

Agenda

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. August 5, 2026

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



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

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

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

2. Commission's mission statement

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

3. Agenda changes

4. Minutes review and approval

Approve minutes from regular meeting on June 24, 2026

5. Written decisions review and approval

Approve written decisions from regular meeting on June 24, 2026

6. New business

- A. Certificate of Appropriateness (COA) Application: **104 S. Hillsborough Ave.**-replace wood windows with aluminum-clad wood windows (PIN 9864763058)
- B. COA Application: **437 Dimmocks Mill Rd.**-add new windows, exit enclosure, and rooftop monitor (PIN 9864646207)

- C. COA Application: **404 Calvin St.**-mud room addition, garage, stone walk, porch, wood trellis, and fence (PIN 9864756398)
- D. COA Application: **W. Orange St.**-new construction house with basement (PIN 9864987338)

7. General updates

8. Adjournment

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

Minutes

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. June 24, 2026

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 Michael Bowen

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

Chair Will Senner called the meeting to order at 6:31 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 May 6, 2026.

Motion: Senner moved to approve the minutes from the regular meeting on May 6, 2026, as submitted.
Member G. Miller seconded.

Vote: 4-0.

5. Written decision review and approval

Written decision from regular meeting on May 6, 2026.

Motion: Senner moved to approve the written decision from the regular meeting on May 6, 2026, as submitted. Member Sara Riek seconded.

Vote: 4-0.

6. New business

- A. Certificate of Appropriateness Application: 400 N. Cameron St.
Convert existing screened porch to glass-enclosed porch (PIN 9874184493).

Senner opened the public hearing.

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

Planner Joseph Hoffheimer was sworn in. Michael Irwin, the property owner, 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:

- Three very similar Certificate of Appropriateness applications were recently approved at 225 W. Tryon St., 233 Lydia Lane, and 309 Mitchell St.

Irwin introduced the application, noting that the project is very similar to the 309 Mitchell St. application and uses the same contractor. He cited the maintenance concerns for the 14-year-old porch.

Senner read Standard 10 for Porches, Entrances, and Balconies, which states that it is not appropriate to enclose a front porch, and that a rear or side porch should only be enclosed in a way that preserves the character of the home.

Irwin confirmed that the existing roof will be preserved. He said the existing wood supports will be replaced with aluminum posts, one at a time, in the same order. He said all the posts will be aluminum except for two, based on the structural engineer's recommendation to leave those two as wood to support the main cross-beam running across the top. He confirmed that the posts will be the same size as the existing ones. Irwin said the lower part of the glass will be fixed, and the top part will be sliders. He added that the lower portion will be positioned lower than it is in the existing structure.

Senner observed that while it is standard practice to preserve primary vertical framing as wood and install the aluminum and glass within the wood frame, he did not find the proposed use of aluminum and glass for the rear porch enclosure to be a significant concern. He noted that although the porch is visible from the side due to its location on a corner lot, the aluminum material is not incongruous for a rear-facing structure. Irwin confirmed that the existing board at the bottom will remain.

Senner summarized the commissioners' discussion: The application is consistent with the design standards, particularly Standard 10 for Porches, Entrances, and Balconies. The project is enclosing an existing porch at the rear of the property, although on a corner lot. The materials are listed in the compatibility matrix, although wood would be preferable. Aluminum framing has been approved previously. The roof is being preserved.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 400 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: Windows; Doors; and Porches, Entrances, and Balconies. Riek seconded.

Vote: 4-0.

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

Vote: 4-0.

B. Certificate of Appropriateness Application: 212 S. Occoneechee St.

Construct a 12-ft. by 19-ft. wood carport (PIN 9864757505).

Senner opened the public hearing.

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

David Cates, draftsperson for the proposed plans, and Jeanne Beckley, the property owner, 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. There were no staff comments.

Senner observed that the massing of the carport is subordinate to the primary structure, set back at the end of the driveway, and is consistent with other carports and garages in the district. He noted that the proposed materials are compatible with the compatibility matrix. He added that the project minimizes grading or site disturbances.

The commissioners discussed the congruence of the design of the chamfer brackets and lattice. Cates explained that the corner brackets provide necessary lateral support and that the design was chosen for aesthetic reasons. He said that the lattice would serve as a functional screening choice selected for its light weight and airiness. Beckley added that the lattice will screen trash cans and car visibility from the street.

Beckley said the lattice will be cedar with fairly wide spacing between the slats. Cates said the openings will be less than four inches. Commissioners expressed concern that a large-scale lattice might be incongruous with the character of the district and the existing structure. Hoffheimer noted that the design standards do not provide much detail about lattice.

Beckley confirmed that the circular opening at the top of the structure will be on both the front and the back. She said she plans to have an artist create a stained glass piece to match the gable on the house, but that will only be on the front of the structure.

Cates said the pitch of the roof is low so it minimizes blocking the windows of the house.

The commissioners discussed the alignment of the carport. It was observed that the proposed carport is currently aligned with the property line rather than with the house, which is not a common characteristic within the district. Cates agreed to adjust the design so the structure runs parallel to the home. Beckley explained that the back of the carport will function as a fence and will abut the corner of the deck, replacing existing fencing.

The commissioners discussed alignment constraints posed by the driveway shape and property line setbacks. Beckley noted that moving the carport further toward the street would block the views from additional windows. Cates proposed rotating the structure from its southwest corner—the point where it meets the deck—to align it with the house while respecting the five-foot setback. He said that shifting the structure toward the street would create an odd gap and would not be able to replace the existing fence at its current location. The commissioners generally agreed that a minor rotation would achieve a less

incongruous orientation without being visually disruptive. Hoffheimer added that the applicant will be required to submit an as-built survey.

Senner summarized the commissioners' discussion: The application is consistent with the design standards as it is sited at the end of the existing driveway, minimizing any disturbance or removal of large trees. The proposed materials are consistent with the compatibility matrix and the existing house. The proposed structure is consistent with other carports in the district. Although the commissioners would see it as being more congruous if the carport were kept parallel to the existing house, it would be appropriate even if it were rotated just a couple degrees if possible within setback limitations. The carport was designed to be subordinate to the primary structure.

It was noted that the lattice spacing being righter rather than looser would be more consistent with the character of the historic district.

Senner closed the public hearing.

Miller noted that he finds the alignment of the carport to be a significant congruence issue and would find it not incongruous if the carport were parallel with the house.

Motion: Riek moved to find as fact that the 212 S. Occoneechee St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: New Construction of Outbuildings and Garages. Senner seconded.

Vote: 4-0.

Miller reiterated his preference that the commission add a condition that the carport be aligned parallel to the house. Senner said he would find parallel alignment to be more congruous, but that he would not find it incongruous if it were off of parallel by a few inches, based on the design standards related to the siting of outbuildings and garages relative to primary structures.

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

Vote: 3-1. Nay: Miller

Miller said he based his decision on New Construction of Outbuildings and Garages Standard 1, which recommends siting and orienting new outbuildings in ways that are compatible with their traditional relationship to houses in the district.

- C. Certificate of Appropriateness Application: 316 W. Orange St.
Add new front, side, and rear-yard fencing (PIN 9864882685).

Senner opened the public hearing.

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

Jennifer Knoepp, the property owner, was sworn in to speak on behalf of the application. Barbara Doyle, a neighbor, was sworn in to offer public comment on 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:

- *Fences and Walls* Standard 8 states the following: “new fences are generally not appropriate in front yards.” The front yard at this property is unique in that it is directly behind another house and is set back over 140 ft. from W. Orange St.
- All the fencing can be approved as minor works, except for the front fencing.

Knoepp introduced the application by explaining that the proposed fence would only extend approximately 10 feet in front of the far side of the house before meeting the house. She noted that because the property is a flag lot set significantly back from the road and because of the siting of the fence, the fence would be largely blocked from street view. Senner provided context on past decisions by the commission regarding front yard fences. Commissioners generally expressed their belief that the fence would still be somewhat visible from the street.

The commissioners reviewed the site plan. The commissioners asked why the fence was designed at an angle and meets the house in the middle of the front plane rather than at the corner. Knoepp explained that the fence was designed to meet the house at a non-perpendicular angle to accommodate an existing driveway and provide dogs with an entrance to the yard directly from the front steps. She said it also was designed to maximize yard space for dogs and children and to enclose a large tree within the fence.

It was observed that while the design standards generally discourage front-yard fences, the fact that this is a flag lot makes it an atypical situation. Knoepp pointed out that there are examples of white picket fences in the district, but the commissioners pointed out that there were no examples of such fences around new construction. Hoffheimer recalled a front fence behind some hedges on West Corbin Street that was approved by the commission a number of years ago, but that they generally have not been approved frequently. The idea of using vegetation to screen the fence was raised, but it was noted that vegetation cannot be relied on as a permanent screen. Hoffheimer recalled another fence on West Queen Street that tied into an existing structure, but it was noted that that application was approved because it was replacing an existing portion of fence that was then extended. Senner observed the challenging nature of the application since flag lots are relatively rare and not entirely congruent with the typical layout within the district.

Widis mentioned that the design standards aim to prevent fences from dominating a home's front elevation. He stated that given the unique characteristics of this lot, including the deep setback and grading, the fence would not compromise the streetscape and expression of the house. Riek pointed out that the standards allow for the commission to consider changes intended to improve security and privacy.

Doyle provided public comment, saying that the fence would increase privacy for surrounding residents.

Riek observed that the fence is not incongruous with the character of other flag lots in the district since there are not many examples of flag lots.

Miller expressed his opinion that the least incongruous solution would be for the fence to stop at the corner of the house or, barring that, at least be perpendicular to the front facade, in keeping with the traditional relationship between fences and houses in the district.

It was suggested that if the fence were moved to meet the corner of the house perpendicularly, it would be better shielded from view by existing vegetation and by the house in front of it. It was generally agreed that siting the fence at the corner of the house would effectively eliminate its visibility in front of the primary plane of the house.

Knoepp said she was amenable to excluding the tree from the fenced area. The commissioners emphasized the importance of avoiding construction within the root zone of the tree and proposed a condition that the fence be located at least ten feet from the tree, with a requirement for staff review if that distance cannot work.

Doyle added that vehicles that regularly park in front of the fence would further screen it from view.

Senner summarized the commissioners' discussion: The application is particularly unique given the flag lot nature of the site and given that the home is largely sited behind another existing home. While the design standards do state that front yard fences are generally discouraged, this home is sited 150 feet back from the street and behind an existing home, so the visible impact of the fence in front of the house is much smaller with regards to detracting from the character defining elevation and detracting from the overall street scape. The impact would be minimized even more if the applicants were to shift the corner of the fence further west so it aligned with the corner of the house so the portion of the fence between the street and the house would be shielded from the street view, further minimizing the impacts that the design standards are trying to avoid.

Senner closed the public hearing.

Motion: Riek moved to find as fact that the 316 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: Fences and Walls. Miller seconded.

Vote: 4-0.

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

Vote: 4-0.

Conditions:

- No construction will happen within ten feet of the tree. If the fence posts need to be placed within 10 feet of the tree, that scenario should be reviewed with staff.
- The fence will shift to align with the southwest corner of the house and will extend south down to the property line.

D. Certificate of Appropriateness Application: 131 E. Queen St.

Add a second-story bathroom, remove and replace the west bay with a rectangular addition and glass room, and replace one west window with three windows (PIN 9874172771).

Senner opened the public hearing.

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

Elizabeth Frankenberg, the property owner, was sworn in to speak on behalf of the application. Cates, draftsman for the application, had already been 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 sections of the house proposed to be altered are more recent additions. Staff could not find any construction dates aside from the 1998 second-story bathroom addition. Most of the parts of the house being directly altered are believed to have been constructed in 1998.
- Painting of unpainted brick has been a past concern in the historic district. The brick proposed to be painted in this case is not visible from the street, matches existing brick, and is new.

Cates presented the historical background and structural evolution of the property. He explained that the current owners purchased the home in 1974 and that the kitchen has remained largely unchanged since 1975. Cates showed images of the property from 1975 and 1998 to illustrate the scope of previous additions. He described a formerly screened breezeway that connected the main house to a brick structure, likely the original kitchen house from the 1880s or 1890s, which he noted was originally probably not connected to the main residence.

Cates described the 1998 addition, which involved filling in the breezeway to create a room with glass doors and raising the rooflines to match the existing structures. He noted that a bathroom was built above a laundry room that was formerly located under a one-story shed roof. Other architectural changes mentioned included the installation of a double fascia, the addition of skylights, and a significantly deepened roof structure. Cates pointed out a staircase passing through a closet that he believes is not original because it passes in front of a window, though no official records exist to confirm its origin. He said the original brick kitchen, which has a crawlspace beneath it, now serves as a furnace and storage room for the home's steam heating system.

Cates showed images of the current kitchen and breakfast room and said that the kitchen was relocated to its current location in the 1950s.

Since a floorplan for the second floor was not included in the application, Cates explained the proposed changes. He said that the window on the upper right of the structure will be converted into a door which will enter into a new bathroom and that the existing bump-out will be extended slightly further, though the view from the street will look almost identical to the existing.

Cates noted that while the west side of the building will be changed, these modifications will not be visible from the Street.

The commissioners reviewed the east elevation.

Cates explained that the roofline will be raised to accommodate a continuous ceiling height in the kitchen. He said the existing floor levels vary and there is significant slope to the floors. He said the existing hallway and its ceiling are lower than the kitchen area, and this project intends to resolve the ceiling height difference. This will require a slight adjustment to the plate height and the addition of a couple

rows of siding. He said the siding will be wood and will match existing. Cates said all new elements, including the siding and true divided lite windows, will be wood to match the existing materials of the house. He said all existing fascia trim work will be salvaged and re-installed, with two new pieces created as exact replicas of the originals.

Cates said the corner brackets and two of the windows are not original to the house, and that they likely date back to when the space functioned as a porch. Frankenberg added that the fascia and brackets match the original house but were installed later based on the appearance of the floorboards inside that room. Cates said that inside that room, there is a cornerboard that appears to have originally been an external corner of the house. Frankenberg added that there is also an exterior window inside that room, indicating that the room was added later.

Senner referenced Additions to Residential Buildings Standard 11, which says that new additions must be compatible with the historic structure while providing a clear delineation of the home's evolution through its various additions. He emphasized that it is not appropriate to introduce modifications that result in the loss of character-defining features and encouraged the commissioners to consider what the character-defining elements of this home are.

The commissioners reviewed the north elevation.

Cates clarified that the existing brick on the structure is already painted white. He explained that the intent is to paint the new brick to ensure the addition relates visually to the existing structure it is connected to.

Cates confirmed that the window located behind the chimney is the one to be converted into a door and that the window will shift north to a different plane on the house. He added that the stairwell wall will be moved outward to align with the bathroom wall, bringing the entire section into a single, continuous line, which he pointed out on the east elevation.

The commissioners reviewed the west elevation.

Cates confirmed that the bay window proposed for removal was from the 1998 addition. Senner noted that although the house contains many rich character-defining elements, in his opinion the rear bay window was not among the most significant. Cates emphasized that the applicants strove to preserve the character-defining elevation along East Queen Street.

Senner expressed appreciation for the scale and volume of the proposed brick addition, observing that it is off from the planes of the primary structure which clearly differentiates the addition from the rest of the house and illustrates the sequence of the home's construction and evolution over time.

Cates confirmed that the existing window whose style differs from the other windows will remain and will have glass doors installed in front of it. He added that the window matches a corresponding window on the other side of the house.

Cates clarified that though the CAD drawings show window trim of different widths than the existing, the goal is for the trim to match the existing windows and fascia. Cates noted that the set of three windows will not have shutters.

Cates explained the black membrane in the materials list is to repair the existing black membrane roof at the top of the house.

Senner asked about the requirement within the design standards for differentiating between various eras of additions and how the proposed work avoids making the house look like it was all one addition built at one time because everything is so cohesive.. Cates said that many of the changes are resolving problems created by past additions.

It was observed that the windows on the proposed addition appear modern in style compared to the existing windows. Cates referenced Pilgrim's Rest, a house in the district, noting that its rear additions are cohesive and use comparable materials to maintain the character of the existing house. He expressed the opinion that homeowners should have flexibility on non-character-defining rear elevations, and he acknowledged the tension between the requirement that new work match existing features and the competing design standards that call for differentiation.

Senner pointed out that a vertical framing member on the rear is being preserved, which marks a change in materials and delineates the transition between different eras. Cates added that the bay was squared off because the previous design did not provide sufficient light and volume.

The commissioners discussed the interpretation of some ambiguity in the design standards for additions.

Cates noted that the current state of the property has been fully documented to preserve a record of its evolution for future research.

Senner summarized the commissioners' discussion: The application is not incongruous with the design standards. The work is all happening in the rear of the house, and the modifications are all to additions that were constructed in the last 30 years and are not character-defining components of the home in its totality. All the materials being used are consistent with the compatibility matrix and compatible with the existing home and other homes in the district. Where possible, materials are being re-used: trim, siding, and fascia, to preserve those elements of the home. The proposed new additions and footprint are massed in ways that are subordinate to the existing structure and are clearly differentiated from previous additions to the structure. The resolution of the unique existing rooflines makes the roof form overall more cohesive. Other elements such as the vertical trim materials are preserved to help reference some of the past history of the various additions and evolution of the home over time.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 131 E. Queen St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the 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: Additions to Residential Buildings; Windows; Roofs; Doors; and Paint and Exterior Color. Riek seconded.

Vote: 4-0.

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

Vote: 4-0.

Conditions:

- Trim on the three windows in the kitchen is consistent with the rest of the house.

E. Certificate of Appropriateness Application: 437 Dimmocks Mill Rd.

Add two temporary modular classroom units to the east parking lot (PIN 9864646207)

Senner opened the public hearing.

Senner asked whether there were any conflicts of interest or bias among the commissioners. Riek disclosed that she works at the property under consideration. No other conflicts were disclosed.

Motion: Senner moved to recuse Riek from consideration of the proposal. Miller seconded.

Vote: 3-0.

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

Anne Lebo was sworn in to speak on behalf of the application. Emily Rodriguez was sworn in to provide public comment.

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 cited section of the National Register nomination describes the portions of the mill closest to the proposed modular classroom installation. The entire nomination is attached for reference.
- The narrative and supplemental narrative propose differing numbers of modular units, but the applicant confirmed that only two units are proposed.
- As a reminder, the commission's role is to address the proposal's compatibility with the character of the landmark.
- The applicant submitted a powerpoint presentation, which is available if commissioners would like to look at that for more detailed views of site plans and other images.

The commissioners discussed the fact that the proposed structure is intended to be temporary and free-standing, with no intended permanent impact on the site. It was noted that the building is modest in height and uses materials compatible with both the rest of the Eno Mill and the character of the overall district. Lebo estimated the renovation to take one to two years from the present, during which time the structure would be used.

There was discussion of whether the temporary nature of the structure has bearing on the commissioners' evaluation. Miller expressed that he would view the application differently if the structure were permanent rather than temporary. He pointed out that the design standards provide no specific guidance regarding temporary buildings and suggested the commission establish a time limit for the structure, observing that some structures which are initially meant to be temporary continue to remain in place for years.

Senner said he shared these concerns and emphasized the necessity of preserving the setting and views of the property while the temporary structure is in place.

Lebo clarified that a new concrete pad is not required for the ramp because the structures are being trailered in. Instead, she said the project will use temporary mat foundations. She explained that the ramps will extend back toward the mill, resting on top of the mat foundations. Lebo showed a rendering of the ramp and the walkway leading from the building, showing that each of the trailers will have an exterior door with a dedicated ramp leading to it. She clarified that the blue-shaded areas on the site plan represent both the ramp and the sidewalk.

Lebo provided some additional background for the application, explaining that recent flooding in the lower school of the existing mill building has made it unsuitable for students. She said the school is currently using event space that the landlord would like to reclaim. She said the temporary modular units will allow students to stay on-site while the landlord completes necessary construction work. Lebo suggested that the removal of the units be tied to the issuance of a certificate of occupancy for the restored space.

Senner proposed that the approval include a specific time duration condition to ensure the units remain temporary.

There was discussion of how future extensions of the time limit might be handled.

Matthew Filter, a board member for The Expedition School, was sworn in. Filter clarified that the school pays monthly rental fees for the modular units and so is financially incentivized to remove them as soon as possible. He added that the landlord and other tenants also prefer the units not remain long-term.

Senner clarified that he was reviewing the application specifically as a temporary classroom building rather than a permanent structure. Lebo confirmed that the units are not intended to replicate or permanently add to the existing facility or change the character of the mill. Widis observed that the modular structures are not significant to its character, noting that the unique context of the situation would likely not set a precedent the commission will regret.

Senner proposed a duration of four years to provide the school ample time to complete its renovations without needing to return to the commission for an extension.

Senner summarized the commissioners' discussion: The application as submitted articulates clearly how the proposed work is consistent with the Secretary of the Interior Standards for Rehabilitation, and how the work has been placed to minimize the impact on the existing mill. It is stand-alone in nature and does not compromise the historic character of the mill. It uses materials that are compatible with the mill. The project is reversible and preserves the site and setting.

Sally Whitaker, who works at The Expedition School and is a past parent, was sworn in to provide public comment. She expressed support for the school and the project.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 437 Dimmocks Mill Rd. application is in keeping with the overall character of a Historic Landmark 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 Secretary of the Interior's Standards for Rehabilitation. Senner seconded.

Vote: 3-0.

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

Vote: 3-0.

Conditions:

- Modular units will be removed within four years of this approval. If additional time is required and this condition cannot be met, applicants will review with staff for an extension.

7. General updates

Riek volunteered to participate in an online Certified Local Government training.

Hoffheimer informed the commissioners about a small number of upcoming local landmark designation applications which may come before the commission.

8. Adjournment

Senner adjourned the meeting at 8:45 p.m. without a vote.

Respectfully submitted,

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

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
) 437 Dimmocks Mill Rd.
)

This request for a Certificate of Appropriateness (“COA”) to add two temporary modular classroom units to the east parking lot at 437 Dimmocks Mill Rd. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on June 24, 2026. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 3-0 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 437 Dimmocks Mill Rd. in the Town of Hillsborough. The Owner is Eno Mill LLC and Applicant is the Expedition School (the “Applicant”).

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

a. Install two prefabricated modular structures, providing a total of four classroom units; Each classroom unit is approximately 24 feet by 60 feet in size, is

prefabricated and designed for temporary educational use, and will be freestanding and not attached to the historic mill building; The units will utilize simple, contemporary materials, including Hardie Beige fiber cement panel siding, Hardie White minimal trim, Low E window and door glass, steel clad doors, and aluminum ramps; The units will be finished in neutral colors compatible with the site and surrounding setting; The units will be installed within the existing parking lot, and all supporting features, including accessibility ramps and utilities, will be temporary and non-invasive; Upon completion of construction activities, all modular units and associated features will be removed, and the site will be restored to its current condition.

