cable railing) to match existing.

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

3. The Property is in the Hillsborough Historic District, designated by Ordinance No. 4.3.1.2. The Hillsborough Historic District Design Standards, specifically the standards for *Porches, Entrances, and Balconies* and *Additions to Residential Buildings* were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. Converting an existing screened porch to glass is not uncommon and not incongruous with the district.
- b. The addition of the new screened porch, sited in the rear behind the house, and the new connector are planned in a way that they will have minimal visual impact from the street. They are also consistent with the design standards. The massing allows differentiation from the original structure.

- c. The materials are congruous but different enough to make clear that this is an addition.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission, presented the staff report and comments.
- b. David Cates, presenter for the Applicant, appeared to present testimony and evidence in support of the Application.

## **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. Town staff must be consulted prior to making any alterations to the approved plans. Any unapproved changes observed on a final inspection will be subject to additional fees and must be resolved prior to Town sign-off on the Certificate of Occupancy.

This the 4th day of February, 2026.

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Will Senner, Chair  
Hillsborough Historic District Commission

## **APPEALS**

A decision of the Commission on an application for a Certificate of Appropriateness may be appealed to the Orange County Superior Court by an aggrieved party. Such appeal shall be made within thirty (30) days of filing of the decision in the office of the Planning Director or the delivery of the notice required in Section 3.12.11, whichever is later. Such appeals to the Orange County Superior Court are in the nature of certiorari and the court shall determine such appeals based on the record generated before the Commission.

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

) Application for  
 ) Certificate of Appropriateness  
 ) 217 S. Occoneechee St.  
 )

This request for a Certificate of Appropriateness (“COA”) to repair the house, remove rear corner additions, and replace the rear roof with a standing seam roof at 217 S. Occoneechee St. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on December 3, 2025. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 4-0 to approve the Application. In support of that decision, the HDC makes the following Findings of Fact and Conclusions of Law:

### **FINDINGS OF FACT**

1. The property at issue (the “Property”) is located at 217 S. Occoneechee St. in the Town of Hillsborough. The Owners and Applicants are Robbin Taylor-Hall and William Lee Hall (the “Applicants”).
2. The Application requests that the HDC grant a Certificate of Appropriateness to:

- a. Restore the house to what is surmised to be its second evolution by removing the asphalt siding and restoring the wood siding, windows, doors, roof, and foundation as necessary.
- b. Remove the more contemporary rear porch on the northeast and the addition on the southeast.
- c. Replace the steeply pitched rear hip roof with a low-pitched standing seam (no striations) hip roof to expose the original rear window, which is on the interior stair landing.
- d. Where the additions are removed, new windows will have simulated divided lites (SDL) and Hardie trim.

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

3. The Property is in the Hillsborough Historic District, designated by Ordinance No. 4.3.1.2. The Hillsborough Historic District Design Standards, specifically the standards for *Wood, Exterior Walls, Windows, Doors, and Roofs*, were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. The clear overarching intent of the application is to preserve and restore as much of the existing house as possible.
- b. Based on the testimony provided, the two sections being removed are clearly later additions, which are not character-defining elements of the home, and their removal is not incongruous with the design standards.

- c. The applicant's intent is to restore in-kind or replace in-kind. If anything needs to change in that regard, staff can coordinate that.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission, presented the staff report and comments.
- b. David Cates, presenter for the Applicant, appeared to present testimony and evidence in support of the Application.

## **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. Town staff must be consulted prior to making any alterations to the approved plans. Any unapproved changes observed on a final inspection will be subject to additional fees and must be resolved prior to Town sign-off on the Certificate of Occupancy.

This the 4th day of February, 2026.

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Will Senner, Chair  
Hillsborough Historic District Commission

## **APPEALS**

A decision of the Commission on an application for a Certificate of Appropriateness may be appealed to the Orange County Superior Court by an aggrieved party. Such appeal shall be made within thirty (30) days of filing of the decision in the office of the Planning Director or the delivery of the notice required in Section 3.12.11, whichever is later. Such appeals to the Orange County Superior Court are in the nature of certiorari and the court shall determine such appeals based on the record generated before the Commission.

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

) Application for  
 ) Certificate of Appropriateness  
 ) 222 Lydia Ln.  
 )

This request for a Certificate of Appropriateness (“COA”) to remove a portion of the front gable, add windows, and add a pergola at 222 Lydia Ln. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on December 3, 2025. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 4-0 to approve the Application. In support of that decision, the HDC makes the following Findings of Fact and Conclusions of Law:

### **FINDINGS OF FACT**

1. The property at issue (the “Property”) is located at 222 Lydia Ln. in the Town of Hillsborough. The Owners and Applicants are Marty Nelson and Bill Trost (the “Applicants”).
2. The Application requests that the HDC grant a Certificate of Appropriateness to:
  - a. Restore the front elevation to what the Applicants suspect is more respective of the original elevation by removing the asymmetrical portion of the front facing

dormer, thereby restoring it to a symmetrical front-facing dormer; By removing this portion, it creates more west-facing wall space where they would like to add two new aluminum-clad simulated divided lite (SDL) windows; Any new siding and trim will be Hardie (smooth side out); Some shingles may need to be repaired or replaced and will be replaced to match existing.

- b. Add a wood pergola to shelter the two new SDL windows.

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

3. The Property is in the Hillsborough Historic District, designated by Ordinance No. 4.3.1.2. The Hillsborough Historic District Design Standards, specifically the standards for *Exterior Walls* and *Windows*, were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. Although modifications are being made to a street-facing elevation, the primary character-defining elevation is not street-facing.
- b. The evidence of the change in roofline and massing and the structural remnants of a previous porch indicate that this section of the house is not original and was an addition.
- c. The addition of the pergola is being integrated into the existing porch, massing, and roofline in a way that minimizes impact on the character-defining elements of the facade on its front, non-street-facing elevation, or on the street-facing elevation.
- d. The pergola is set back from the front entry to be not as prominent on the front facade.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission, presented the staff report and comments.

- b. David Cates, presenter for the Applicants, appeared to present testimony and evidence in support of the Application.
- c. Marty Nelson, Applicant, appeared to present testimony and evidence in support of the Application.
- d. Bill Trost, Applicant, appeared to present testimony and evidence in support of the Application.

## **CONCLUSIONS OF LAW**

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

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

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

This the 4th day of February, 2026.

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Will Senner, Chair  
Hillsborough Historic District Commission

## **APPEALS**

A decision of the Commission on an application for a Certificate of Appropriateness may be appealed to the Orange County Superior Court by an aggrieved party. Such appeal shall be made within thirty (30) days of filing of the decision in the office of the Planning Director or the delivery of the notice required in Section 3.12.11, whichever is later. Such appeals to the Orange County Superior Court are in the nature of certiorari and the court shall determine such appeals based on the record generated before the Commission.

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

) Application for  
 ) Certificate of Appropriateness  
 ) 241 Lydia Ln.  
 )

This request for a Certificate of Appropriateness (“COA”) to demolish the existing house and construct a 2,831 square-foot new house with a breezeway and fence at 241 Lydia Ln. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on December 3, 2025. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 4-0 to approve the Application with conditions. In support of that decision, the HDC makes the following Findings of Fact and Conclusions of Law:

### **FINDINGS OF FACT**

1. The property at issue (the “Property”) is located at 241 Lydia Ln. in the Town of Hillsborough. The Owners and Applicants are Chris Jones and Cheryl Jones (the “Applicants”).
2. The Application requests that the HDC grant a Certificate of Appropriateness to:

a. Demolish the existing house; The Applicants received pricing on a proposed renovation/addition that amounted to \$250/SF, or greater than \$530,000 total, and concluded that renovation prices were the same as new construction and that renovation did not justify the cost; the Applicants did not believe there was anything worth salvaging on the exterior; the Applicants are committed to promptly starting construction of a new house on the site once they have plans, permits, and a contractor.

b. Construct a new 2,831 square-foot house; The new house will be a bungalow style; It will be placed on the lot in a more conventional manner than the existing house, which is placed in the extreme southeast corner of the lot; The new house will have Hardie lap siding and trim, a brick foundation, a standing seam (no striations) roof, aluminum clad simulated divided lite (SDL) windows and a hog wire and wood 48" tall fence; The garage siding, roof, and trim colors will match the house; The door and garage door will remain white.

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

3. The Property is in the Hillsborough Historic District, designated by Ordinance No. 4.3.1.2. The Hillsborough Historic District Design Standards, specifically the standards for *Demolition, New Construction of Primary Residential Buildings*,

*Fences and Walls, and Exterior Lighting*, were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. There was consistent agreement that the house presently on the lot does not have any character-defining elements, components, or contributions that are significant to the character of the overall historic district.
- b. The materials for the new house are found in the compatibility matrix and are not incongruous with the district.
- c. The design of the proposed new house is similar to a number of other houses in the district and is not incongruous in terms of massing, siting, fenestration layout, and the screened porch being in the rear, all of which are consistent with the recommendations of the design standards.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission, presented the staff report and comments.
- b. David Cates, presenter for the Applicants, appeared to present testimony and evidence in support of the Application.
- c. Chris Jones, Applicant, appeared to present testimony and evidence in support of the Application.

## **CONCLUSIONS OF LAW**

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

1. The Application is not incongruous with the special character of the Hillsborough Historic District. Therefore, the COA is hereby approved with the following conditions:
  - a. Landscaping will be installed to soften the expanse of foundation on the front elevation of the new house.
  - b. All necessary permits required by law must be obtained before work may commence. Town staff must be consulted prior to making any alterations to

the approved plans. Any unapproved changes observed on a final inspection will be subject to additional fees and must be resolved prior to Town sign-off on the Certificate of Occupancy.

This the 4th day of February, 2026.

---

Will Senner, Chair  
Hillsborough Historic District Commission

### **APPEALS**

A decision of the Commission on an application for a Certificate of Appropriateness may be appealed to the Orange County Superior Court by an aggrieved party. Such appeal shall be made within thirty (30) days of filing of the decision in the office of the Planning Director or the delivery of the notice required in Section 3.12.11, whichever is later. Such appeals to the Orange County Superior Court are in the nature of certiorari and the court shall determine such appeals based on the record generated before the Commission.

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

) Application for  
 ) Certificate of Appropriateness  
 ) 409 N. Wake St.  
 )

This request for a Certificate of Appropriateness (“COA”) to demolish the existing residence and add a new residence at 409 N. Wake St. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on December 3, 2025. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 4-0 to approve the Application subject to a delay of demolition of 180 days to pursue alternatives to preserve the existing house. 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 409 N. Wake St. in the Town of Hillsborough. The Owners are Barbara Freiman and Neil Stutzer (the “Owners”), and the Applicant is Reid Highley (the “Applicant”).
2. The Application requests that the HDC grant a Certificate of Appropriateness to:

a. Demolish the existing cottage on the property; The Owners have approached one property owner in town about moving the cottage; Although this arrangement fell through, the Owners are committed to working with any interested party that is willing to move or dismantle the structure for reuse; If reuse is not possible, the Owners will salvage and donate as much reusable building material as possible before removing the structure; Evidence provided by the Applicant shows several structural defects in the existing cottage.

b. Construct a new house on the property: The new house will be single-story and fit into the site's natural slope; The new house will be contemporary in style but include common vernacular architectural forms and use natural materials that complement the natural surroundings; A connected studio building will reflect the style of the main house; The studio will also provide covered parking and will be connected to the side entrance of the primary house by a ramp; Construction will minimize site disturbance and utilize existing driveway access; The front façade will parallel Orange Street; A screened porch and patio will be located at the west end of the house, where they will be shielded from the street; Only a handful of trees will be removed during construction.

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

3. The Property is in the Hillsborough Historic District, designated by Ordinance No. 4.3.1.2. The Hillsborough Historic District Design Standards, specifically the standards for *Demolition; New Construction of Primary Residential Buildings; New Construction of Outbuildings and Garages; and Walkways, Driveways, and Off-Street Parking*, were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. While the picture window provides character to the existing house, there is not strong consensus that the house in its totality provides particularly special significance to the character of the district overall.
- b. The applicants have made an effort to consider or accept efforts to move the existing house and salvage materials, particularly the picture window. Given those efforts and the fact that there is minimal contribution to the special character of the district in the design and architectural significance of the house, there is limited standing to justify a full 365-day delay of demolition.
- c. The applicant has proposed to protect the larger trees on the site.
- d. While the proposed new house is significantly larger than the existing house, the massing is appropriate for the historic district.
- e. The commission had no concerns about the proposed polyash material and the rest of the proposed materials are allowed by the compatibility matrix.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission, presented the staff report and comments.
- b. Reid Highley, the Applicant, appeared to present testimony and evidence in support of the Application.

## **CONCLUSIONS OF LAW**

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

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

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

The following was not imposed as a condition but is applicable to the proposed demolition of the existing house:

a. The proposed demolition of the existing house on the property is subject to a 180-day delay starting from the date when this document is approved.

This the 4th day of February, 2026.

---

Will Senner, Chair  
Hillsborough Historic District Commission

## **APPEALS**

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

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

**ITEM #6. A:**

**Address:** 420 W. Calvin St.

**Year Built:** c. 1950

**Historic Inventory Information (2013)**

The one-story, Colonial Revival-style building is three bays wide and triple-pile with a full-width rear gable. It has a brick veneer laid in a five-to-one common bond and twenty-light metal windows with operable casements on the front side-gabled section. There are two gabled dormers on the façade, each with German-profile weatherboards on the front, wood shingles on the sides, and paired four-light metal casement windows. The four-light-over-four-panel door has a single pane of glass installed in place of the upper two panels. It has a classical surround with fluted pilasters and a broken pediment. There are high, small windows on the side elevations of the rear gable and a tall brick chimney within the rear gable. A four-light-over-four-panel door on the right (east) elevation has pilasters and a single-light transom. The building was likely erected in the early 1950s and stands on the site of an earlier wholesale grocery. The Hillsborough Savings Bank erected a new building on North Churton Street in 1960 and this building is currently a residence [HDC].

**Proposed work**

- Request for after-the-fact approval for second-floor window replacement

**Application materials**

- COA application
- Narrative
- Old windows
- New windows
- Proposed alternative windows
- Applicant email regarding availability

**Applicable Design Standards**

- *Windows: 1-6*

**Staff Comments**

- This application is being continued from the December regular HDC meeting.
- In October, 2025, vinyl windows were installed (without any permits) to replace historic steel windows.
- The applicant has also proposed installing wood frame windows with wood interiors as an alternative to vinyl.



TOWN OF  
HILLSBOROUGH

## APPLICATION Certificate of Appropriateness and Minor Works

Planning and Economic Development Division

101 E. Orange St., PO Box 429, Hillsborough, NC 27278

919-296-9470 | Fax: 919-644-2390

planning@hillsboroughnc.gov

www.hillsboroughnc.gov

9864-75-3302

Orange County Parcel ID Number

CHRISTINE ROTH

Applicant Name



Neighbourhood

Zoning District

Business

HILLSBOROUGH

420 CALVIN ST NC 27278

Address of Project

Property Owner (if different than applicant)

Property Owner's Mailing Address

City, State ZIP

Property Owner's Phone Number

Property Owner's Email

Description of Proposed Work: CHANGE FRONT 2 WINDOWS

Estimated Cost of Construction: \$ 2000/3000

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

### Applicant and Owner Acknowledgment and Certification

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

Christine Roth  
Applicant's Signature (Optional)

10/22/2025  
Date

Christine Roth  
Property Owner's Signature (Required)

10/22/2025  
Date

**Submittal Requirements**

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

All applications must include the following documents and plans:

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

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

Chapel Hill  
10/22/2025.

I bought these places 420/422 Calvin st  
in February 2016.

This house (Old Savings & Loan)

I repainted the inside and  
some outside in April 2016.

Nobody has been living in this  
home but it was used as a  
temporary studio (No bathroom just  
sink and toilet) and a mini  
kitchen.

Because of the numerous leaks  
(due of the age of the roof) 1946

I decided to replace it

I hired a company Matrix to locate  
the asbestos and Remtech cause and  
removed it.

(2)

I got a certificate from Matrix saying  
that the building was asbestos free  
while Baker Roofing Co was putting a  
new roof. They let me know  
that the "Windows" in the dormers  
needed replacement.

That's what I did.

Thank you.

Christine Roth.

600 Copperline Dr  
Unit 204

Chapel Hill NC 27516.

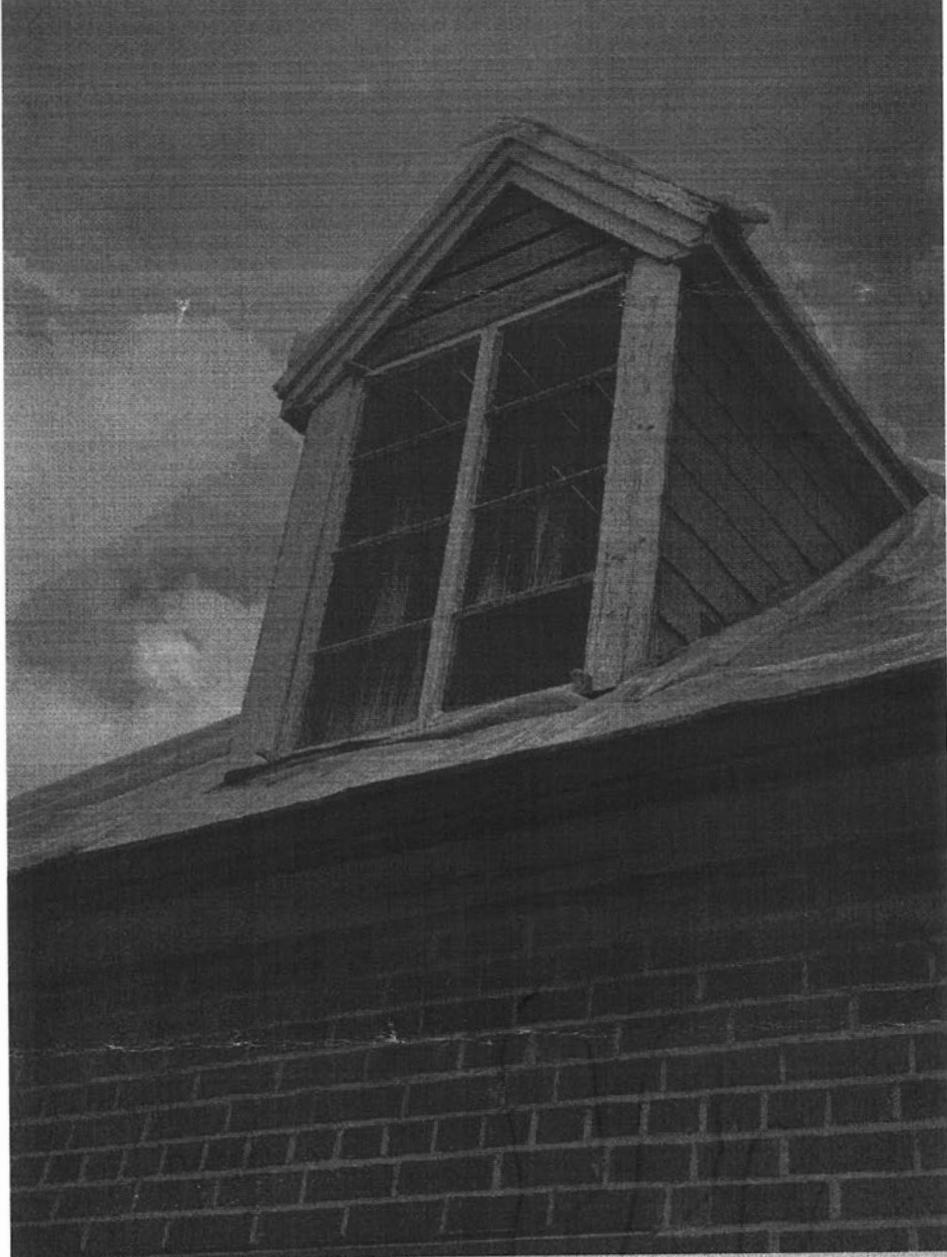
CMLROTH@GMAIL.COM

2:05

5G

Hillsborough  
October 1 12:59 PM

OLD WINDOWS FROM  
1946



From: Kelly Norris knorris@bakerhomeexteriors.com  
Subject: Christine Roth Windows  
Date: Oct 16, 2025 at 4:02:23 PM  
To: Christine Roth cmiroth@gmail.com

---

The windows are vinyl replacement windows. Double hung 11/16" contoured grilles. I'm not sure you can even find anything close to what was up there. They were made of steel. Anything of that size and design may be a custom build at this point.

