

Agenda

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. May 7, 2025

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



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

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

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

2. Commission's mission statement

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

3. Agenda changes

4. Minutes review and approval

Approve minutes from regular meeting on March 5, 2025

5. New business

- A. Certificate of Appropriateness Application: **309 Mitchell Street** – Enclose existing screen porch (PIN 9874477729)
- B. Certificate of Appropriateness Application: **120 E. Orange Street** – Construct rear addition (PIN 9874089385)
- C. Certificate of Appropriateness Application: **117 N. Wake Street** – Request for after-the-fact approval for changes to a previously approved COA for a rear addition (PIN 9864964688)
- D. Contractor-initiated request for the HDC to consider amending the Historic District Design Standards to permit Trex as an allowable material for handrails in response to an open after-the-fact violation

6. 217 S. Occoneechee Street update

7. CLG updates

8. General updates

9. Adjournment

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

Minutes

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. March 5, 2025

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



Present: Vice Chair Hannah Peele and members G. Miller, Daniel Widis, and Bruce Spencer

Absent: Chair Will Senner and member Sara Riek

Staff: Planner Joseph Hoffheimer

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

Vice Chair Hannah Peele called the meeting to order at 6:30 p.m. She called the roll and confirmed the presence of a quorum.

2. Commission's mission statement

Peele read the statement.

3. Agenda changes

There were no agenda changes.

4. Minutes review and approval

Minutes from regular meeting on Feb. 5, 2025.

Motion: Member G. Miller moved to approve the minutes from the regular meeting on Feb. 5, 2025.
Member Bruce Spencer seconded.

Vote: 4-0.

5. Written decision review and approval

Written decision from regular meeting on Feb. 5, 2025.

Motion: Spencer moved to approve the written decisions from the regular meeting on Feb. 5, 2025.
Miller seconded.

Vote: 4-0.

6. Old business

A. Demolition by Neglect Complaint: 217 S. Occoneechee St.

Notice of administrative hearing for Planning staff to receive evidence concerning the preliminary finding of demolition by neglect and to ascertain whether the owner/s wish to file a claim of economic hardship with the Historic District Commission (PIN 9864850633).

Planner Joseph Hoffheimer provided notice that the administrative hearing will be held on April 14, 2025, at 4:00 pm in the Town Hall Annex Meeting Room at 105 E. Corbin St.

7. New business

- A. Certificate of Appropriateness Application: 233 Lydia Ln.
Convert existing screen porch to a sunroom (PIN 9874280083)

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

Hoffheimer was sworn in. David Cates, the presenter for the applicant, was sworn in to speak on behalf of the application.

Hoffheimer introduced the application by presenting 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 allow staff to approve the relocation of the steps, so staff recommend that the commission approves the step relocation as submitted.

Cates presented the application. He stated that the house was built in 2019 and that the greatest change from a site perspective will be the relocation of the existing steps. All the proposed materials will match the existing materials on the house, and everything proposed is allowed by the compatibility matrix. The existing screen door will be removed because it is not necessary.

Peele asked if there were any questions about the application or its compatibility with the historic district. There were no concerns about compatibility with the district. Miller asked about the color of the proposed trim, and Cates confirmed that the sunroom will have white trim but with black sashes, both of which will match the existing screened porch. Member Daniel Widis and Cates then discussed the proposed windowpane configuration.

Peele summarized the commissioners' discussion: the proposed windows and materials are all compatible with the district; the changes are at the rear of the house so will have little impact on the view from the street; the stairs are being moved to an even less conspicuous location; and the house is not historic.

Miller asked Hoffheimer if the *Additions to Residential Buildings* standards would apply in this case, especially for criteria such as the sizing, scale, and location of the door and window openings. Hoffheimer replied that the standards listed in the staff report are not binding and that the commission may choose to consider other standards. He added that he would not consider the proposal to be an addition but that more modern construction often is not clearly addressed by the standards.

The commissioners agreed that the work would be subject to additional discussion if on the front of the building, but since it is at the back, it will not detract from the character of the building.

Peele closed the public hearing.

Motion: Miller moved to find as fact that the 233 Lydia Ln. application is not incongruous with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Windows; Doors; and Porches, Entrances, and Balconies. Spencer seconded.

Vote: 4-0.

Motion: Miller moved to approve the application. Spencer seconded.

Vote: 4-0.

Conditions: None.

8. General updates

Hoffheimer provided updates about opportunities to partner with the Alliance for Historic Hillsborough as well as two upcoming rezoning requests in the historic district.

9. Adjournment

Peele adjourned the meeting at 7:00 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joseph Hoffheimer". The signature is fluid and cursive, with the first name "Joseph" written in a slightly larger, more prominent script than the last name "Hoffheimer".

Joseph Hoffheimer

Planner

Staff support to the Historic District Commission

Approved: Month X, 202X

ITEM #5. A:**Address:** 309 Mitchell St.**Year Built:** c. 1952, 2007**Historic Inventory Information (2013)**

Similar in form and detail to the neighboring house at 307 Mitchell Street, this one-story, side-gabled, Minimal Traditional-style house has been altered with the modification of the main roofline to accommodate a full-width, shed-roofed dormer on the rear (west) elevation. The house is four bays wide and double-pile with a projecting, asymmetrical front-gabled entrance bay centered on the façade. The house has German-profile weatherboards, replacement six-over-six windows, and a wide, tapered brick chimney on the façade. The six-panel door has a fanlight in an arched surround and there is a small, six-light casement window to the right (north) of the door. There is a side-gabled screened porch on the left (south) elevation that is supported by unpainted wood posts. County tax records date the building to 1952. The higher roofline and shed-roofed dormer date to 2007 and the screened porch was added in 2009 [HDC].

Proposed work

- Enclose existing screened porch

Application materials

- COA application
- Addendum
- Existing and proposed photos
- Materials list

Applicable Design Standards

- *Windows:* 8
- *Doors:* 8
- *Porches, Entrances, and Balconies:* 10

Staff Comments

- The current screened porch was only built in 2009 and is not historic.
- Aluminum windows are case by case in the historic district but have been used on other newer residential construction in the district.



TOWN OF
HILLSBOROUGH

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

9874 47 7729

Orange County Parcel ID Number

R-20/HDO

Zoning District

309 Mitchell St

Address of Project

William Harris

Applicant Name

Property Owner (if different than applicant)

309 Mitchell St

Applicant's Mailing Address

Property Owner's Mailing Address

Hillsborough, NC 27278

City, State ZIP

City, State ZIP

703.498.9896

Applicant Phone Number

Property Owner's Phone Number

va.harris.fam@gmail.com

Applicant's Email

Property Owner's Email

Description of Proposed Work: Enclose existing screened porch

Estimated Cost of Construction: \$ 25,000

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)

4/7/2025

Date

Property Owner's Signature (Required) Date

Submittal Requirements

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

All applications must include the following documents and plans:

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

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

Staff Use Only:

**COA fee (\$1 per \$1000 of construction costs, \$150 minimum) or
Minor Works fee (\$1 per \$1000 of construction costs, \$25 minimum):**

Amount: \$ 150.00

☐ After-the-fact application (\$300):

Amount: \$ _____

Total Due: \$ 150.00

Receipt #: 6MCXRH44SM

Received by: Joseph Hotteliner

Date: 4/8/25

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

Addendum

The current pollen levels created by the abundance of large oak trees in our yard make the existing screened porch unusable during the months of March and April. Additionally, the winter weather makes it practically unusable from December to March. Basically, we have about 120 square feet of potential living space that is unusable for 5 of 12 months during the year.

The existing porch is 13' x 9' with wood framing enclosed with screen. The porch has terra cotta tile flooring on a 6" concrete slab supported by a 28" brick foundation. It is situated on the south side of our home abutting our driveway.



We would like to enclose the porch with glass and windows with screen. This will allow us to 1) close the windows when necessary to keep out the pollen; 2) open the windows when appropriate, thereby retaining the benefits of a screened in porch; and 3) close the windows during foul weather; winter cold and heavy rains, and keep access to the living space.

There will be no change to the current footprint or elevations. The new space would simply be enclosed with a similar structure, as seen below in photo 1. The windows are double-pane insulated glass. The window frames are extruded aluminum and will be mounted to the existing wood corners. So, while the interior framing will be aluminum, the corner columns will be the existing wood construction. The new enclosed space will have an 18" high knee wall with high performance glass to provide safety for children and pets, as well as, support for the windows.

The two 9' walls; east and west sides, will have 8-foot windows. The windows will have a stationary 4' side, and a moveable 4' side. The 13' wall; south side, will have two 6' windows. Each of the 6' windows will have a stationary 3' side and a moveable 3' side. When opened each short side will have four feet of screening, and the long side will have six feet of screening. These numbers are all approximate. The windows will be custom made to install with the existing wood construction.