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

3. The Property is a local landmark (the “Landmark”), designated by Ordinance No. 20141208-10.B, adopted December 8, 2014. The Secretary of the Interior’s Standards for Rehabilitation (the “Standards”), specifically Standards 3, 9, and 10 were used to evaluate this request and the Application is consistent with these standards for the following reasons:

- a. The application as submitted articulates clearly how the proposed work is consistent with the Secretary of the Interior Standards for Rehabilitation, and how the work has been placed to minimize the impact on the existing mill.
- b. It is stand-alone in nature and does not compromise the historic character of the mill.

- c. It uses materials that are compatible with the mill. The project is reversible and preserves the site and setting.

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. Anna Lebo, architect 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. The modular units will be removed within four years of this approval. If additional time is required and this condition cannot be met, applicants will review with staff for an extension.
- 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 Xth day of August, 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
) 131 E. Queen St.
)

This request for a Certificate of Appropriateness (“COA”) to add a second-story bathroom, remove and replace the west bay with a rectangular addition and glass room, and replace one west window with three windows at 131 E. Queen St. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on June 24, 2026. 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 131 E. Queen St. in the Town of Hillsborough. The Owners and Applicants are Elizabeth Frankenberg and Duncan Thomas (the “Applicants”).

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

a. Add a second story bathroom off the northwest bedroom, modernize the 1975 kitchen with more light on the west side of the house, create a large glass room facing the pool area, and organize the myriad rooflines into a more cohesive manner; The second story bathroom will be incorporated by slightly enlarging the existing rear second story stairwell to the north and the west and by using the same roof pitch that was introduced for the 1998 second story bathroom addition on the northeast corner; Three new two over two true divided lite wood windows are proposed in place of the single wood two over two window on the west side of the kitchen; The existing projecting bay is proposed to be converted to a rectangle (with aluminum clad sliding patio doors) and the roof (and ceiling) raised to match the original kitchen's roof/ceiling; The original kitchen roof pitch, brackets and trim is to be matched as well as the window; The proposed glass room will have a painted brick in homage to the brick furnace building (although the room is mostly glass); To keep the appearance of the brick furnace building's roof, a "flat" membrane roof is proposed for the glass room just below the fascia of the brick building; The walls of the glass room are proposed to be foldable aluminum glass doors on the west and north side; All proposed new windows will be two over two wood true divided lite windows with wood trim and operable shutters; All colors proposed are to match the existing house colors; All trim and brackets proposed shall be wood; The new doors on the west elevation will be aluminum clad.

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 *Additions to Residential Buildings; Windows; Roofs; Doors; and Paint and Exterior Color* were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. The work is all happening in the rear of the house, and the modifications are all to additions that were constructed in the last 30 years and are not character-defining components of the home in its totality.
- b. All the materials being used are consistent with the compatibility matrix and compatible with the existing home and other homes in the district.
- c. Where possible, materials are being re-used: trim, siding, and fascia, to preserve those elements of the home.
- d. The proposed new additions and footprint are massed in ways that are subordinate to the existing structure and are clearly differentiated from previous additions to the structure.
- e. The resolution of the unique existing rooflines makes the roof form overall more cohesive.
- f. Other elements such as the vertical trim materials are preserved to help reference some of the past history of the various additions and evolution of the home over time.

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, draftsman for the Applicants, appeared to present testimony and evidence in support of the Application.
- c. Elizabeth Frankenberg, 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. Trim on the three windows in the kitchen is consistent with the rest of the 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 Xth day of August, 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:** 104 S. Hillsborough Ave.**Year Built:** c. 1920**Historic Inventory Information (2013)**

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.

Proposed work

- Replace wood windows with aluminum-clad wood windows

Application materials

- COA application
- Existing photos
- Updated narrative
- March COA application
- Amended August COA application

Applicable Design Standards

- *Windows:* 1-6

Staff Comments

- The applicant submitted an amendment after the public notice deadline. The amended application proposes restoring the current street-facing wood windows, which would necessitate storm windows (allowed as minor works). If restoration does not work, the alternative would be to replace the street-facing wood windows with all wood windows, which also would be allowed as minor works.
- The wood side windows would still be replaced by aluminum-clad wood windows. There is some ambiguity over whether aluminum-clad wood would be allowed as minor works in this instance, but staff generally view the amended application to be more consistent with the Historic District 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

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

Property Owner's Email

Description of Proposed Work: _____

Estimated Cost of Construction: \$ _____

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

Applicant and Owner Acknowledgment and Certification

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

Applicant's Signature (Optional)

Date

Property Owner's Signature (Required)

Date

Submittal Requirements

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

All applications must include the following documents and plans:

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

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

Staff Use Only:

COA fee (\$1 per \$1000 of construction costs, \$150 minimum)

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

Amount: \$ _____

☐ After-the-fact application (\$500):

Amount: \$ _____

☐ 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

COA 104 S. Hillsborough Ave: Update to plans approved at 2/4/26 HDC meeting

Here is the house narrative from the original application; this is a request for a reconsideration of replacing front/side windows.

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.

Since this application was submitted, further examination of the original single-paned wood windows reveals extensive damage, including chipping paint, wood rot, mold, broken sashes, warping, and misalignment. These are all indicators of disrepair that preclude restoration.



We propose using Marvin Ultimate aluminum-and-wood windows on the front and sides of the house (i.e, the original windows). According to Kyle Duncan at Talbert Building Supply, this window line has been approved and installed throughout the Historic District on similar renovation projects.

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 2nd and 3rd rear additions by adding a northern shed dormer, a southern shed dormer and a western gable dormer, a new 2nd 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.





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

47

No removal of significant trees is proposed.

LIGHTING (adjacent to the new and rear side doors)



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



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

Hale Navy

HC-154

A use-anywhere shade of navy with a classic maritime feel.

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

49

White Dove

OC-17

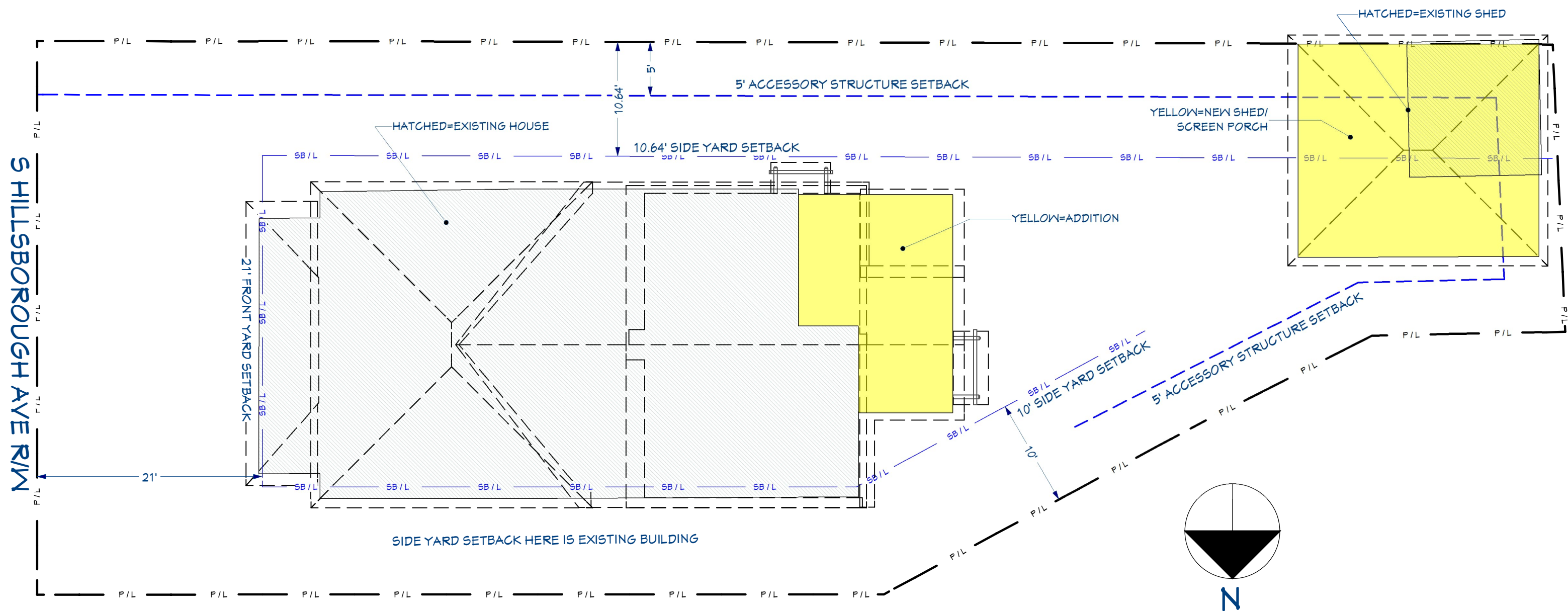
Unerring style defines this clean and classic white.

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



MATERIAL LIST

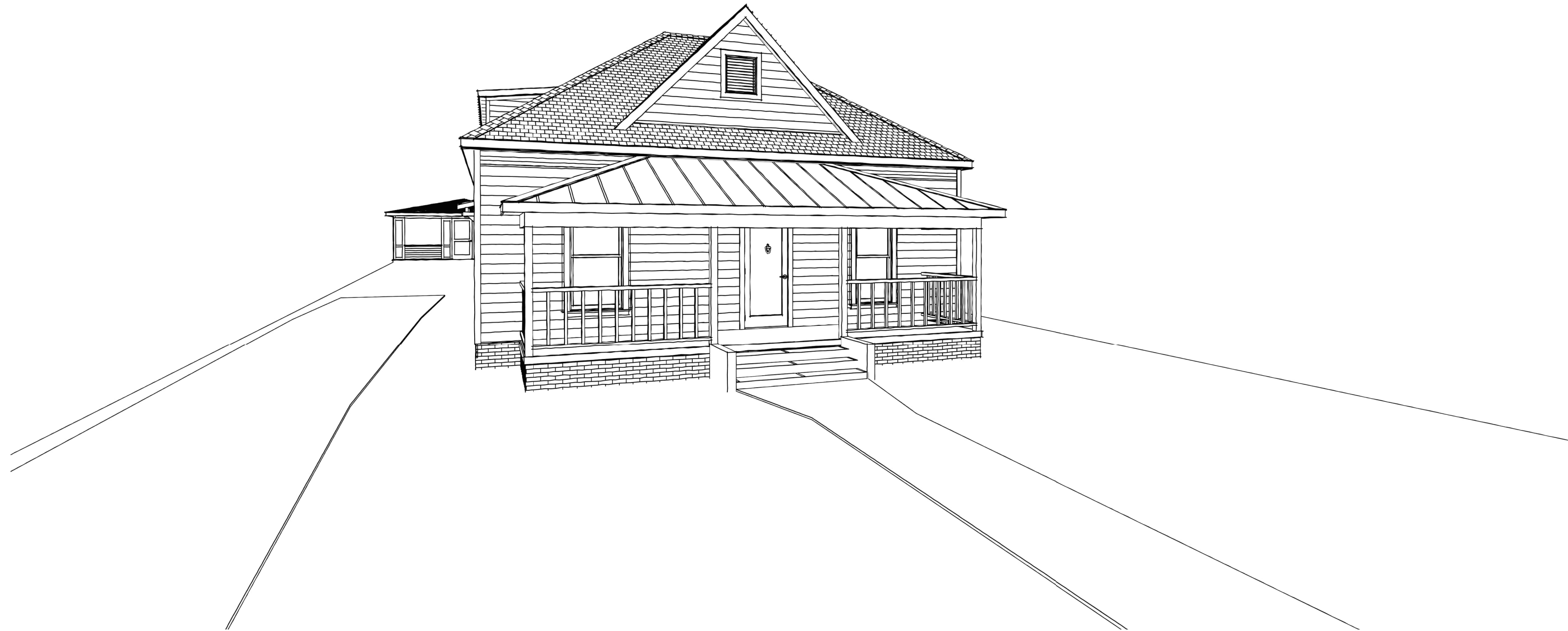
Item	Existing	Proposed Material(s)	Color
Siding	Aluminum to be removed	Wood (existing), Hardie (new)	Hale Navy
House Trim (windows/doors)	Aluminum to be removed	Wood (existing), Miratec (new)	Match existing (white)
Asphalt shingled Roofs	To be replaced with new	Asphalt shingles	Landmark Certaineed Shingles 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 nd floor porch flooring	n/a	Wood	To match front porch
2 nd floor porch handrails	n/a	Pressure treated wood	Match existing (white)
Shutters	None	n/a	n/a
columns	wood	Wood	Match existing (white)
New chimney	n/a	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 Certaineed 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"=9'



Existing Perspective



Proposed Perspective

EXISTING SHED MATERIALS

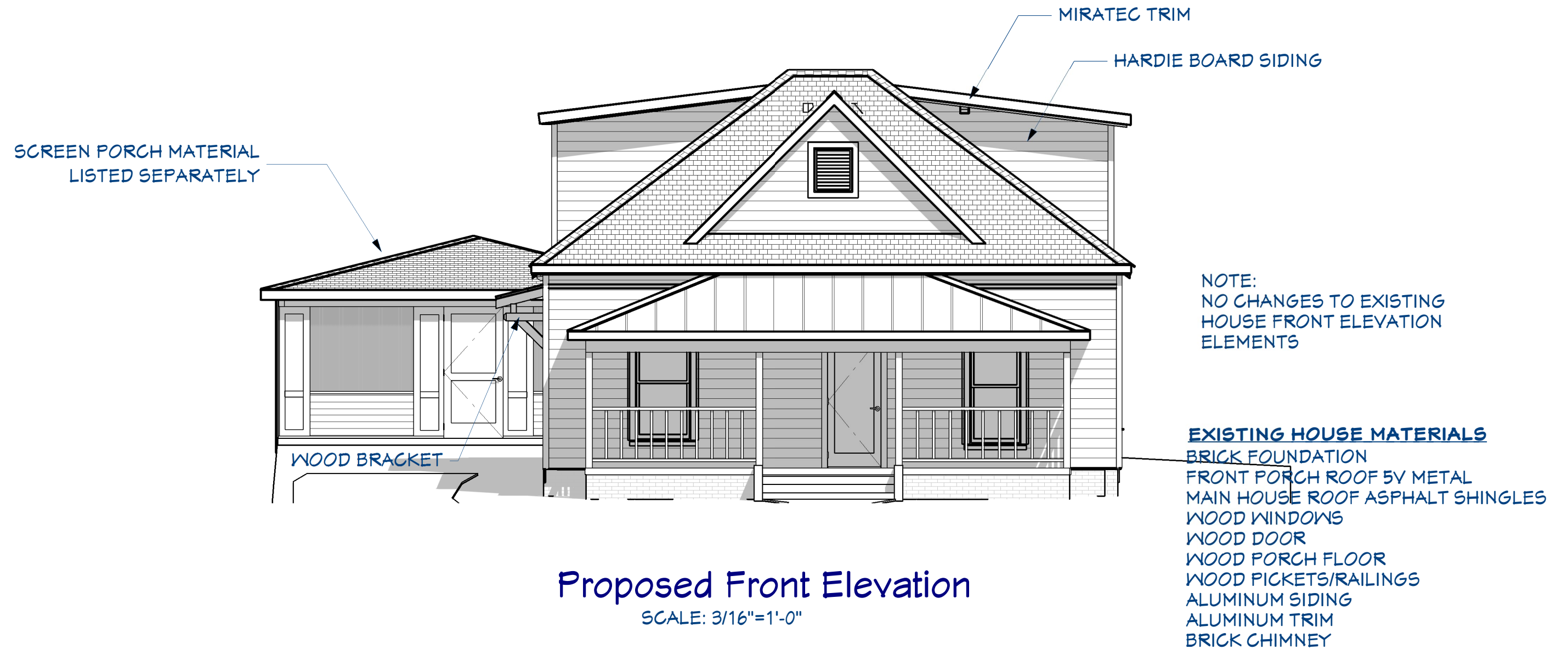
PRESSURE TREATED WOOD FOUNDATION
 5V METAL ROOF
 VERTICAL MASONITE SIDING
 WOOD DOOR
 WOOD TRIM

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 Front Elevation**

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

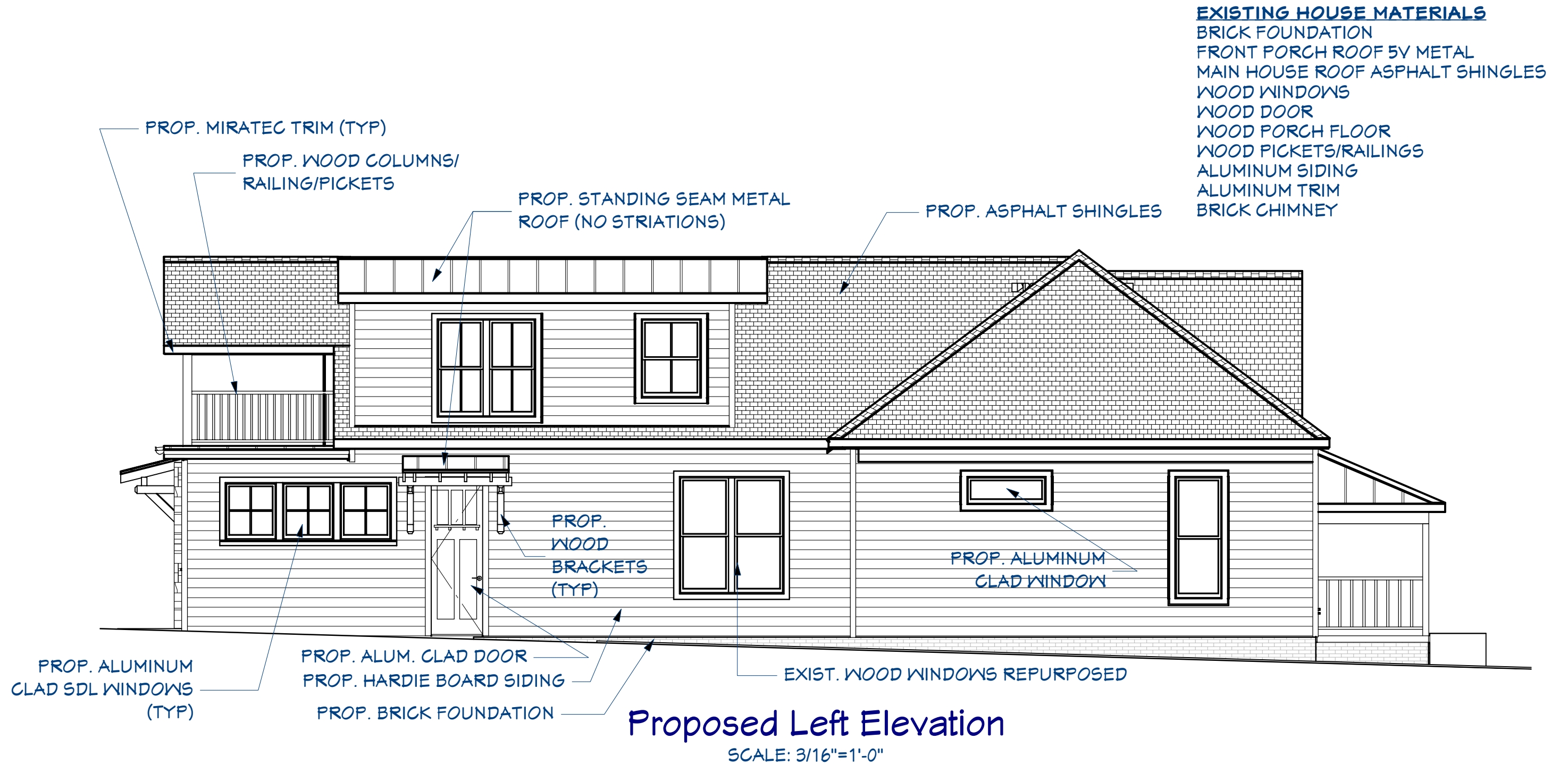


EXISTING HOUSE MATERIALS
BRICK FOUNDATION
FRONT PORCH ROOF 5V METAL
MAIN HOUSE ROOF ASPHALT SHINGLES
WOOD WINDOWS
WOOD DOOR
WOOD PORCH FLOOR
WOOD PICKETS/RAILINGS
ALUMINUM SIDING
ALUMINUM TRIM
BRICK CHIMNEY



Existing Left Elevation

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



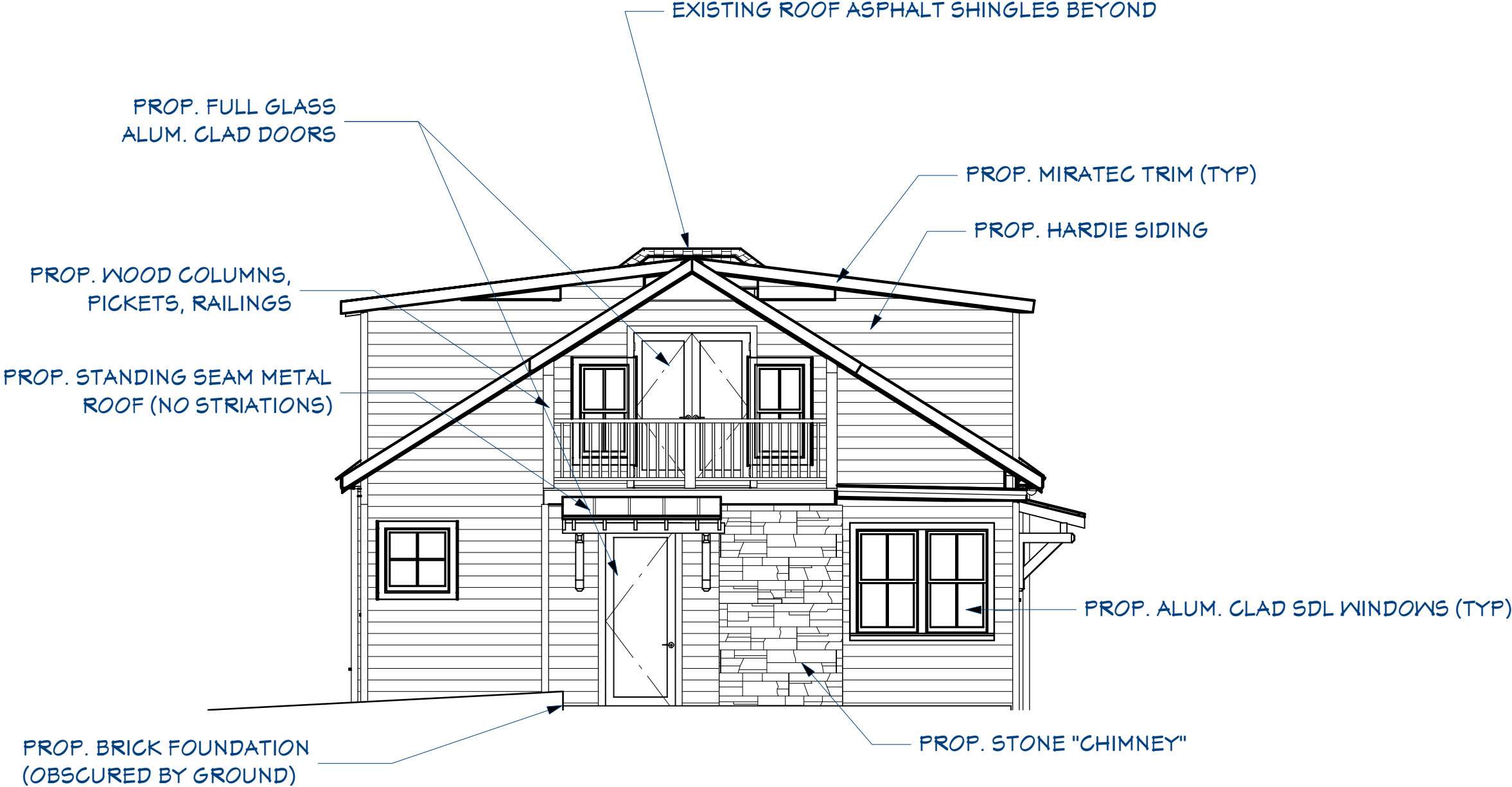


EXISTING HOUSE MATERIALS

BRICK FOUNDATION
REAR ROOF 5V METAL
MAIN HOUSE ROOF ASPHALT SHINGLES
WOOD WINDOWS
WOOD DOOR
ALUMINUM SIDING
ALUMINUM TRIM
BRICK CHIMNEY