Kelly Norris  
**Consultant**  
M: 919.810.2879



1051 Schieffelin Rd  
Apex, NC 27502  
[BakerHomeExteriors.com](http://BakerHomeExteriors.com)

New Windows in place now.

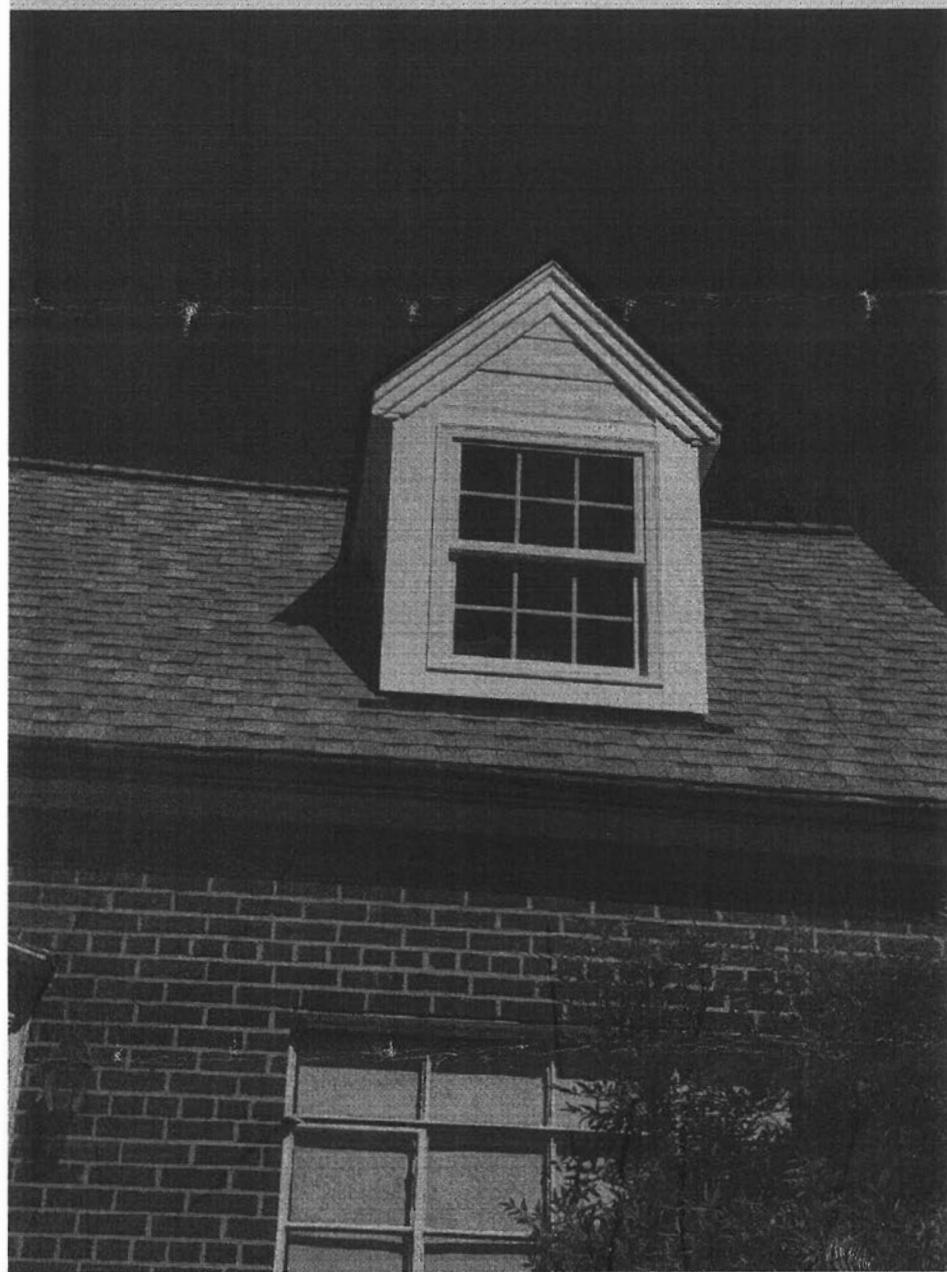
2:05

5G

Hillsborough  
Wednesday 11:55 AM

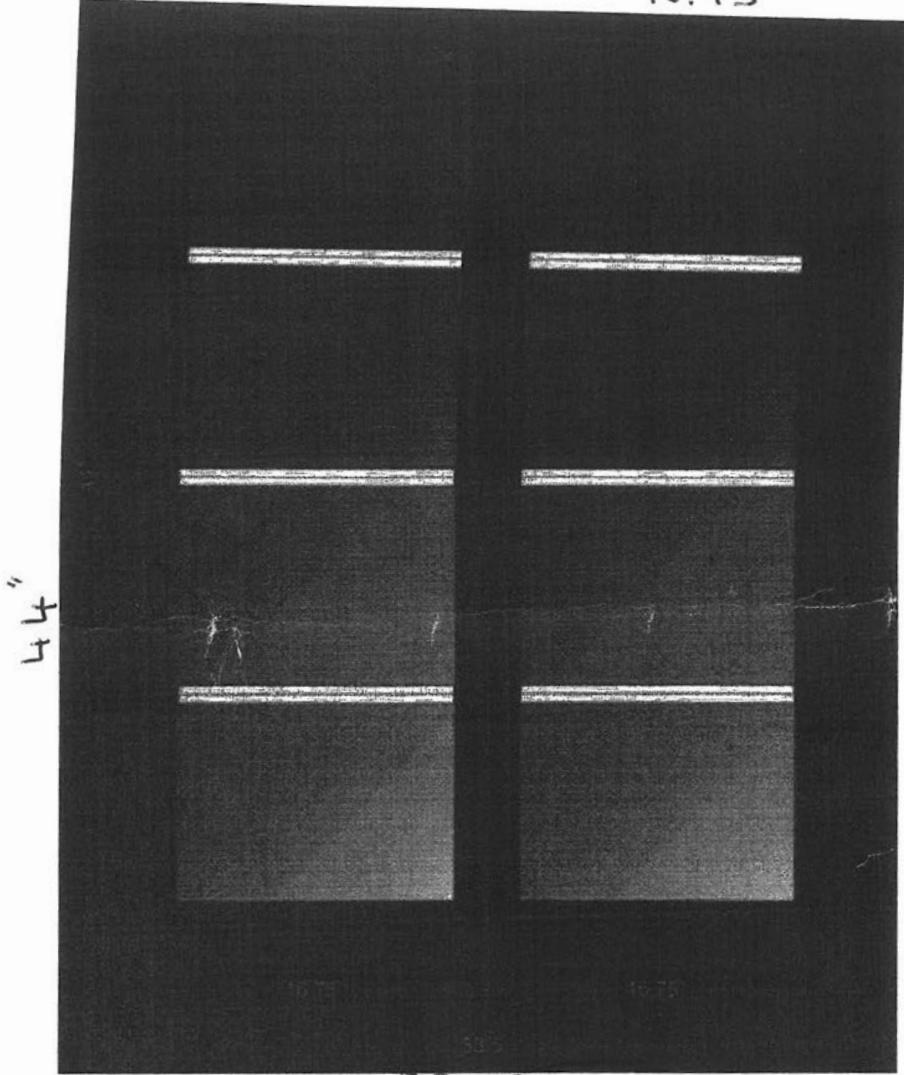
WINDOWS IN PLACE NOW

OCT 2025



16.75 "

16.75 "



REPLACEMENT

33.5 "

NEW WINDOWS NEED TO BE ORDERED

Sent from my iPhone

On Oct 21, 2025, at 4:32PM, Kelly Norris  
[<knorris@bakerhomeexteriors.com>](mailto:<knorris@bakerhomeexteriors.com>) wrote:

Good afternoon, ma'am. At this point, this is the closest match to what the old windows looked like. It is an aluminum frame window with a wood interior. They do not open but have a similar look to the old ones. If you would like pricing on these, please let me know.

Windows  
to Replace  
the ones  
in

Thanks,  
Kelly Norris

**From:** [Christine Roth](#)  
**To:** [Joseph Hoffheimer](#)  
**Subject:** 420 Calvin st  
**Date:** Thursday, October 30, 2025 11:34:07 AM

---

Mr Hoffheimer

As we discussed during our meeting on Tuesday 10/28/2025 I will be out of town from October 31st to January 14 2026 therefore I won't be able to attempt any of the meetings from the Historical Society but I will be present for your meeting on February 4 th

Thank you

Christine Roth

Sent from my iPhone

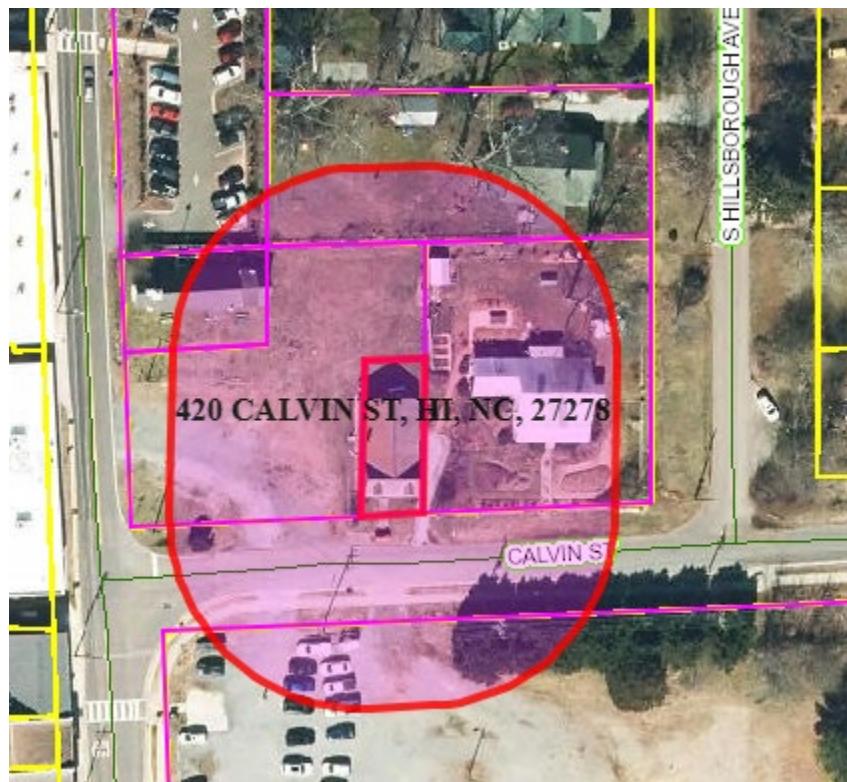
I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864753302 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

11/19/2025

Date

Joseph Hoffheimer  
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRST	OWNER2_LAST	OWNER2_FIRST	ADDRESS1	ADDRESS2 CITY	STATE	ZIPCODE
9864751389	NEW LIFE BAPTIST	CHURCH			PO BOX 1074		HILLSBOROUGH	NC 27278
9864752344	ROTH	CHRISTINE M			600 COPPERLINE DR	UNIT 204 CHAPEL HILL	NC	27516
9864752645	BELLEVUE MILL LLC				8380 BAY PINES BLVD	3RD FL ST PETERSBURG	FL	33709
9864753302	ROTH	CHRISTINE M			600 COPPERLINE DR	STE 204 CHAPEL HILL	NC	27516
9864753365	TRUEBLOOD	BENJAMIN	TRUEBLOOD	STEPHANIE G	418 CALVIN ST		HILLSBOROUGH	NC 272782404
9864753425	COBB	CANDICE TRUSTEE	MCMILLAN	MARTHA N TRUSTEE	216 S HILLSBOROUGH A		HILLSBOROUGH	NC 27278
9864755143	NORTH CAROLINA RA COMPANY				2809 HIGHWOODS BLVI		RALEIGH	NC 27604



**ITEM #7. A:**

**Address:** 406 W. Margaret Ln.

**Year Built:** c. 1946 (house)

**Historic Inventory Information (2013)**

This one-and-a-half-story, side-gabled, Minimal Traditional-style house is three bays wide and double-pile with a projecting gabled bay on the right (east) end of the façade and a gabled dormer on the left (west) end of the façade. The house has vinyl siding and windows, an interior brick chimney, and a four-light-over-four-panel door sheltered by a metal awning on decorative metal posts. There is a single window in each side gable and dormer, a projecting, shed-roofed bay on the right elevation, and a gabled ell at the right rear (northeast). There is a low stone wall along the front and right sides of the property and brick stairs lead to the entrance. County tax records date the building to 1946.

(The garage was constructed too recently to be included in the inventory)

**Proposed work**

- Rear addition to garage

**Application materials**

- COA application
- Existing photos
- Narrative
- Material matrix
- Site plan
- Existing and proposed elevations

**Applicable Design Standards**

- *Outbuildings and Garages: 1, 2, 7*

**Staff Comments**

- The design standards do not directly address additions to existing outbuildings.
- A rear addition to the existing house and minor changes to the existing garage were approved by the HDC in 2024.



TOWN OF  
**HILLSBOROUGH**

## APPLICATION Certificate of Appropriateness and Minor Works

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

Orange County Parcel ID Number

Zoning District

Address of Project

Applicant Name

Property Owner (if different than applicant)

Property Owner's Mailing Address

City, State ZIP

Property Owner's Phone Number

Applicant's Email

Property Owner's Email

Description of Proposed Work: \_\_\_\_\_

Estimated Cost of Construction: \$ \_\_\_\_\_

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

### Applicant and Owner Acknowledgment and Certification

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

Applicant's Signature (Optional)

Date

Property Owner's Signature (Required)

Date

## **Submittal Requirements**

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

All applications must include the following documents and plans:

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

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

**Staff Use Only:**

<b>COA fee (\$1 per \$1000 of construction costs, \$150 minimum)</b> <b>or Minor Works fee (\$1 per \$1000 of construction costs, \$25 minimum):</b>		Amount: \$ _____
<input type="checkbox"/> After-the-fact application (\$500):	Amount: \$ _____	
<input type="checkbox"/> Demolition request review (\$50):	Amount: \$ _____	
Total Due: \$ _____		

Receipt #: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

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

N/A       Yes      Zoning Officer: \_\_\_\_\_

This application meets public space division requirements.

N/A       Yes      Public Space Manger: \_\_\_\_\_

**Historic Architectural Inventory Information**

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

Description of the Property:

Applicable Design Standards:

Other reviews needed?

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

**Minor Works Certificate of Appropriateness Application Decision**

Approved       Referred to HDC

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

**Certificate of Appropriateness Decision**

Approved       Denied      Commission Vote: \_\_\_\_\_

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

Historic District Staff Signature

Date

**Introduction**

The subject garage is located at the rear of 406 W. Margaret Lane behind the house. The existing garage has wood German siding and vinyl windows, an aluminum clad full light door and a four-light-garage door facing north. There are single windows on the south and east elevations. There is an asphalt driveway on the east side which wraps around the screen porch up to the garage entrance almost to the west property line. Please see existing conditions pictures below:



**Elevation facing south (West Margaret Lane side)**



Elevation facing west



Elevation facing north



**Elevation facing east**

**Project**

The project is to construct a garage addition to the rear of the existing garage. The addition is proposed to have wood German siding to match as well as a metal roof to match the existing metal roof. Miratec trim is proposed for the fascia, rake, window casing. A new aluminum-clad SDL window is proposed on the west elevation to match and be adjacent to the existing window. Additionally similar twin windows are proposed for the west end of the new garage addition. All trim and siding will be painted to match the existing garage colors. A new aluminum garage door with no lites is proposed for the east elevation of the garage addition.

**Landscaping**

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

**Lighting**

No new lighting fixtures are proposed but two existing (shown below) will be relocated to flank the new garage door facing east.