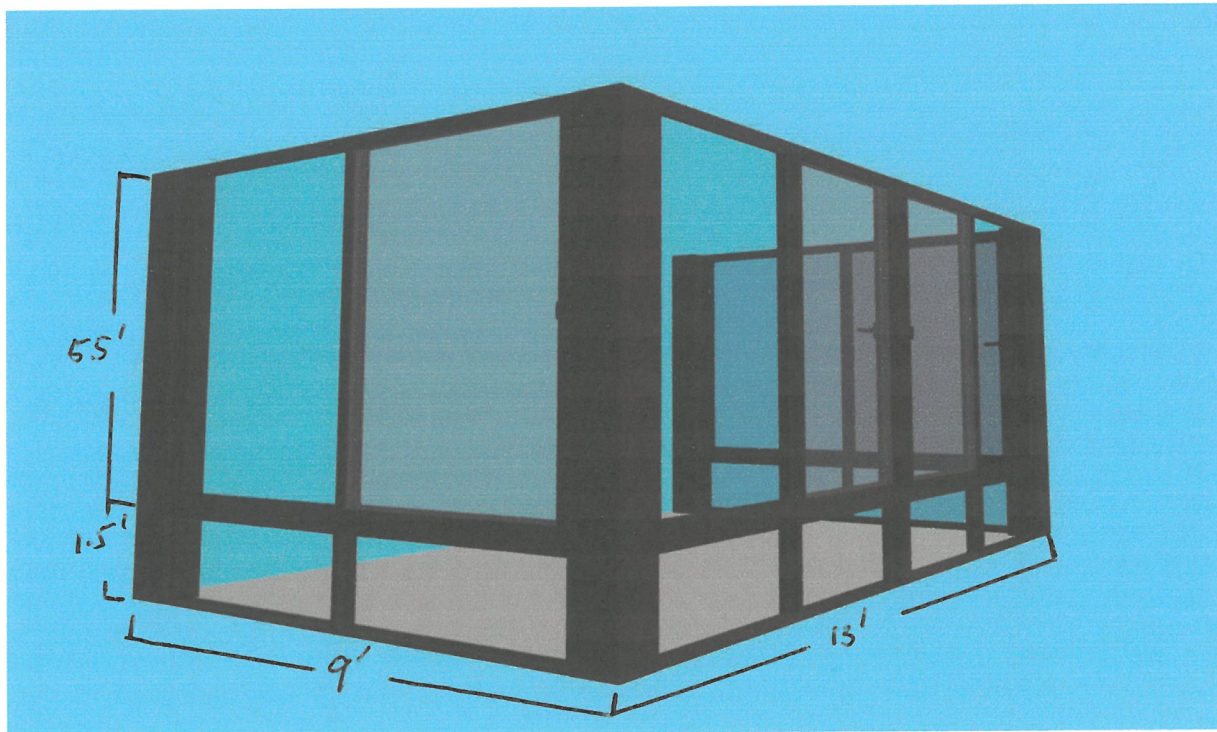


Photo 1. Computer generated look of proposed structure to replace screened structure

Photo 2 below is a view of the current porch. In photo 3 is a rendition of how it will basically look once installed.



Photo 2. Existing screened structure



Photo 3. View of proposed structure superimposed on the existing structure

The color of the window framing is bronze. This color will blend very nicely with the current wood construction. The pictures above do not depict very well the color of the windows, or final look with the existing wood construction. Photo 4 is from the company's web-site that better identifies the color and gives an idea of what the final product will look like. Of course, we will leave the existing white exterior, but the brown framing is very similar to our framing. This provides a pretty good idea of what the exterior view will be.



Photo 4. Stock photo from installer better depicting the window frame color

Construction materials

Double pane windows

Aluminum framing in bronze finish

Retain existing wood construction and colors for corner columns and gable

Retain existing brick foundation

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9874177729 (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.

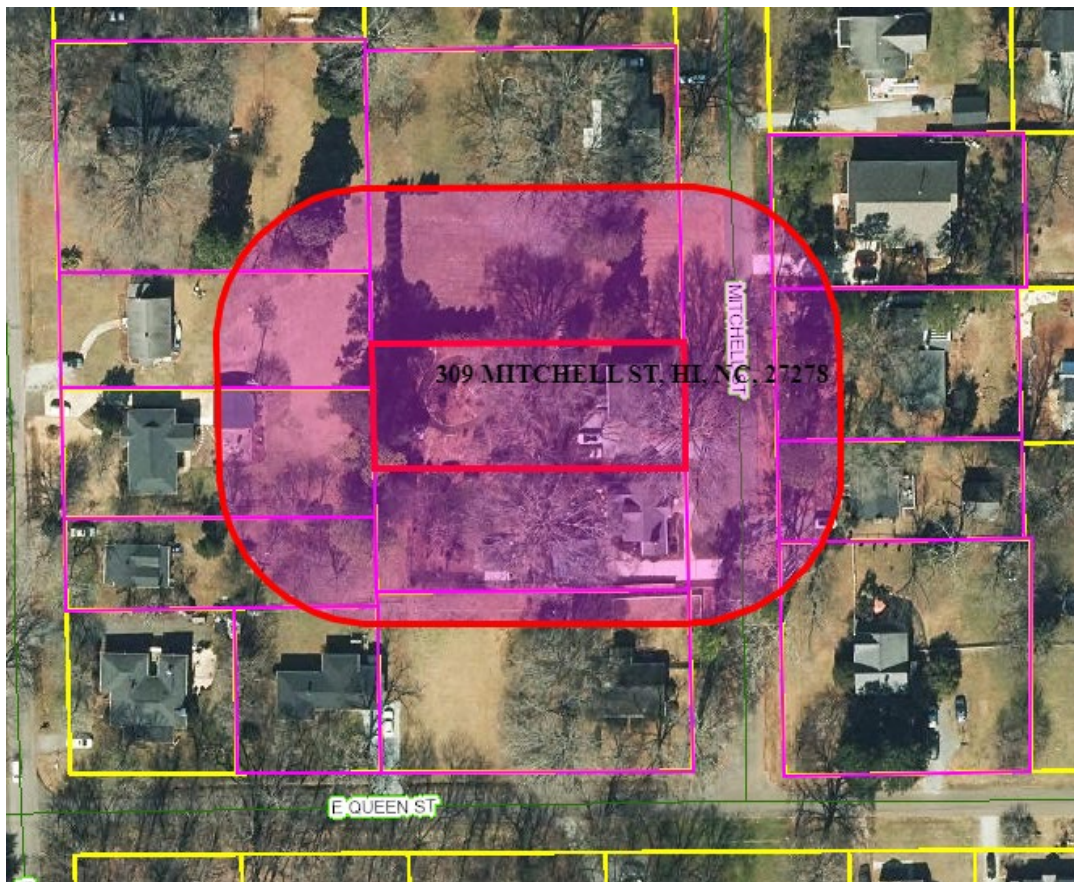
4/23/2025

Date

Joseph Hoffheimer

(for Hillsborough Planning Department)

PIN	OWNER1	OWNER1	OWNER2	OWNER2	ADDRESS1	CITY	STATE	ZIPCODE
9874175629	FOX	HOLLY L	FOX	KRISTOPH	302 N CAMERON S	Hillsborough	NC	27278
9874175726	SWAINEY	WALTER	SWAINEY	MARY JEA	308 N CAMERON S	HILLSBOROUGH	NC	27278
9874175823	SCOVILLE	DAVID KIR	SCOVILLE	CAITLIN W	310 N CAMERON S	HILLSBOROUGH	NC	27278
9874175915	FRENCH	PATRICIA	POWERS	CALVIN TF	316 N CAMERON S	HILLSBOROUGH	NC	27278
9874176601	GARRISON	KENNETH	VAUGHAN	BRENDA G	207 E QUEEN ST	HILLSBOROUGH	NC	27278
9874177623	ZARAGOZ	JOSEPH L	ZARAGOZ	MARY L	215 E QUEEN ST	HILLSBOROUGH	NC	27278
9874177721	BURTON	CHARLES T	BURTON	MIRIAM A	307 N MITCHELL S	HILLSBOROUGH	NC	27278
9874177729	HARRIS	WILLIAM E	HARRIS	FRANCES	309 MITCHELL ST	HILLSBOROUGH	NC	27278
9874177818	FAIRBROT	SCOTT R	FAIRBROT	MELANIE C	311 MITCHELL ST	HILLSBOROUGH	NC	27278
9874177907	BGB ASSE				307 N MITCHELL S	HILLSBOROUGH	NC	27278
9874179653	ALDER	JEREMY	DEL VALLE	NATALIA T	221 E QUEEN ST	HILLSBOROUGH	NC	27278
9874179754	JORDAN	LISA V			304 N MITCHELL S	HILLSBOROUGH	NC	272782130
9874179851	WELLS	DONALD A	WELLS	DARLENE	308 MITCHELL ST	HILLSBOROUGH	NC	27278
9874179943	CURELOP	BRADLEY T	CURELOP	STACEY B	312 MITCHELL ST	HILLSBOROUGH	NC	27278



ITEM #5. B:**Address:** 120 E. Orange Street**Year Built:** c. 1956**Historic Inventory Information (2013)**

This one-story, side-gabled, Minimal Traditional-style house is four bays wide and double-pile. It has a concrete-block foundation, aluminum siding, and replacement windows with aluminum awnings. The six-panel door, centered on the façade, is sheltered by a two-bay-wide, front-gabled porch supported by square posts with board-and-batten in the gable. There is vertically-hung aluminum in the side gables and a shed-roofed wing at the left rear (southeast). County tax records date the building to 1956.