Existing Rear Elevation

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

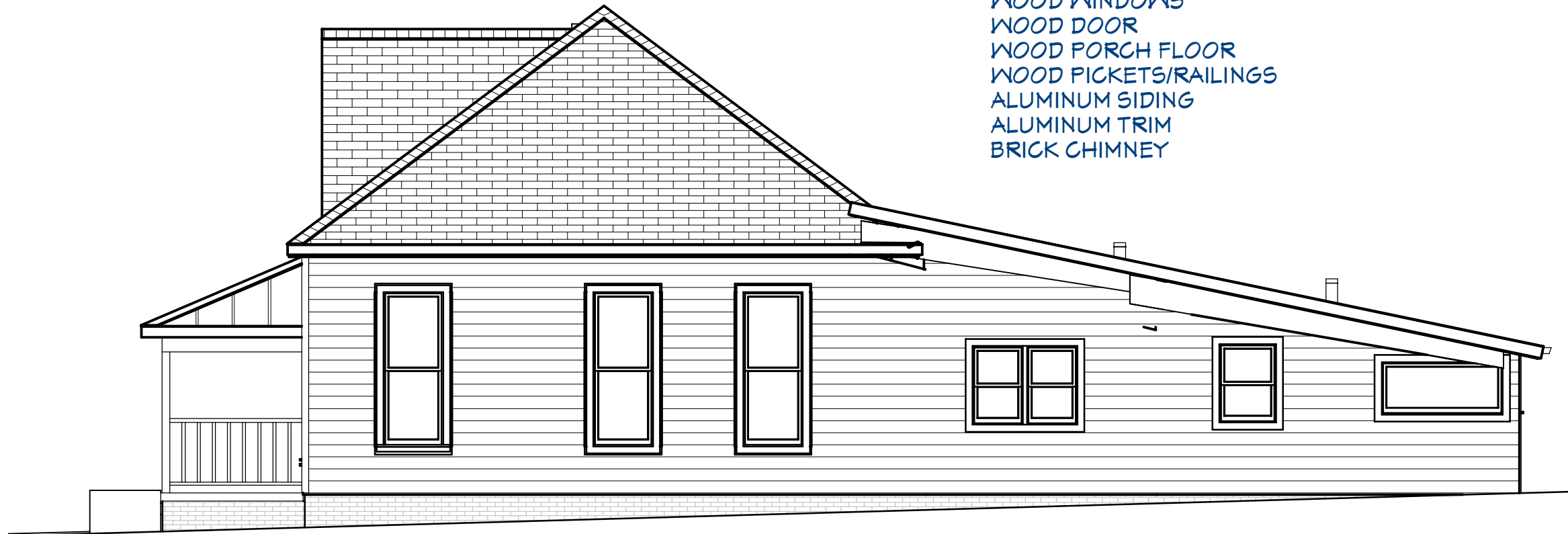


Proposed Rear Elevation

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

EXISTING HOUSE MATERIALS

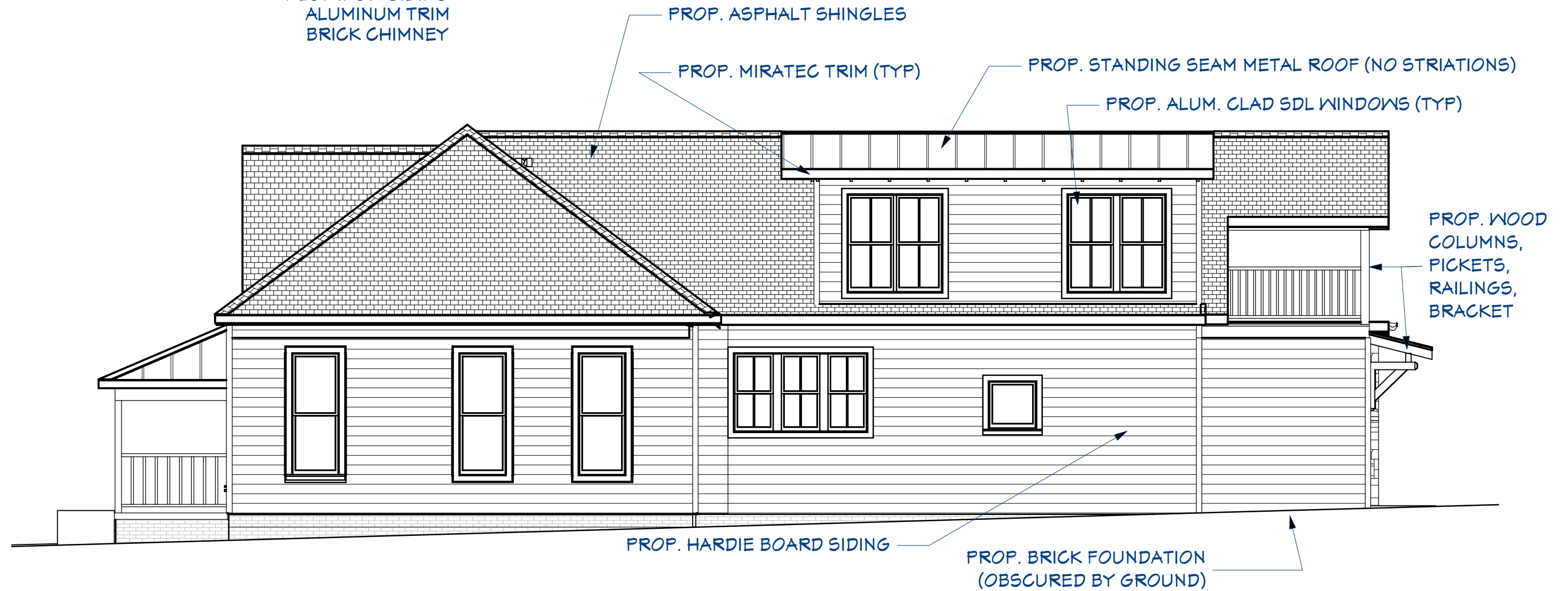
BRICK FOUNDATION
FRONT PORCH ROOF 5V METAL
MAIN HOUSE ROOF ASPHALT SHINGLES
WOOD WINDOWS
WOOD DOOR
WOOD PORCH FLOOR
WOOD PICKETS/RAILINGS
ALUMINUM SIDING
ALUMINUM TRIM
BRICK CHIMNEY

**Existing 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

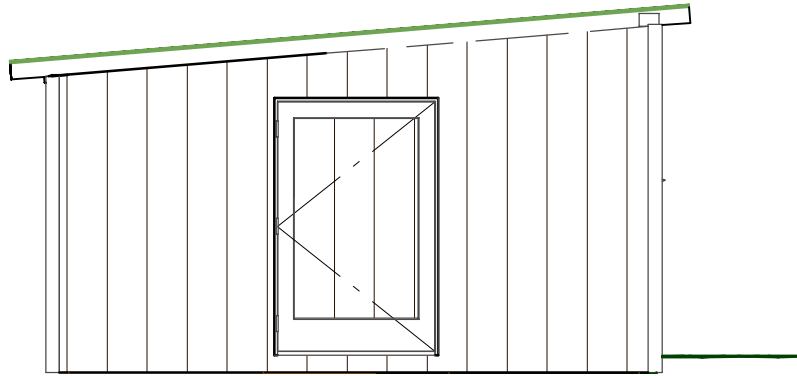
PRESSURE TREATED WOOD FOUNDATION

5V METAL ROOF

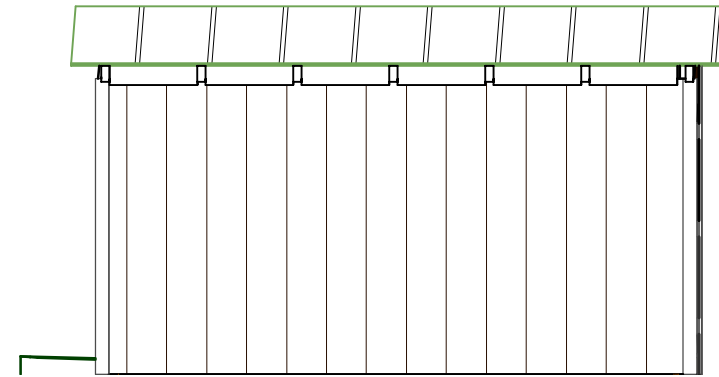
MASONITE VERTICAL SIDING

WOOD DOORS

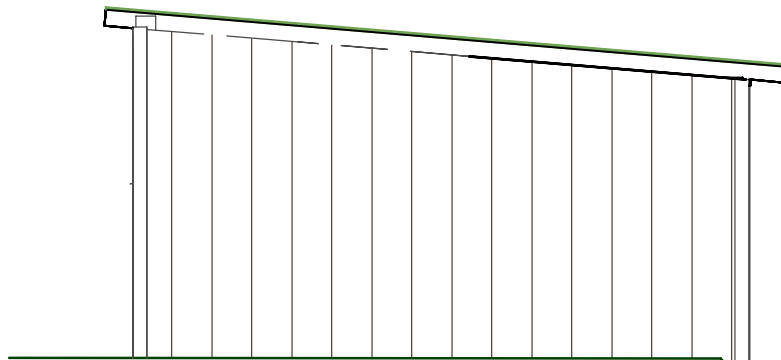
EXPOSED WOOD RAFTERS

**Shed Existing Front Elevation**

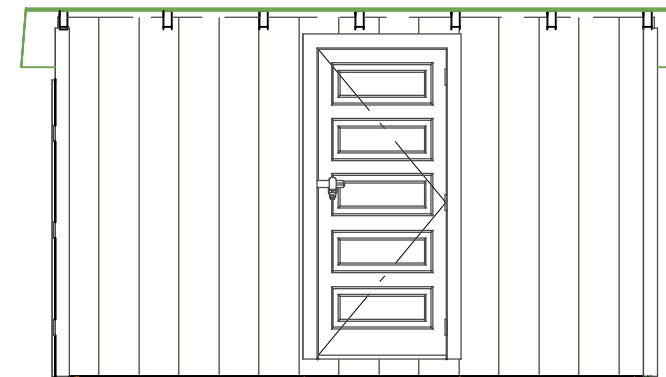
SCALE: 1/4"=1'-0"

**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

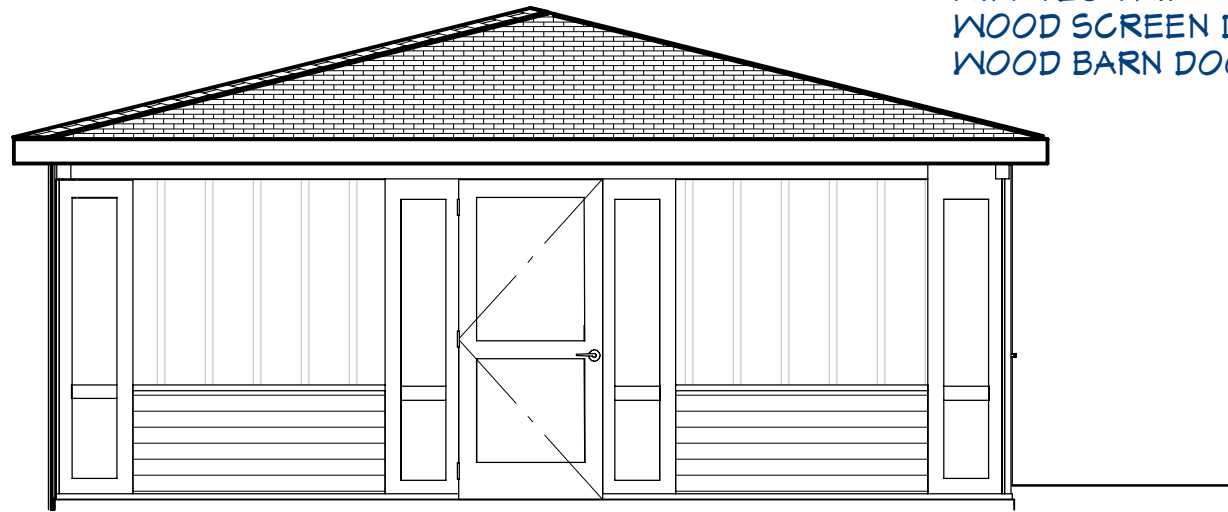
HARDIE BOARD PANELS/MIRATEC TRIM (FRONT ELEV. COLUMNS)

WOOD COLUMNS

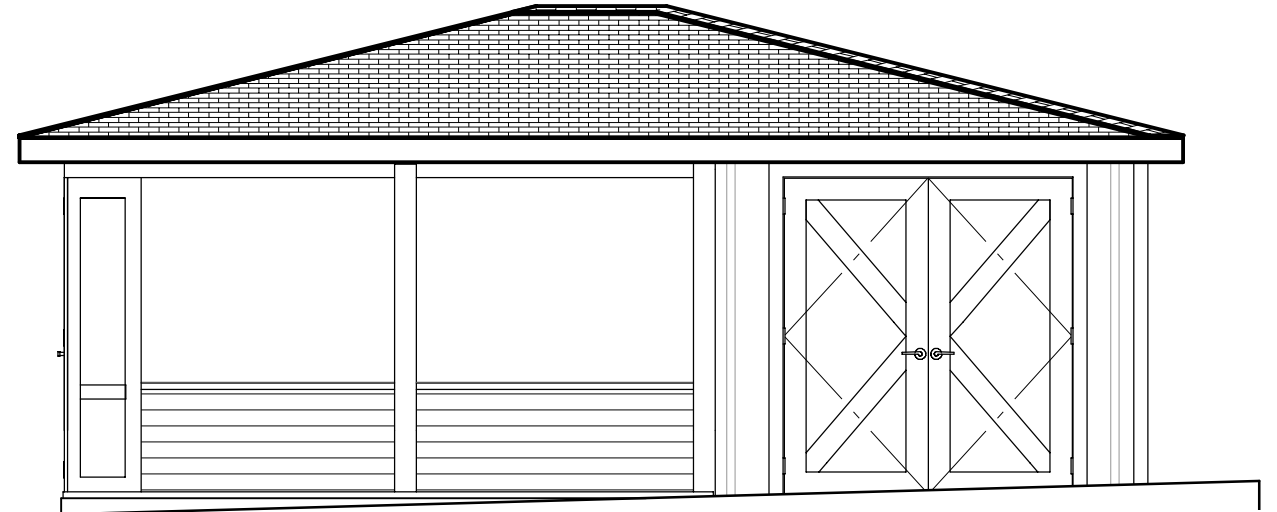
MIRATEC TRIM

WOOD SCREEN DOOR

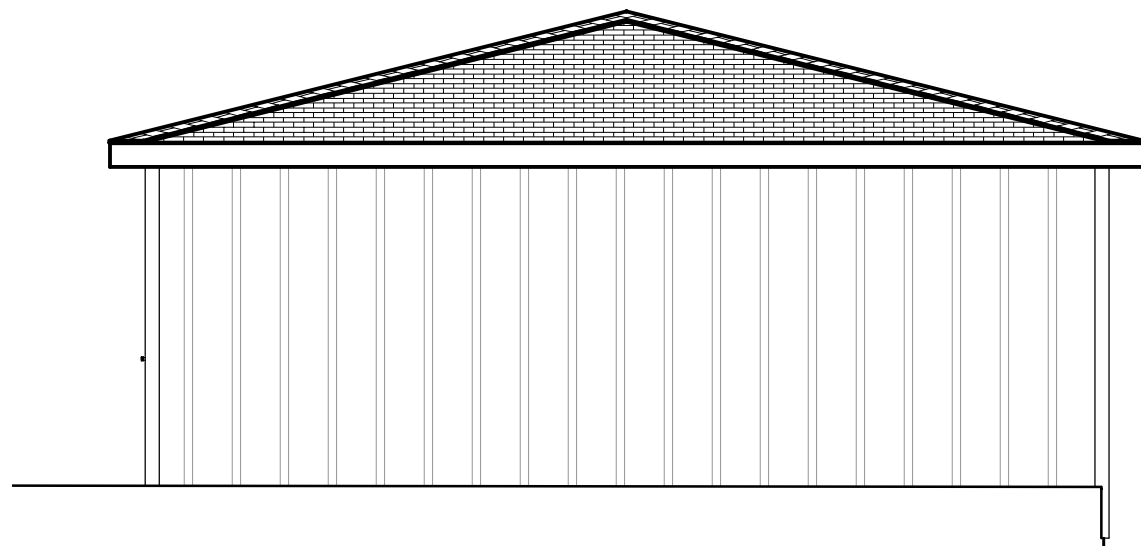
WOOD BARN DOOR

**Shed Proposed Front Elevation**

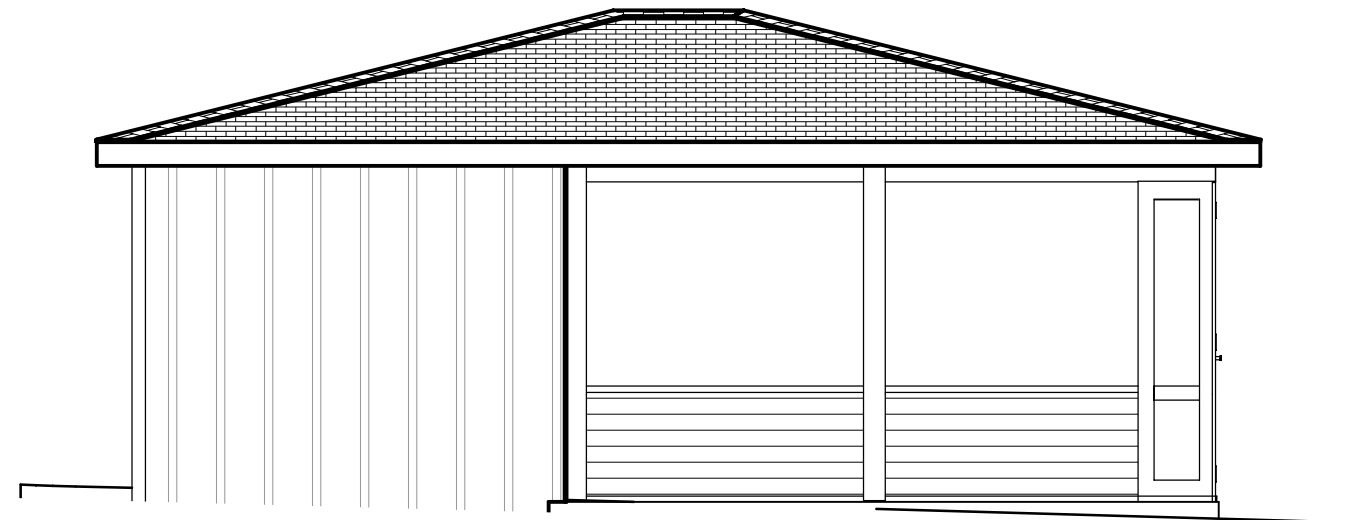
SCALE: 1/4"=1'-0"

**Shed Proposed Right Elevation**

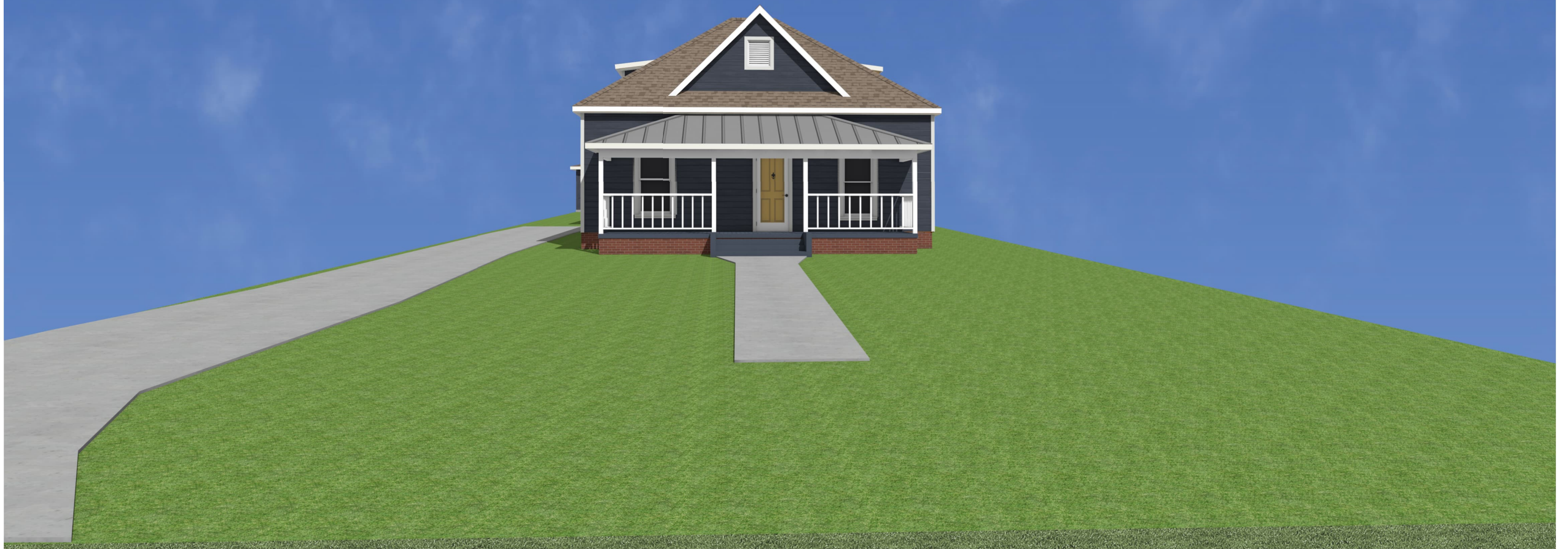
SCALE: 1/4"=1'-0"