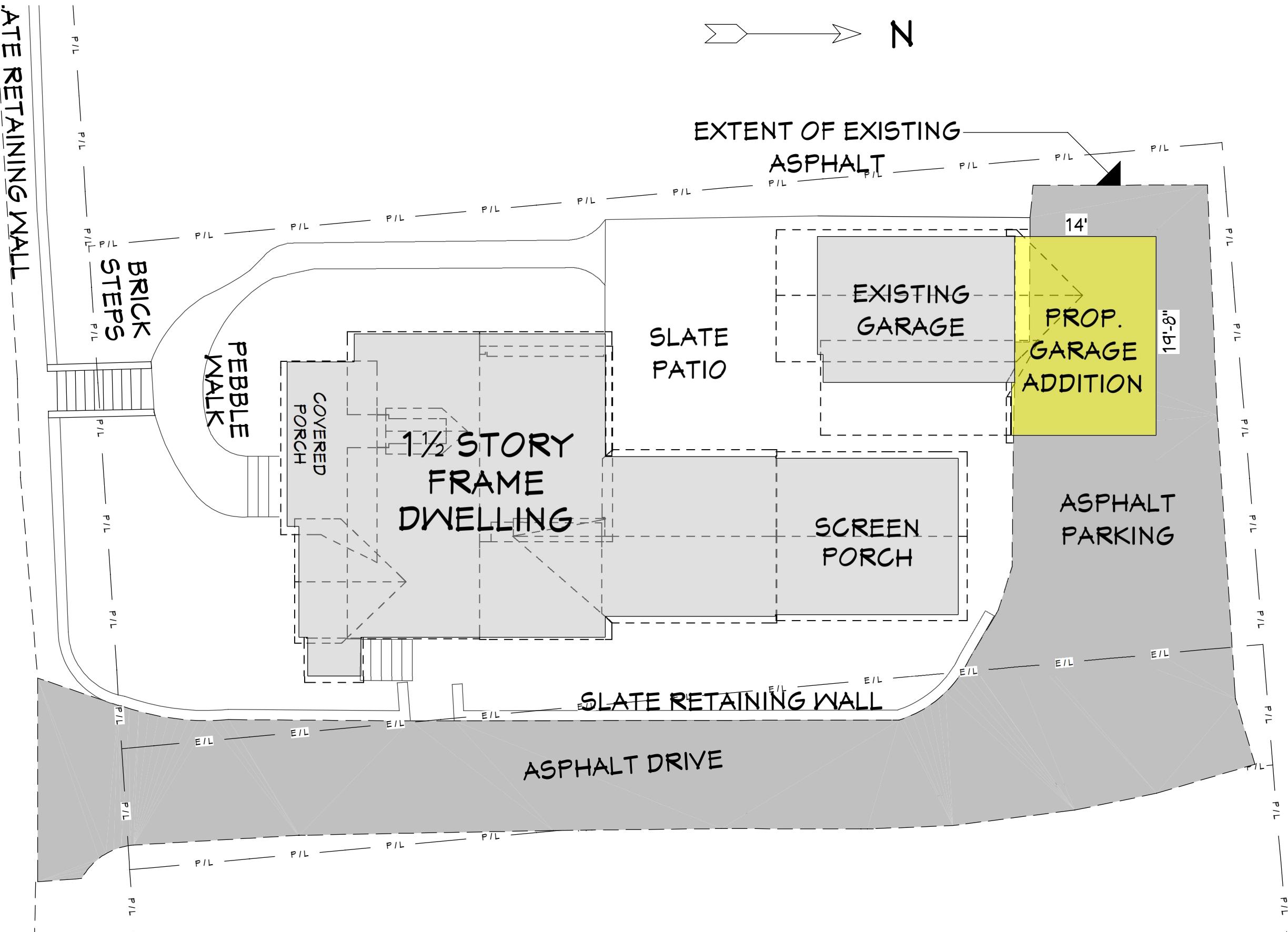
## Material matrix

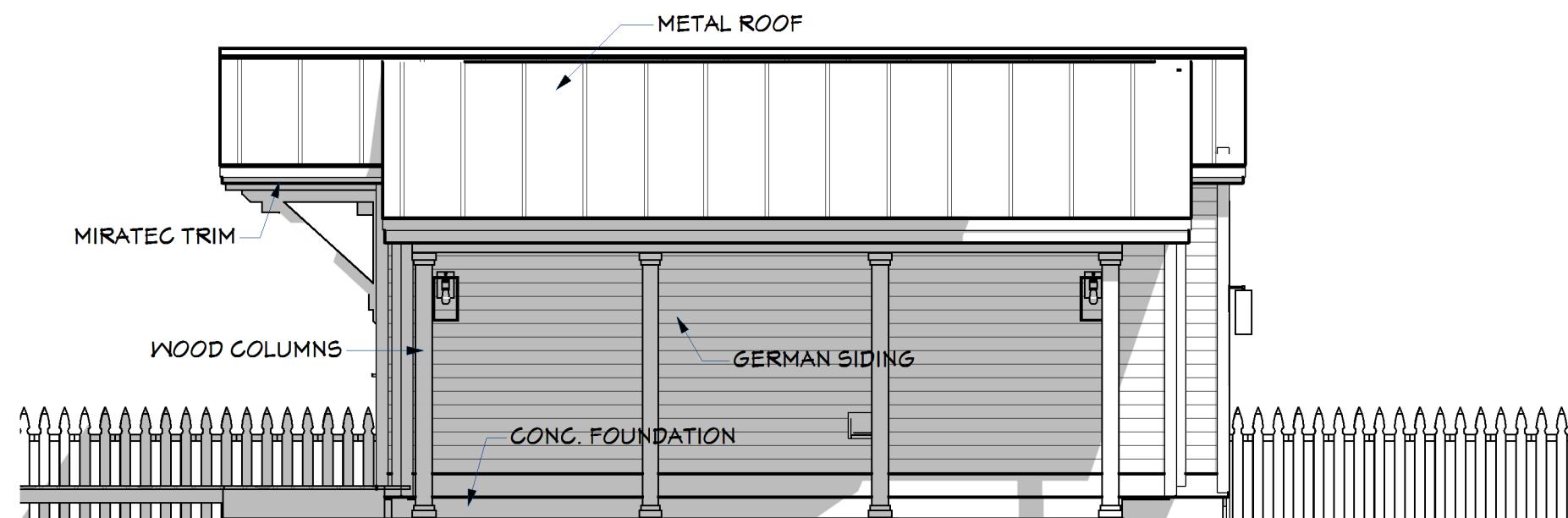
Item	Proposed material(s)	Color
siding	wood, (exist. wood)	To match existing
trim	Miratec (exist. wood)	To match existing
fascia	Miratec (exist. wood)	To match existing
roof (dormer/screen porch)	Metal (exist. Metal)	To match existing
foundation materials	concrete (exist. Conc.)	To match existing
windows	Aluminum clad SDL	To match existing
Shutters	None proposed	N/A
awnings	None proposed	N/A
front door	No change	N/A
handrails/pickets	None proposed	N/A
columns	None proposed	N/A
patios	None proposed	N/A
front steps	None proposed	N/A
walkways	None proposed	N/A
driveways	None proposed	N/A
fences	None proposed	N/A

(33' PUBLIC RIGHT-OF-WAY, P.B. 36, PG. 33)

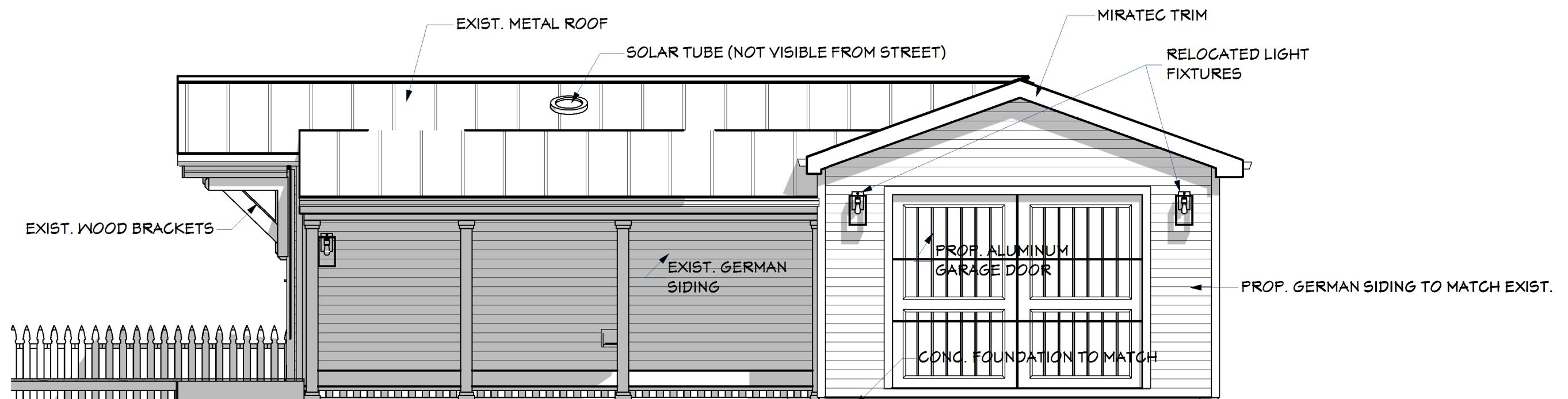
# W. MARGARET LANE

# SITE PLAN<sup>67</sup>

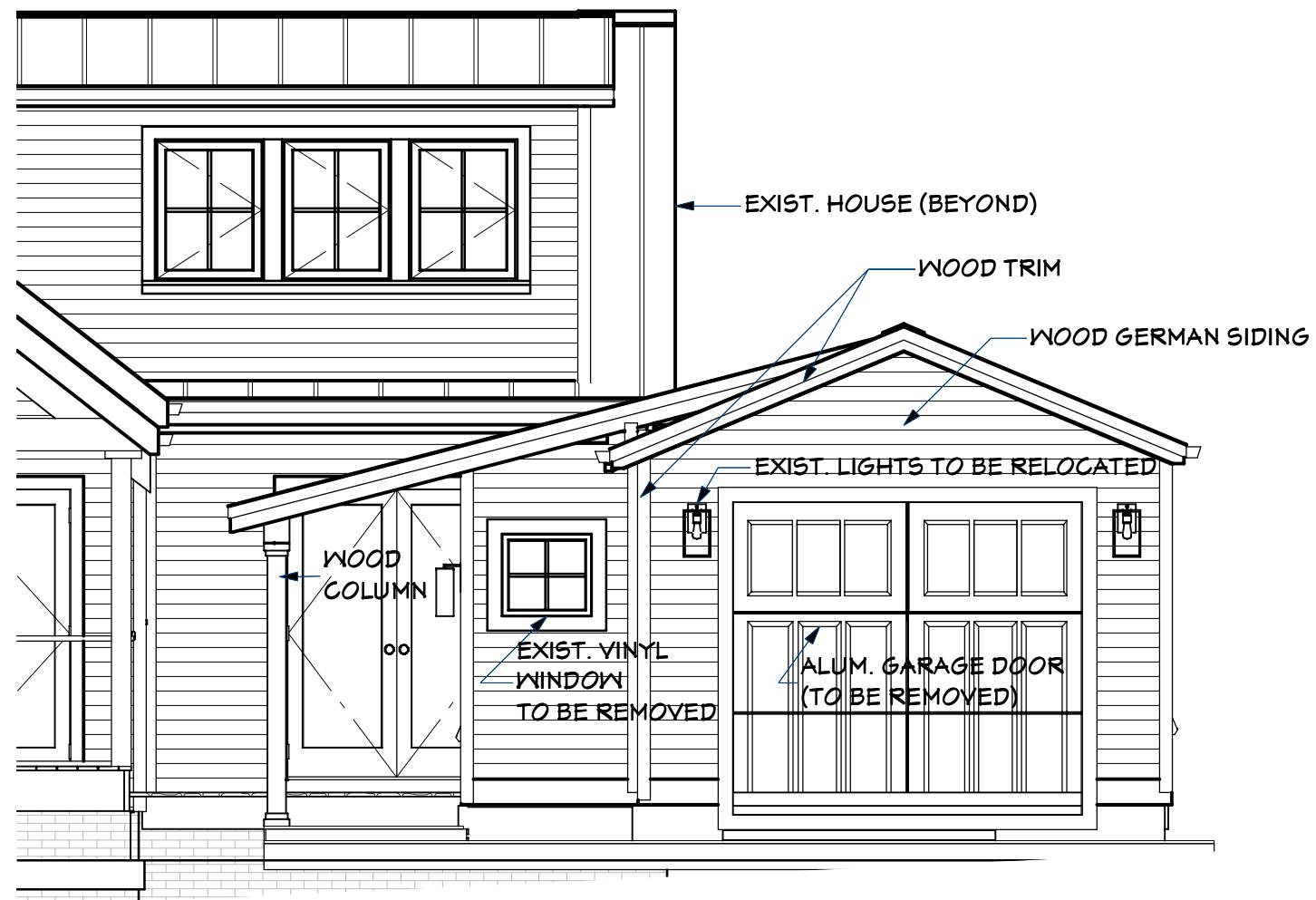




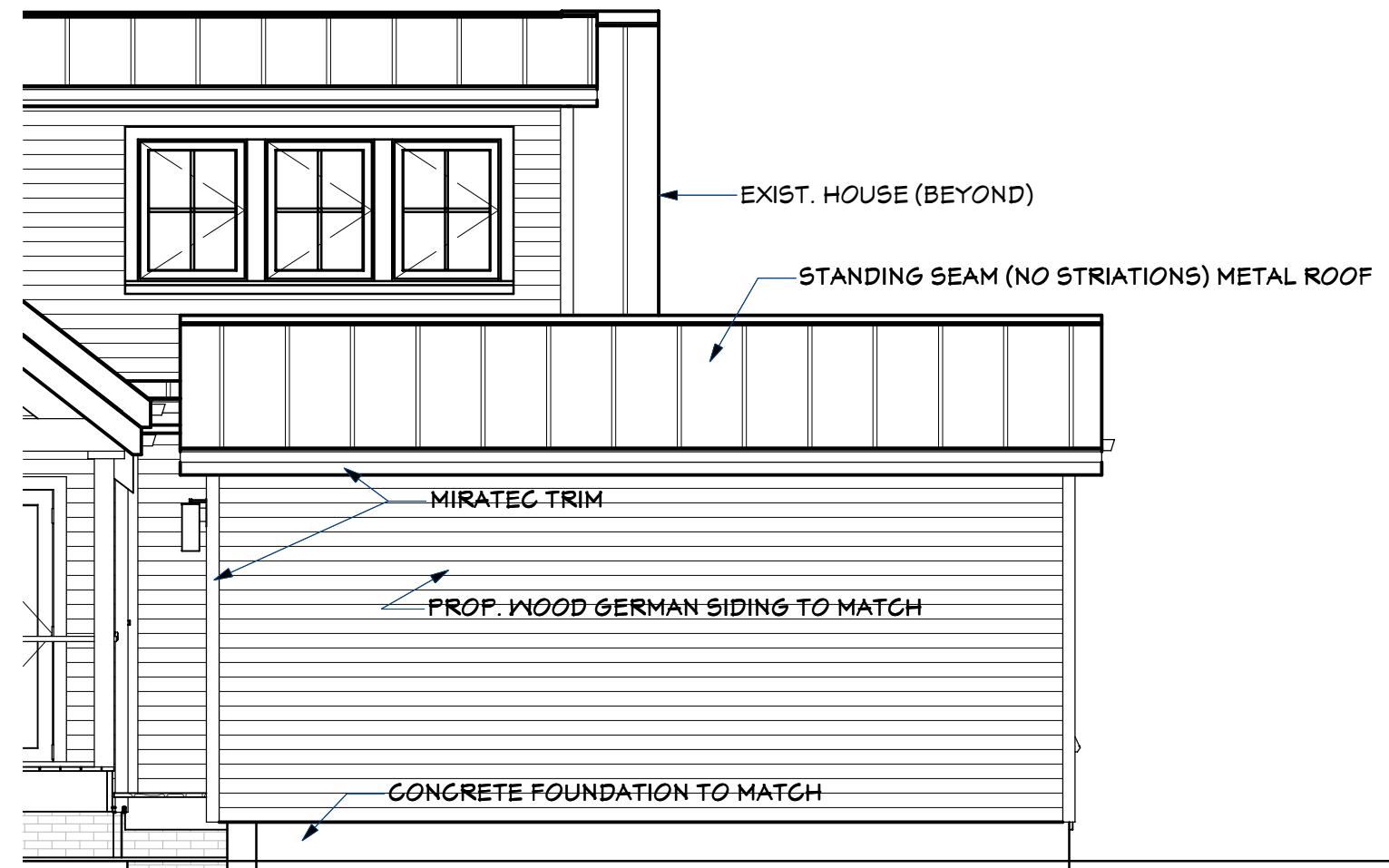
Existing Garage East Elevation



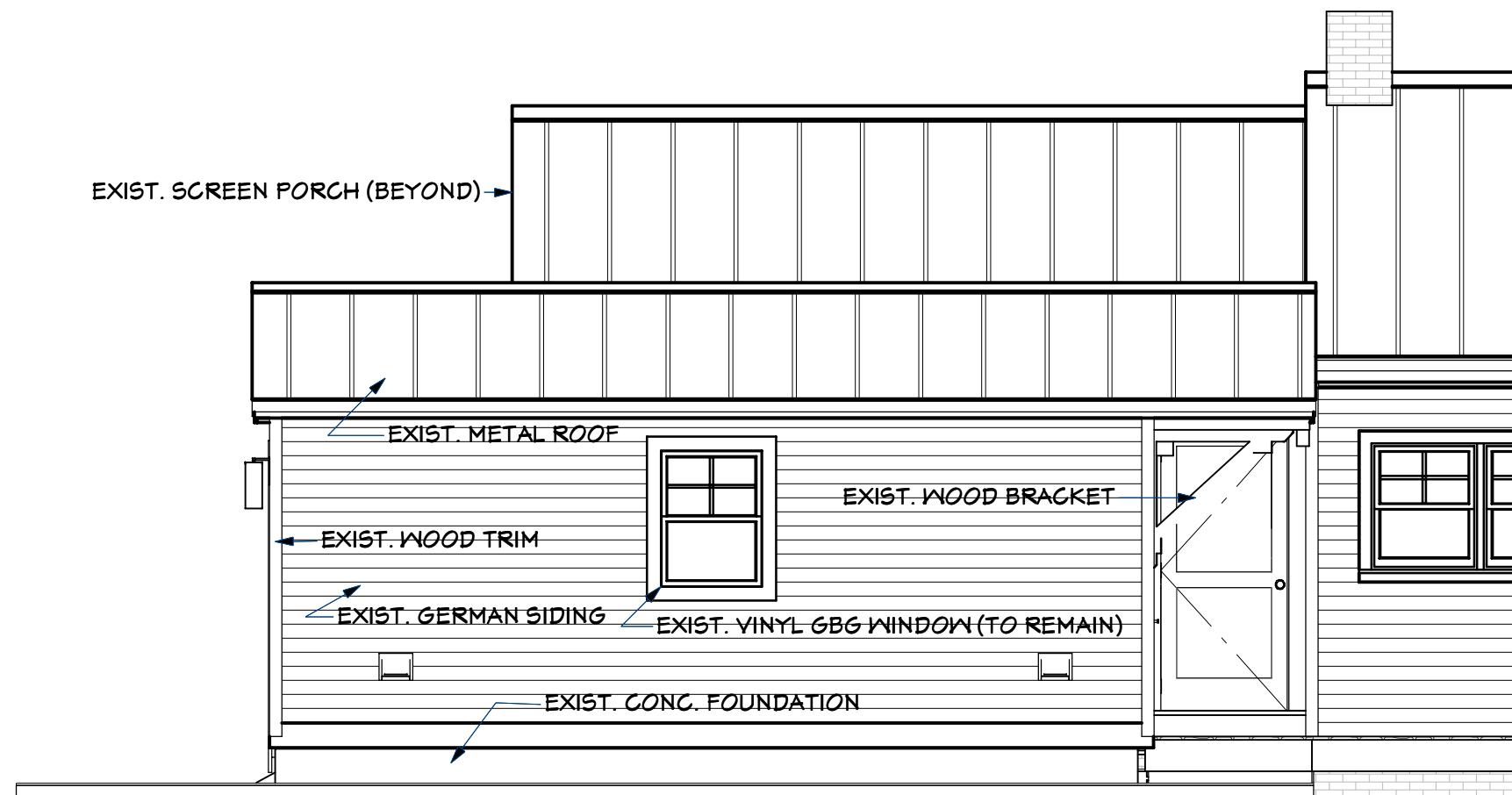
Proposed Garage East Elevation



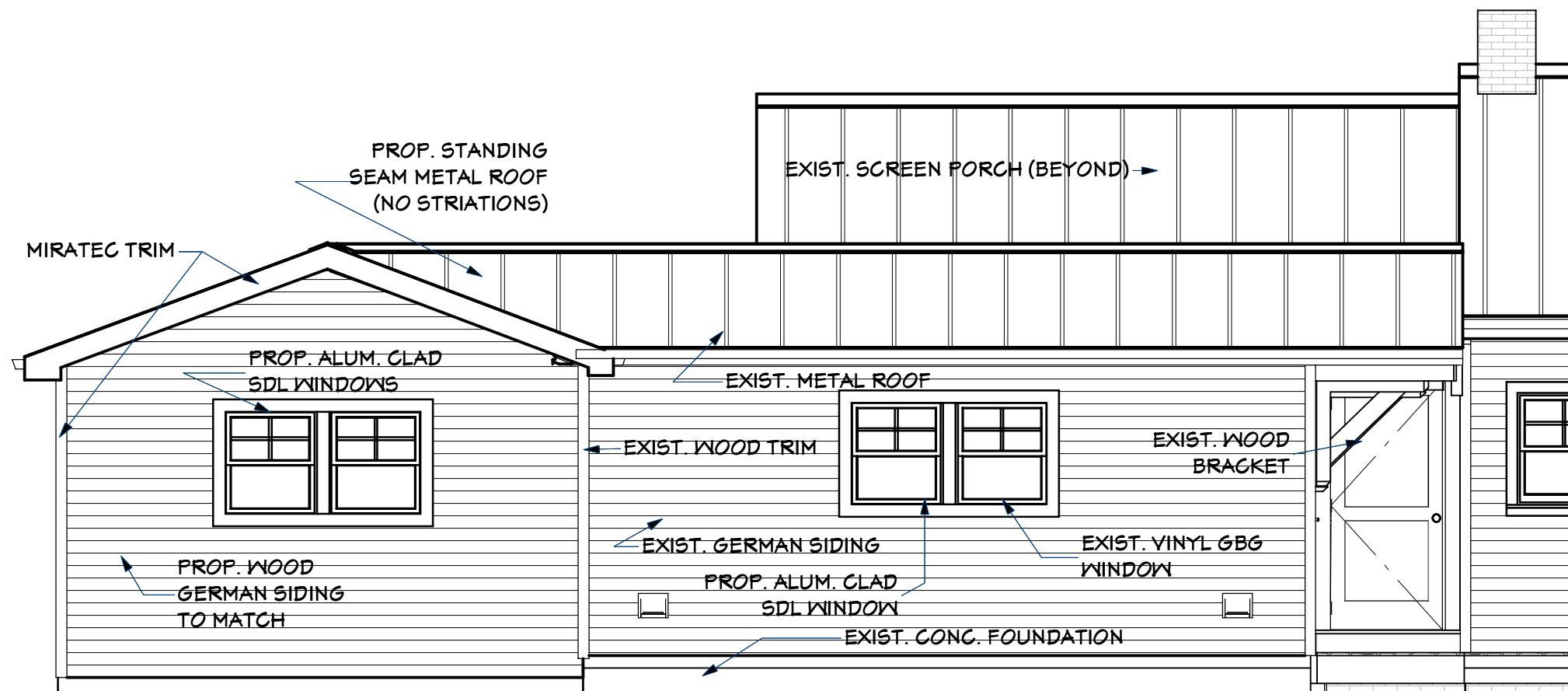
Existing Garage Elevation Rear (north)