Proposed work

- Remove existing laundry room and deck
- Construct 11' x 24' rear addition

Application materials

- Certificate of Appropriateness application
- Proposed elevations
- Proposed site plan
- Existing floor plan
- Project narrative
- Materials
- Window specifications
- Existing photos

Applicable Design Standards

- *Additions to Residential Buildings*: 1 – 14
- *Demolition*: 1 – 8

Staff Comments:

- The application proposes removing a rear wing that may be original to the structure. The Historic District Design Standards do not provide clear guidance regarding demolition of portions of historic structures, and any potentially applicable standards are highlighted above.
- The roof of the proposed addition currently is the same height as that of the existing house. *Additions to Residential Buildings* standard 7 states: “keep the addition height lower and the width narrower than the original house.”
- The compatibility matrix does not allow vinyl windows, even if they are in the rear of a new addition.
- The siding material is unspecified but will need to comply with the compatibility matrix.
- Any proposed light fixtures likely can be approved by staff on condition that they comply with the design standards.



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

987 - 408 - 9385

Orange County Parcel ID Number

Zoning District

120 East Orange St.

Address of Project

Carolyn Hale

Applicant Name

Property Owner (if different than applicant)

120 East Orange St.

Applicant's Mailing Address

Property Owner's Mailing Address

Hillsborough NC 27278

City, State ZIP

City, State ZIP

802-999-1283

Applicant Phone Number

Property Owner's Phone Number

lyntaylorhale@gmail.com

Applicant's Email

Property Owner's Email

Description of Proposed Work: 10' x 24' rear addition w/ 1/2 BA

Estimated Cost of Construction: \$ 65,000

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.

Carol J. Hale

Applicant's Signature (Optional)

3/14/25

Date

Carol Hale

Property Owner's Signature (Required)

3/14/25

Date

Staff Use Only:**COA fee (\$1 per \$1000 of construction costs, \$10 minimum)****or Minor Works fee (\$10 flat fee):**Amount: \$ 150.00☐ After-the-fact application (\$100 or double the COA fee*):

Amount: \$ _____

**whichever is greater*Total Due: \$ 150.00Receipt #: NKXLTV 4074Received by: Joseph HoffmeierDate: 4/17/25

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

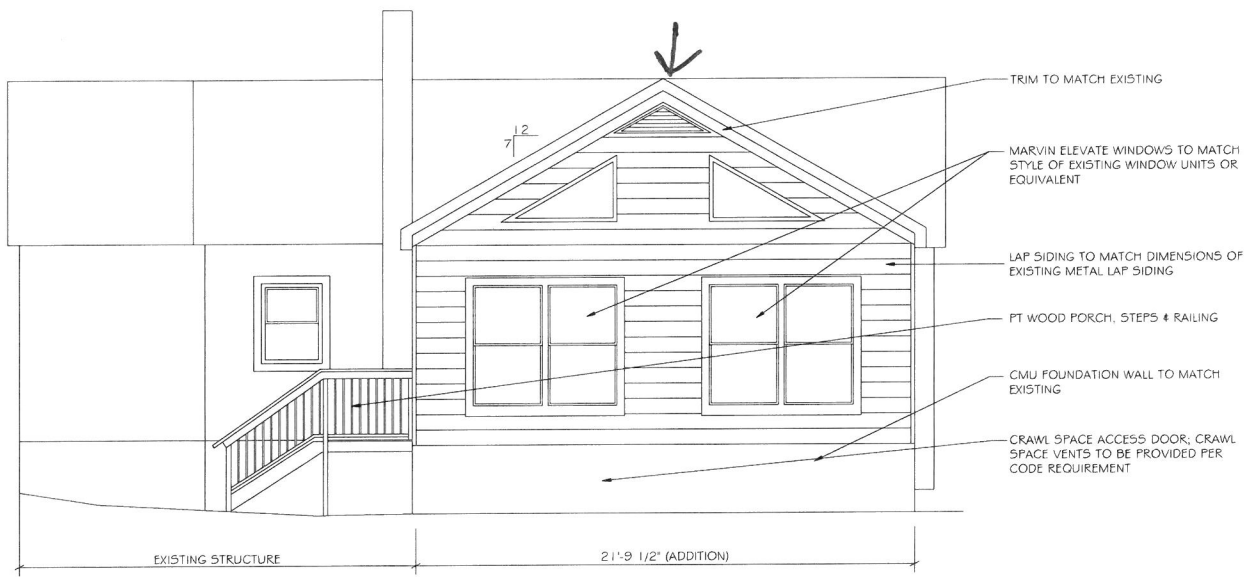
Minor Works Reference(s): _____

Certificate of Appropriateness Decision☐ Approved☐ Denied

Commission Vote: _____

Conditions or Modifications (if applicable): _____

Historic District Staff Signature_____
Date



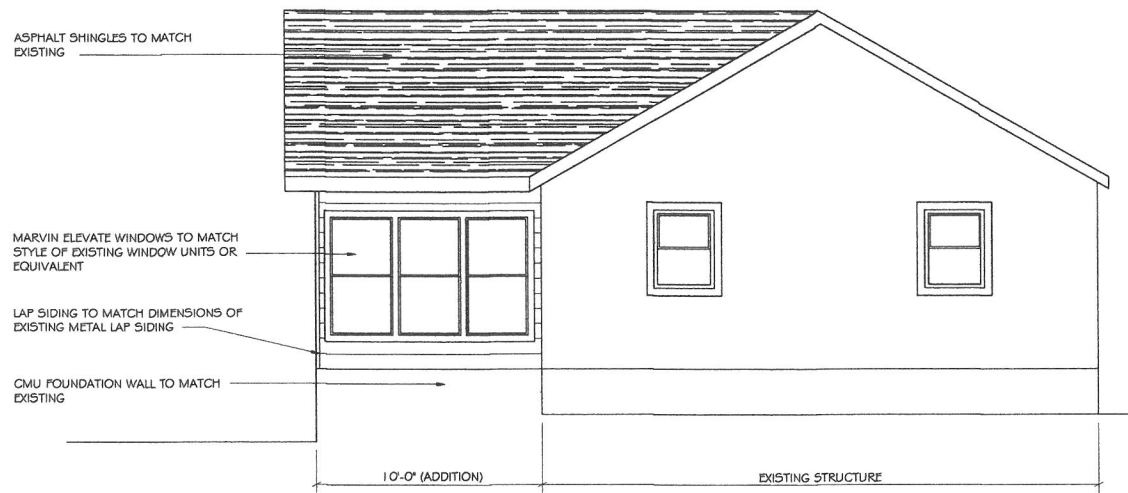
SOUTH (BACK) ELEVATION
Scale: 1/4" = 1'-0"

PROPOSED ADDITION TO EXISTING RESIDENCE
1203 ORANGE ST, HILLSBOROUGH NC

SOUTH (BACK)
ELEVATION

4-1-2025

A-1



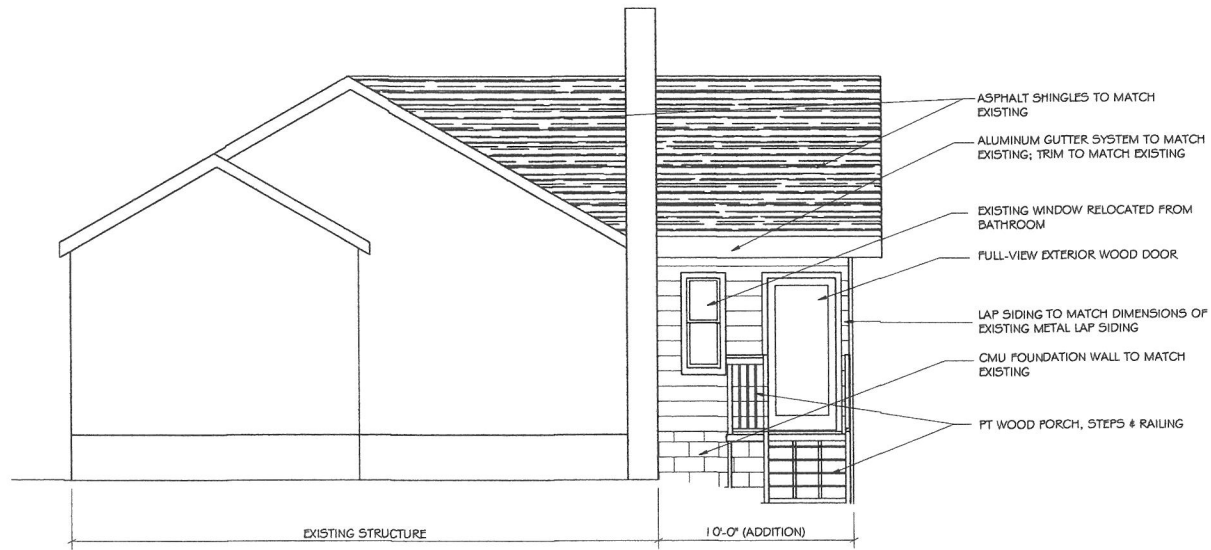
EAST (SIDE) ELEVATION
Scale: 1/4" = 1'-0"