**Shed Proposed Rear Elevation**

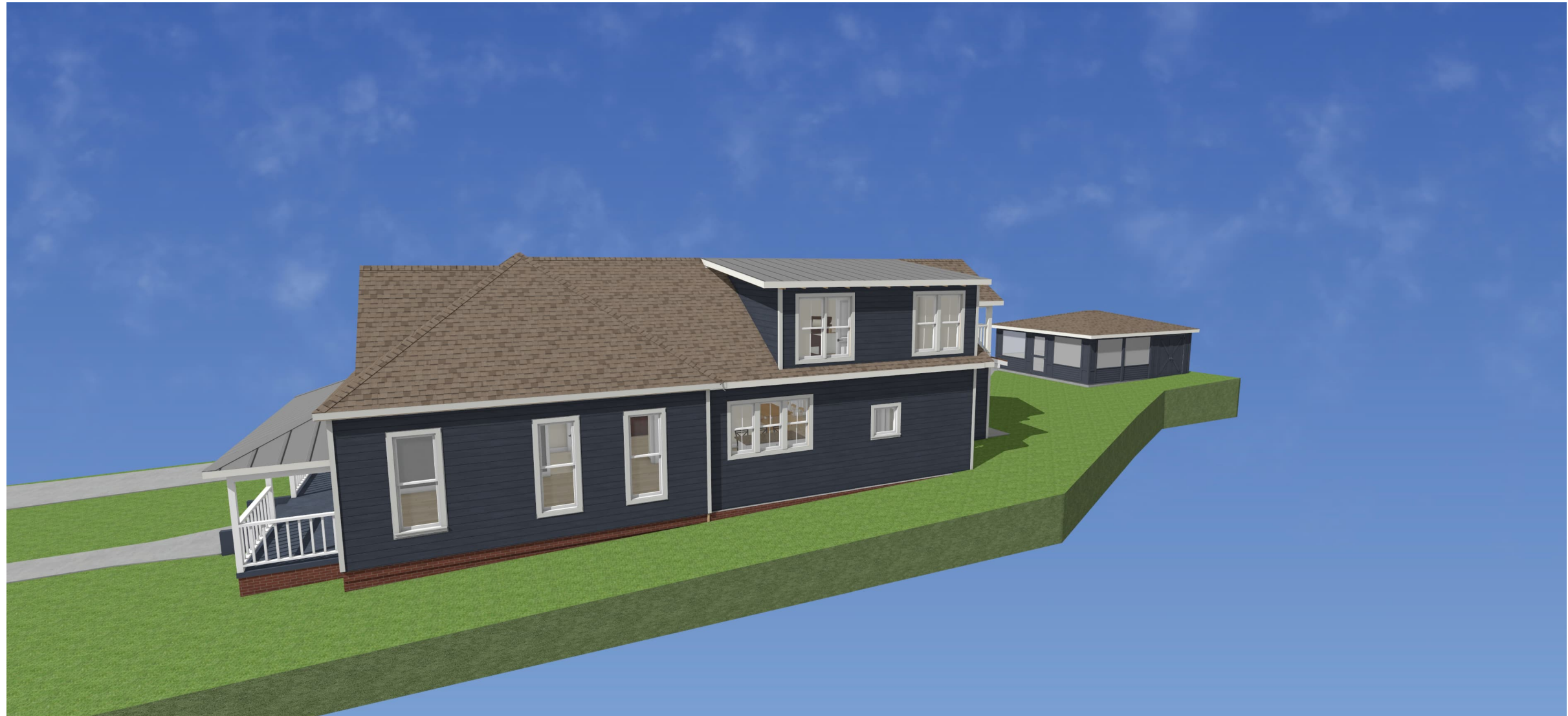
SCALE: 1/4"=1'-0"

**Shed Proposed Left Elevation**

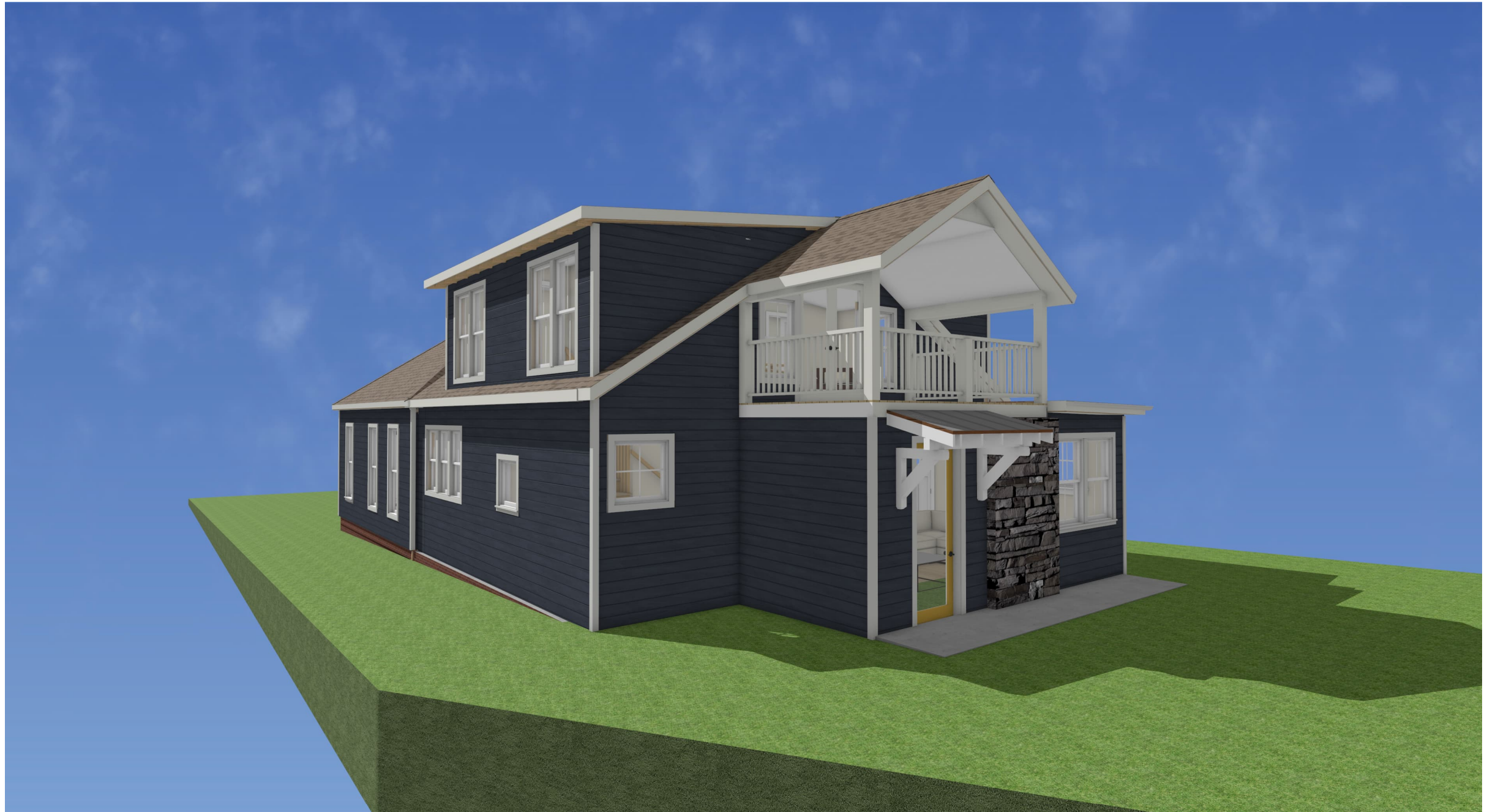
SCALE: 1/4"=1'-0"



Proposed Perspective from S. Hillsborough Ave



Birdseye View Looking Southwest



Perspective Looking Southeast



Perspective Looking Northeast



Perspective of Screen Porch/shed looking West

To: Historic District Commission
Re: Windows for 104 S. Hillsborough Avenue renovation

Since the HDC approved my house renovation plans at its February 2026 meeting, I've conducted additional research into the preservation of the front and side windows. I met with a historic window restoration expert Jeff Bergman on 7/24/26, who trained under Todd Dickinson (Todd Dickinson Restorations). Jeff assessed the front and side windows and could not confirm that the windows are original to the house, noting that one of the two front windows was installed backward and that the sills and frames were compromised when asbestos sub-tiles and aluminum siding were installed – that is, the gap between the original house/sill and built-out siding can contribute to internal leaking between the siding and the house. (We won't know the existence/extent of such rot/damage until the siding is removed and the asbestos remediation is completed).

Recognizing the historical importance of my home's front, street-facing elevation, and in keeping with the original HDC application, **we propose restoring the street-facing windows, as originally proposed, and which would necessitate adding storm windows, or replacing with Marvin's all wood (interior and exterior) windows**—which would provide exceptional efficiency and appearance but do **not** require storm windows.

However, because the side windows of my house do not face the street (neighbors on both sides), this is a request to amend the original HDC application to replace the side-facing windows with the high-quality, double-paned, energy-efficient **Marvin Ultimate** line (aluminum and wood) line. [From the Historic District Design Standards, p. 35: "*Areas along the sides and rear of a building, depending on their location and surrounding buildings, may not be as highly visible as the front and may, therefore, be secondary in their importance. When less visible, secondary areas typically allow for greater flexibility in their treatment.*"] [Marvin Ultimate Window specs below]

In reviewing other Historic District applications, it appears that a number of approved renovations have used the **Marvin Ultimate line** including:

- 203 St Marys Rd
- 109 N Cameron St
- 106 S Churton St
- 406 W Margaret Ln
- 423 W Margaret Ln

Additionally, there is precedent for replacing historic, original wood windows with windows that are **not** all wood. According to the 2003 National Register of Historic Places application for the Bellevue Mill, it states that "most of the original wood sash windows of the main mill building of 1909 are intact, as are those of the 1923 addition to and extension of the mill." However the

rehabilitation of the mill following the 2016 fire replaced windows that could not be restored with aluminum or steel, [as noted in the *Historic District Design Guidelines* p. 25.)

SPECS FOR MARVIN ULTIMATE WINDOWS:

MO 38" X 74 1/4"

FS 37 1/2" X 74"

RO 38 1/2" X 74 1/2"

Egress Information

Width: 34 3/8" Height: 32 3/32"

Net Clear Opening: 7.66 SqFt

Performance Information

U-Factor: 0.28

Solar Heat Gain Coefficient: 0.21

Visible Light Transmittance: 0.49

Condensation Resistance: 56

CPD Number: MAR-N-272-01476-00001

ENERGY STAR: SC, S

Stone White Exterior

Bare Pine Interior

Ultimate Double Hung

Frame Size 37 1/2" X 74"

Standard CN Width 38

Rough Opening 38 1/2" X 74 1/2"

Glass Add For All Sash

Top Sash

Stone White Exterior

Bare Pine Interior

IG - 1 Lite

Low E3 w/Argon

Silver Stainless Steel Perimeter Bar

Bottom Sash

Stone White Exterior

Bare Pine Interior

IG - 1 Lite

Low E3 w/Argon

Silver Stainless Steel Perimeter Bar

Beige Weather Strip Package

1 White Sash Lock

Exterior Aluminum Screen

Stone White Surround

Bright View Mesh

4 9/16" Jambs

Thru Jamb Installation

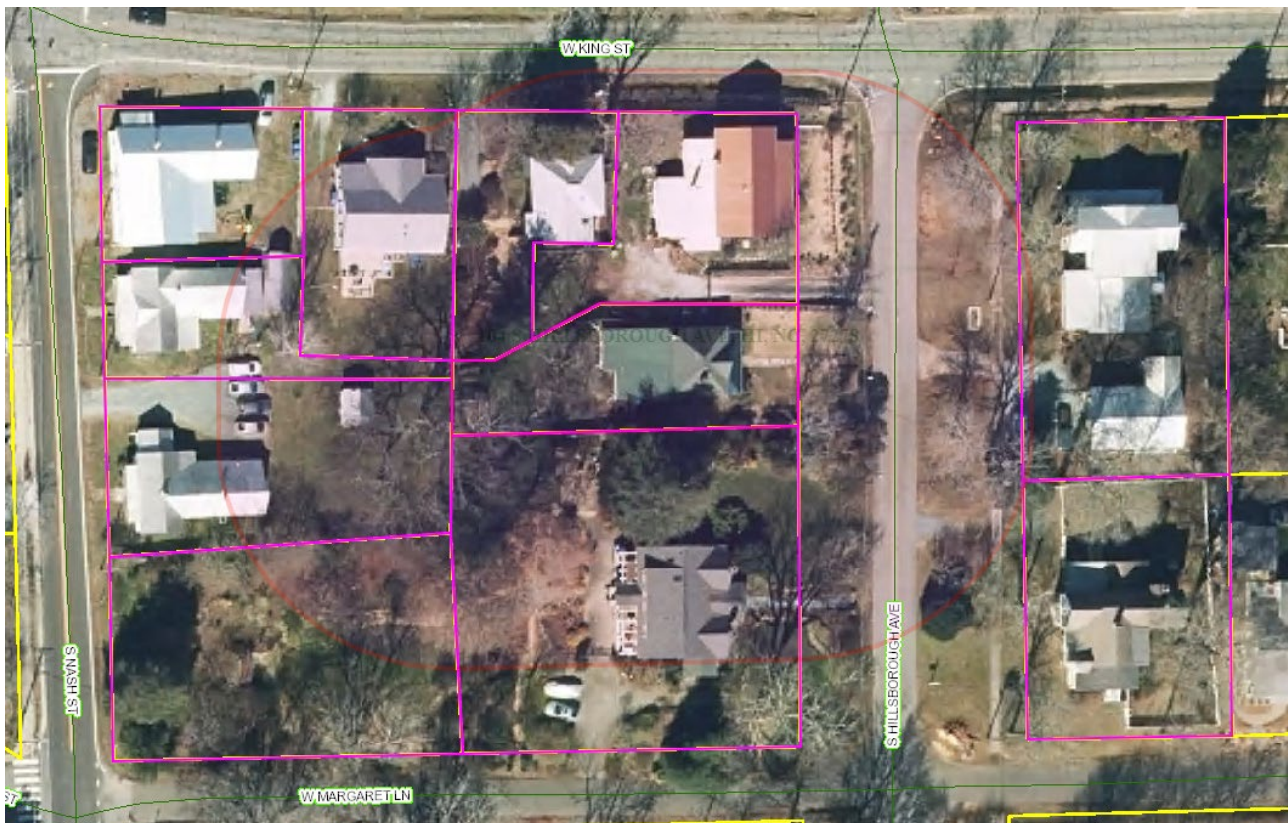
I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864763058 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance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

7/22/2026

Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	ADDRESS1	CITY	STATE	ZIPCODE
9864752924	108 S HILLSBOROUGH	HILLSBORO	NC	272782414
9864753968	108 S HILLSBOROUGH	HILLSBORO	NC	27278
9864755946	PO BOX 8	HILLSBORO	NC	27278
9864761099	1811 RAMS WAY	HILLSBORO	NC	272787398
9864762003	1811 RAMS WAY	HILLSBORO	NC	27278
9864762104	425 W KING ST	HILLSBORO	NC	27278
9864762151	103 E QUEEN ST	HILLSBORO	NC	27278
9864763058	104 HILLSBOROUGH AV	HILLSBORO	NC	27278
9864763101	419 W KING ST	HILLSBORO	NC	27278
9864763172	100 S HILLSBOROUGH	HILLSBORO	NC	27278
9864765059	409 W KING ST	Hillsboro	NC	27278



ITEM #6. B:**Address:** 437 Dimmocks Mill Rd.**Year Built:** 1904**National Register Nomination Information (2011)***1904 expansion*

Two additional sections were added in 1904 to the southwest end of the original mill. A one-story brick structure with a saw-tooth roof was built for weaving. It is twenty-seven bays long and nine bays wide and measures 237' by 103'. Historic photos show windows that matched the main mill windows. Typical of standard mill construction, the interior of the building consists of wide open spaces, interrupted only by the two rows of wood support posts on the main level. The saw-tooth roof was replaced with a flat roof in 1940, likely to help new heating and cooling systems control for humidity.

An additional brick section with a shallow gable roof, also constructed in 1904, sits to the west of the weave shed and shares a twenty-four-inch-thick brick wall. This large three-story structure on a basement is twenty-four bays long and six bays wide and measures 196' by 56'. Much like the 1896 buildings, the large three-story structure had eleven-foot-tall fifteen-over-fifteen double-hung wood sash with segmental-arched fixed transoms and projecting brick drip molding. However, this building lacks the decorative features such as the corbelled denticulated cornice. A long loading dock with a flat metal roof extends along the ground floor of the west facade. On this floor, too, a few of the original window openings were reopened and smaller modern double-hung windows and vinyl siding were installed. On the southeast end of this building is a two-stage stair tower with vinyl-sided diagonal connectors. A one-story, brick shed-roofed building (32' by 44') is attached to the north end, and it has a large round-arched opening that has been filled in with brick. An elevated walkway extends from the north end of the three-story section to the southwest elevation of the main mill. This walkway is shown on the 1904 Sanborn map.

Proposed work

- Install new windows, exit enclosure, and rooftop monitor.

Application materials

- Certificate of Appropriateness (COA) application
- Narrative
- Existing photos
- Site plan
- Floor plan
- Existing and proposed elevations

Applicable Design Standards

- *Secretary of the Interior's Standards for Rehabilitation: 1, 2, 4, 9, 10*

Staff Comments

- The HDC approved a similar request to install windows in bricked-in window openings at the August 2024 meeting.



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 _ 646 _ 207.006
Orange County Parcel ID Number

ARU
Zoning District

437 Dimmocks Mill Rd. Hillsborough, NC 27278
Address of Project

Eno River Mill, LLC
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: New windows, exit enclosure, and rooftop monitor.

Estimated Cost of Construction: \$ 450,000

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)

5/27/2026
Date



Property Owner's Signature (Required)

5/27/26
Date

**TOWN OF HILLSBOROUGH
HILLSBOROUGH, NORTH CAROLINA
HISTORIC DISTRICT COMMISSION
SUBMITTAL FOR A CERTIFICATE OF APPROPRIATENESS**

MAY 29, 2026

SUBJECT OF SUBMITTAL

PLACEMENT OF 8 NEW WINDOWS IN BRICKED-IN WINDOW OPENINGS IN THE
SOUTHWEST WALL OF THE MAIN MILL
NEW EXIT STAIR ENCLOSURE AT THE SOUTHWEST WALL
INSTALLATION OF ROOFTOP MONITORS

TABLE OF CONTENTS

1	CERTIFICATE OF APPROPRIATENESS APPLICATION
2	TABLE OF CONTENTS
3	COA 2 OVERALL SITE PLAN WITH LOCATION OF NEW WORK
4	COA 3 FLOOR PLAN OF NEW CLASSROOMS WITH PHOTO KEY
5	PHOTOGRAPHS OF THE EXISTING SOUTHWEST WALL
6	COA 5 ELEVATION OF EXISTING SOUTHWEST WALL ELEVATION OF PROPOSED SOUTHWEST WALL
7	COA 6 DIAGRAM OF VIEW ANGLES DETAIL OF PROPOSED WINDOWS SCHEMATIC CROSS SECTION OF CLASSROOMS AND MONITORS

COA NARRATIVE**ENO RIVER MILL**

Scope of work / description of project.

The work proposed is for installation of eight new windows into existing bricked-in window openings and a second story enclosure for a new exit stair. Sawtooth monitors glazed on the northwest face are also proposed, and will not be visible from the surrounding areas. This work is in behalf of The Expedition School classroom relocation. This relocation is because of the recent flooding of their existing facility and moves existing classroom and administration space to a new, vacant location in the main mill. Also required for the relocation is a new exit stair and removal of an existing exterior metal stair. The attached floor plan, Sheet COA 3, defines the areas of new work.

The second story bricked-in window openings will have the brick infill removed for installation of new windows that will match the windows in the wall below in material and style.

The existing metal stair, which does not comply with code, will be removed. A one story addition will be built on top of an existing first floor storage room and will house an enclosed exit stair serving the relocated classrooms.

Dimensions.

The second story wall to receive the windows is 65' long and 16' high.

The dimensions of the proposed exit stair enclosure, consisting of two sides built on the storage room below, are 20' x 12' and 12' x 12', both 12' high. The 240 square foot roof will drain through a 4" x 6" gutter and 4" x 2.5" downspout.

The proposed rooftop sawtooth monitors are 12' wide and 6.5' high at the vertical, glazed southwest face. As noted above, the monitors will not be visible from the exterior of the mill building. A diagram of the exterior viewing angles, Sheet COA 6, is attached to this submittal.

Materials and Finishes.

The new windows will be aluminum, finish to match the windows below. Window elevation and detail are shown on Sheet COA 6, attached to this submittal.

The proposed exit stair enclosure will match the existing stair enclosure at the east end of the window wall. The enclosure will be stud framed, insulated, and sheathed with metal panels and battens to match the existing stair enclosure.

The planned sawtooth monitors will be wood, stick-built, with clear glazing.

All components used in this work utilize existing materials and finishes.

Appropriateness.

The proposed addition of the new windows, removal of the exterior steel stair, and addition of the stair enclosure will be another positive step in the historic restoration of the Eno River Mill.