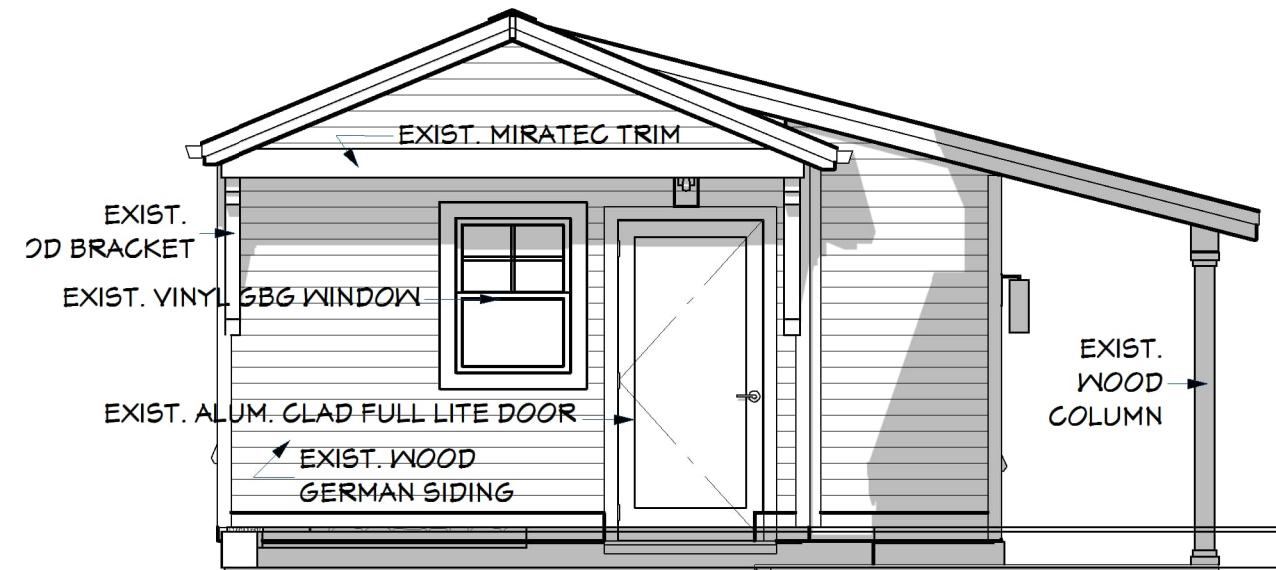


Proposed Garage Elevation Rear (north)

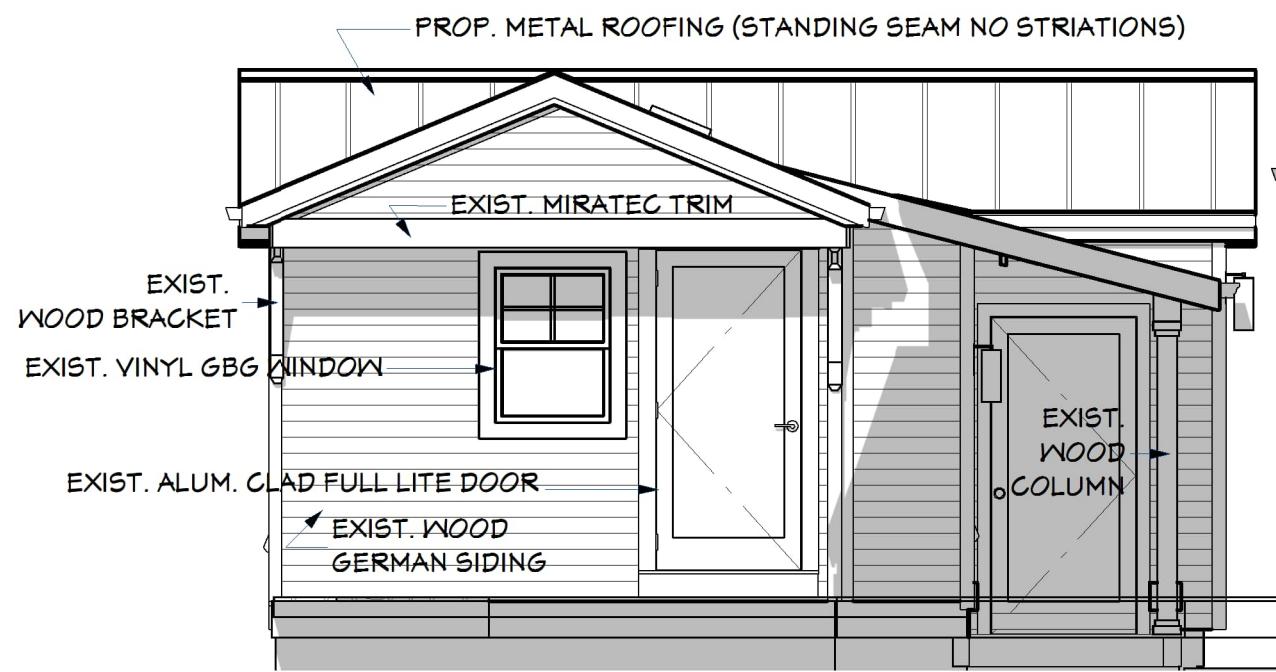


Existing Elevation Left (west)





Existing Garage South Elevation



Proposed Garage South Elevation

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864883297 (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.

11/19/2025  
Date

Joseph Hoffheimer  
(for Hillsborough Planning Department)

PIN	OWNER1_LA	OWNER1_F	OWNER2_LA	OWNER2_F	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE
9864755946	HUME	BARBARA I I			PO BOX 8		HILLSBOROUGH	NC	27278
9864756428	JOHNSON	DANIEL			3172 HARBOR	I	SHELBURNE	VT	5482
9864756746	HILLSBOROU OF				PO BOX 429	PUBLIC SP	HILLSBOROUGH	NC	27278
9864757915	BRISTOW	EILEEN			108 S OCCONE		HILLSBOROUGH	NC	27278
9864765059	TOMBERG	JAMES	TOMBERG	PAMELA G	409 W KING ST		Hillsborough	NC	27278
9864766039	DEGETTE	ANDREA M			407 W KING ST		HILLSBOROUGH	NC	27278
9864767014	STEWART	FREDRICK	HOLCOMB	JIMMY	403 KING ST		HILLSBOROUGH	NC	27278
9864767112	STEWART	FREDRICK	HOLCOMB	JIMMY	403 KING ST		HILLSBOROUGH	NC	27278



**ITEM #7. B:**

**Address:** 104 S. Hillsborough Ave.

**Year Built:** c. 1920 (house), c. 1990 (shed)

**Historic Inventory Information (2013)***House*

The three-bay-wide, hip-roofed house is double-pile with a decorative gable centered on the façade. The house has vinyl siding, one-over-one wood-sash windows, and an interior brick chimney. The four-panel door is sheltered by a full-width, hip-roofed porch supported by square posts with a later wooden railing. Two full-width, shed-roofed rear additions are now covered by a single shed roof. There is a low concrete wall and concrete steps at the street. A stone wall extends along the driveway on the left (south) side of the house. The house appears on the 1924 Sanborn map.

*Shed*

Shed-roofed, frame shed with metal sheathing and a metal roof.

**Proposed work**

- Rear addition
- Renovation of the previous second and third rear additions by adding a northern shed dormer, a southern shed dormer, and a western gable dormer
- New second-story wood porch
- Reconstruction of the existing rear shed into a new shed and screened porch room

**Application materials**

- COA application
- Existing photos
- Narrative
- Example photos
- Lighting, shingle, and paint samples
- Material list
- Site plan
- Existing and proposed perspectives
- Existing and proposed elevations

**Applicable Design Standards**

- *Additions to Residential Buildings:* 1-14
- *Outbuildings and Garages:* 1, 2
- *Exterior Walls:* 1, 2, 8
- *Paint and Exterior Color:* 5, 6
- *Roofs:* 8

- *Exterior Lighting:* 5

#### **Staff Comments**

- The proposed aluminum siding removal, lighting, paint, and roof work can all be approved at the staff level as either minor works or ordinary maintenance.
- The chimney proposed for removal is similar to other chimneys that have recently been removed in the historic district.
- The design standards do not directly address additions to existing outbuildings.



TOWN OF  
**HILLSBOROUGH**

## APPLICATION

### Certificate of Appropriateness and Minor Works

Planning and Economic Development Division

101 E. Orange St., PO Box 429, Hillsborough, NC 27278

919-296-9470 | Fax: 919-644-2390

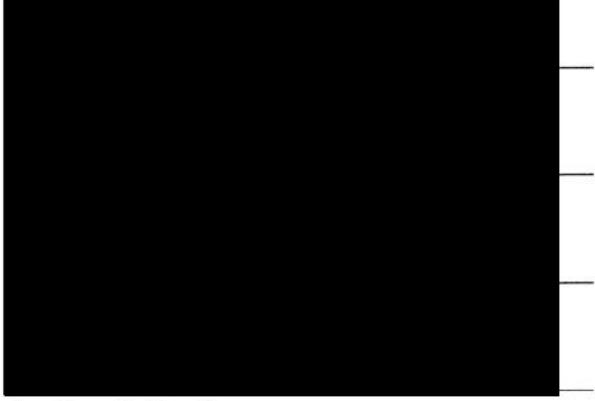
planning@hillsboroughnc.gov

www.hillsboroughnc.gov

9864763058  
Orange County Parcel ID Number

R-20  
Zoning District

104 S. Hillsborough Ave  
Address of Project

Bridget Booher  
Applicant Name  


Property Owner (if different than applicant)

Property Owner's Mailing Address

City, State ZIP

Property Owner's Phone Number

Property Owner's Email

Description of Proposed Work: rear addition, renovation of the previous 2<sup>nd</sup> and 3<sup>rd</sup> rear additions by adding a northern shed dormer, a southern shed dormer and a western gable dormer, a new 2<sup>nd</sup> story wood porch and rebuilding the existing non-contributing rear shed into a new shed/screen porch room

Estimated Cost of Construction: \$ 400,000

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

#### Applicant and Owner Acknowledgment and Certification

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

Applicant's Signature (Optional) \_\_\_\_\_ Date \_\_\_\_\_

 1/15/26  
Property Owner's Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

**Submittal Requirements**

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

**All applications must include the following documents and plans:**

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

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

**Staff Use Only:**

<b>COA fee (\$1 per \$1000 of construction costs, \$150 minimum)</b>	
<b>or Minor Works fee (\$1 per \$1000 of construction costs, \$25 minimum):</b>	
<input type="checkbox"/> After-the-fact application (\$500):	Amount: \$ _____
<input type="checkbox"/> Demolition request review (\$50):	Amount: \$ _____
Total Due: \$ _____	

Receipt #: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

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

N/A       Yes      Zoning Officer: \_\_\_\_\_

This application meets public space division requirements.

N/A       Yes      Public Space Manager: \_\_\_\_\_

**Historic Architectural Inventory Information**

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

Description of the Property:

Applicable Design Standards:

Other reviews needed?

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

**Minor Works Certificate of Appropriateness Application Decision**

Approved       Referred to HDC

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

**Certificate of Appropriateness Decision**

Approved       Denied      Commission Vote: \_\_\_\_\_

Conditions or Modifications (if applicable):

Historic District Staff Signature

Date

## COA 104 S. Hillsborough Ave

**HOUSE NARRATIVE:** The house under consideration for this renovation/addition project is located at 104 S. Hillsborough Ave. The three-bay-wide, hip-roofed house is double-pile with a decorative gable centered on the façade. The house has aluminum siding, one-over-one wood-sash windows, and an interior brick chimney. The four-panel door is sheltered by a full-width, hip-roofed porch supported by square posts with a later wooden railing. Two full-width, shed-roofed rear additions are now covered by a single shed roof. There is a low concrete wall and concrete steps at the street. A stone wall extends along the driveway on the left (south) side of the house. The house appears on the 1924 Sanborn map. Regarding the shed: NC-Building – Shed, c. 1990 – Shed-roofed, frame shed with Masonite vertical siding and a 5V metal roof.

Please see existing condition photos below:

Front elevation from front walkway on property



Front elevation from S. Hillsborough Ave



Left side looking north



Rear looking east



Right side looking south



Shed Front looking west



Shed Right Side looking south



Rear looking east



Left side obscured and inaccessible for photos

## PROPOSED PROJECT

Proposed is a rear addition, renovation of the previous 2<sup>nd</sup> and 3<sup>rd</sup> rear additions by adding a northern shed dormer, a southern shed dormer and a western gable dormer, a new 2<sup>nd</sup> story wood porch and rebuilding the existing non-contributing rear shed into a new shed/screen porch room. No major changes are proposed to the existing front portion of the house other than the homeowner would like to remove the aluminum siding to expose the original wood siding, remove the non-functioning small chimney, replace the existing asphalt shingles with new shingles to match the new addition's new shingles, stain the new front door (see below) and paint the metal porch roof silver to match the new standing seam metal roofs of the shed dormers and bracketed roofs over the side and rear doors.



## SIMILAR PROJECTS WITHIN HISTORIC DISTRICT



This recently HDC approved rear addition with dormers is very similar to the subject house's renovations.



This house located at 107 N Wake Street has a rear contemporary gabled addition.



While difficult to see this house (114 N Wake Street) is a house built about the same time as the subject house with a rear shed dormer and screen porch addition.



This house at 121 N Wake Street has a rear shed dormer addition as well as a substantial modern addition.



The house located at 120 E Union Street has a fairly large shed dormer addition.



This house located at 211 N Churton Street has three shed dormer additions



The house located at 127 W Queen Street has a gabled dormer addition.



The house is located at 219 W. Queen Street and it has a gabled dormer addition

## LANDSCAPING

No removal of significant trees is proposed.

## LIGHTING (adjacent to the new and rear side doors)

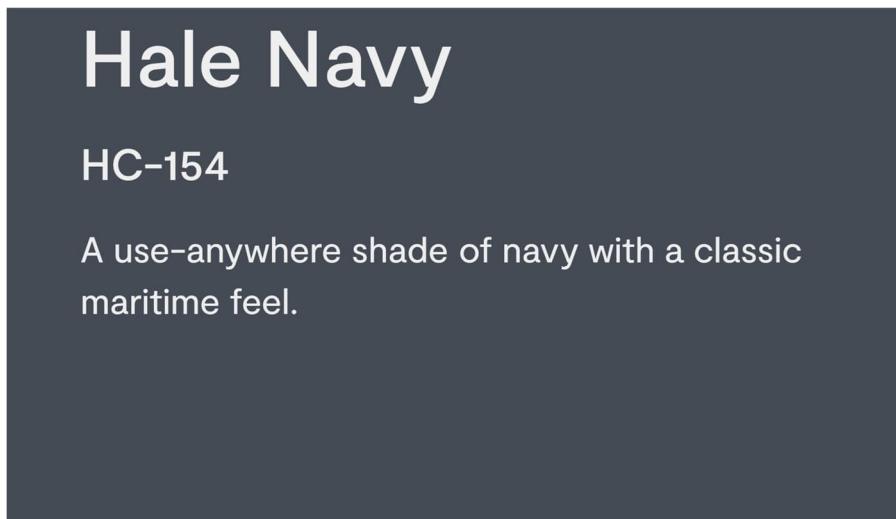


## MATERIAL/PAINT SAMPLES

Asphalt shingle roofing: [Landmark Certainteed Shingles in Sunrise Cedar](#)



Exterior siding paint color: [Benjamin Moore Hale Navy](#)



Trim (windows, corner boards, fascia) : [Benjamin Moore White Dove](#)

# White Dove

OC-17

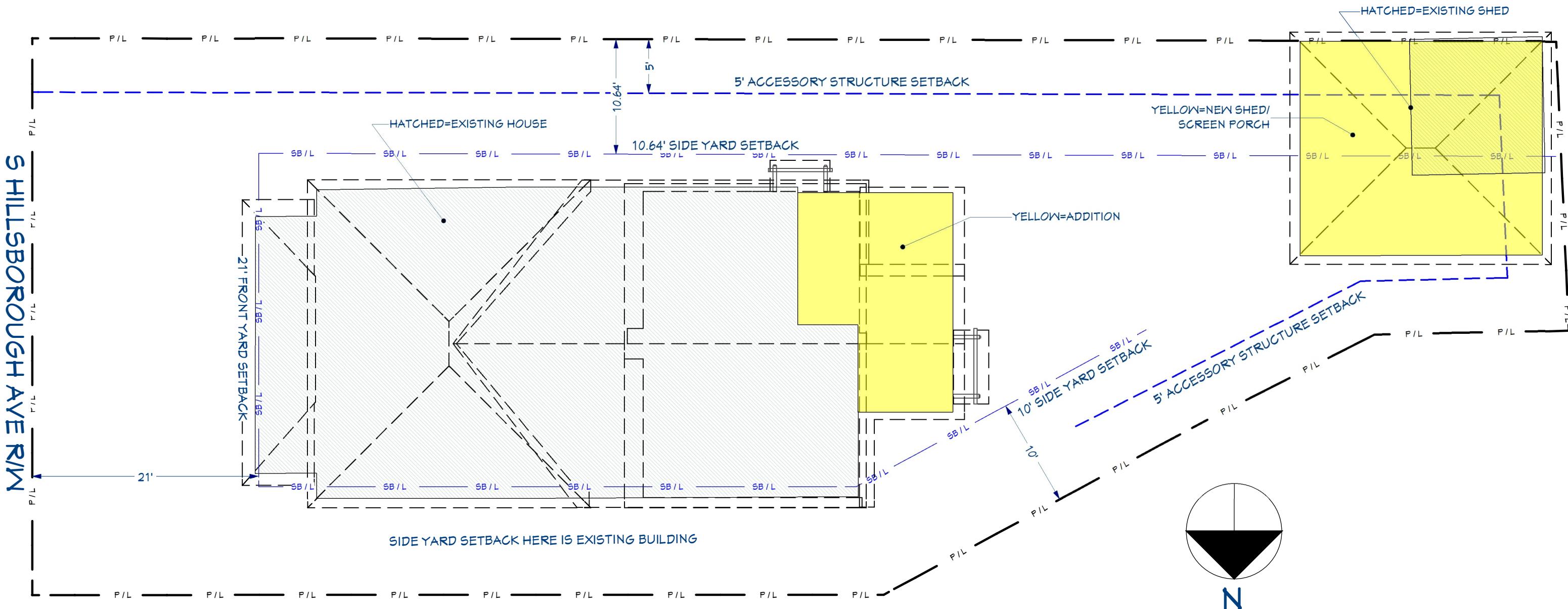
Unerring style defines this clean and classic white.