PROPOSED ADDITION TO EXISTING RESIDENCE
1203 ORANGE ST, HILLSBOROUGH NC

EAST (SIDE)
ELEVATION

3-14-2025

A-3



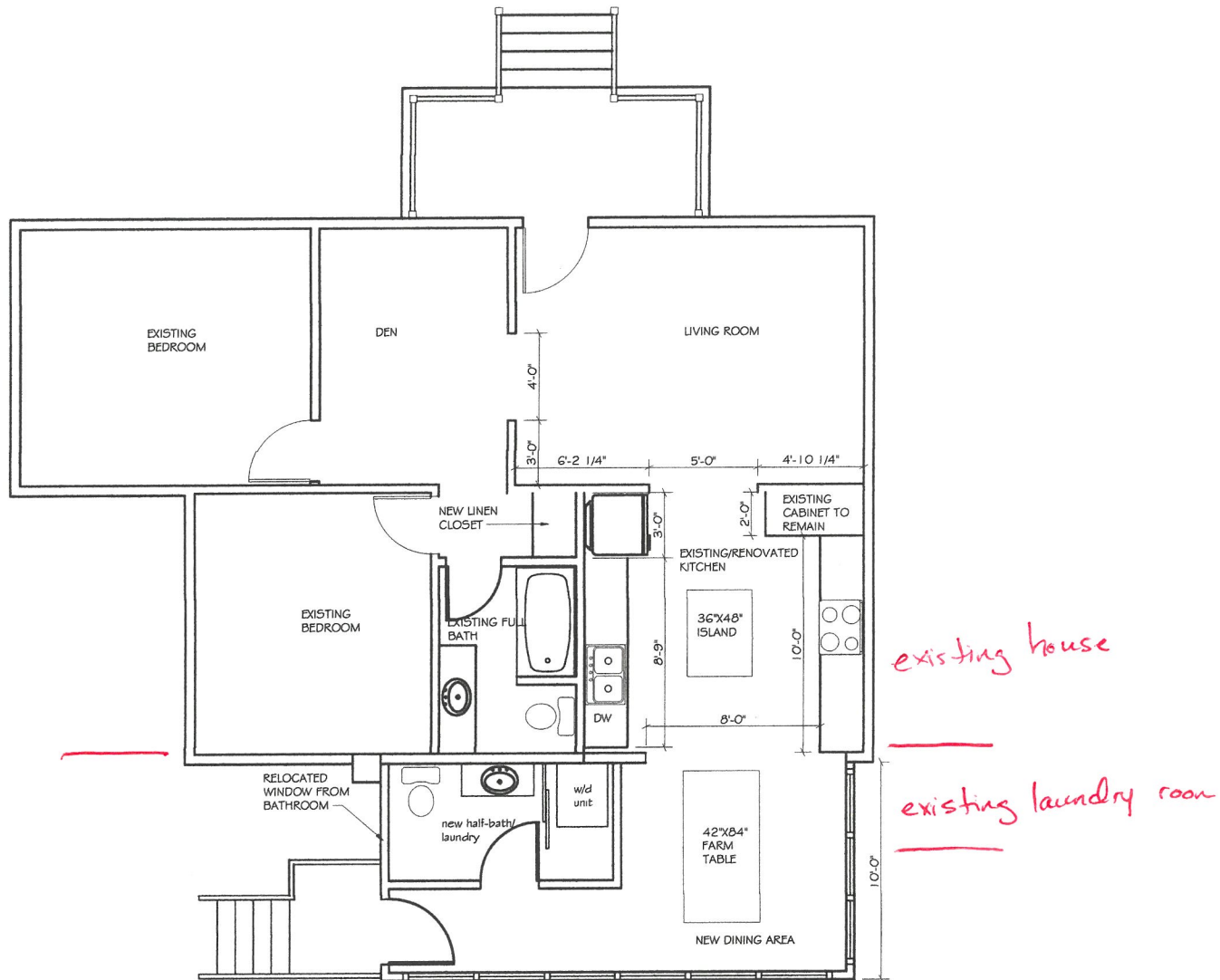
WEST (SIDE) ELEVATION
Scale: 1/4" = 1'-0"

PROPOSED ADDITION TO EXISTING RESIDENCE
120 3 ORANGE ST, HILLSBOROUGH NC

WEST (SIDE)
ELEVATION

3-14-2025

A-2



ADDITION TO 120 E ORANGE ST
 Scale: 1/8" = 1'-0"

ADDENDUM TO 120 EAST ORANGE STREET ADDITION PLANS

- **The Project:**

Proposed addition will replace existing laundry area and extend the existing footprint of the house 5' to the south and 9' to the west. (Project footprint: 11' x 24') All construction is on the rear of the house with the roof height matching the existing roof line. The existing laundry area is a step down from the house and unheated. The existing deck off the back of the laundry area has rotting handrails and a damaged overhang. It is a poor use of space and poorly constructed.








Only the windows on the east side of the house, as well as the revised roofline from that angle, will be visible from the road, and will look similar to the existing laundry area. The addition will be at the same level as the rest of the house (no more step down) and the laundry will move to the proposed half bath on the west side of the addition. There will no longer be a back deck area, only stairs from the outside door (relocated to the west side of the addition). As the current stairs up to the deck are only two years old, I hope to just reuse these and the accompanying handrails. I will also reuse the existing back door.




I plan to replace the existing roof shingles with new black shingles (as well as replacing any sub-materials that need to be replaced) when constructing the back roof area.


Landscaping: I am proposing removing the bottom of the driveway leading up to the garage studio and putting garden/lawn space here. This area is approximately 20' x 40' though the shape is slightly irregular. No trees over 24 in. in diameter are impacted

- **Materials:**


- Siding—to match existing lap siding (Bryant Gold, see email photos)
- trim and fascia—wood to match existing
- Roof—black asphalt shingles to replace existing worn gray shingles
- foundation materials—cinder block to match existing CMU
- windows—back of house, 3 double windows
side—3 single windows
- Doors—use existing rear door (photo attached to email)
- Handrails/stairs—use existing or replace in kind (photo attached to email)
- Driveway—removal of lower portion of cracked concrete, to be replaced with lawn/garden


9:05       


  


Hillsborough **9PM**  27278

ed on your search:




 27






**400 Series 33-5/8
in. x 56-7/8 in.
Clad Wood
Double-Hung
Window w/Low-
Glass, White
Ext/Int & White
Hardware**





by Andersen >


 (98)

\$585⁰⁰

h (in.) x Height (in.): **33.625 x 56.875**

.625 x 56.875 | 



9:20

84%

Hillsborough 9PM

27278

Based on your search:



**72 in. x 48 in.
White Double-
Pane Insulated
Glass Left-Right
Combo Hinged
Vinyl Casement
Window with SDL
Grid and Screen**

by
TAFCO WINDOWS >

★★★★★ (35)

\$1,008⁰⁰

Width (in.) x Height (in.): **71.5 x 47.5**

23.5 x 35.5

23.5 x 47.5

29.5 x 47.5

29.5 x 59.5

35.5 x 47.5

71.5 x 47.5


Shop All


Services


DIY


Log In





Back door (for reuse)



Back stairs handrail



Rear photo 1



Rear photo 2



Rear photo 3



Trim and fascia to be matched

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9874089385 (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.

4/23/2025

Date

Joseph Hoffheimer, Planner

(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRST	OWNER2_LAST	OWNER2_FIRST	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE
9874088264	COOK	ANGEL DAWN	BOER	BRYAN L	113 E UNION ST		HILLSBOROUGH	NC	27278
9874088395	MARTIN	JOHN J			116 E ORANGE ST		HILLSBOROUGH	NC	27278
9874088727	HILLSBOROUGH	OF			PO BOX 429	PUBLIC SP	HILLSBOROUGH	NC	27278
9874089244	CUNNINGHAM	JAYNE			332 FELSPAR WAY		CARY	NC	27518
9874089294	LEIKIN	LINDA	COLLINS	MICHAEL	121 E UNION ST		Hillsborough	NC	27278
9874089385	HALE	CAROLYN T			120 E ORANGE ST		Hillsborough	NC	27278
9874180264	MCCULLOUGH	DAVID W	MCCULLOUGH	FRANCES M	123 EAST UNION ST		HILLSBOROUGH	NC	27278
9874180365	ROBINSON	CLIFTON LLOYD ET AL	ALLEN	CAROLYN ROBINSON	4006 NEW SHARON CT		HILLSBOROUGH	NC	27278
9874181340	EIDENIER	ELON GERALD	EIDENIER	ELIZABETH H	127 E UNION ST		HILLSBOROUGH	NC	27278



ITEM #5. C:**Address:** 117 N. Wake Street**Year Built:** c. 1949**Historic Inventory Information (2013)**

This one-story, hip-roofed Ranch house is four bays wide and double-pile with a brick veneer and interior brick chimney. The house has two-over-two horizontal-pane wood-sash windows and a wide eight-light picture window on the façade is flanked by two-over-two windows. The entrance, a solid wood door with three lights, is recessed slightly. County tax records date the building to 1949.