PHOTOGRAPHS OF EXISTING AREA OF WORK

PHOTOGRAPH 1 STAIR END



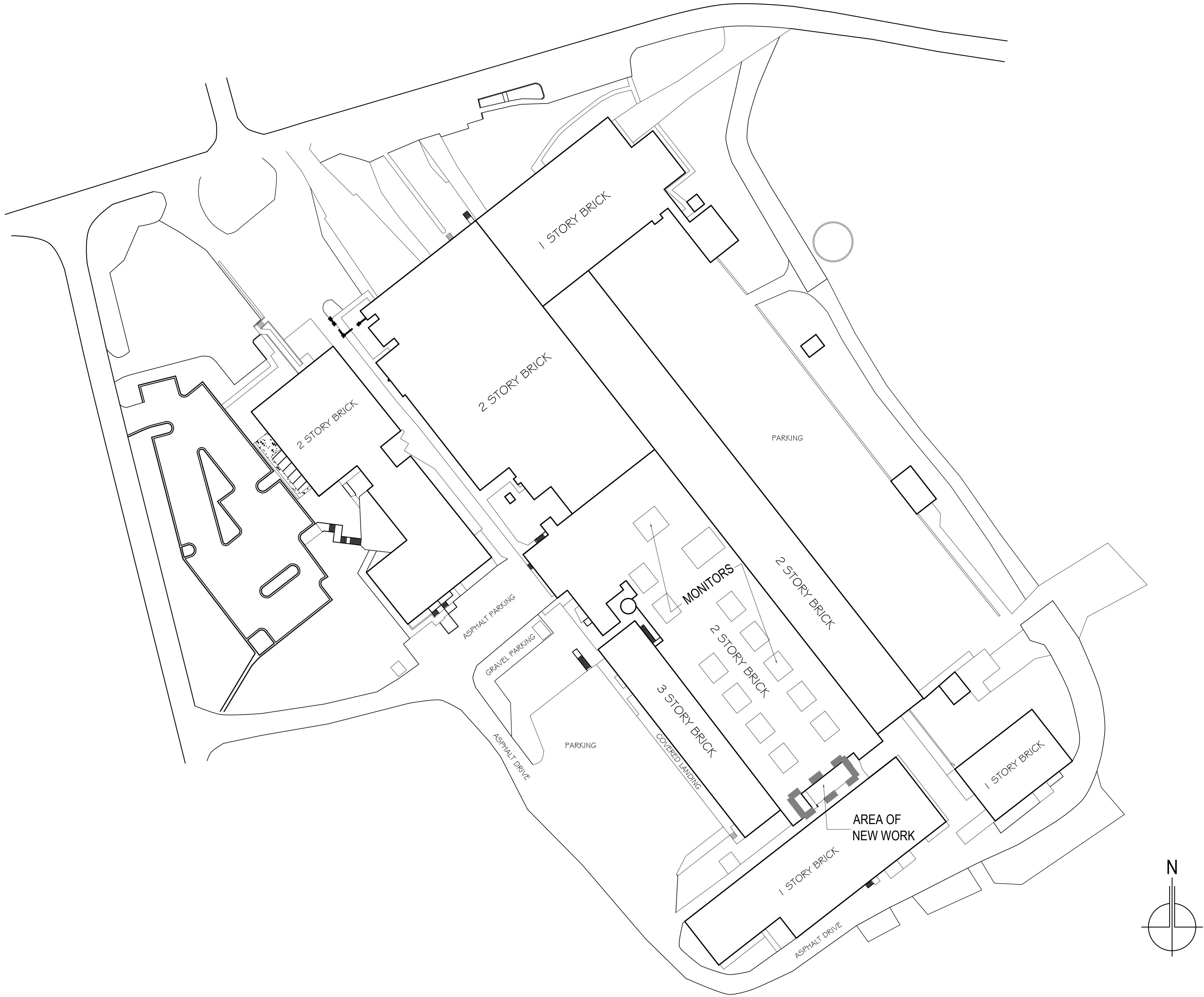
PHOTOGRAPH 2 LEFT MIDDLE



PHOTOGRAPH 3 RIGHT MIDDLE



PHOTOGRAPH 4 RIGHT END



OVERALL PLAN OF MILL W / AREA OF WORK



FLOOR PLAN OF THE TES RELOCATION AREA

THE EXPEDITION SCHOOL RELOCATION

ENO COTTON MILL - AKA - ENO RIVER MILL
537 DIMMOCKS MILL ROAD
HILLSBOROUGH, NORTH CAROLINA 27278

735 Ninth Street
Durham, NC 27705
p: 919. 286. 2575
f: 919. 286. 1906
www.belkarchitecture.net

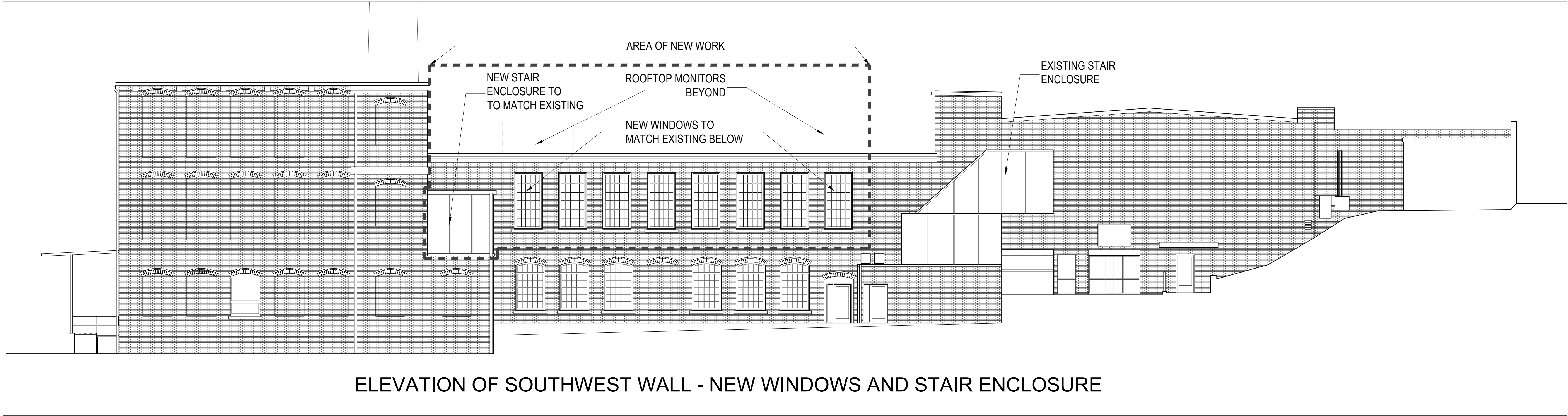
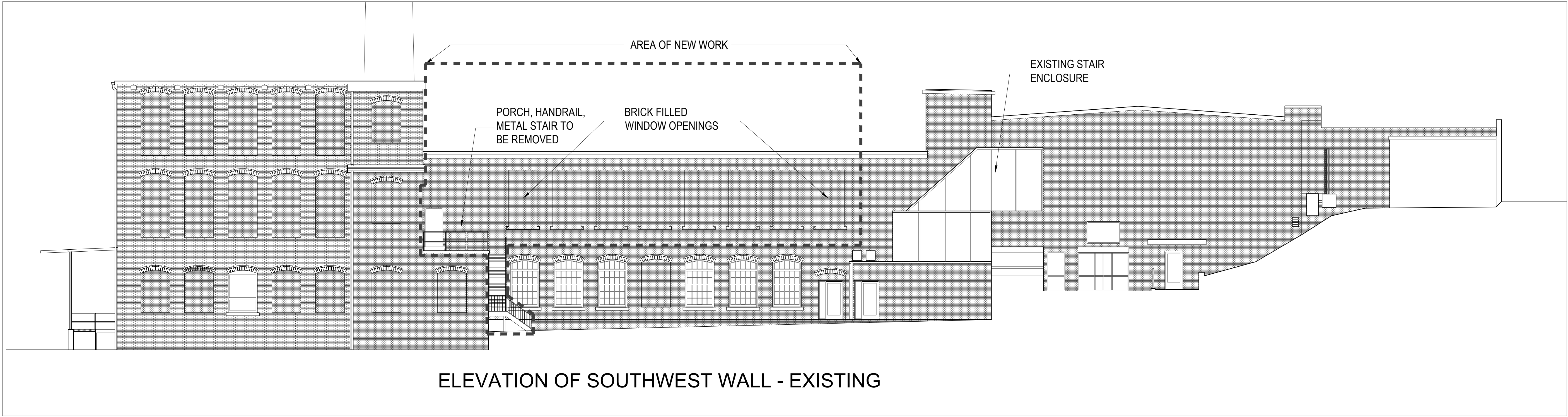


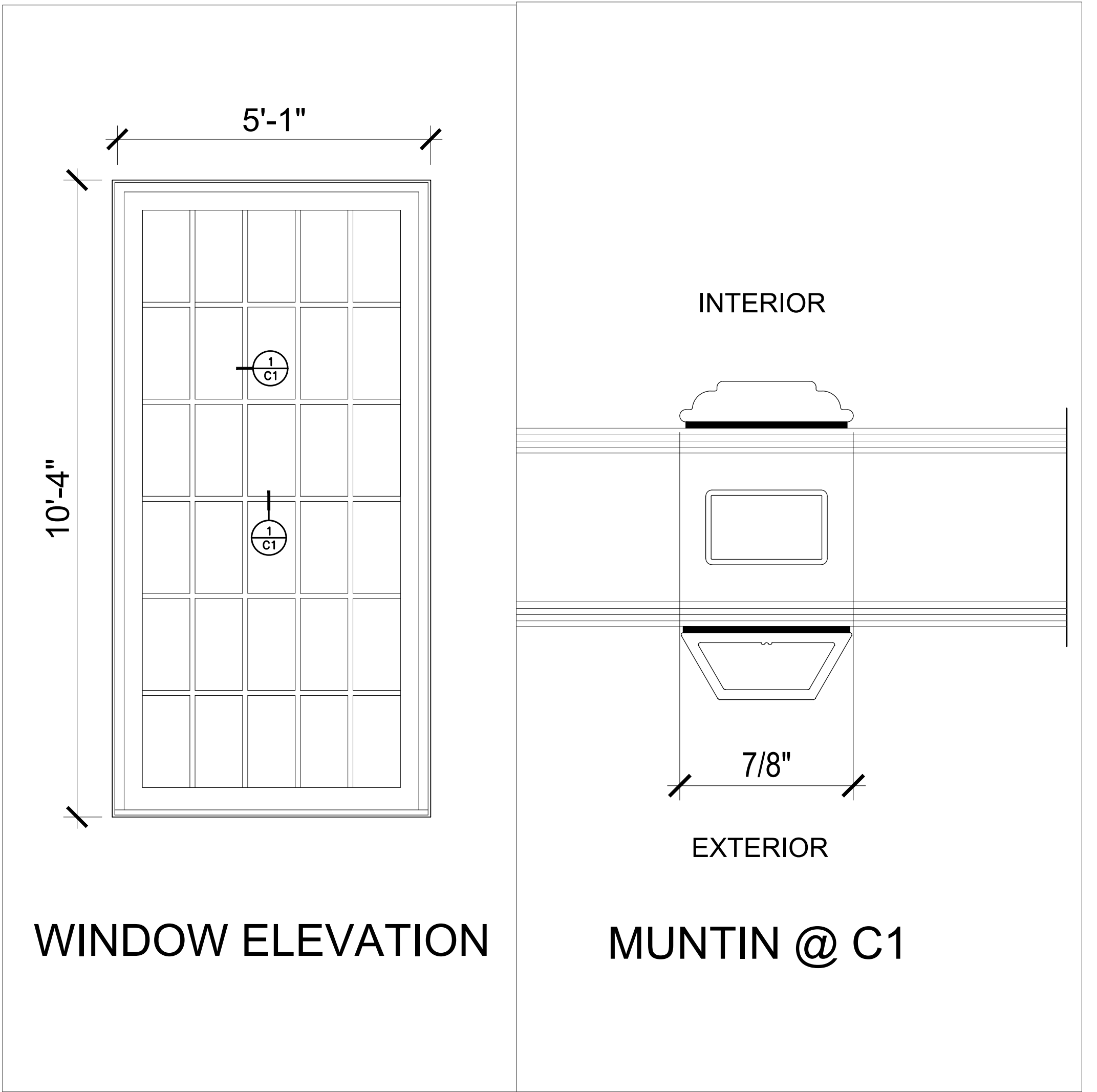
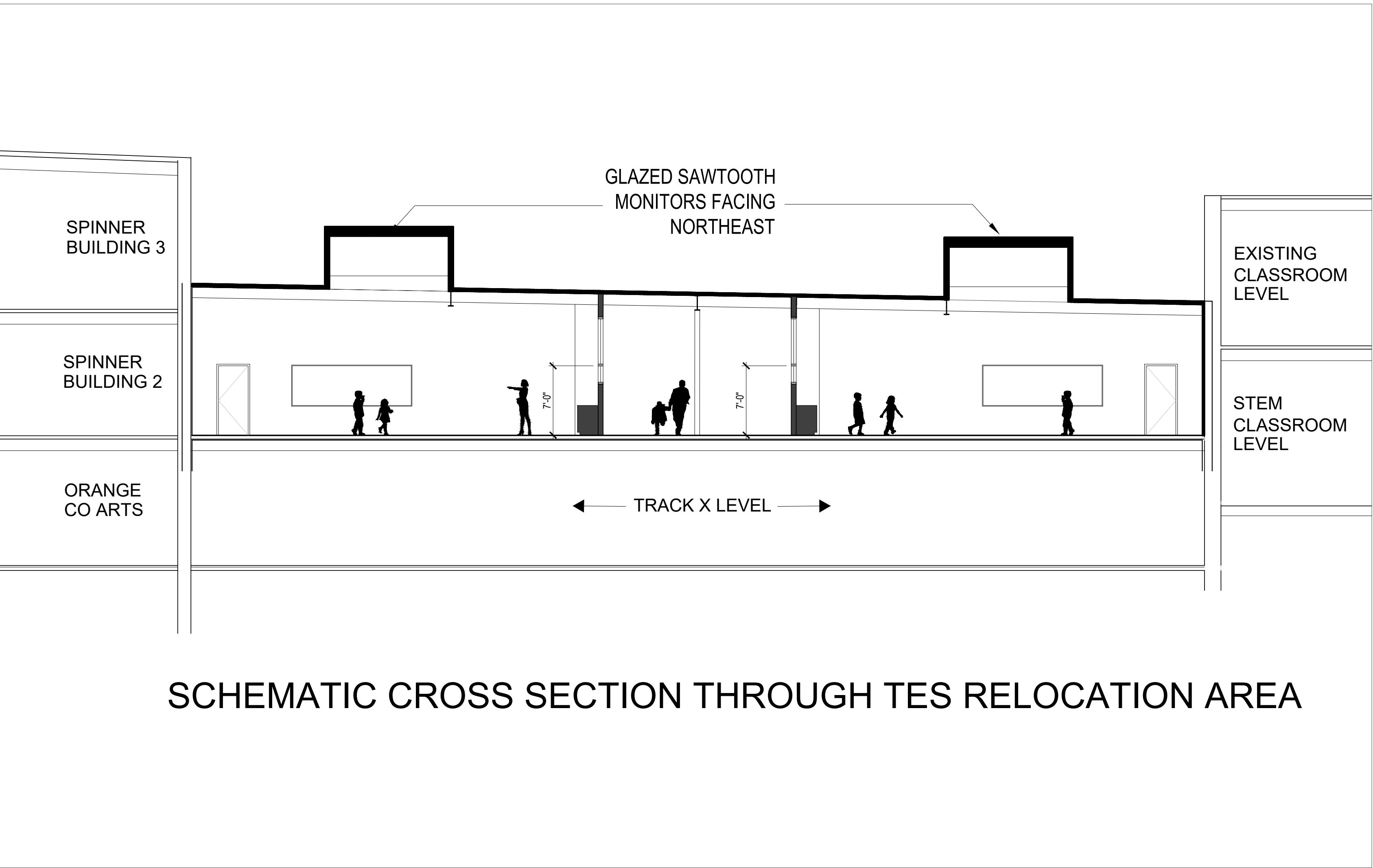
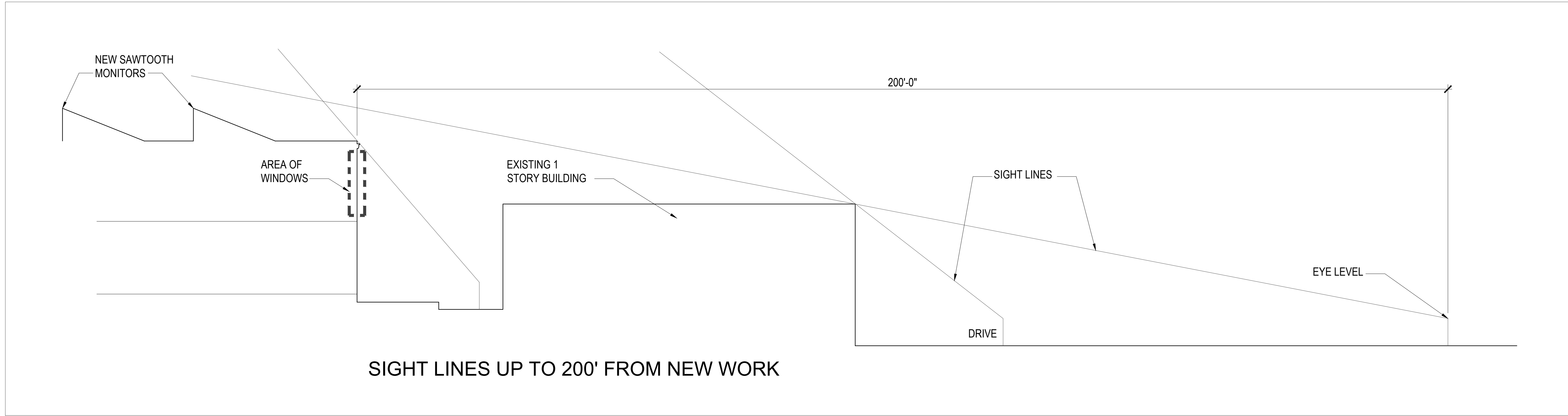
Project THE EXPEDITION SCHOOL COX SUBMITTAL
Date MAY 29, 2026
Scale NTS
Drawn By BELK

Content VIEWING ANGLES
WINDOW DETAILS
SCHEMATIC SECTION

COA 3

Sheet





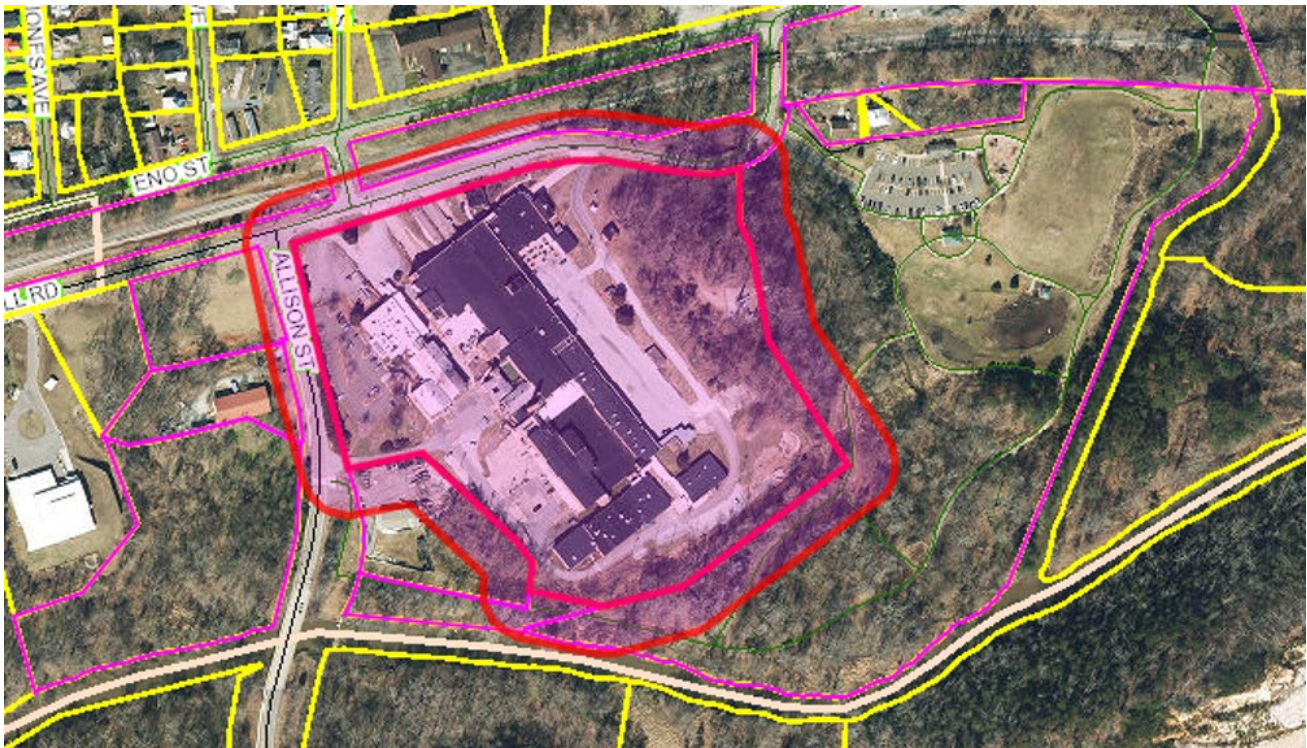
I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864646207 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

7/22/2026

Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE
9864342119	2809 HIGHWOODS BLVD		RALEIGH	NC	27604
9864537896	1905 N ASHLAND DR		BURLINGTON	NC	27217
9864548231	6 CAROLINA MEADOWS	UNIT 208	CHAPEL HILL	NC	27517
9864548420	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27604
9864632758	PO BOX 429	PUBLIC SPACE DIVISION	HILLSBOROUGH	NC	27278
9864633933	PO BOX 1571		HILLSBOROUGH	NC	27278
9864646207					
9864646207	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27604
9864646207	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27605
9864646207	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27605
9864646207	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27605
9864646207	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27605
9864646207	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27604
9864646207	1100 WAKE FOREST RD	STE 100	RALEIGH	NC	27604
9864745301	P O BOX 429	PUBLIC SPACE DIVISION	HILLSBOROUGH	NC	27278



ITEM #6. C:**Address:** 404 Calvin St.**Year Built:** c. 1921**Historic Inventory Information (2013)**

This one-and-a-half-story, side-gabled house is typical of early twentieth-century vernacular and mill housing. The house is three bays wide and single-pile with a one-story, shed-roofed rear wing. The house has a stuccoed foundation, weatherboards, six-over-six wood-sash windows, paired on the façade, and an interior brick chimney. It has wood cornerboards, soffits, and fascia and the six-light-over-three-panel wood door is sheltered by a full-width, shed-roofed porch supported by square posts with an original wood railing. There are small six-over-six windows and an exterior concrete-block chimney on the rear wing. A later, unpainted accessible ramp is connected to the right (east) end of the porch and there is a shed-roofed addition at the rear of the shed-roofed wing. County tax records date the building to 1921.

Proposed work

- Mud room addition
- Garage
- Porch
- Stone walk, wood trellis, and fence

Application materials

- COA application
- Background statement
- Scope of work
- Standards compliance
- Paint and exterior colors
- Existing and proposed site plans
- Existing photos
- Existing and proposed floor plans
- Existing and proposed elevations
- Materials
- Renderings

Applicable Design Standards

- *Additions to Residential Buildings:* 1-4, 8-13
- *Windows:* 8
- *Doors:* 8
- *Walkways, Driveways, and Off-Street Parking:* 8-10
- *Fences and Walls:* 8, 9
- *New Construction of Outbuildings and Garages:* 1-5

Staff Comments

- The design standards do not directly address pergolas or louvres, but a similar pergola on Lydia Ln. was recently approved by the commission. In addition, the compatibility matrix allows louvres on a case-by-case basis



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

9864-75-6398
Orange County Parcel ID Number

R-20
Zoning District

404 CALVIN STREET
Address of Project

P.K. HENSEL
Applicant Name

JOHN & KENLYN YOUNG
Property Owner (if different than applicant)

Description of Proposed Work: MUD ROOM ADDITION, GARAGE, STONE WALK + PORCH,
Estimated Cost of Construction: \$ 200,000 & WOOD TRELLIS / FENCE

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.