Front, rear, and side door stain: Minwax Golden Oak



## MATERIAL LIST

Item	Existing	Proposed Material(s)	Color
Siding	Aluminum to be removed	Wood (existing), Hardie (new)	Hale Navy
House Trim (windows/doors)	Aluminum to be removed	Wood (existing), Miratec (new)	Match existing (white)
Asphalt shingled Roofs	To be replaced with new	Asphalt shingles	Landmark Certainteed Shingles in Sunrise Cedar
Metal Roofs (porch, dormers)	Metal roof	Standing seam (no striations)	Silver
Window sashes	wood	SDL Aluminum clad wood (new)	Match existing (white)
Front Door	wood	Wood	Golden oak
New Rear patio door	wood	wood	Golden oak
Front Porch flooring	wood	no change	n/a
2 <sup>nd</sup> floor porch flooring	n/a	Wood	To match front porch
2 <sup>nd</sup> floor porch handrails	n/a	Pressure treated wood	Match existing (white)
Shutters	None	n/a	n/a
columns	wood	Wood	Match existing (white)
chimneys	Brick (to be removed)	Stone	Natural
Front steps	concrete	no change	n/a
Walkways	concrete	no change	n/a
Driveways	concrete	no change	n/a
Fences	wood	no change	n/a
Shed Roof	5V metal	Asphalt shingles	Landmark Certainteed Shingles in Sunrise Cedar
Shed siding	Masonite	Vertical Hardie board	Hale Navy
Shed trim	Wood	Miratec	Hale Navy
Shed doors	Wood	Wood	Hale Navy

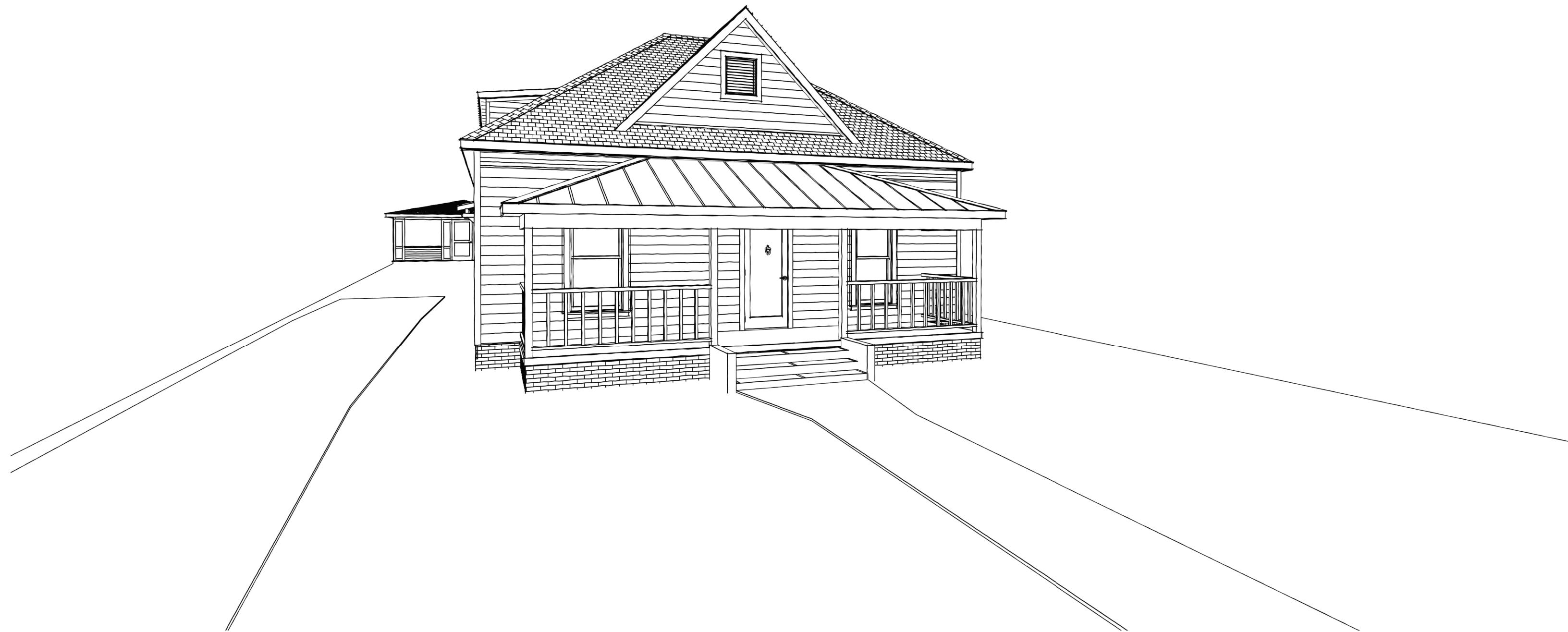


## Site Plan

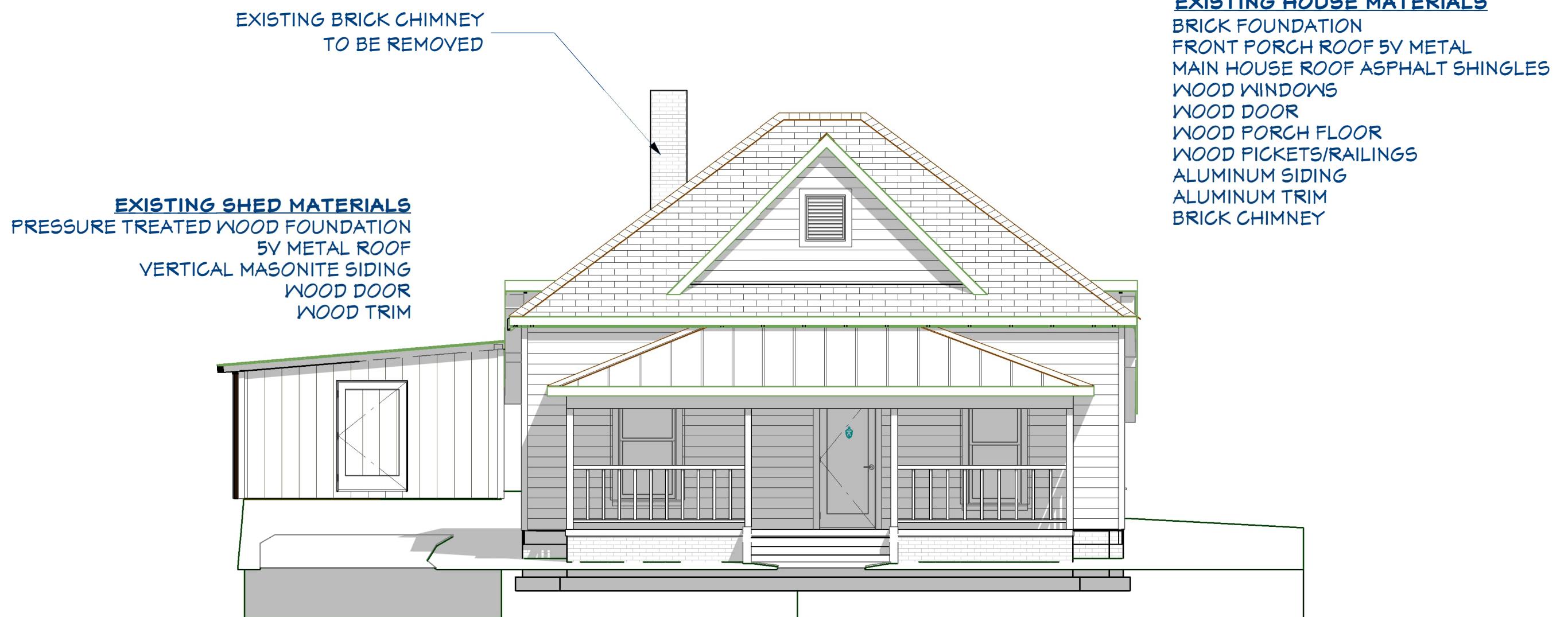
SCALE" 1"=



Existing Perspective  
104

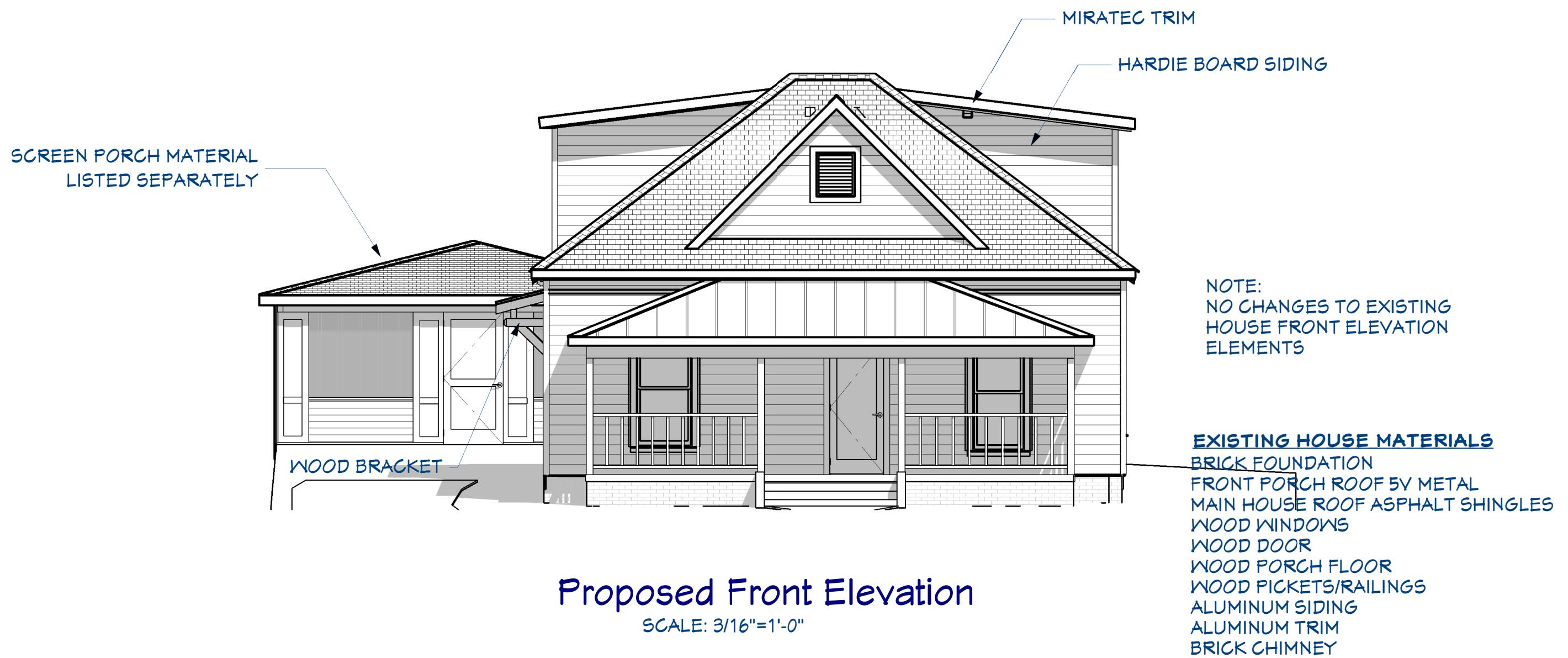


Proposed Perspective



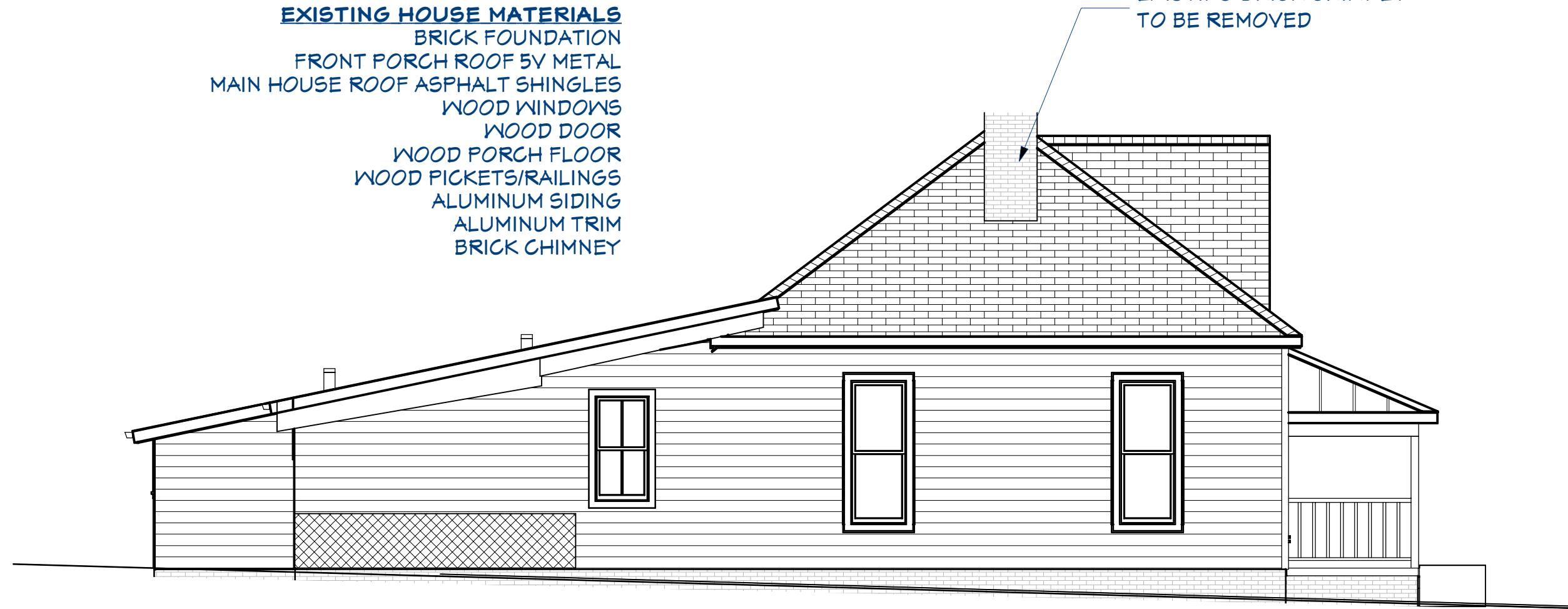
Existing Front Elevation

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



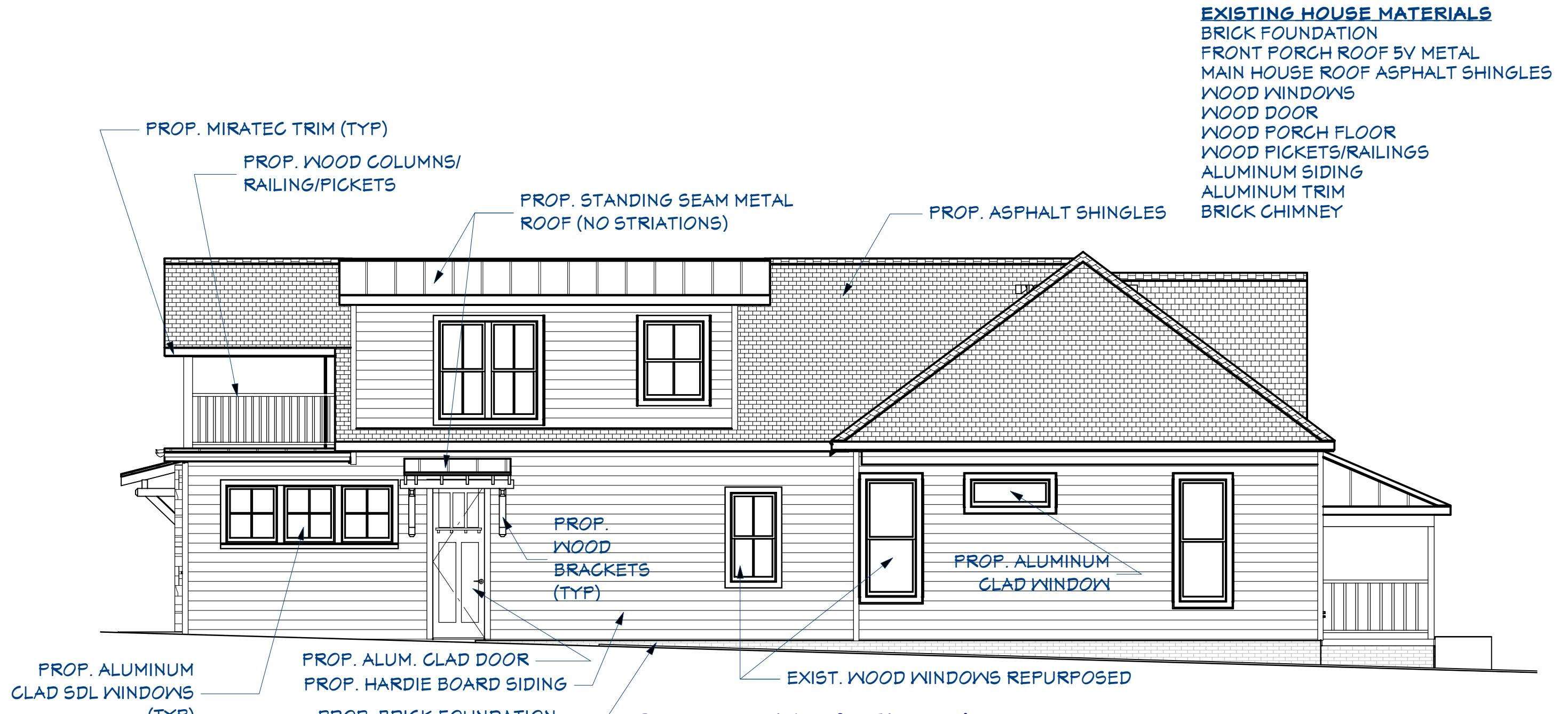
EXISTING HOUSE MATERIALS

BRICK FOUNDATION  
FRONT PORCH ROOF 5V METAL  
MAIN HOUSE ROOF ASPHALT SHINGLES  
WOOD WINDOWS  
WOOD DOOR  
WOOD PORCH FLOOR  
WOOD PICKETS/RAILINGS  
ALUMINUM SIDING  
ALUMINUM TRIM  
BRICK CHIMNEY