After-the-fact changes

- The window material on the application was listed as wood, but vinyl was used instead.
- An additional window was added on the eastern side of the north elevation.
- The double doors on the west elevation were changed to a single door.
- Most of the deck on the south elevation was removed, and a second staircase was added.
- Light fixtures were added to the left of both doors.

Application materials

- Certificate of Appropriateness (COA) application
- Notes for HDC meeting
- Applicant's description of work
- Window specifications
- Staff observations from final inspection
- Staff photos from final inspection
- Approved October 13, 2023, COA
- October 13, 2023, COA approval letter
- October 4, 2023, written decision

Applicable Design Standards

- *Additions to Residential Buildings: 8 – 10*

Staff Comments:

- Staff recommend approval of all the after-the-fact changes aside from the vinyl windows.
- The last after-the-fact COA application for vinyl windows was for an accessory structure at 207 W. Corbin Street and was denied by the HDC on June 5, 2024.
- Staff have evidence from an August 3, 2023, email that the draftsperson was aware that the addition would be subject to commission review. Staff included the draftsperson in a return email stating that vinyl was not allowed by the standards and was unlikely to be approved in the historic district. The draftsperson was taken off email correspondence, but staff did remind the applicant of the restrictions around vinyl.
- After HDC approval, staff could not find anything in the building permit application stating that the windows would be vinyl.
- The vinyl windows match what is on the existing house and are not visible from the street. However, the HDC will also need to consider why it did not allow vinyl in the first place.



TOWN OF
HILLSBOROUGH

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

986 - 496- 4688

Orange County Parcel ID Number

R-20

Zoning District

117 N. Wake St.

Address of Project

Patricia & Wesley Cook

Applicant Name

Same

Property Owner (if different than applicant)

7100 Bill Poole Rd.

Applicant's Mailing Address

7100 Bill Poole Rd.

Property Owner's Mailing Address

Rougemont, NC 27572

City, State ZIP

Rougemont, N.C. 27572

City, State ZIP

919-644-2094

Applicant Phone Number

919-644-2094

Property Owner's Phone Number

patcook185@gmail.com

Applicant's Email

patcook185@gmail.com

Property Owner's Email

Description of Proposed Work: See attached

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

Patricia Cook

Property Owner's Signature (Required)

4-11-25

Date

Staff Use Only:**COA fee (\$1 per \$1000 of construction costs, \$150 minimum) or****Minor Works fee (\$1 per \$1000 of construction costs, \$25 minimum):**Amount: \$ 0☒ After-the-fact application (\$300):Amount: \$ 300.00Total Due: \$ 300.00Receipt #: 060373Received by: Tom KingDate: 4/14/2025

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

A window was added to the storage room.

Double French doors were changed to a single French door.

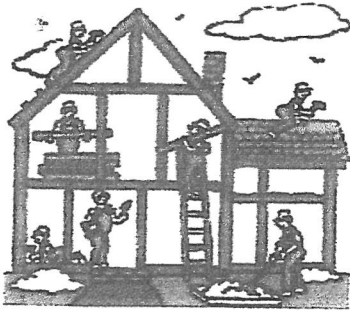
A section of the deck was removed from the plan as it was just too much deck. The Inspector said that should not be a problem as we were taking away not adding more.

A second staircase at the back door was already showing on the plan. Nothing new was added.

A light fixture was added to the left of the door on south elevation and is a floodlight.

Window material is the same as on existing house. We had planned to use wood but the contractor ordered the same type window as on existing house (vinyl thermopane) before we realized he had done so. He went by what Wagoner Drafting had put on the plans to match the existing house. By the time we found out, the order had already been processed and we had been charged for the windows so we had to use them.

None of the addition is visible from the street.



MG Construction

36

Mike Garner

Mebane, NC 27302

336-516-5610

mikesarner1974@yahoo.com



*Please visit our page to view our quality of work

Name:

Wes & Pat Cook

Address:

Phone:

Materials Required:

Beacon Vinyl 582⁰⁰

Lowe's 135⁰⁰

Labor 2300⁰⁰

Total \$3017⁰⁰

Labor to be Performed:

Date

Total

Deposit

Balance

Date Rec'd

Date Rec'd


BEACON

BURLINGTON BRANCH
BEACON BUILDING PRODUCTS
2303 HANFORD ROAD
BURLINGTON, NC 27215-0000
Telephone: 336-350-7900

INVOICE

Page 1 of 1

INVOICE NO.	QL39019
INVOICE DATE	08/29/24
DUE DATE	09/10/24
CUSTOMER NO.	558740

REMIT TO:

BEACON BUILDING PRODUCTS
PO BOX 100639
ATLANTA, GA 30384-0639

WAREHOUSE:

BURLINGTON BRANCH
BEACON BUILDING PRODUCTS
2303 HANFORD ROAD
BURLINGTON, NC 27215-0000
Telephone: 336-350-7900

SOLD TO:

MG CONSTRUCTION (443)
5521 ALTON CT
MEBANE, NC 27302

SHIP TO:

Customer Pickup

SLS		SHIP VIA		TERMS	
BUR		PICKUP		NET TENTH OF FOLLOWING MONTH	
CUSTOMER PURCHASE ORDER NO.		TAX	JOB # AND NAME		ORDERED BY
COOK		6.750	999 JSHOP		MIKE
PRODUCT	DESCRIPTION	U/M	QUANTITY	UNIT PRICE	EXTENSION
CERVST4MTSCW	CER VALUSOF T4 MT SLD COL WHITE VALUE SOFFIT SOLID 4921601 MATTE FINISH	PC	9	12.2600	110.34
CERVST4MTFVCW	CER VALUSOF T4 MT FVT COL WHITE 16PCS/CTN FULLY VENTED 4922401 MATTE FINISH 8.33/SQ	PC	9	12.2600	110.34
CERJ12CW1	CER J CHANL 1/2 1"F COL WHITE 48/CTN COLONIAL WHITE 5030501	PC	9	6.0300	54.27
<p>*****PLEASE CONFIRM PAYMENT ADDRESS***** BEACON BUILDING PRODUCTS PO BOX 100639 ATLANTA, GA 30384-0639</p>					
<div>THANK YOU FOR YOUR BUSINESS</div>					

RECEIVED BY	SUB-TOTAL	TAX	HANDLING/RESTOCK	SHIPPING	TOTAL AMOUNT
	274.95	18.56	.00	.00	293.51

THIS SALE IS SUBJECT TO THE TERMS AND CONDITIONS AND RETURN POLICY FOUND AT <https://www.becn.com/terms-and-conditions-of-sale>.
BUYER ACKNOWLEDGES AGREEING TO SUCH TERMS AND CONDITIONS AND RETURN POLICY.

INVOICE

MEBANE BUILDERS SUPPLY, INC
 PO Box 160
 Mebane, NC 27302
 Phone: 919-563-9271
 Fax: 919-563-8464



Inv #: 484637

Route: NONE

Page: 1 of 1

Order: 07/05/24

Sched:

Invcd: 07/09/24

To: MGC100Ship To:

MG CONSTRUCTION
 MIKE GARNER
 5521 ALTON COURT
 MEBANE

NC 27302

COOK JOB
 117 NORTH WAKE ST
 HILLSBOROUGH NC

FOB: DLVD	Entd By: MIKE	Via: CUSTOMER PICK UP	Our Order: 415660			
Type: WHSE	In: 22 / Out: 15	Terms: NET 30	Your Order:			
Item / Description	Qty Orderd	Qty Shippd	Qty Bckord	U/M	List / Discount	Net Extended
P/O: 0922/3 LMC-M W (ADD 1% TO						
Item: *415660001.00 2/4X3/0 PRO CLASSIC WHITE DH	1.00	1.00		EA	285.15	285.15
Item: *415660002.00 2/4X3/0 WHITE SCREEN	1.00	1.00		EA	15.73	15.73
Item: *415660003.00 2/8X4/6 PRO CLASSIC WHITE DH	4.00	4.00		EA	341.02	1,364.08
Item: *415660004.00 2/8X4/6 WHITE SCREEN	4.00	4.00		EA	15.73	62.92
Item: *415660005.00 2/0X3/0 PRO CLASSIC WHITE DH	1.00	1.00		EA	275.54	275.54
Item: *415660006.00 2/0X3/0 WHITE SCREEN	1.00	1.00		EA	15.73	15.73
				Merchandise...	2,019.15	
				Tax.....	151.44	
				Misc Charges...	0.00	
				Order Total...	2,170.59	
				Less Pmts/Dep..	0.00	
				Balance Due...	2,170.59	

Notes for the Historic Commission Meeting:

First I want to apologize for the mixup about the windows. We had planned to use wood windows, as we did years ago when working with Stephanie Trueblood in putting new windows in the garage.