P.K. HENSEL
Applicant's Signature (Optional)

5/29/26
Date

John A. Young
Property Owner's Signature (Required)

5/26/26
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: \$ _____

☐ After-the-fact application (\$500):

Amount: \$ _____

☐ 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

Project Background Statement:

Kenlyn and John Youngs' home at 404 Calvin Street is a contributing structure within the Hillsborough Historic District. This one-and-a-half story, wood-framed, side-gabled house is typical of early twentieth century vernacular and mill housing. The house is three bays wide with a non-contributing rear addition built in 2015. The contributing structure has a parged foundation, wood clapboard siding, replacement two-over-two aluminum-clad wood windows, a non-original metal roof, and a brick chimney. The porch, centered on the front facade, has a stuccoed foundation, non-original wood framed porch & stair and a replacement metal shed roof supported by wood posts. County tax records date the original building to 1921.



vicinity map

not to scale

Scope of Work Description:

Proposed work at 404 Calvin Street includes a mudroom addition at the east side of the non-original 2015 addition, a new single bay garage accessory structure, and a stone walkway & porch with a wood trellis. These improvements will improve this historic house's function and expand its use. The corresponding exterior changes that fall under the purview of the HDC are listed below:

- Replacement of non-original front porch decking with thermally modified wood deck boards
- Replacement of non-original crawl space doors
- Removal of non-original stoop & portico roof on east side of 2015 addition
- Removal of non-original deck on north side of 2015 addition
- Removal of non-original fence and gate that runs between the existing addition and shed.
- Removal of non-original shed roof over deck on north side of 2015 addition
- Removal of non-original shed at northeast corner of the property
- Addition of 7'-10" x 15'-6" mudroom (122 sq ft) to the east (side) facade
- Addition of elevated stone walkway and wood pergola between the proposed mudroom and the new garage.
- Addition of 19'-2" x 24'-9" garage (436) sq ft at the northeast corner of the property, to the rear of the primary structure
- Addition of wood fence, gate, and louvered panels in place of non-original wood fence and gate
- Addition of a stone patio on north side of non-original 2015 addition
- Replace of the non-original awning at north side of existing addition
- Addition of stone stairs at existing masonry retaining wall

Historic District Standards Compliance Statement:

Additions to Residential Buildings

The proposed mudroom addition is situated to the rear of the original structure and to the side of the 2015 non-original addition in order to preserve and maintain the features of the original house. It will replace a non-original covered stoop in the same location. The massing, size, and roof form were carefully designed to be subordinate and secondary to the primary structure while being harmonious, but visually differentiated. The addition will be significantly shorter than the original structure, with a low slope metal roof to minimize the visual impact. The street face of the mudroom has a material palette that matches the scale and detail of the original house, while offering improved durability with fiber cement lap siding and trim. New aluminum-clad wood casement windows will be added on the east face and an aluminum-clad wood single-lite door will be added on the north face of the mudroom addition (side & rear yard), reducing their impact on the primary street face.

New Construction of Outbuildings and Garages

The proposed garage will be sited close to the location of the non-original shed that is being removed. This will limit the amount of land disturbance and grading during construction. This location, behind the house, maintains a traditional relationship found in many accessory structures in the historic district. The scale of the garage and its location were given careful consideration to ensure it remains subordinate to the primary structure. Its single bay form is in keeping with historic accessory structures and keeps the massing of the structure to a minimum. The materials, detailing, and color palette will match the mudroom addition, creating a cohesive composition. The entry doors and windows are aluminum-clad wood with the garage door being painted steel. The garage will also have a metal roof in keeping with the existing replacement metal roof on the main house. Care will be taken to protect the mature pecan tree living in the northeast corner of the property behind the existing shed.

Walkways, Driveways, and Off-Street Parking Standards

There is a new proposed elevated walkway that extends from the north side of the mudroom & covered porch to the new garage. It exists entirely to the side and rear of the primary structure and will have no impact on the street face. Stone pavers will be used for the walking surface, and is in keeping with other precedents within the historic district while also requiring little maintenance. Due to the gentle slope of the topography, grading during construction will be limited.

Porches, Entrances, and Balconies

We propose replacing the non-original wood deck boards at the front porch with thermally modified wood deck boards of similar dimension and detail. This product is much more durable and energy efficient due to its low maintenance and long lifespan.

A proposed elevated stone paver porch will replace the non-original trex deck at the rear of the 2015 addition, entirely to the rear of the primary structure. The stone will match the stone at the new elevated walkway to the east of the primary structure. The location will require minimal grading and site disturbance.

A thermally modified wood pergola with painted wood posts and beams will cover the new walkway and porch. The painted portions will match the trim color found on the rest of the house, while the pergola will maintain the natural wood color, matching the front porch decking.

Fences and Walls

A new wood 6' gate is proposed at the east wall of the garage, attaching to the existing non-original wood fence in the backyard. It would match the existing material and finish.

Along the proposed covered walkway between the new mudroom and new garage, a new wood guard rail, gate, and louvered wood panels are proposed to replace the existing non-original wood fence and gate at this same area. This will be painted to match the house trim.

New stone stairs are proposed at the non-original masonry retaining wall in the back yard. The stone will match the porch and walkway in material, and dimension.

Paint and Exterior Color Standards

The house and addition were painted in 2015. We are proposing a new color scheme to help define and differentiate the original house from the later additions while still creating an elegant and cohesive whole. Please reference the 3D model to view a representation of the paint scheme of referenced swatches below.

Historic House Body

Addition & Garage Body

Whole House Trim

SW 6192
Coastal Plain

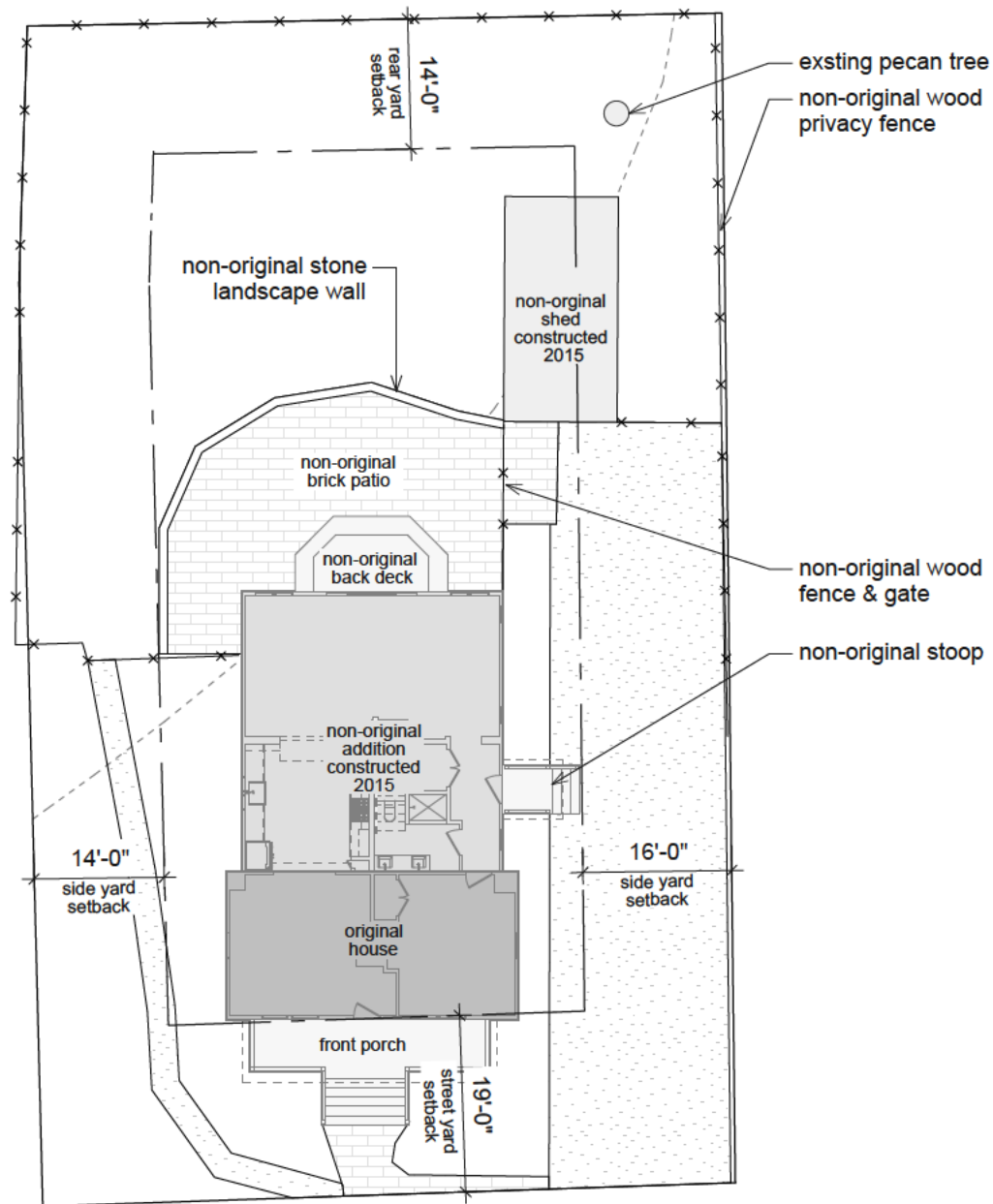
 Order samples

SW 6207
Retreat

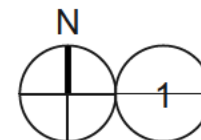
 Order samples

SW 6168
Moderne White

 Order samples



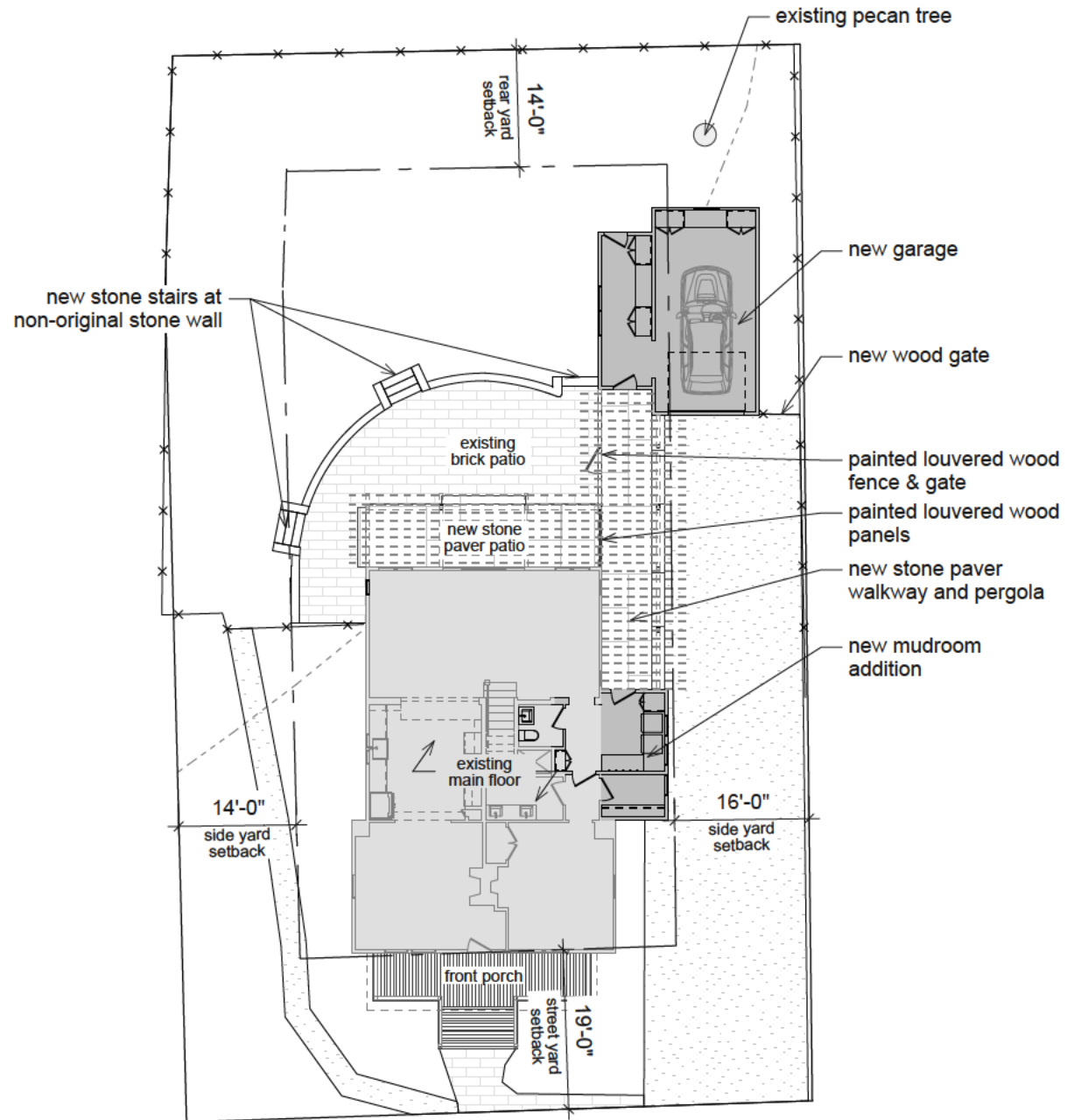
Calvin Street



existing site plan

1" = 20'-0"

information shown is based on a site survey by Stewart-Proctor Engineering and Surveying dated 12/29/23





street view, south facade



east facade



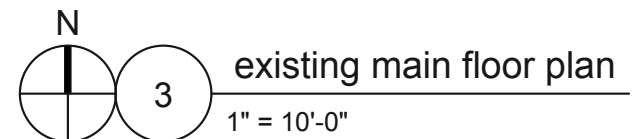
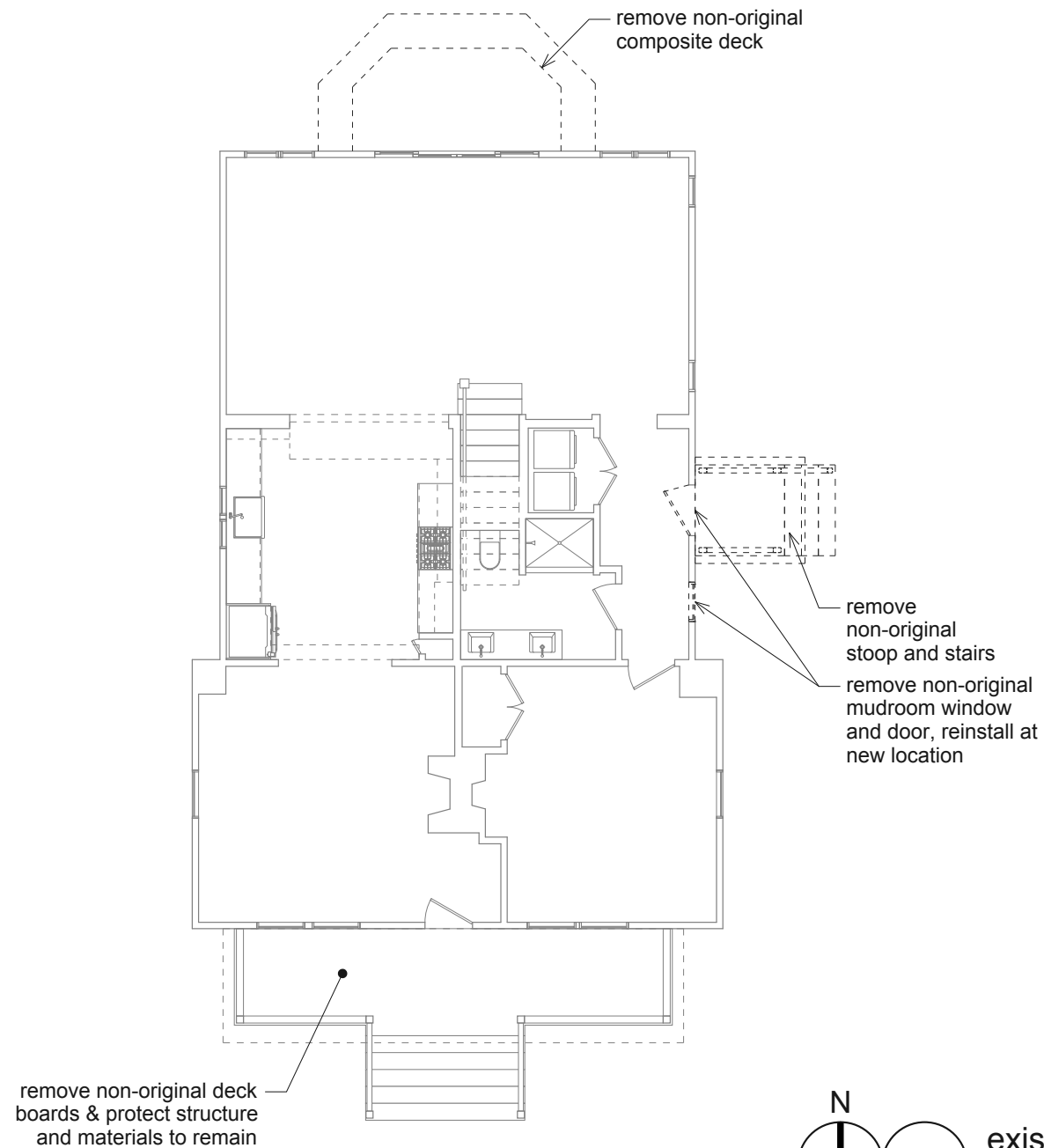
north facade