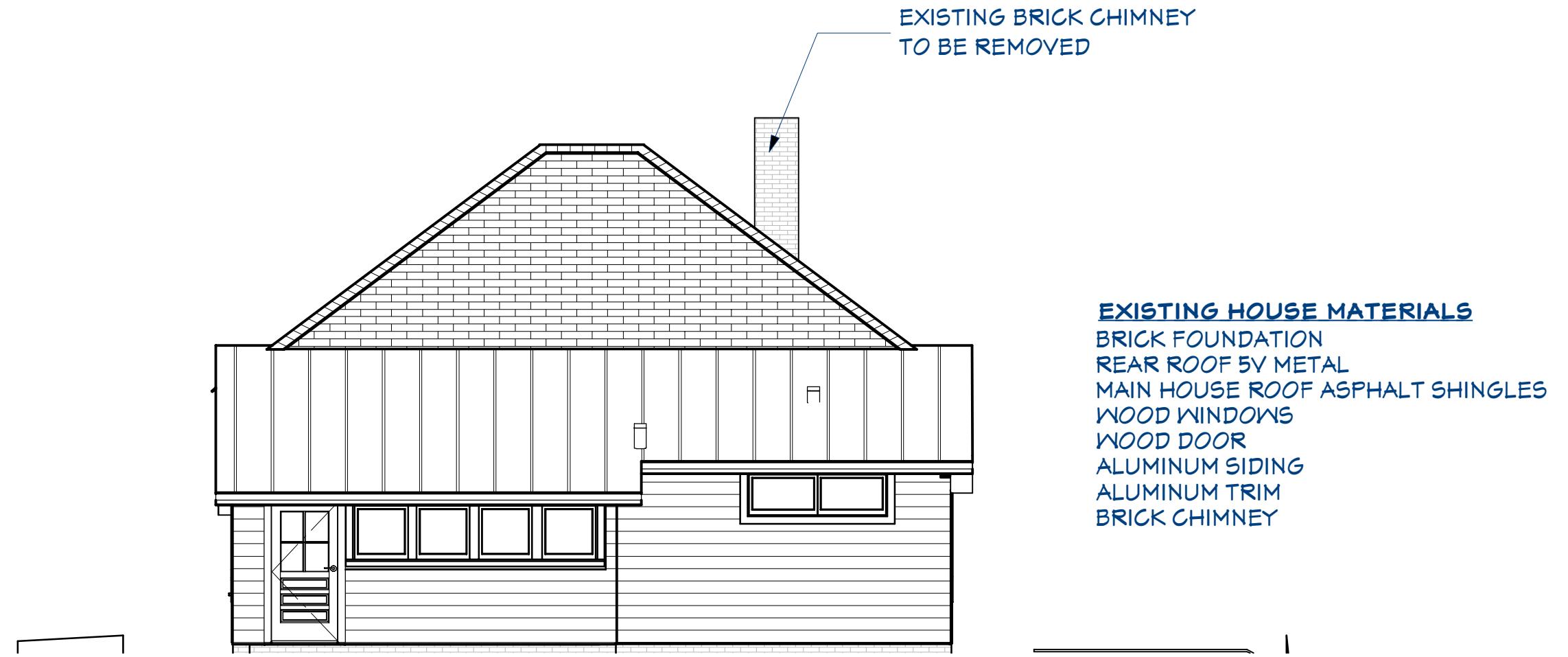
Existing Left Elevation

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



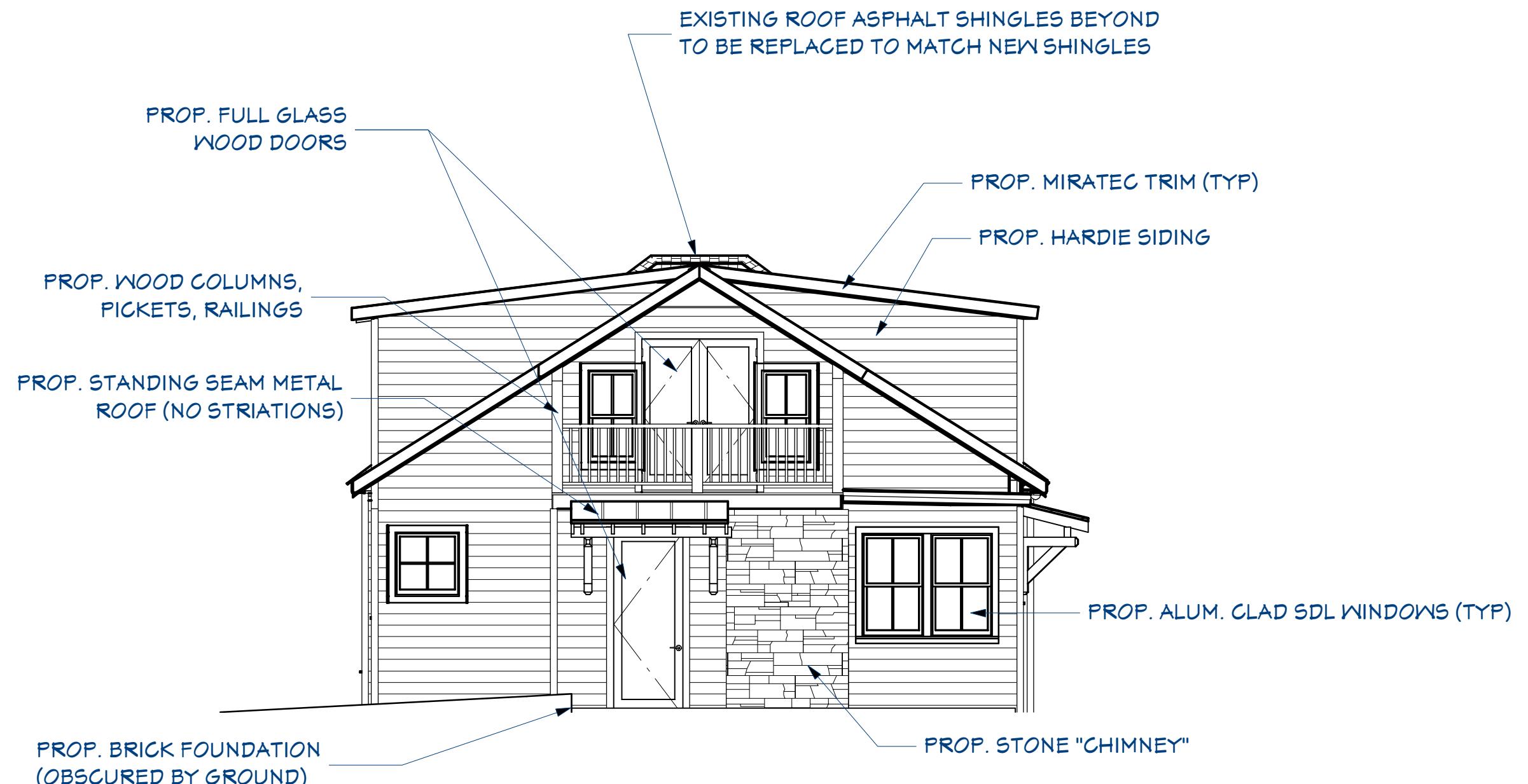
**Proposed Left Elevation**

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



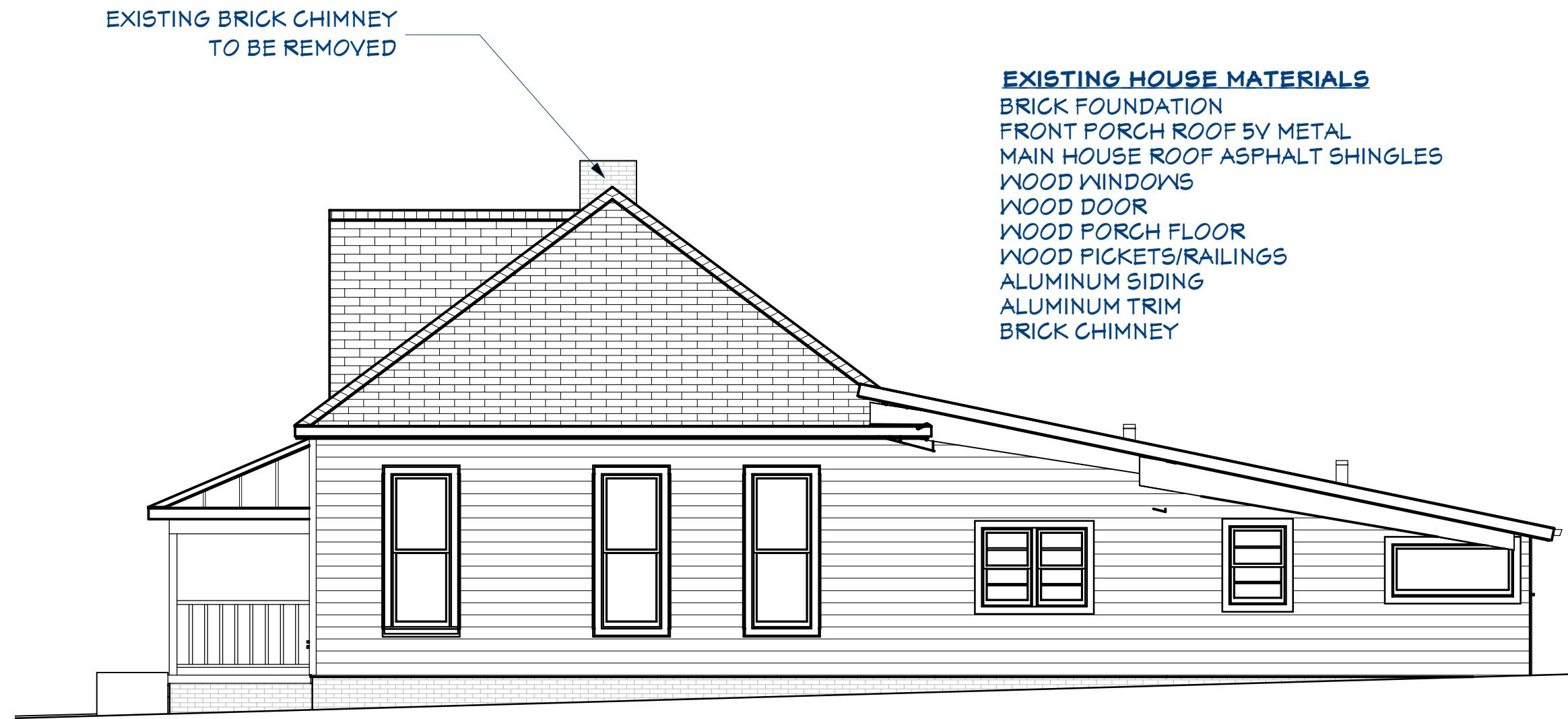
Existing Rear Elevation

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



Proposed Rear Elevation

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

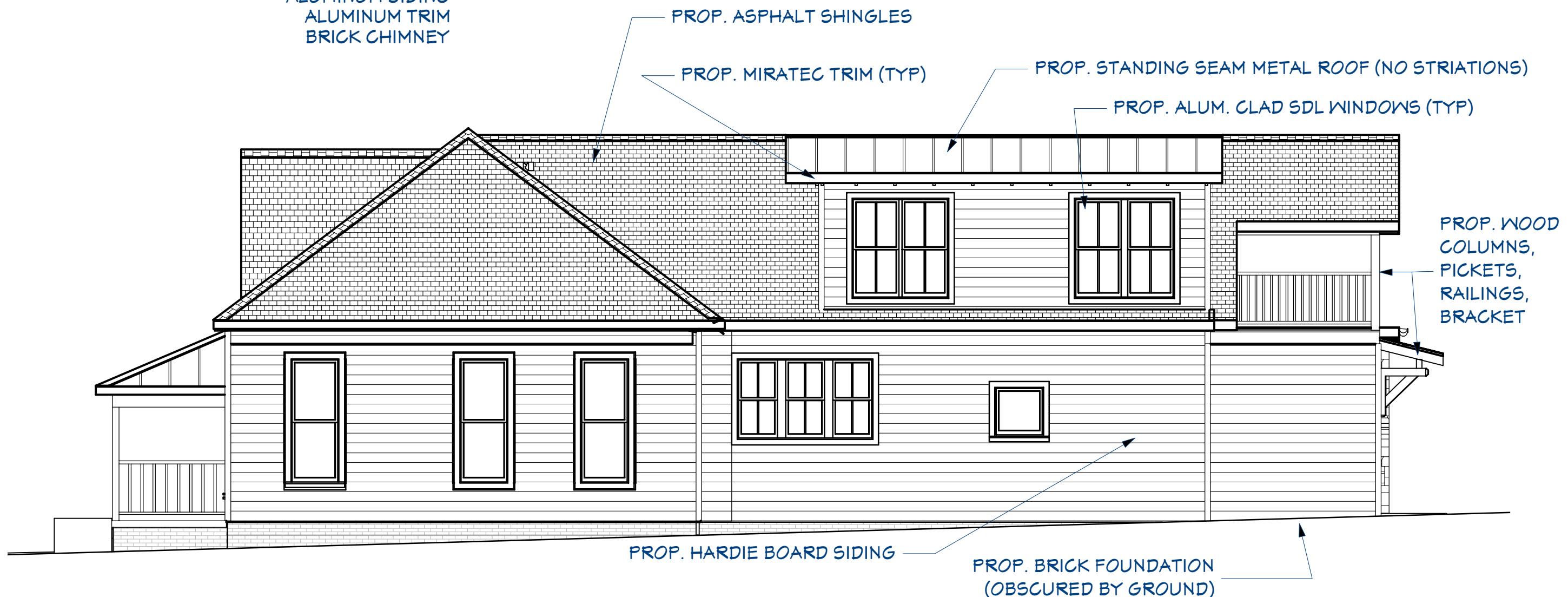


Existing Right Elevation

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

EXISTING HOUSE MATERIALS

BRICK FOUNDATION  
FRONT PORCH ROOF 5V METAL  
MAIN HOUSE ROOF ASPHALT SHINGLES  
WOOD WINDOWS  
WOOD DOOR  
WOOD PORCH FLOOR  
WOOD PICKETS/RAILINGS  
ALUMINUM SIDING  
ALUMINUM TRIM  
BRICK CHIMNEY

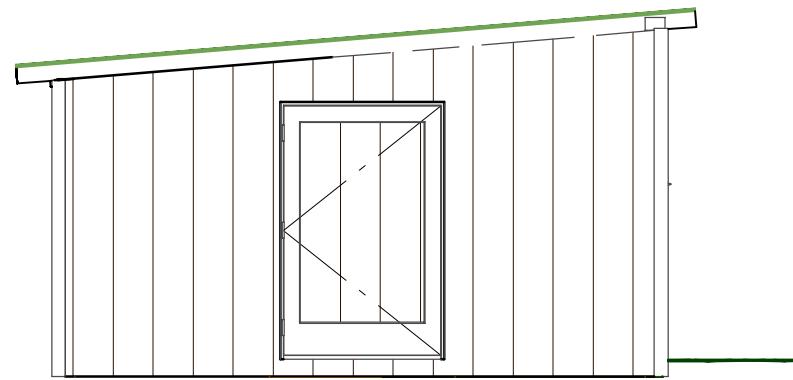


Proposed Right Elevation

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

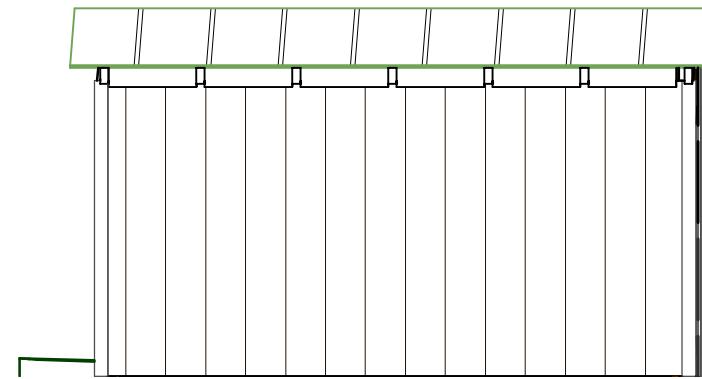
**EXISTING SHED MATERIALS**

PRESSURE TREATED WOOD FOUNDATION  
5V METAL ROOF  
MASONITE VERTICAL SIDING  
WOOD DOORS  
EXPOSED WOOD RAFTERS



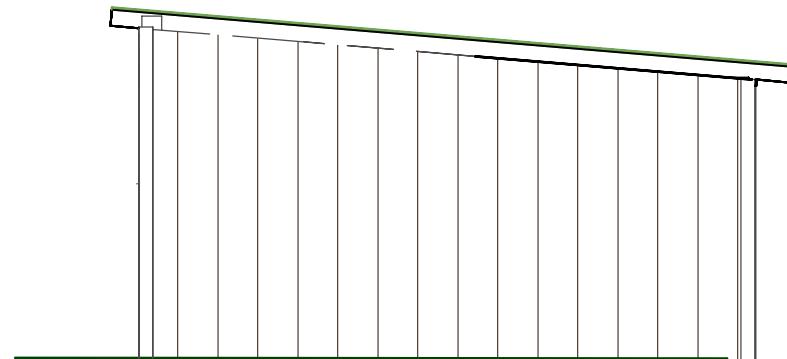
Shed Existing Front Elevation

SCALE: 1/4"=1'-0"



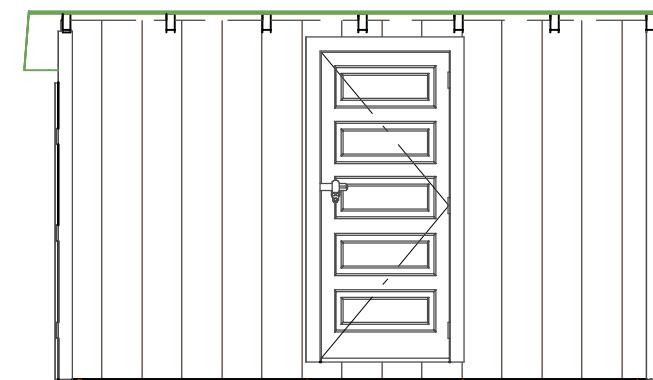
Shed Existing Left Elevation

SCALE: 1/4"=1'-0"



Shed Existing Rear Elevation

SCALE: 1/4"=1'-0"

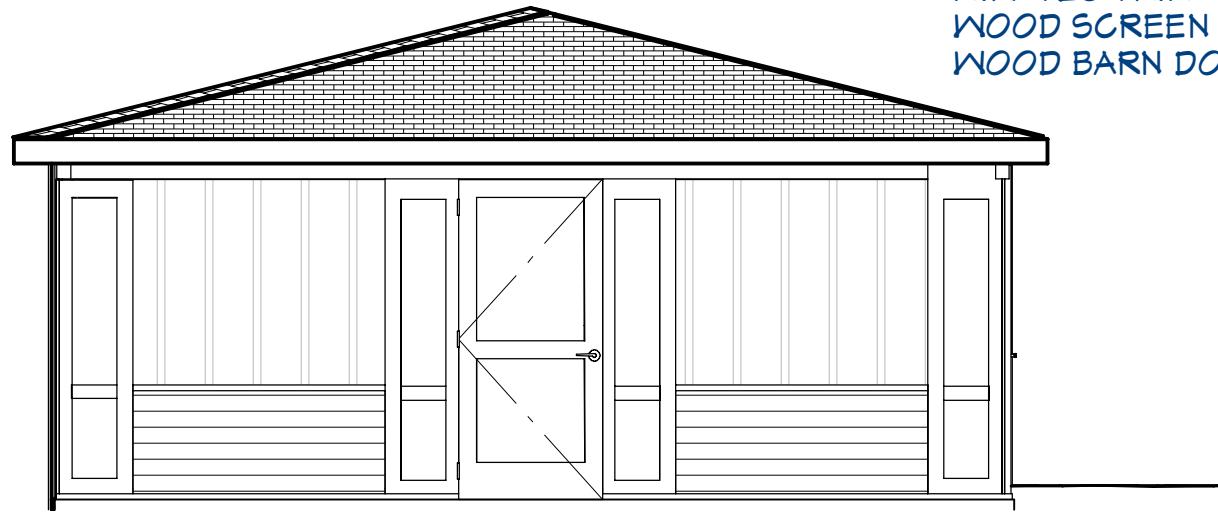


Shed Existing Right Elevation

SCALE: 1/4"=1'-0"