However, this time the builder ordered the same kind of windows as on the existing house before we realized he had done so. The builder was going by what was on the plans. By the time we found out, the windows had been installed. So there was nothing we could do.

I might further add that on one side of us is a house with vinyl windows and on the other side is a house with an addition up in the air on steel beams.

From the street, facing the 117 N. Wake St. house, the addition windows are not visible.

Thank you,

Patricia Cook
Wesley Cook

ADDITION AND RENOVATION OF EXISTING HOME; MASTER BEDROOM SUITE, BATHROOM, WALK IN CLOSET, HALF BATHROOM, AND MUD ROOM

ADDITION:	
FIRST FLOOR	778 SQ. FT.
DECK	630 SQ. FT.
TOTAL	1408 SQ. FT.

[illegible][illegible]

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

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

A-1











TOWN OF
HILLSBOROUGH
NORTH CAROLINA

October 13, 2023

Patricia and Wesley Cook
7100 Bill Poole Road
Rougemont, NC 27572

Dear Applicants:

At the September 6, 2023 regular meeting of the Historic District Commission, your application for a Certificate of Appropriateness to build a rear addition and deck at 117 N. Wake Street (PIN 9864964688) was approved by a 7-0 vote with the following conditions:

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

I am attaching the Certificate of Appropriateness permit and Written Decision for your records.

Please contact the Hillsborough Planning and Economic Development office prior to making any change to the approved design or proposed materials during the construction process. A permit is required for alterations to the approved plans.

The Certificate of Appropriateness is valid for 12 months from the date of issuance. If work does not commence on the project within 12 months, you must apply for a renewal or a new Certificate of Appropriateness.

Thank you for your show of good citizenship by following the requirements of our local ordinances. Please contact me with any questions.

Sincerely,

Joseph Hoffheimer
Planner
Town of Hillsborough

BEFORE THE HILLSBOROUGH HISTORIC DISTRICT COMMISSION

) Application for
) Certificate of Appropriateness
) 117 North Wake Street
)

This application for a Certificate of Appropriateness (“COA”) proposing a rear addition and deck (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on September 6, 2023. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 7-0 to approve the Application with conditions. In support of that decision, the HDC makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

1. The property at issue (the “Property”) is located at 117 N. Wake Street in the Town of Hillsborough. The Owners and Applicants are Patricia Cook and Wesley Cook (the “Applicants”).

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

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

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

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

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

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

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

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

CONCLUSIONS OF LAW

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

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

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

This the 4th day of October, 2023.



Will Senner, Chair
Hillsborough Historic District Commission

APPEALS

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

TOWN OF HILLSBOROUGH

Certificate of Appropriateness (COA) & Minor Works Application

<u>986 - 496 4688</u>		<u>117 N. WAKE ST.</u>
Orange County Parcel ID Number	Zoning District	Address of Project
<hr/>		
Applicant Name <u>PATRICIA & WESLEY COOK</u>	Property Owner (if different than applicant) <u>Same</u>	
Applicant's Mailing Address <u>7100 BILL POOLE RD.</u>	Property Owner's Mailing Address <u>7100 BILL POOLE RD.</u>	
City, State, Zip <u>ROUGE MONT, NC 27572</u>	City, State, Zip <u>ROUGE MONT, NC 27572</u>	
Applicant's Phone Number <u>919-644-2094</u>	Property Owner's Phone Number <u>919-644-2094</u>	
Applicant's Email <u>patcook185@gmail.com</u>	Property Owner's Email <u>patcook185@gmail.com</u>	
Description of Proposed Work: <u>REAR Addition & DECK</u>		

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

Applicant and Owner Acknowledgment and Certification

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

<u>Wesley Lee Cook</u> <u>7-26-23</u>	<u>Patricia Cook</u> <u>7-26-23</u>
Applicant's Signature (Optional) Date	Property Owner's Signature (Required) Date

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

All applications must include the following documents and plans (Provide a digital copy if plans are larger than 11"x17"):

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

STAFF USE ONLY:

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

Amount: \$ 100

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

Amount: \$ _____

Total due: \$ 100

Receipt #: 060231

Received by: Joseph Hoffheimer Date: Aug. 14, 2023

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

☐ N/A ☒ Yes

Zoning Officer: Joseph Hoffheimer

This application meets public space division requirements.

☒ N/A ☐ Yes

Public Space Manager: _____

Historic Architectural Inventory Information:

Original date of construction: See staff report

Description of property: See staff report

Applicable Design Standards: Additions to Residential Buildings, Decks

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: 7-0

Conditions or Modifications (if applicable):

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

Joseph Hoffheimer Historic District Staff Signature

10/13/23 Date

August 4, 2023

**Historic District Commission Certificate of Appropriateness
Request for Approval**

Attention: Historic District Commission

The house under consideration is at 117 N. Wake St. It is a one story brick ranch style house built in 1949, with a 3 dimensional shingle and hip roof. There are 2 small bedrooms and one bath. It has a brick chimney without a fireplace.

The lot extends from Wake St. 241 feet on the Hallman side of the property and 298 feet on the Workman side of the property. It measures 95 feet across the front on Wake St. and 104 feet across the back. PIN#9864964688.

The proposed addition will extend off the back of the house approximately 34 feet. The hip roof will have the same pitch as the existing house and not be visible from the road in front. The old deck and little building (which is access to a crawl space) will be removed. The addition will be located to the right of the back door over to the left of the two windows.

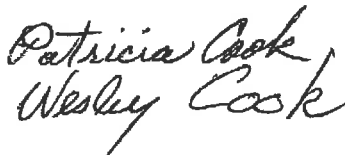
As stated, it will extend out 34 feet and consist of a master bedroom, bath and mud room. It will lie in approximately the middle of the lot. The foundation will match the existing brick or as close as possible and no trees will be removed. The windows will be wood with white trim and the exterior brick will match the house.

The existing house front will be re-landscaped and the new addition will have similar landscaping.

The estimated cost will be approximately \$100,000.00.

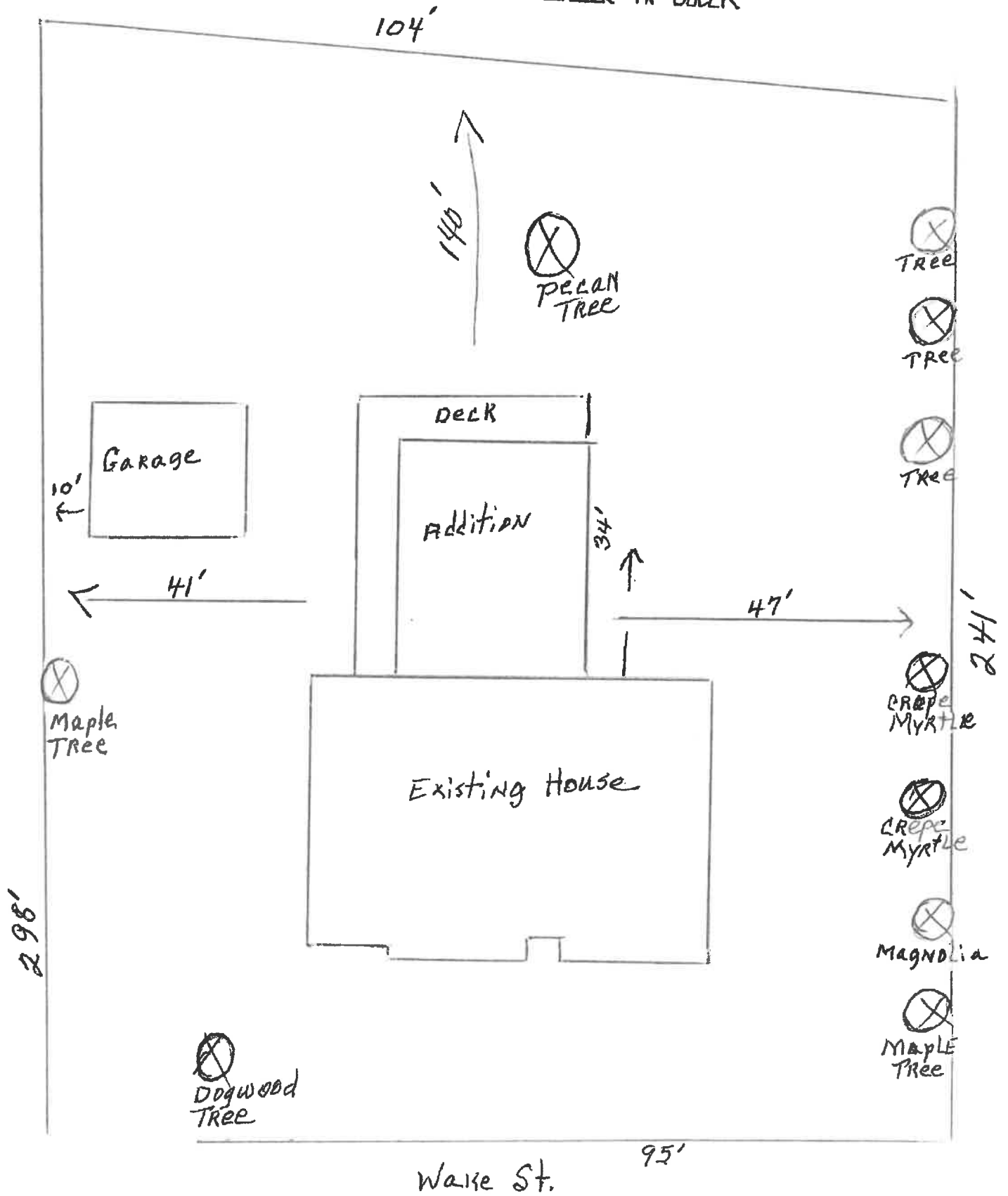
Attached are architectural plans that show existing and proposed work including elevations and roof pitches.