west facade



existing shed



dashed lines indicate wood pergola members, above
new stone paver patio

— painted louvered wood
fence & gate

- 6x6 wood posts, painted

- reinstall existing door at new location

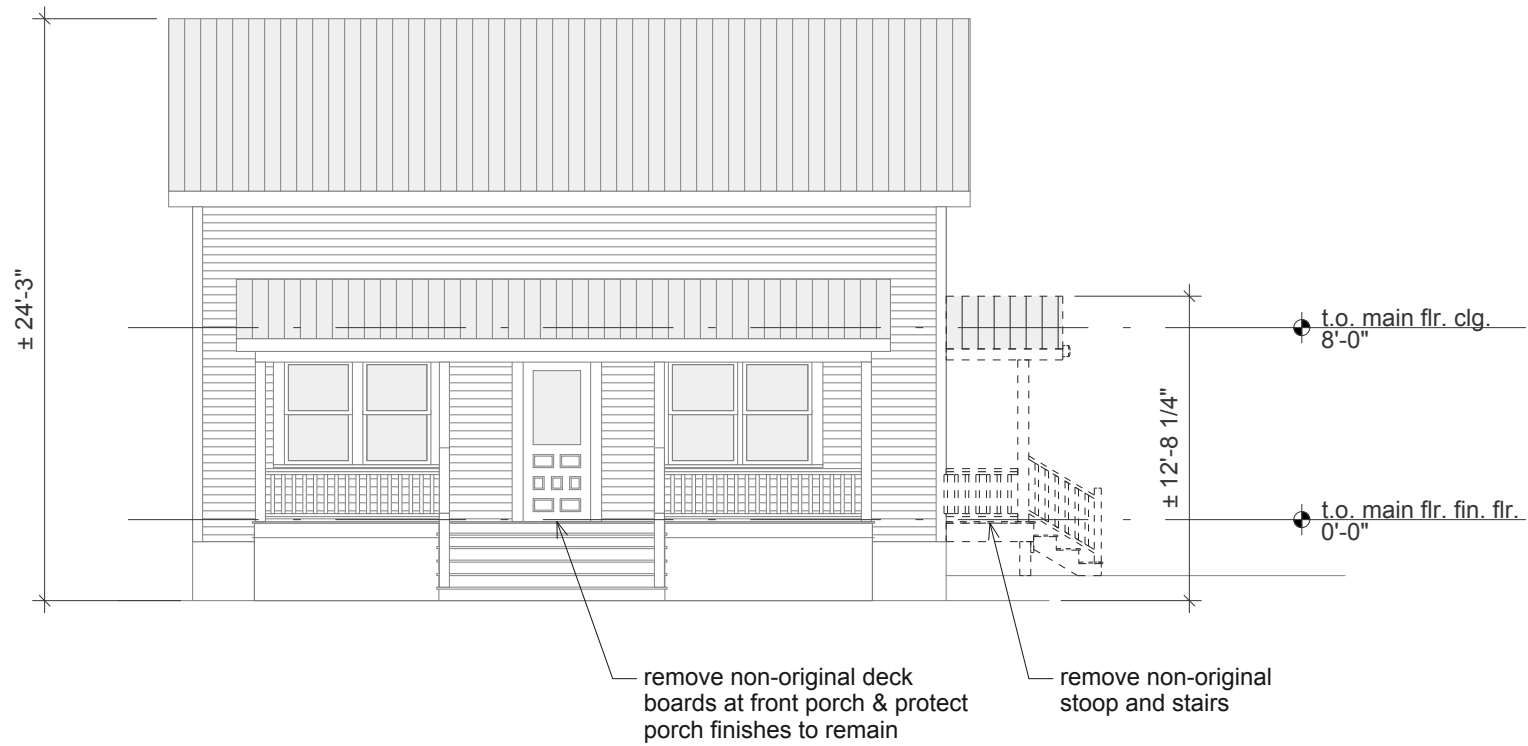
- new mudroom

- new closet

- cementitious lap siding to match existing siding

proposed main floor plan

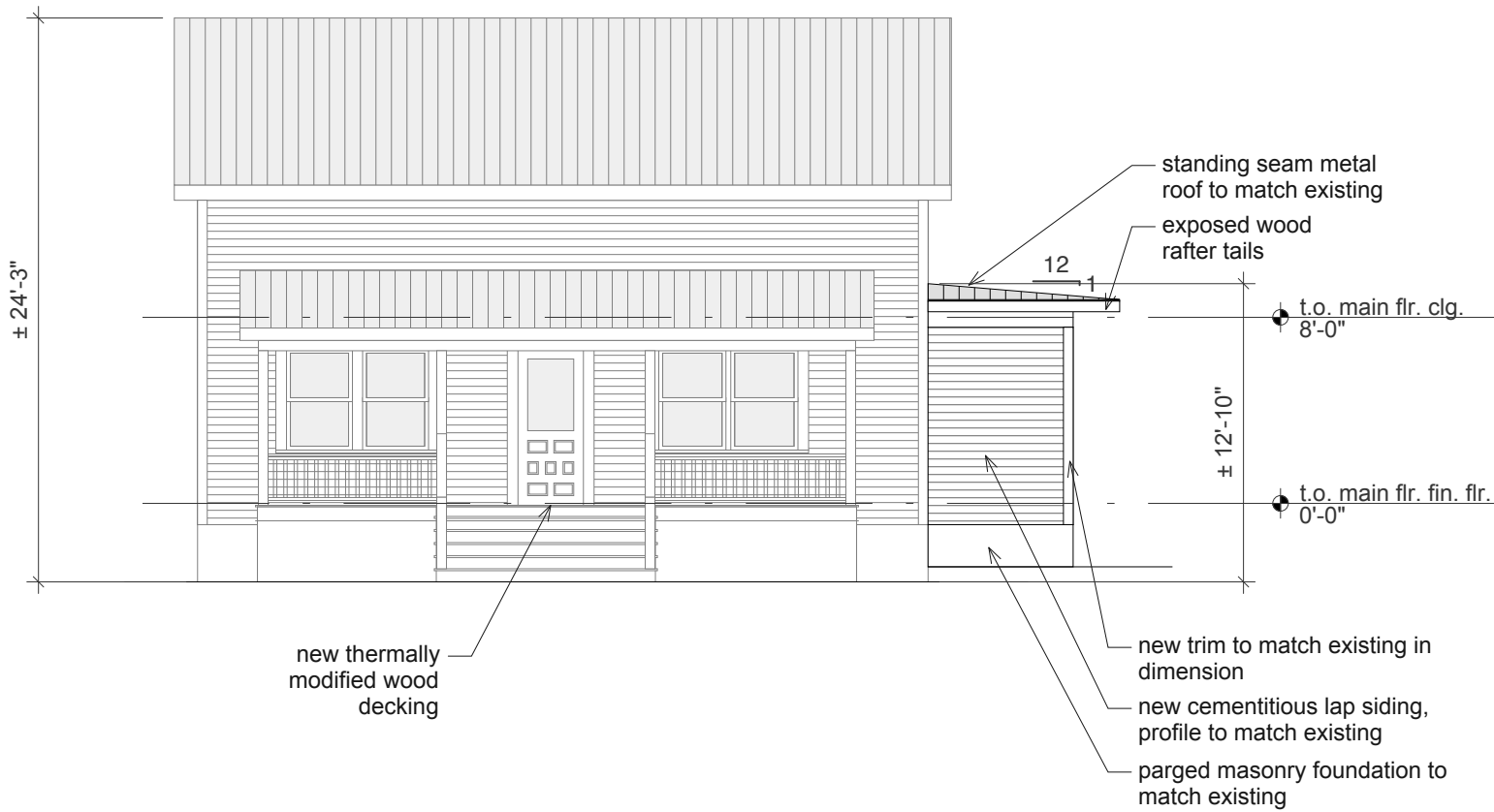
$$1'' = 10'-0''$$



5

existing south elevation

 $\frac{1}{8}" = 1'-0"$

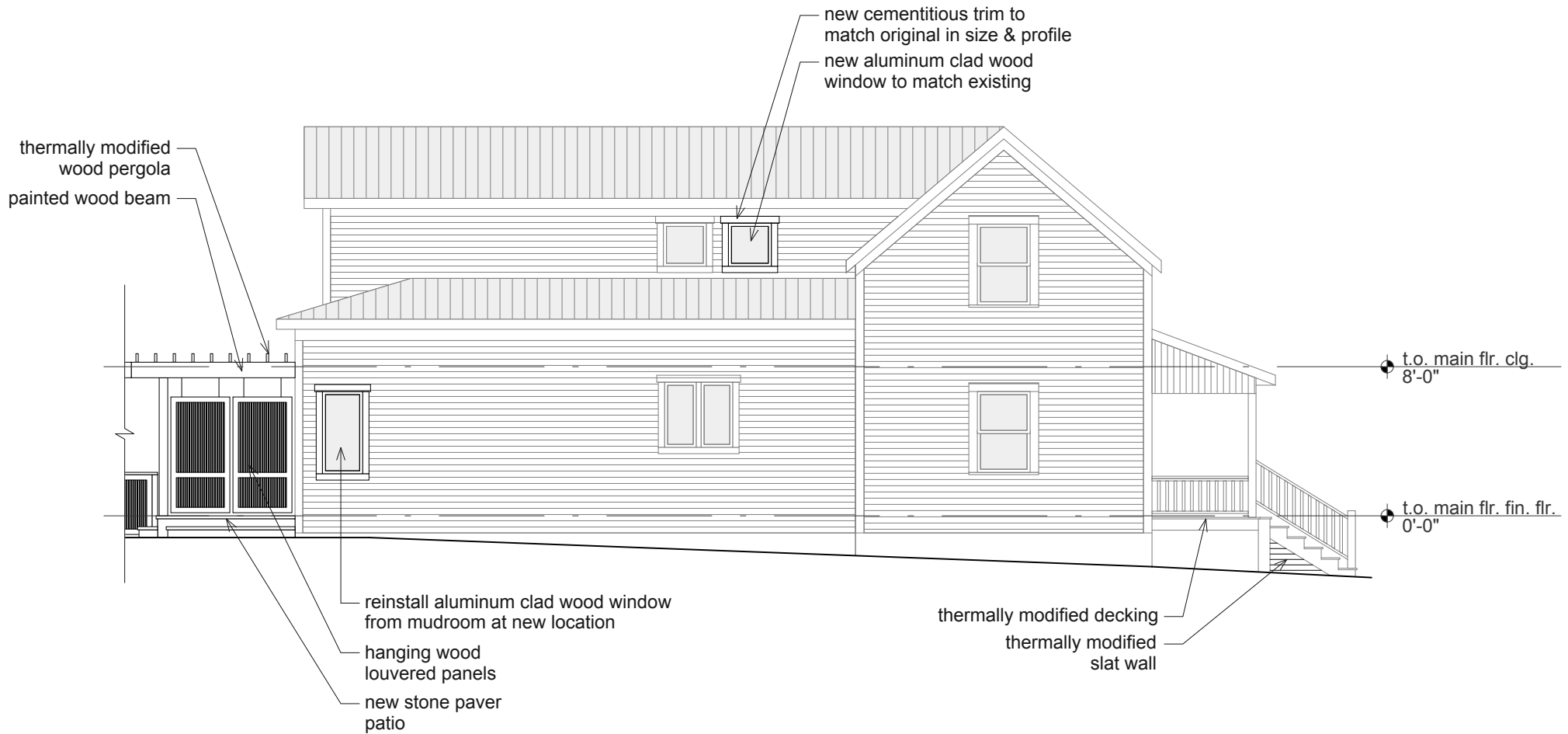


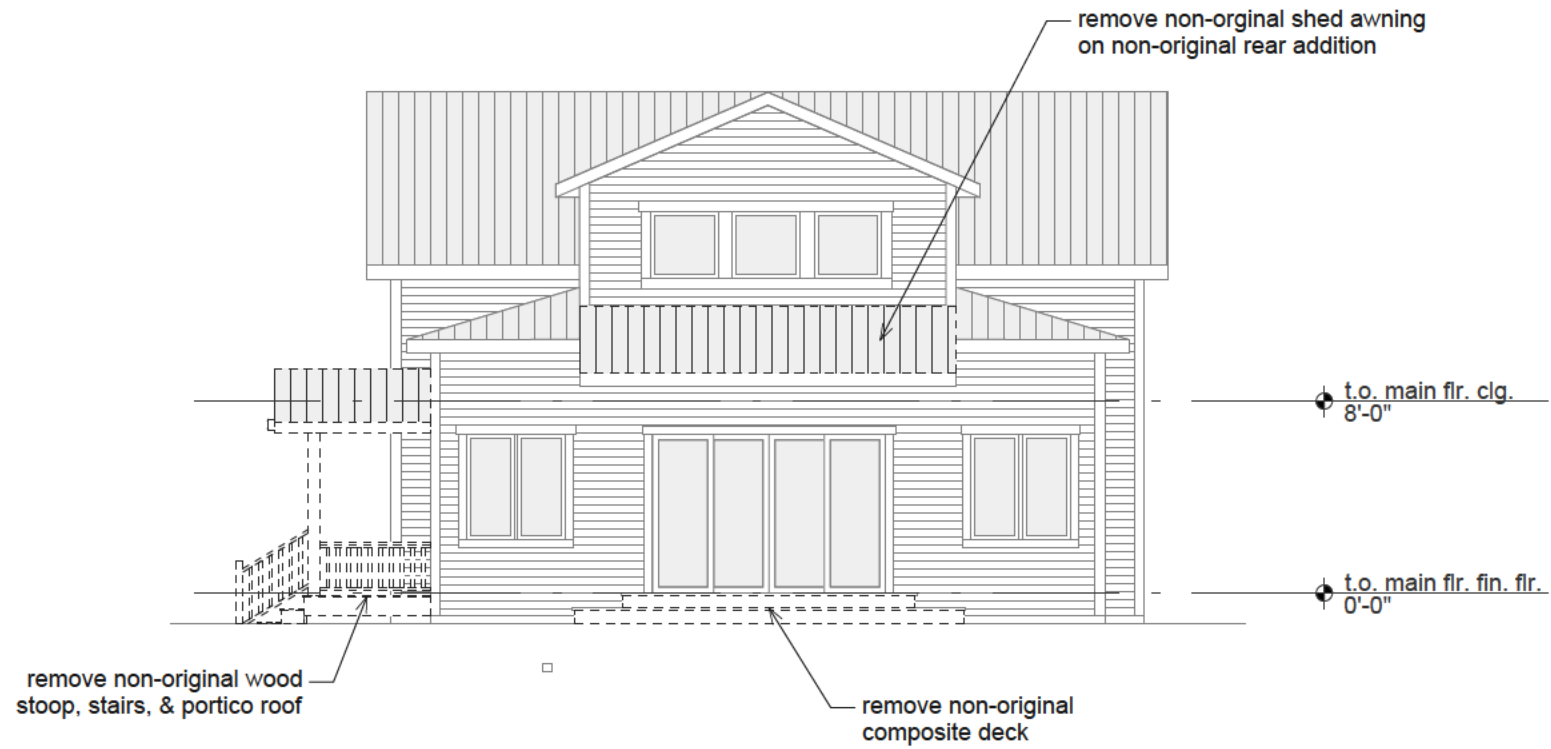
6

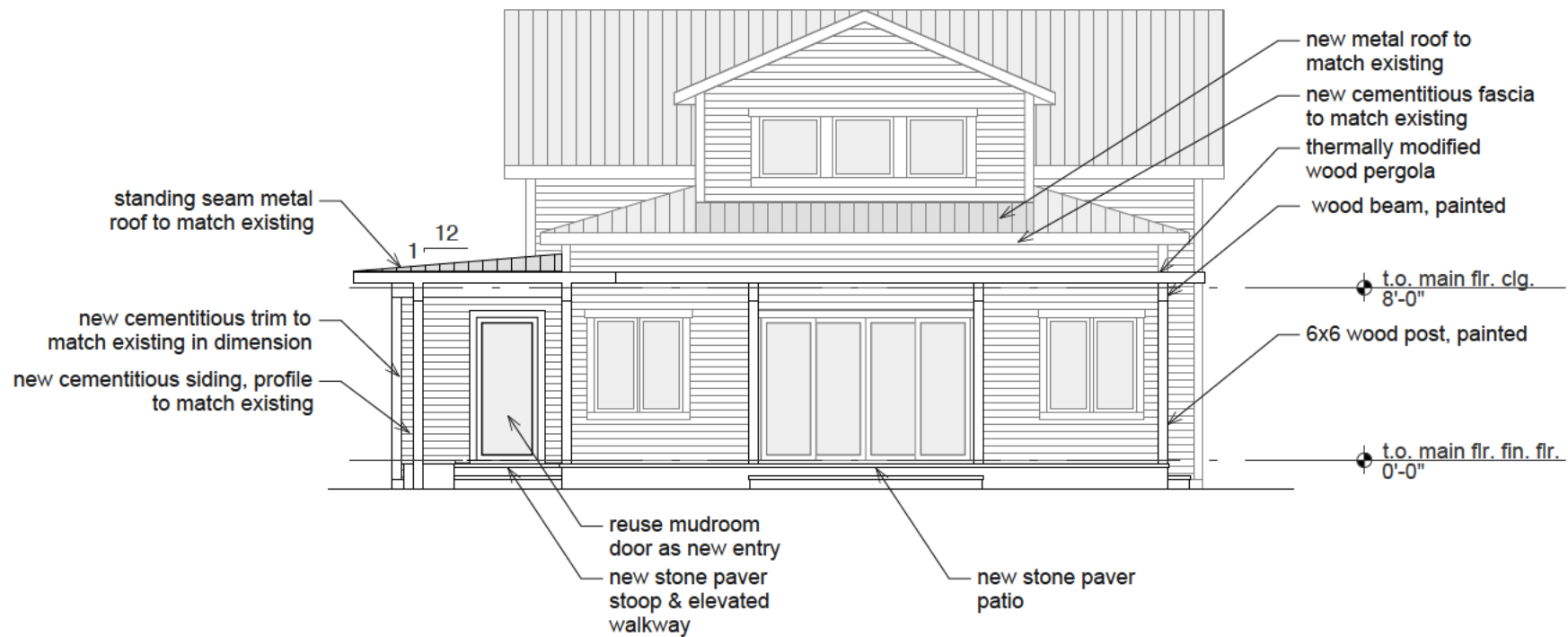
proposed south elevation

1/8" = 1'-0"





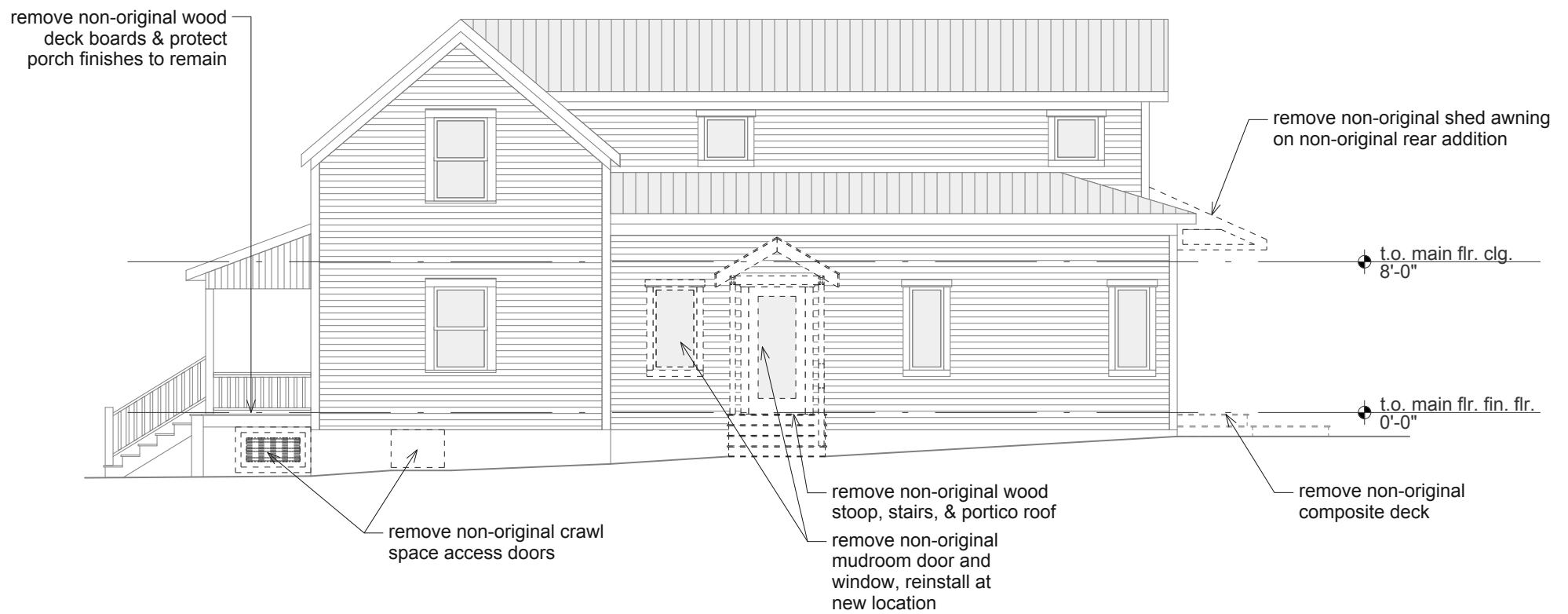




10

proposed north elevation

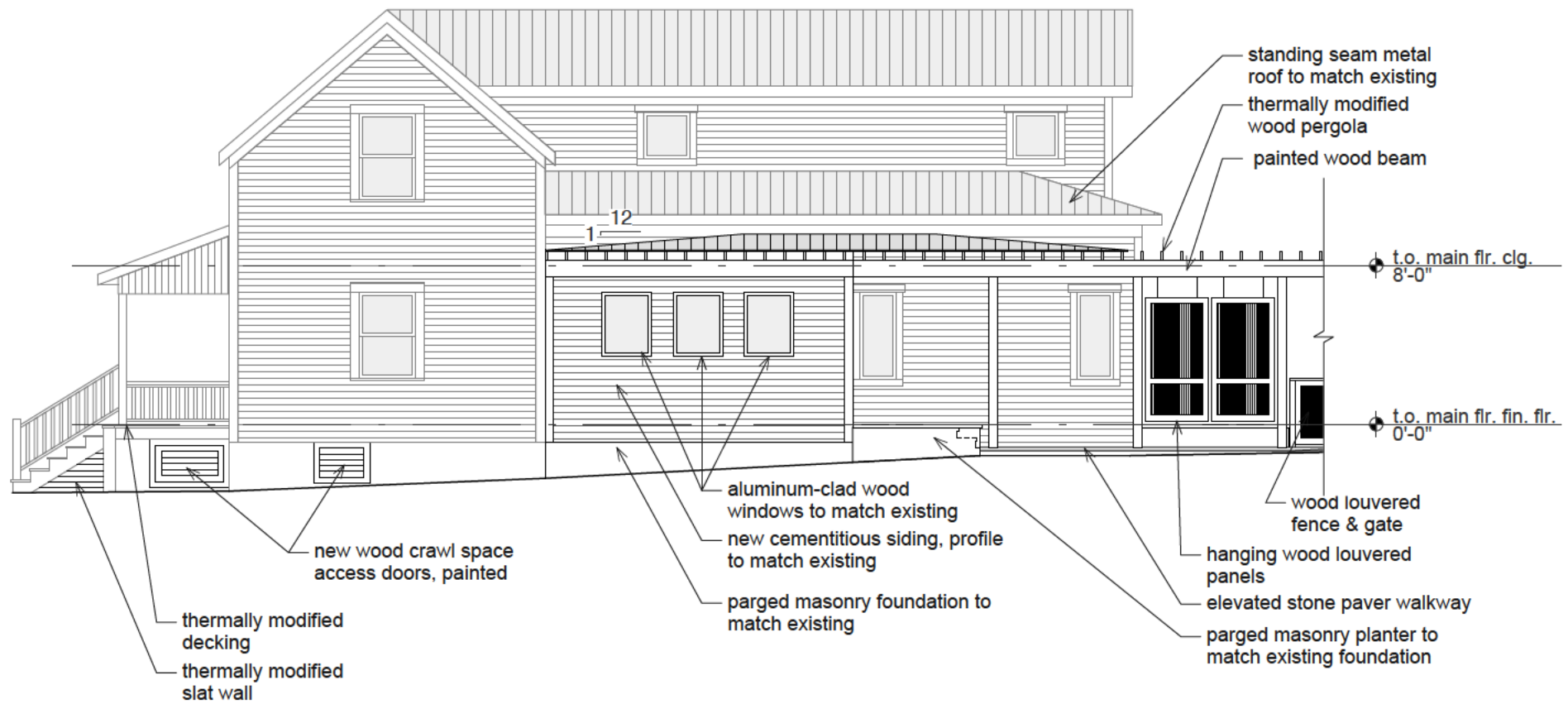
1/8" = 1'-0"



11

existing east elevation

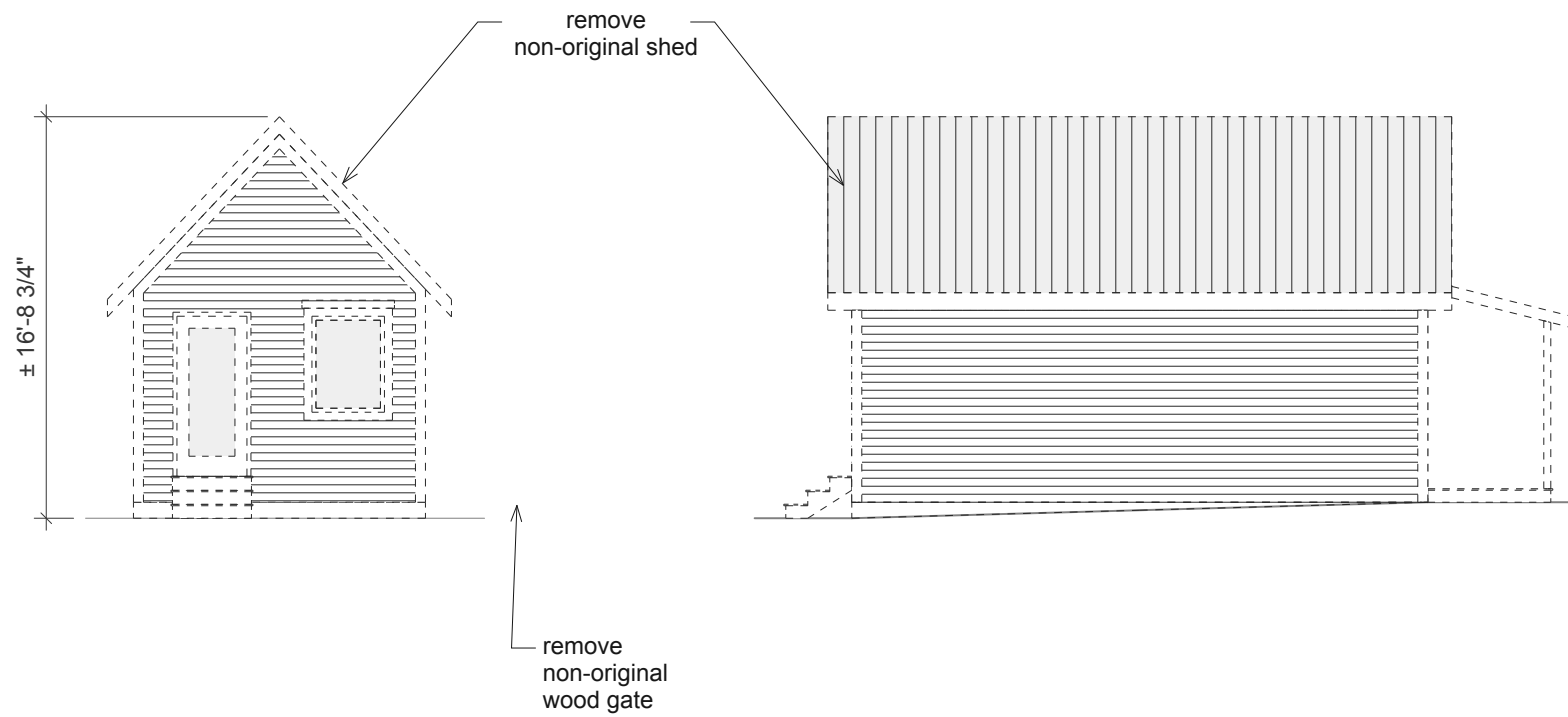
1/8" = 1'-0"