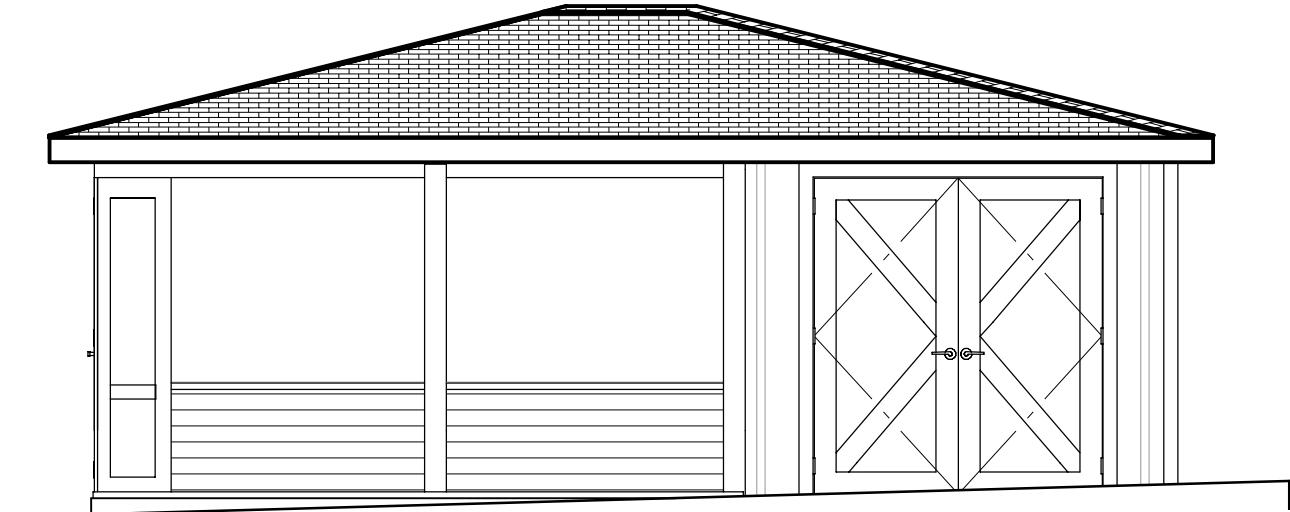
**PROPOSED SHED MATERIALS**

ASPHALT SHINGLES  
HARDIE BOARD PANELS/MIRATEC TRIM (FRONT ELEV. COLUMNS)  
WOOD COLUMNS  
MIRATEC TRIM  
WOOD SCREEN DOOR  
WOOD BARN DOOR



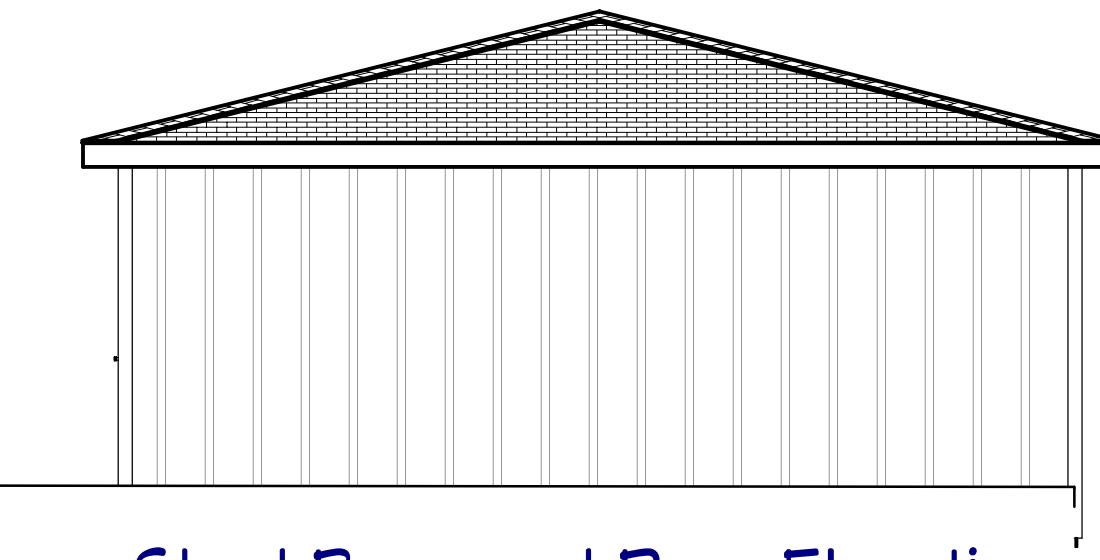
**Shed Proposed Front Elevation**

SCALE: 1/4"=1'-0"



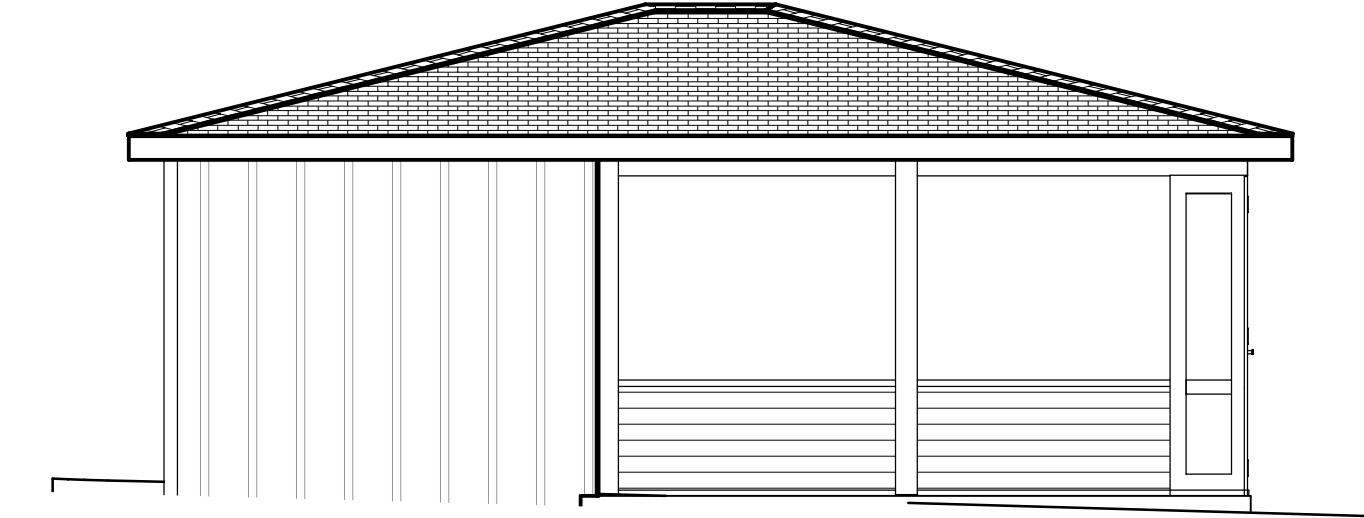
**Shed Proposed Right Elevation**

SCALE: 1/4"=1'-0"



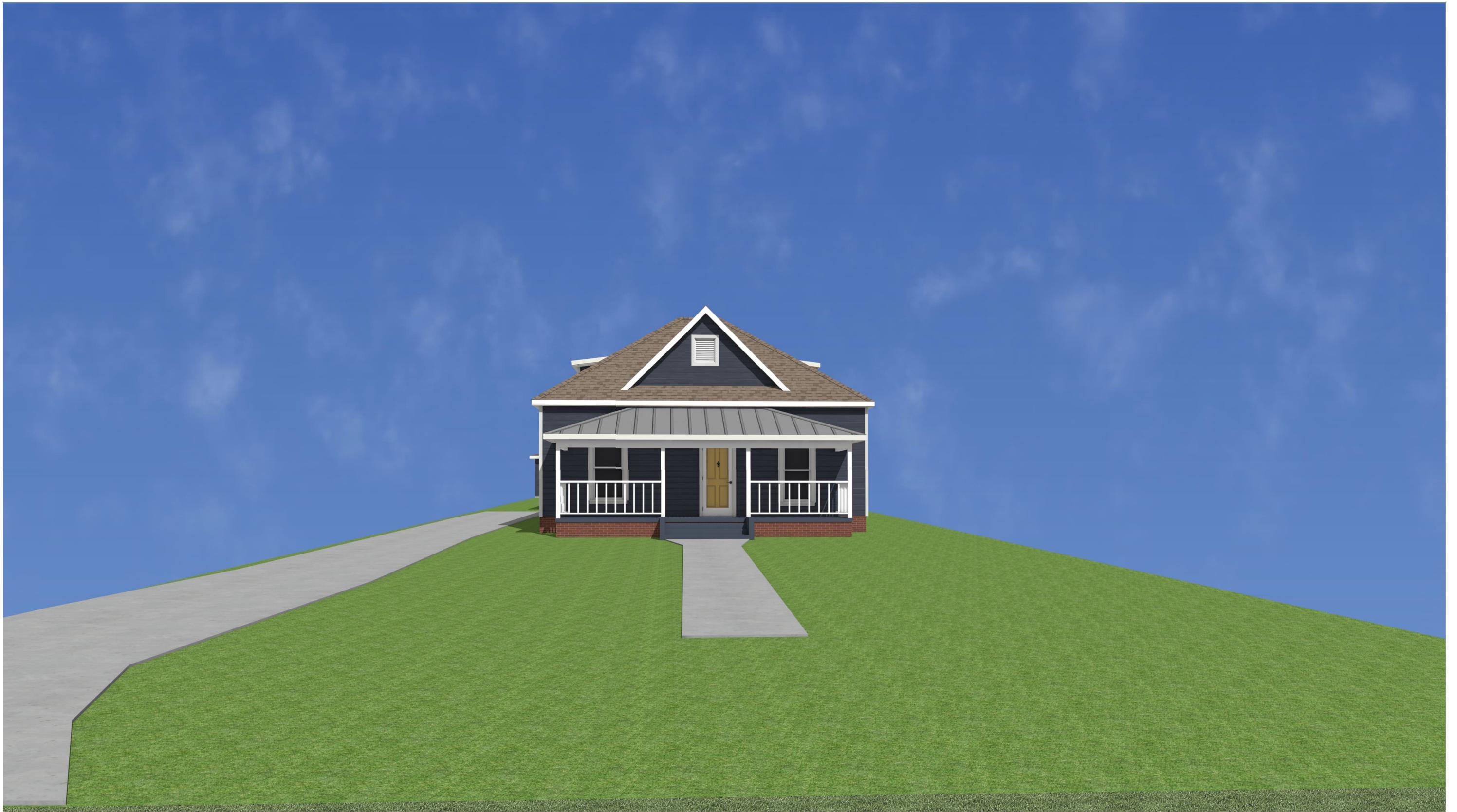
**Shed Proposed Rear Elevation**

SCALE: 1/4"=1'-0"

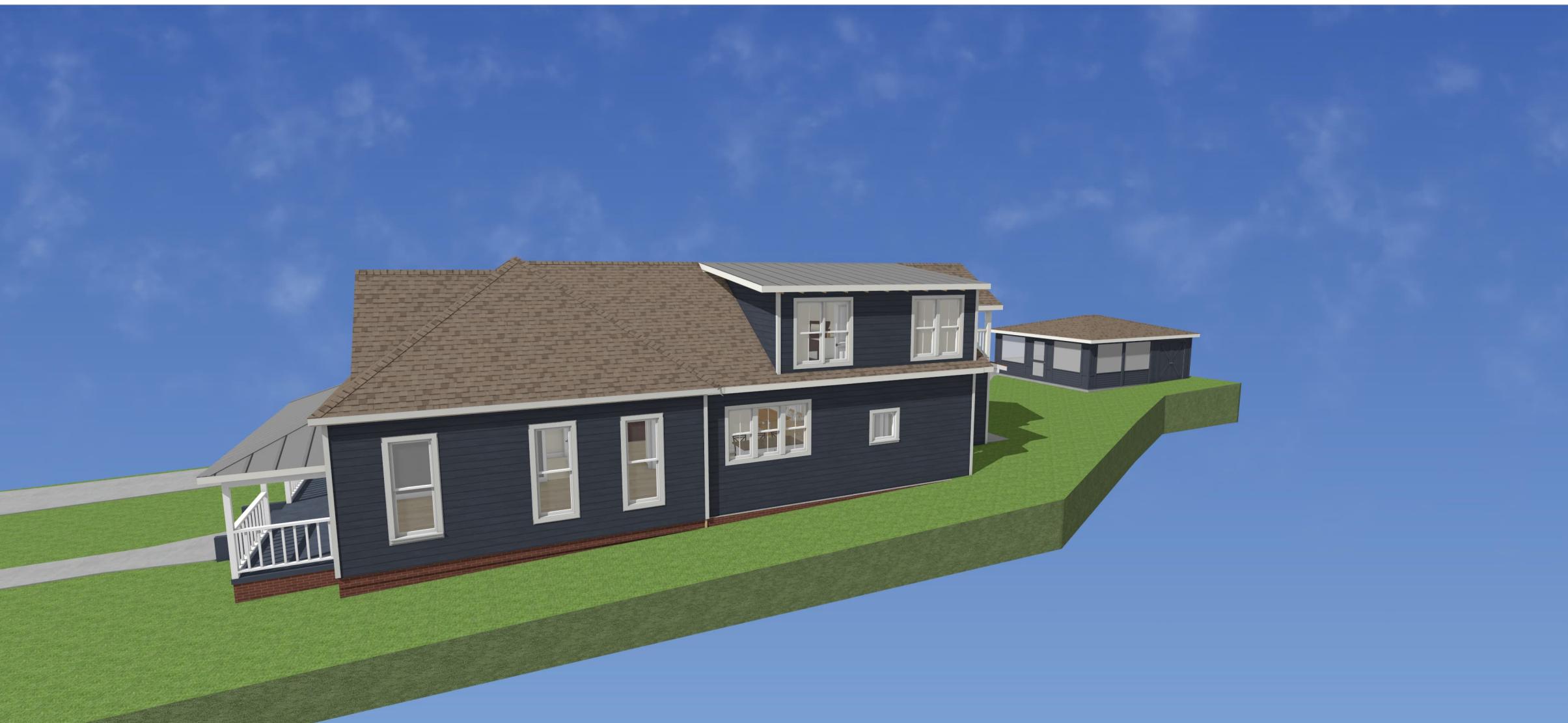


**Shed Proposed Left Elevation**

SCALE: 1/4"=1'-0"



Proposed Perspective from S. Hillsborough Ave



Birdseye View Looking Southwest



Perspective Looking Southeast



Perspective Looking Northeast



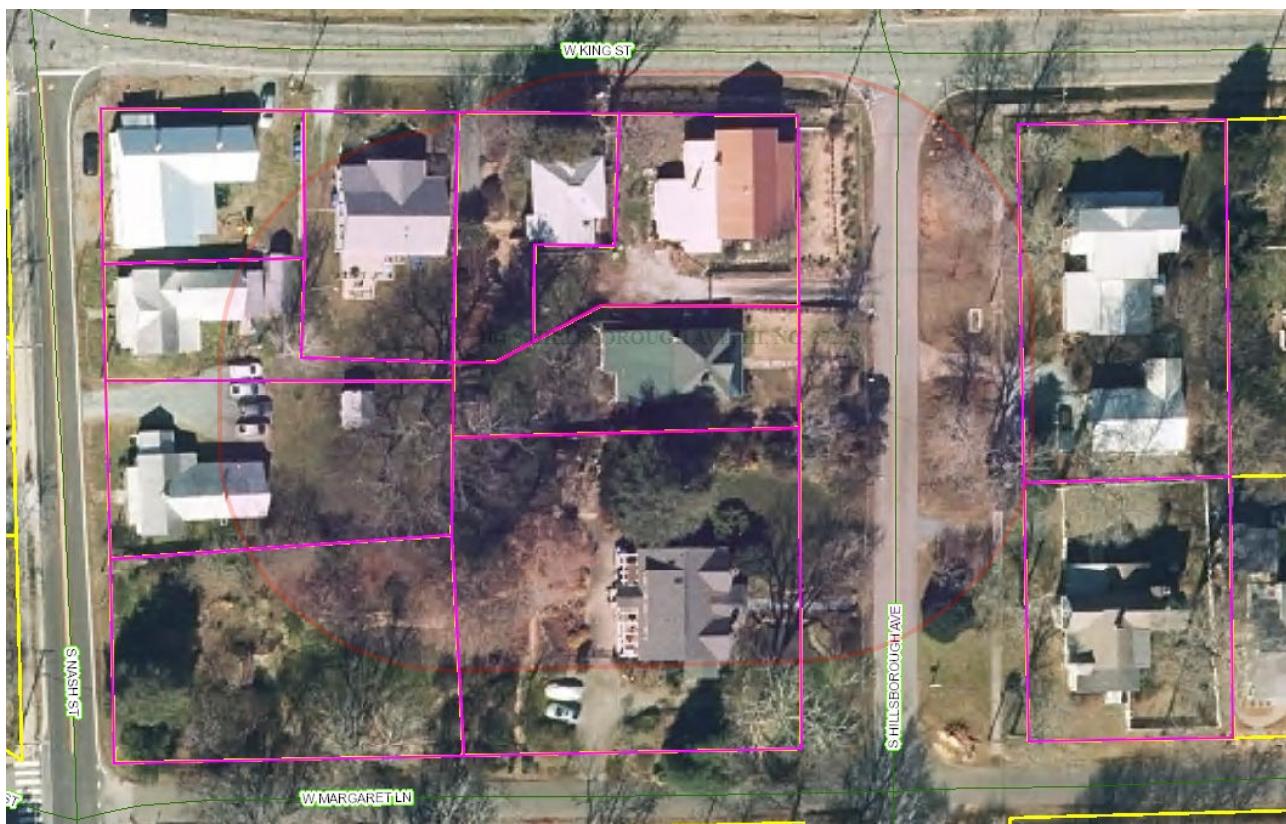
Perspective of Screen Porch/shed looking West

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864763058 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

1/21/2026  
Date

Joseph Hoffheimer  
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRST	OWNER2	OWNER2_FIRST	ADDRESS1	CITY	STATE	ZIPCODE
9864752924	FAHERTY	KATHLEEN M			108 S HILLSBOROUGH	HILLSBORO NC	272782414	
9864753968	FAHERTY	KATHLEEN M			108 S HILLSBOROUGH	HILLSBORO NC	27278	
9864755946	HUME	BARBARA I H			PO BOX 8	HILLSBORO NC	27278	
9864761099	MCECKERT LLC				1811 RAMS WAY	HILLSBORO NC	272787398	
9864762003	MCECKERT LLC				1811 RAMS WAY	HILLSBORO NC	27278	
9864762104	DOWDLE	JACOB	DOWDLE	MORROW M	425 W KING ST	HILLSBORO NC	27278	
9864762151	LITTLE SISTER F				103 E QUEEN ST	HILLSBORO NC	27278	
9864763058	BOOHER	BRIDGET H TRUSTEE			104 HILLSBOROUGH AV	HILLSBORO NC	27278	
9864763101	EASTMAN	SUSAN G			419 W KING ST	HILLSBORO NC	27278	
9864763172	PHELPS	KENT JOHNSON ET AL PHELPS	CATHERINE MAI	100 S HILLSBOROUGH	100 S HILLSBOROUGH	HILLSBORO NC	27278	
9864765059	TOMBERG	JAMES	TOMBERG	PAMELA G	409 W KING ST	Hillsboron NC	27278	



**ITEM #7. C:**

**Address:** 108 N. Hillsborough Ave.

**Year Built:** c. 1910

**Historic Inventory Information (2013)**

This one-story, triple-A-roofed house has been altered with the partial enclosure of the shed-roofed front porch and the installation of patio doors on the right (south) gable end. The house is three bays wide and single-pile with a gabled ell at the left rear (northeast). It has weatherboards on the façade, vinyl siding on the side elevations, and a metal tile roof. There is a two-over-two, horizontal-pane, wood-sash window to the left (north) of the entrance, which is sheltered by a shed-roofed porch supported by turned posts with decorative sawn brackets. The right end of the porch has been enclosed and there is a single, fixed window on the front. The house is typical of early twentieth-century architecture in Hillsborough and appears on the 1924 Sanborn map, the earliest map to cover this part of the town.

**Proposed work**

- Remove shed from front porch and expose original front porch
- Replace existing front porch columns
- Change existing sliding door to single window
- Create sliding glass door and window combination on rear ell

**Application materials**

- COA application
- Narrative and materials
- Proposed window and door locations

**Applicable Design Standards**

- *Windows:* 1-10
- *Doors:* 1, 2, 8
- *Porches, Entrances, and Balconies:* 9
- *Exterior Walls:* 1, 2, 7

**Staff Comments**

- Staff have not found any documentation of the building prior to the more recent alterations.
- The existing front porch supports are described in the inventory as “turned posts with decorative sawn brackets” and appear to be historic, so their proposed replacement may require further justification.
- Staff are unaware of the age of the wood window to the left of the front entrance.