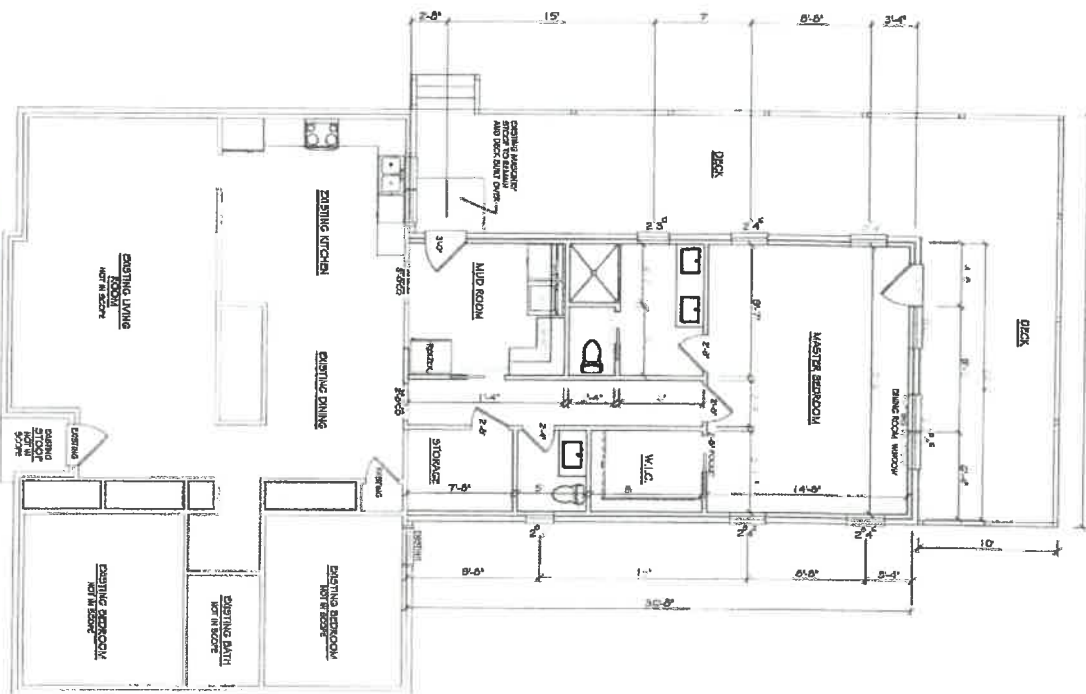
Sincerely,

Handwritten signatures of Patricia Cook and Wesley Cook in cursive script.

Patricia Cook
Wesley Cook

Property Line Follows
Creek in Back





PARTIAL FIRST FLOOR PLAN - ADDITION
SCALE: 1/4" = 1'-0"

NOT FOR CONSTRUCTION

GENERAL NOTES
1. EXISTING DIMENSIONS ARE BASED ON THE
STRUCTURE SHOWN IN LIST OF THE OWNER'S RECORD.

WAGONER
DRAFTING AND DESIGN, LLC

PO BOX 434
HILLSBOROUGH, NORTH CAROLINA 27228
Phone: 919.475.2789
Email: wagonerdraftingdesign@gmail.com

ADDITION TO AN EXISTING
HOME FOR:
THE COOK FAMILY
117 NORTH WAKE STREET
HILLSBOROUGH, NORTH CAROLINA

SHEET NAME:
PARTIAL FLOOR PLAN -
ADDITION - OPTION 1
DATE:
PRELIMINARY SET
REVISION:
ISSUE DATE: 02/28/2019
PROJECT #: 2019-0001
DRAWN BY: WND
SHEET NUMBER:

A-2

Materials List:

Foundation: Brick and blocks

Windows: Wood, 6 over 6 , thermopane and energy efficient

Gutters: The gutters and downspouts will be white.

Roof: Plywood with asphalt shingles to match existing house

Lights: The only outside light will remain where it currently is at the back door.

Colors: The addition will be red brick to match the existing house and the only other outside color will be white trim on the wooden window frames.

Deck: The deck will be pressure treated lumber, natural color



EXISTING REAR ELEVATION
NOT TO SCALE



EXISTING FRONT ELEVATION
NOT TO SCALE

EXISTING EXTERIOR MATERIAL LISTING

- **BRICK VENEER** - RED COLOR FAMILY
- **TRIM AND SOFFIT** - ALUMINUM PRODUCT
- **WINDOWS** - REPLACEMENT WHITE WINDOWS WITH ALUMINUM TRIM AND 6% GLASS ON LARGER WINDOWS, 4% ON SMALLER WINDOWS WITH SCREENS
- **DOORS** - 6-000 PRODUCT AND GLASS WITH STORMSCREEN DOORS
- **ROOFING** - ASPHALT SHINGLES ARCHITECTURAL TYPE GRAY FAMILY
- **GUTTERS AND DOWNSPOUTS** - ALUMINUM, WHITE IN COLOR
- **PAVING DECKING** - TREATED WOOD
- **DRIVEWAY AND SIDEWALK** - POLISHED CONCRETE



EXISTING SOFFIT CONDITIONS
NOT TO SCALE



EXISTING WINDOW STYLE
NOT TO SCALE

NOT FOR CONSTRUCTION

WAGONER
DRAFTING AND DESIGN, LLC
PO BOX 684
HELLENBURNE, NORTH CAROLINA 27731
Phone: 704.472.3746
Email: wagonerdesign@gmail.com

ADDITION TO AN EXISTING
HOME FOR:
THE COOK FAMILY
117 NORTH WAKE STREET
HILLSBOROUGH, NORTH CAROLINA

SHEET NAME:
EXISTING CONDITION PHOTOS

PHASE:
PRELIMINARY SET
REVISIONS:

ISSUE DATE: 08.04.2023
PROJECT #: 230610000K
DRAWN BY: VJSW
SHEET NUMBER:

A-3

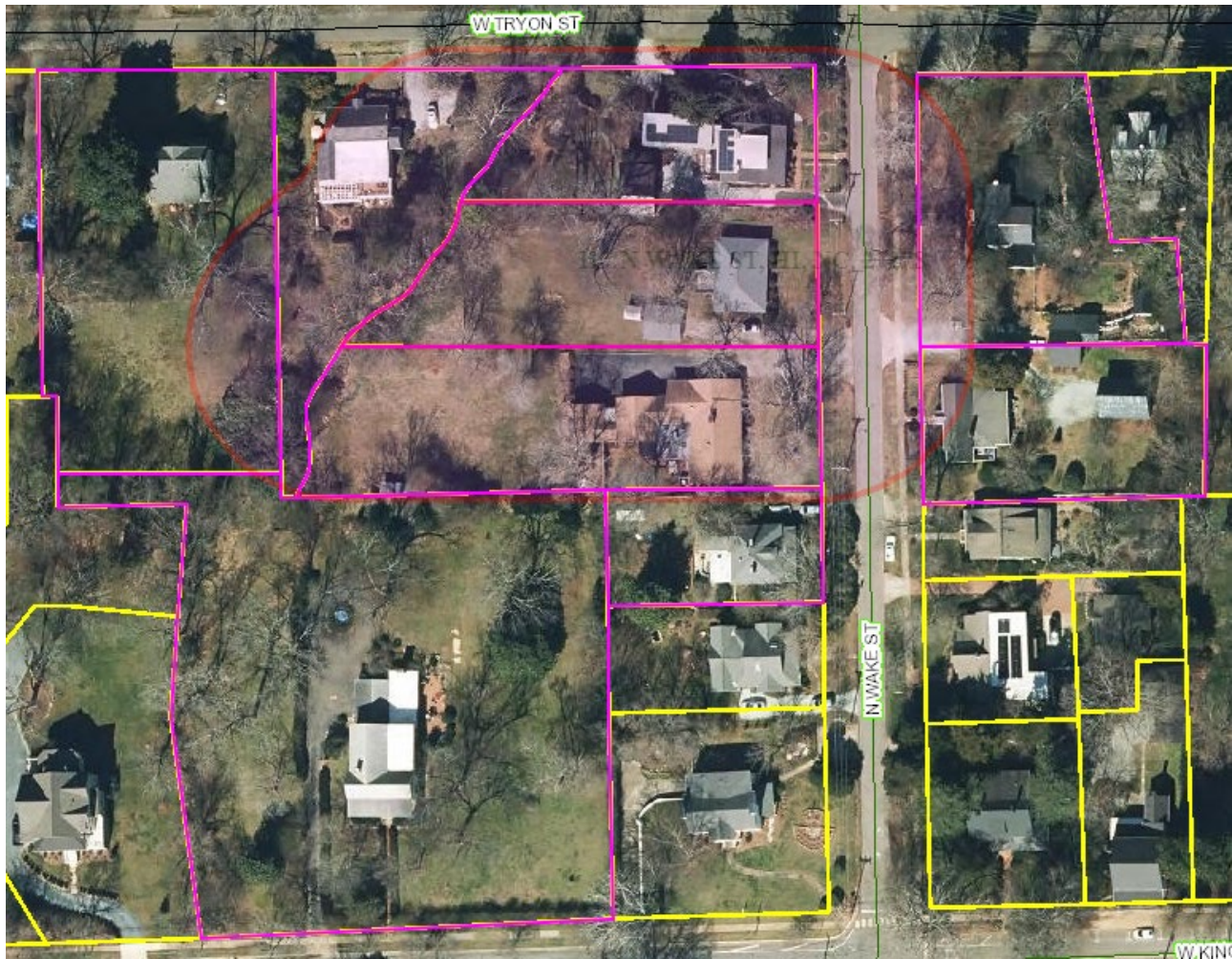
I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864964688 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

4/21/2025

Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRST	OWNER2_L	OWNER2_FIRST	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE
9864962609	CARR	G PAUL	CARR	JEAN E	1920 SUNSET DR	C/O JON P CARR	RALEIGH	NC	27605
9864963464	WARADY	MICHAEL	FIASTRO	ANNA	210 WEST KING ST		HILLSBOROUGH	NC	27278
9864963748	STEVENS	THOMAS I			213 W TRYON ST		HILLSBOROUGH	NC	272782435
9864964579	WORKMAN	GERALD S	WORKMAN	JULIA L	115 N WAKE ST		HILLSBOROUGH	NC	27278
9864964688	COOK	PATRICIA F	COOK	WESLEY L	7100 BILL POOLE RD		ROUEMONT	NC	27572
9864964798	WOODMAN	ELIZABETH			121 N WAKE ST		HILLSBOROUGH	NC	27278
9864965541	MCKINNON	KAREN P TRUS			109 N WAKE ST		HILLSBOROUGH	NC	272782441
9864967661	WILLIAMS	JUDITH E			130 N WAKE ST		HILLSBOROUGH	NC	27278
9864968811	RINGWALT	SHARON	RINGWALT	CHRISTOPHER	144 N WAKE ST		HILLSBOROUGH	NC	27278



ITEM #5. D:**Request**

- Contractor-initiated request for the HDC to consider amending the Historic District Design Standards to permit Trex as an allowable material for handrails in response to an open after-the-fact violation

Background information

- On an October 6, 2023, final inspection of a new screened porch at 323 W. Queen St., a planning staff member observed that unapproved Trex handrails had been installed.
- The approval letter issued for the Certificate of Appropriateness (COA) on February 3, 2022 clearly stated the following: "Please contact the Hillsborough Planning Department prior to making any change to the approved design or proposed materials. A permit is required for alterations to the approved plans."
- The use of Trex handrails is considered an after-the-fact violation because the application proposed wooden handrails, but instead, Trex was installed without the required approval. In addition, Trex handrails were not allowed by the Historic District Design Standards in effect at the time (and are not allowed under the current standards). The violation has remained open since October 6, 2023.
- The work was performed by Marcoplos Construction (a contractor based out of Chapel Hill but that has done work in the Hillsborough Historic District).
- Staff also provided the contractor with the option to remove the handrails and use the material noted on the approved COA or apply for an after-the-fact COA. The contractor has opted to request an amendment to the Historic District Design Standards to allow Trex handrails districtwide.

Potential Process Timeline

- First, a member of the commission would need to propose the amendment and then ask the chair to call for a motion and vote to direct staff to further research and draft the proposed amendment.
- If the majority voted in favor of moving forward with researching and drafting an amendment, staff would prepare an amendment and then present the amendment to the commission at the next (June 4, 2025) meeting. A majority vote in favor at the June meeting would send the amendment to the legislative approval process.
- The next available quarterly joint public hearing of the Town Board and Planning Board is August 21, 2025. Because the proposed amendment would be a contractor-requested text amendment not recommended by staff, the amendment would be subject to the \$400 text amendment fee prior to the joint public hearing.
- The planning board recommendation and final vote by the Town Board would occur within a couple months of the joint public hearing. If approved, the amended standard/s would go into effect sometime late in the fall.
- If Trex handrails become allowed as minor works, this case would still be subject to the after-the-fact minor works fee of \$300.
- If the commission does not move forward with an amendment to allow Trex handrails in the historic district, staff may issue a Notice of Violation that gives the contractor a set amount of time to correct the violation. The contractor could still apply for an after-the-fact COA until 30 calendar days after the notice is issued.
- Replacing the Trex handrails with the originally proposed wood handrails would immediately close the violation after a reinspection (subject to a new \$50 fee after July 1, 2025).

Staff Comments

- Staff recommend against undergoing a lengthy, expensive, and labor-intensive process to retroactively amend the standards in response to a violation and have concerns about this proposal setting precedence for future open violations. Staff do not believe that this is a productive or equitable way

to amend the design standards, and if there are arguments in favor of Trex handrails, staff recommend that they are researched at another time as part of a separate comprehensive standards update.

Addendum

- Hillsborough Historic District Commission Rules of Procedure Section 12A (*Amending the Design Standards*)
- Highlighted section of the current Historic District Design Standards (in effect at the time of approval)

12. **Design Standards**

In 2021, the town adopted the updated Hillsborough Historic District Design Standards, which is designed as an interpretive document for the Standards of Evaluation listed in Section 3.12.3 of the Unified Development Ordinance. Applications for Certificates of Appropriateness will be weighed for compatibility against the Hillsborough Historic District Design Standards. Applications for changes to Landmark properties will be evaluated against the Secretary of the Interior Standards for Rehabilitation.

A. *Amending the Design Standards.* Any member of the Commission wishing to propose an amendment to the design standards shall, at any regularly scheduled meeting, ask the Chair if he or she will call for a motion and a vote to direct staff to research and draft said amendment. Upon a majority vote in favor in the presence of a quorum, staff shall prepare any amendments as directed by the Commission and shall consult with the town attorney prior to presenting the amendments to the Commission for adoption. Upon review and approval of the language by the town attorney, the Commission shall act upon the proposed amendment at its next regularly scheduled meeting. A majority vote of the Commission in favor of adoption in the presence of a quorum shall pass the amendment.

Material Category	Material	Common Manufacturers	Changes to Existing Buildings	Additions to Existing Buildings	New Construction	Notes 62
Garage Doors	Wood		✓	✓	✓	
	Steel		✓	✓	✓	
	Composite Overlays		✓	✓	✓	Often overlaid on top of steel, fiberglass, or other doors to give it a "wood" look. Ideally, doors should be smooth or stuccoed texture and paintable. Wood grain overlays are an alternative if no compatible options can be found.
	Fiberglass		✓	✓	✓	
	T1-11/Plywood		X	X	X	
	Vinyl		X	X	X	
	Corrugated Metal		✓ commercial/ institutional only	✓ commercial/ institutional only	✓ commercial/ institutional only	
	Roll-Up Steel		case-by-case	case-by-case	case-by-case	
	Full Glass Panel		case-by-case	case-by-case	case-by-case	Typically has an aluminum frame with clear or opaque glass panels.
	Steel		✓	✓	✓	Tend to be smooth or with an overlay. No wood grain overlay allowed. Must be painted.
	Aluminum		✓	✓	✓	

Porch/Deck Flooring	Wood		✓ match existing/original	✓	✓	
	Concrete		✓ match existing/original	✓	✓	
	PVC	Azek	X	X	X	
	Composite/Plastic Decking	Trex	✓ match existing/original	✓	✓	Composite materials are permitted for deck flooring if deck is behind the front line of the home or business. They also may be used for public spaces as a decking material. They may not be used for porch flooring or for deck, porch, or walkway railings or posts.
	Aluminum-Locking Planks	LockDry	✓ match existing/original	✓	✓	
	Natural Stone/Tile/Brick		✓ match existing/original	✓	✓	