TOWN OF  
HILLSBOROUGH

# APPLICATION

## Certificate of Appropriateness and Minor Works

Planning and Economic Development Division

101 E. Orange St., PO Box 429, Hillsborough, NC 27278

919-296-9470 | Fax: 919-644-2390

planning@hillsboroughnc.gov

www.hillsboroughnc.gov

9864765460

Orange County Parcel ID Number

not sure - can't  
tell from GIS :-

Zoning District

108 N Hillsborough Ave

Address of Project

Joanna Livingston & Brad Lesser

Applicant Name

Same

Property Owner (if different than applicant)

Same

Property Owner's Mailing Address

City, State ZIP

Property Owner's Phone Number

Property Owner's Email

(see attached sheets for more complete description)

Description of Proposed Work: take off DIY shed and expose original front porch, change sliding door back to single window, create sliding glass door/window combo

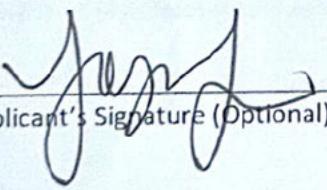
Estimated Cost of Construction:

\$4,000 est cost on back enclosed porch.

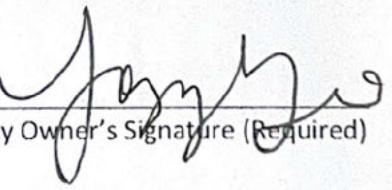
The Historic District Design Standards, Exterior Materials Compatibility Matrix, and Certificate of Appropriateness application process can be found on the Town of Hillsborough's website: <https://www.hillsboroughnc.gov/hdc>.

### Applicant and Owner Acknowledgment and Certification

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

  
Applicant's Signature (Optional)

Date

  
Property Owner's Signature (Required)

Date

### Submittal Requirements

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

#### All applications must include the following documents and plans:

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

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

**Staff Use Only:**

<b>COA fee (\$1 per \$1000 of construction costs, \$150 minimum)</b>	<b>Amount: \$ _____</b>
<b>or Minor Works fee (\$1 per \$1000 of construction costs, \$25 minimum):</b>	
<input type="checkbox"/> After-the-fact application (\$500):	Amount: \$ _____
<input type="checkbox"/> Demolition request review (\$50):	Amount: \$ _____
Total Due: \$ _____	

Receipt #: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

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

N/A       Yes      Zoning Officer: \_\_\_\_\_

This application meets public space division requirements.

N/A       Yes      Public Space Manager: \_\_\_\_\_

**Historic Architectural Inventory Information**

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

Description of the Property:

Applicable Design Standards:

Other reviews needed?

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

**Minor Works Certificate of Appropriateness Application Decision**

Approved       Referred to HDC

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

**Certificate of Appropriateness Decision**

Approved       Denied      Commission Vote: \_\_\_\_\_

Conditions or Modifications (if applicable):

Historic District Staff Signature

Date

Application by Joyanna Livingston & Brad Lessler  
Site Address: 108 N Hillsborough Ave, Hillsborough NC 27278

Estimated cost: \$4000

Proposed work & how it complies:

I. Reclaim original front porch – EXHIBIT A - The previous owner very obviously took over the existing front porch and enclosed it to create a walk-in closet off the south Bedroom of the home. The window that would have been there, mirroring the other window to the left of the front door, was changed into an interior door. This modification is evident due to several factors: the slab floor of the porch matches the slab floor inside the walk in closet, and the exterior wood siding of the home is continued in the walk in closet (it was never removed). According to Tom King, no permits were ever granted for this modification. We would like to restore the home to the façade typical of these mill houses – two windows flanking the front door. Please see IV for more information on the windows. We also would like to replace the support columns with a similar style of what is currently there, only a bit wider/more sturdy, as the current columns are only 3". We were going to use 4" columns instead.

II. Reclaim original southern window – EXHIBIT B - The previous owner likely modified an existing southern window into a sliding glass door. Sliding glass doors were not used in 1930s homes, and typically are installed centered in the wall, whereas this one is shifted to the west, indicating that there may have been a centered window that then became the right side pane of the sliding glass door. We intend to install a window there that matches the two west facing windows so that there is continuity between all facades visible from the road.

III. Replace current exterior door of enclosed back porch with a 6' sliding glass door. Replace current aluminum slider window with same sized fiberglass slider window – EXHIBIT C - There are a couple reasons for doing this: 1) eventually we intend on creating a back deck that spans the two edges of the L shape of the house (not included here—this is a future plan), and a sliding glass door would be the most appropriate style of exit there but more importantly 2) the current exterior door there absolutely has to be replaced, as it is disintegrated. This enclosed porch has an extremely low overhang and a very sloped floor, meaning that any normal doors will have a hard time fitting there, vertically, and they're difficult to open onto the sloped floor. So a sliding glass door seems the best fit for that reason as well. As stated above, sliding doors are not of the style of the 1930s, but unlike the sliding door we will be removing in part II, it is not facing the road and so will not be visible. Additionally the current doors and windows on that enclosed porch are also not of the 1930s era. The current window to the left of the door will be mostly incorporated into the double sliding glass of the new doors, and the window to the right (currently an aluminum slider window) will remain a slider window of the same size, so that look will not change much. So the end result is that a single door and two slider windows will become one sliding door and one slider window.

IV. Replace existing window to the left of front door to match new windows created from I and II. EXHIBITS A AND B - We intend to do a style that is common in houses of this era – either 3 lites up top with no lites down below or a 4 paned window (2 lites up, 2 lites down).

Itemized listing of materials:

The house currently is a mixture of white vinyl siding and some wood siding, with the vinyl making up the bulk of the exterior of the home. Anywhere that vinyl siding is removed, we will replace with wood siding if there is not already wood behind it, which is more in keeping with the era of the home.

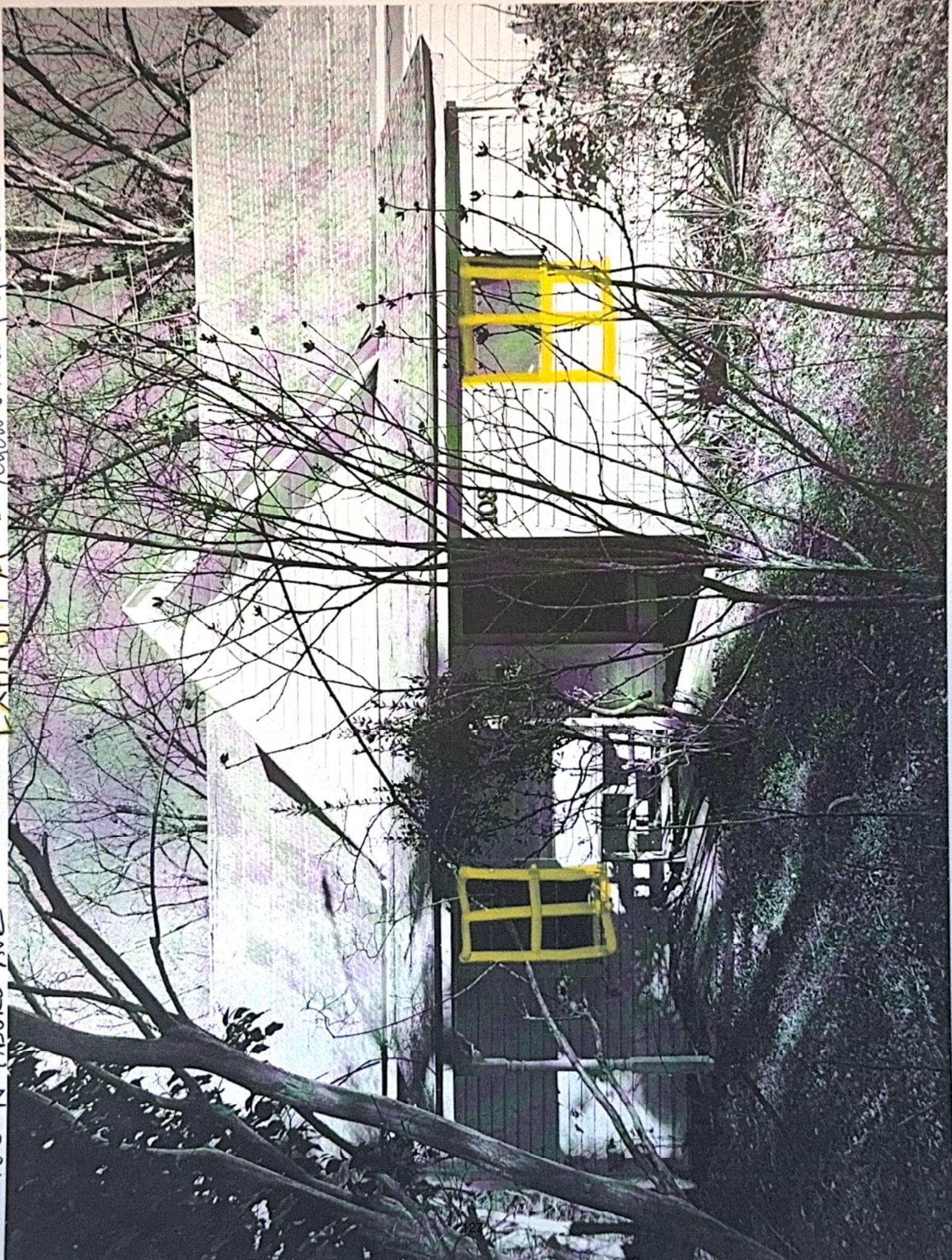
The new windows would be fiberglass. The sliding door and slider window on the enclosed back porch will both be dark metal framed and clear glass.

The porch posts will be either wood or composite.

The colors will not change—white siding, white windows.

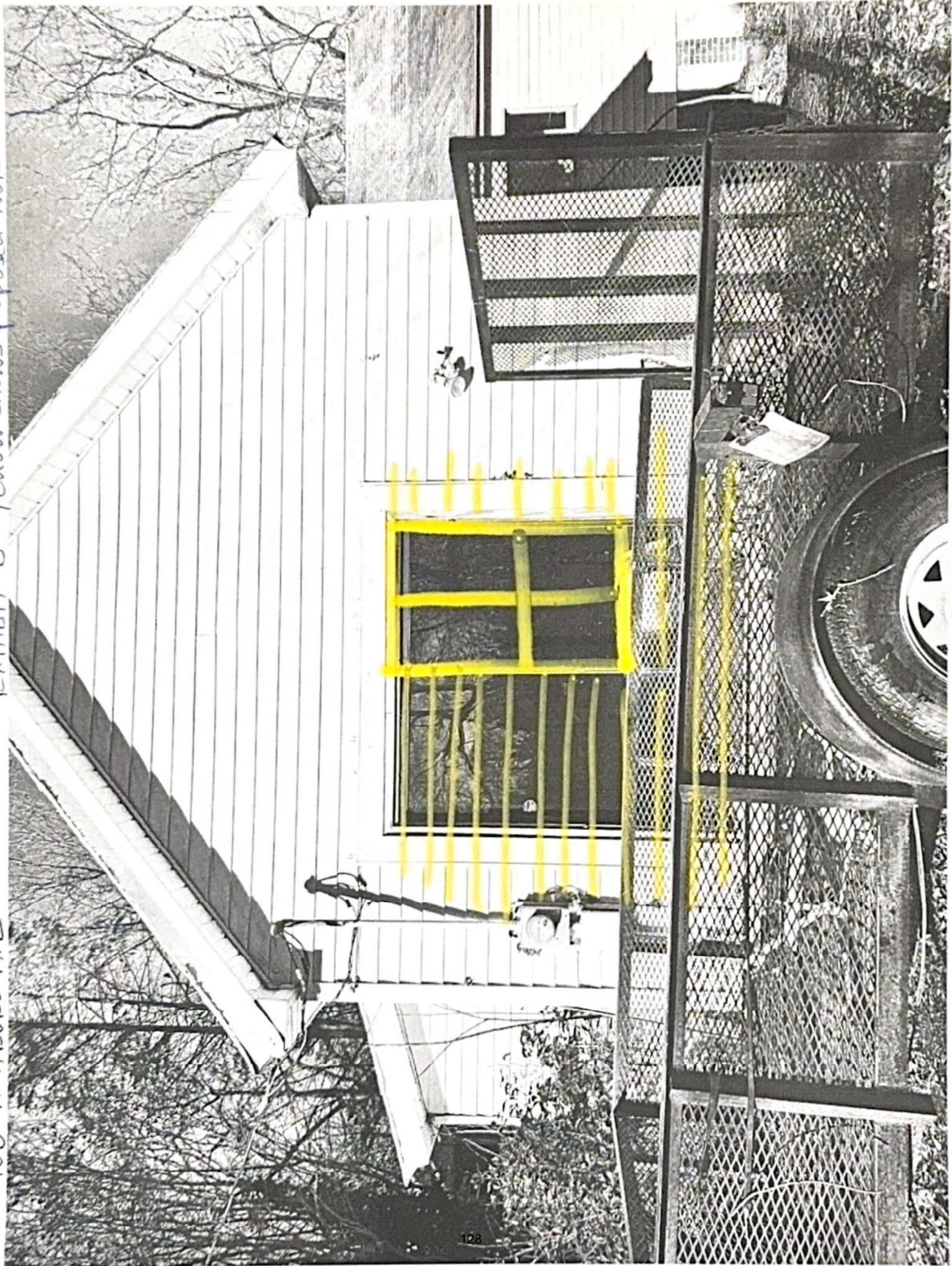
**EXHIBIT A** - Yellow shows proposed look

168 N HBORO AVE



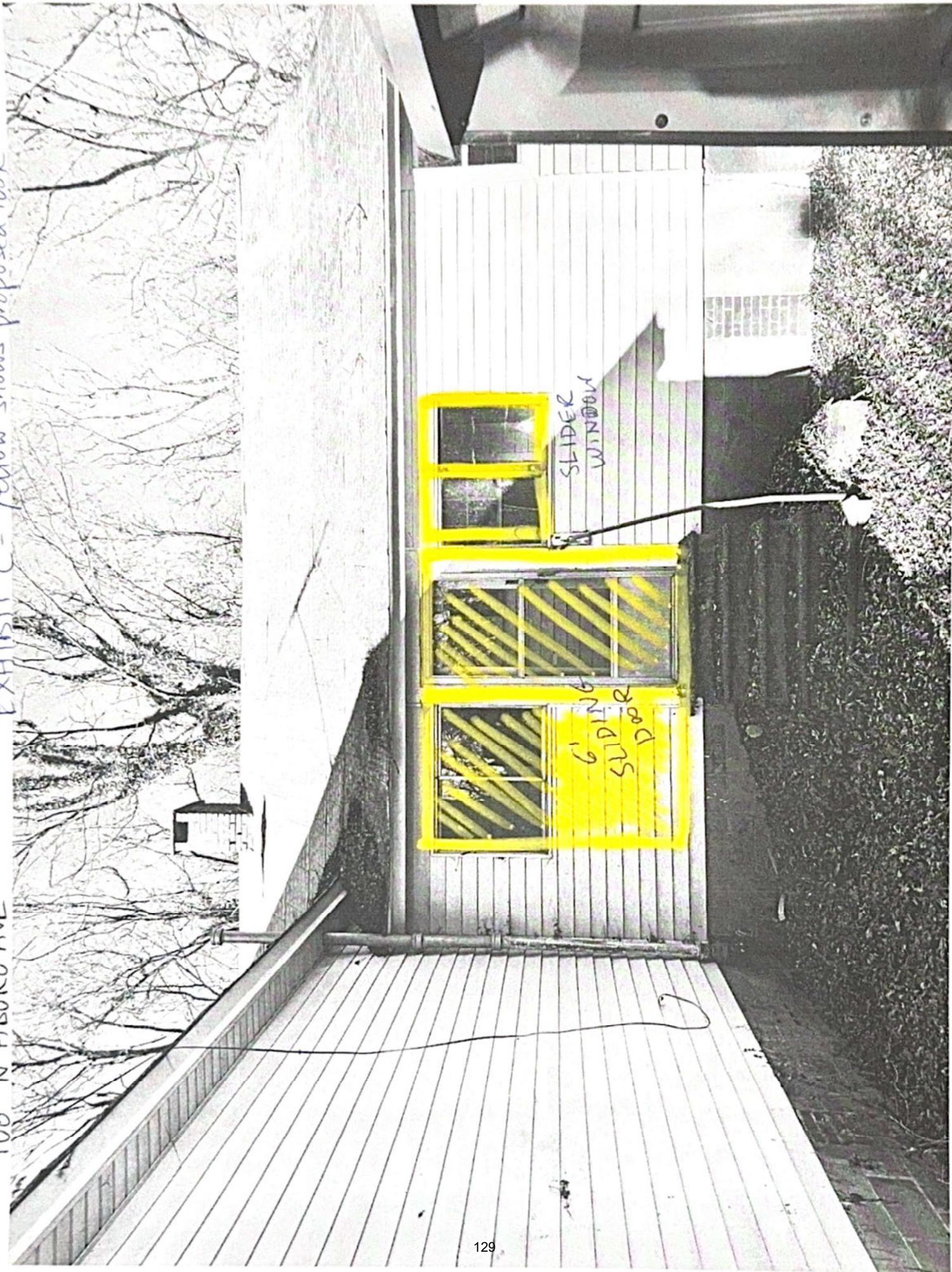
108 N HIBORO AVE

EXHIBIT B - Yellow shows proposed look



108 N HBORO AVE

EXHIBIT C - Yellow shows proposed look



I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864765460 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

1/21/2026  
Date

Joseph Hoffheimer  
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRST	OWNER2_LAST	OWNER2_FIRST	ADDRESS1	CITY	STATE	ZIPCODE
9864763399	SORIN	DENISE A	SORIN	MITCHEL S	586 BRANDOB RD	BLACK MOUNTAIN	NC	28711
9864763563	SMITH	JANICE			111 N HILLSBOROUGH AV	HILLSBOROUGH	NC	27278
9864764300	LAWRENCE	EMILY ESTELLE			414 W KING ST	HILLSBOROUGH	NC	272782422
9864764390	COLLINS	JOHN DUREN	LITRELL	HANNAH PEELE	412 W KING ST	HILLSBOROUGH	NC	27278
9864765460	LIVINGSTON	JOYANNA	LESSLER	BRAD	108 N HILLSBOROUGH AV	HILLSBOROUGH	NC	27278
9864765530	SHELL	JESSICA			111 N OCONEECEE ST	HILLSBOROUGH	NC	27278
9864765711	KNOTTS	CHRISTOPHER	CARMICHAEL	MEIGHAN L	119 N OCONEECEE ST	HILLSBOROUGH	NC	27278
9864766301	NELSON	GERALDINE RIZ	NELSON	GARY M	2 WINNAWA WALK	HILLSBOROUGH	NC	27278
9864766393	HOLMES	MARY	FIELDER	ROBERT J III	404 W KING ST	HILLSBOROUGH	NC	27278
9864767363	MATHEIS	MARGARET	WYSOCKI	JEFFREY J	402 W KING ST	HILLSBOROUGH	NC	27278
9864767431	WHITSON	VICTORIA R	PATTERSON	BRIAN T	109 N OCONEECEE ST	HILLSBOROUGH	NC	27278
9864767500	SHELL	JESSICA			111 N OCONEECEE ST	Hillsborough	NC	27278
9864767509	JONES	KAREN E			115 N OCONEECEE ST	HILLSBOROUGH	NC	27278