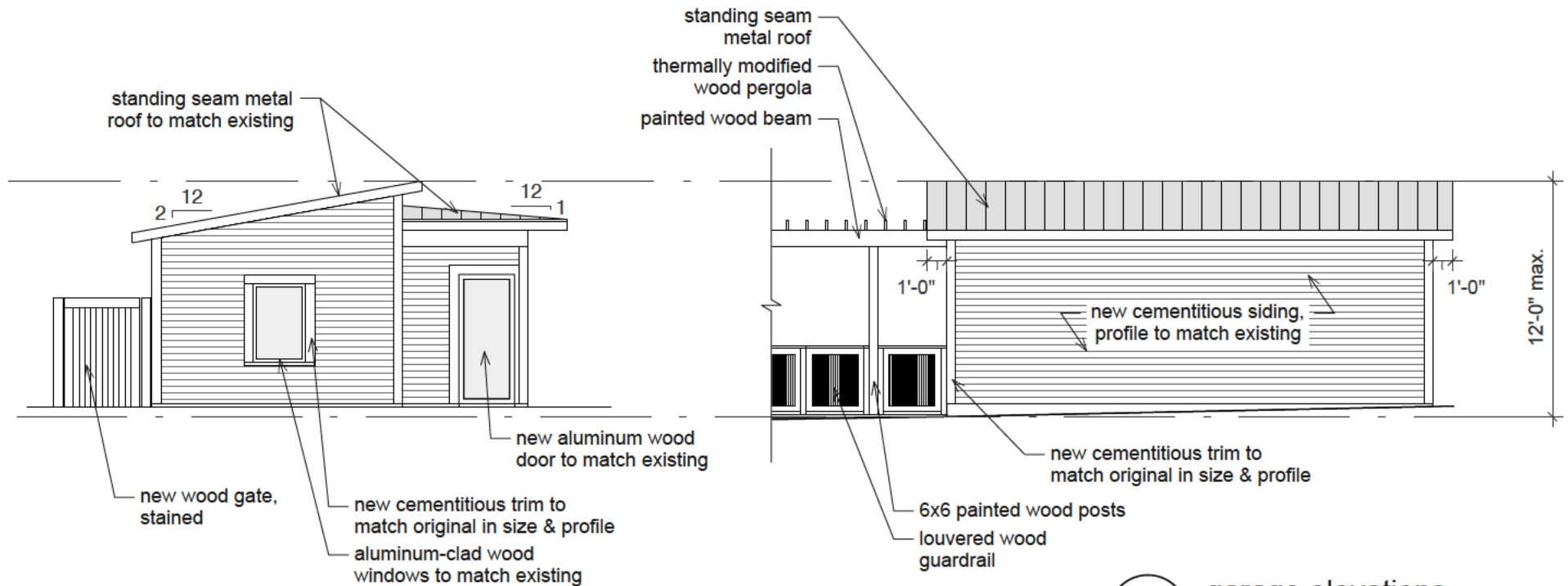
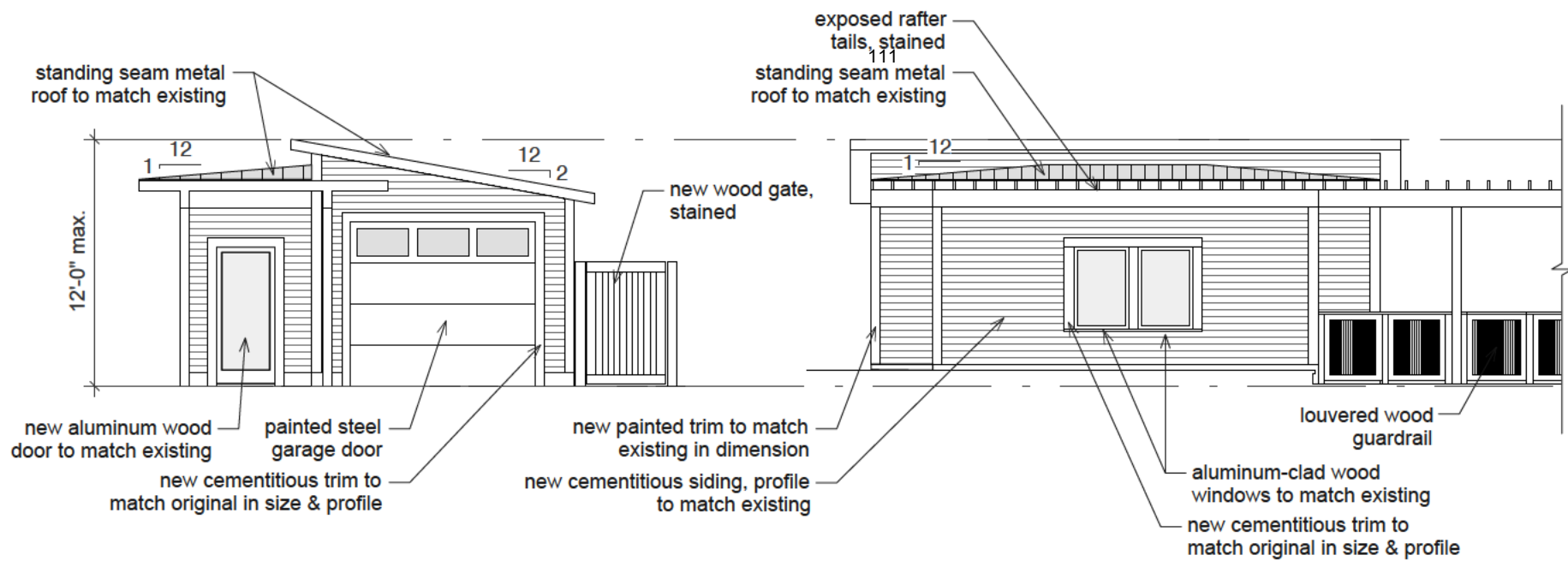


12

proposed east elevation

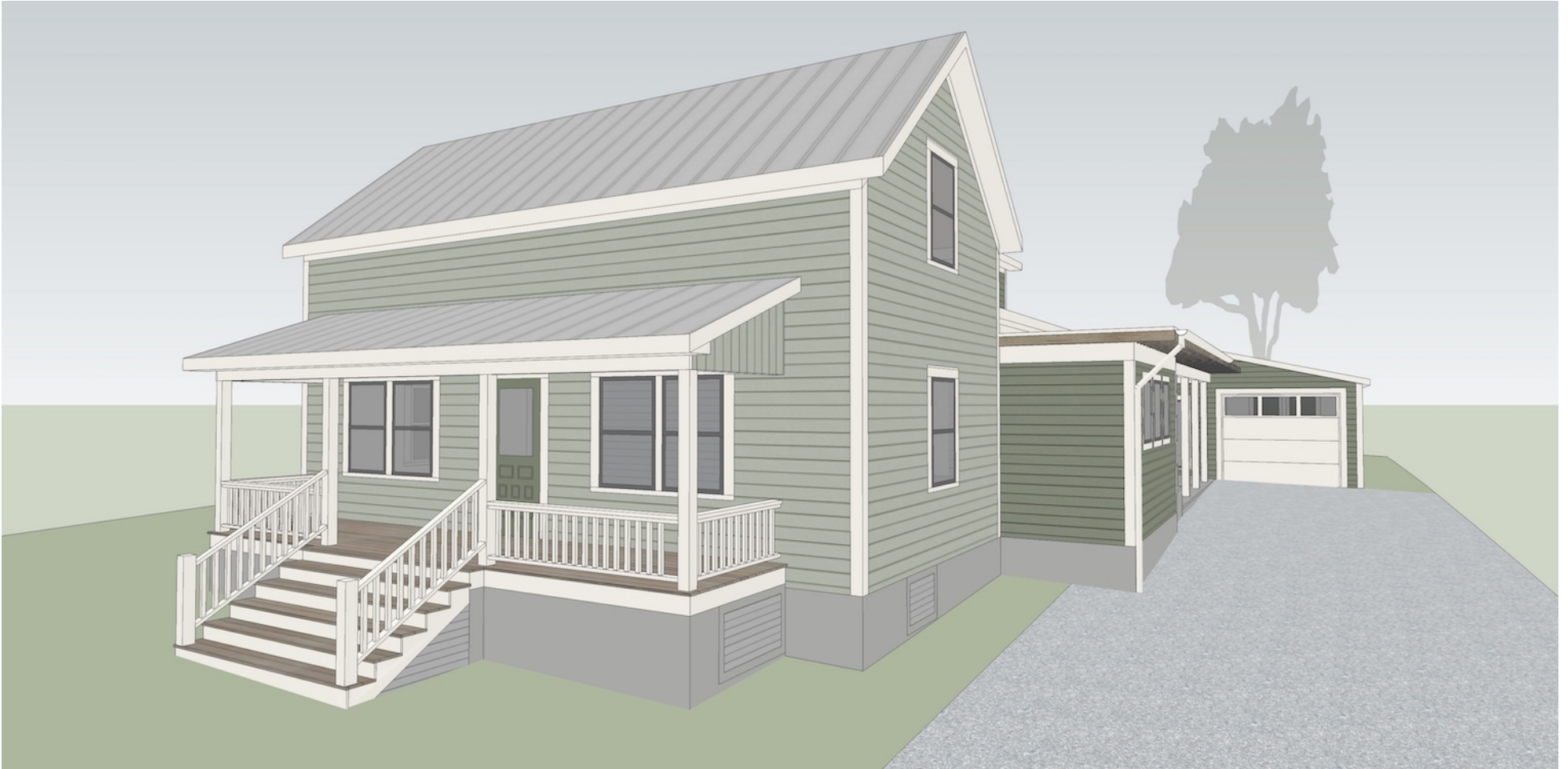
1/8" = 1'-0"



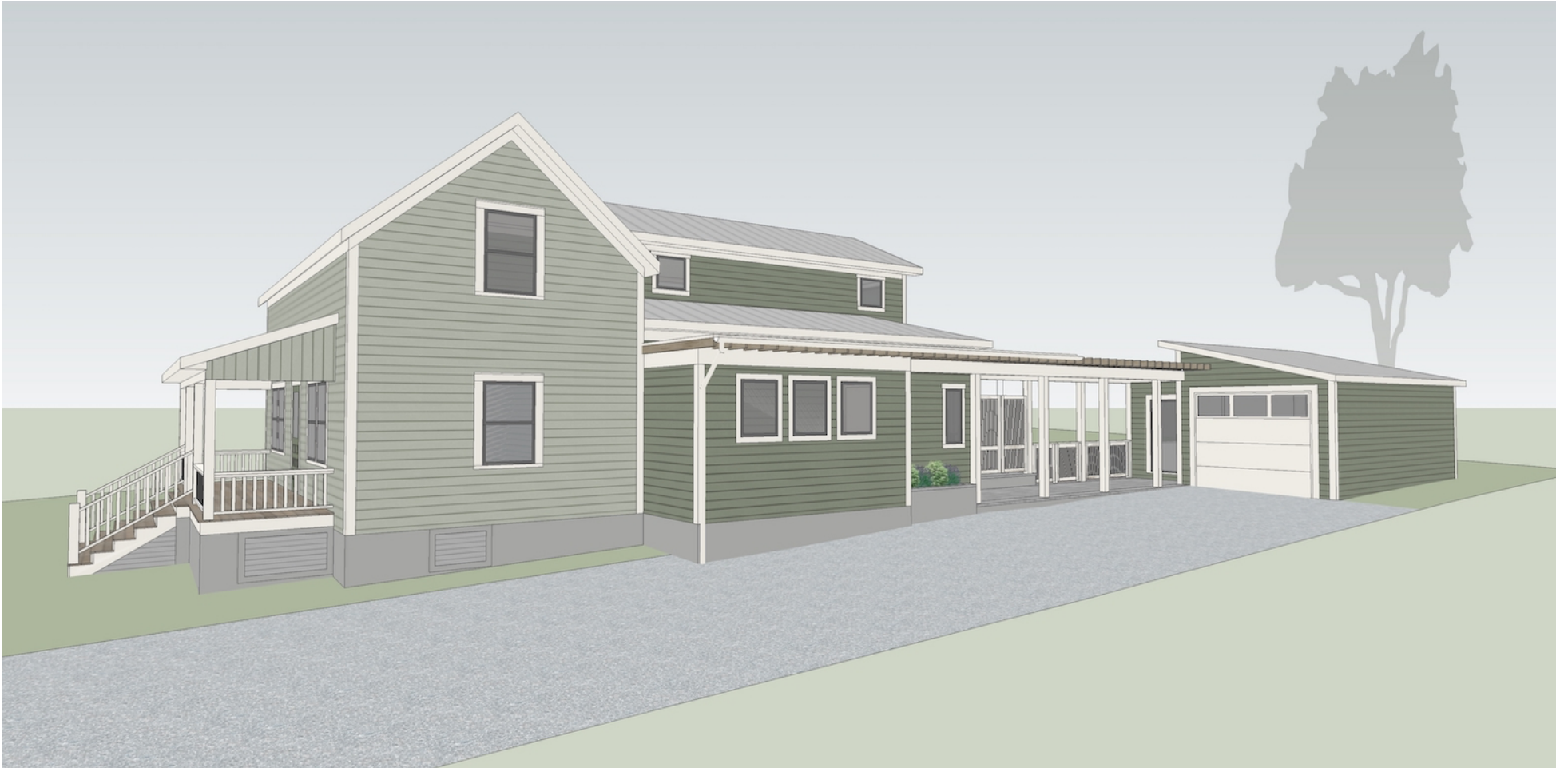


materials			
component	existing, contributing	existing, addition	proposed
windows	aluminum clad wood	aluminum clad wood	aluminum clad wood
doors	wood	aluminum clad wood, fiberglass	aluminum clad wood
siding	wood	cementitious	cementitious, profile to match existing
trim	wood	cementitious, wood	cementitious
foundation	masonry, parged	masonry, parged	masonry, parged to match existing
roof	5V metal panel	5V metal panel	standing seam metal, color to match existing
porch deck boards	non-original wood	composite	thermally modified wood
stoop, walkway, back porch	n/a	composite	stone pavers
pergola, guardrail	n/a	n/a	thermally modified wood, painted wood

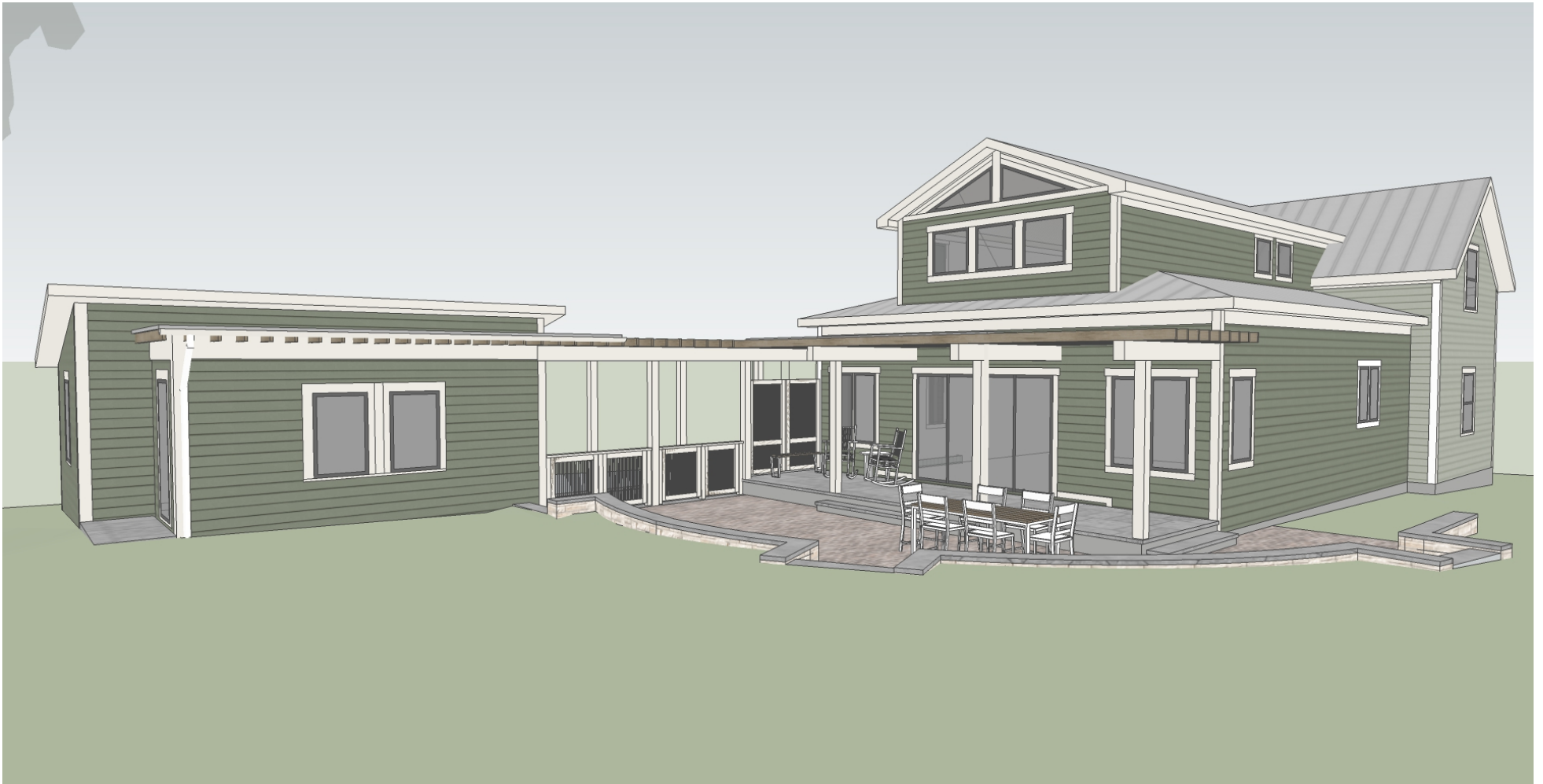
proposed materials



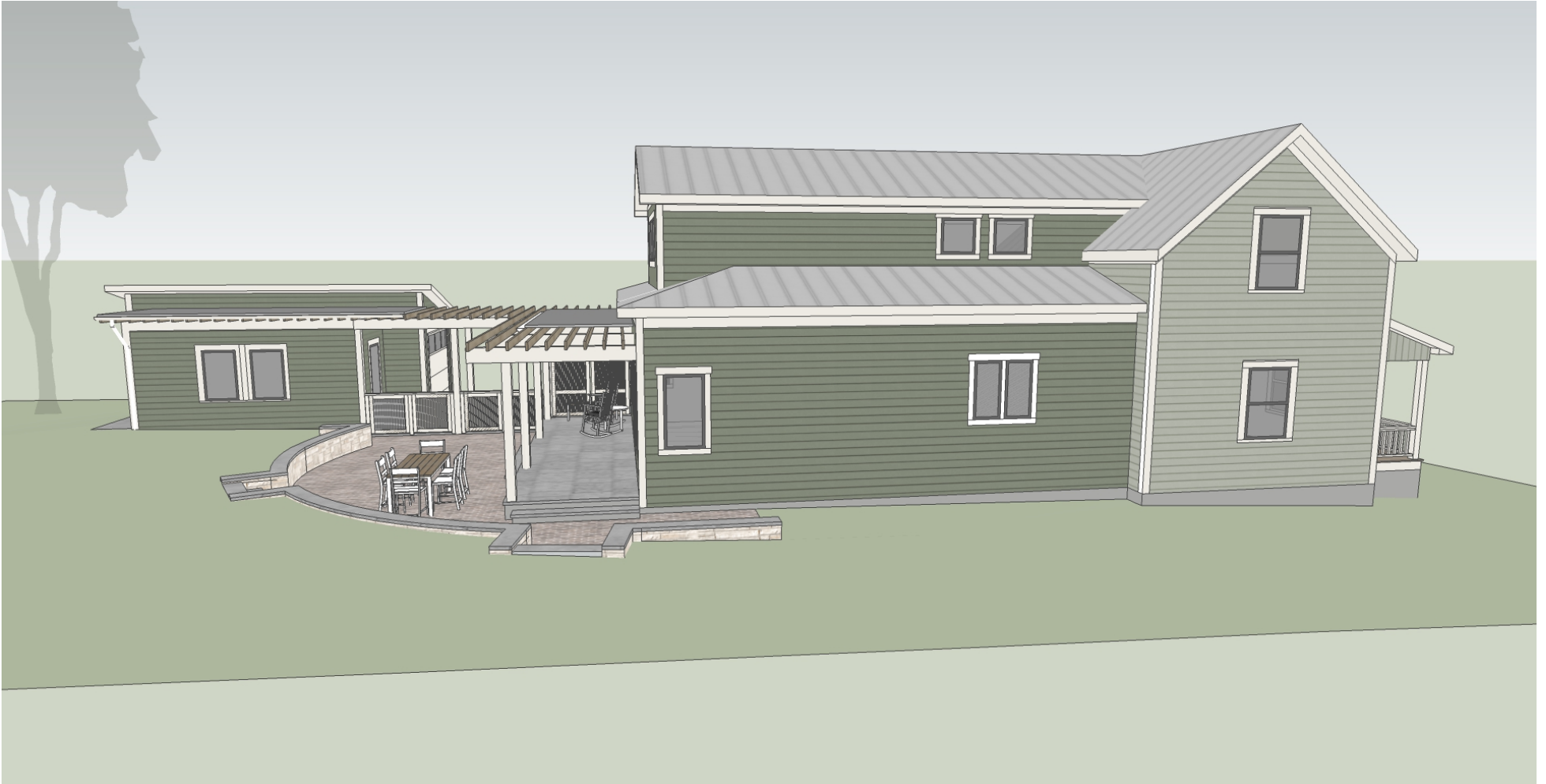
rendering - south elevation



rendering - east elevation



rendering - north elevation



rendering - west elevation

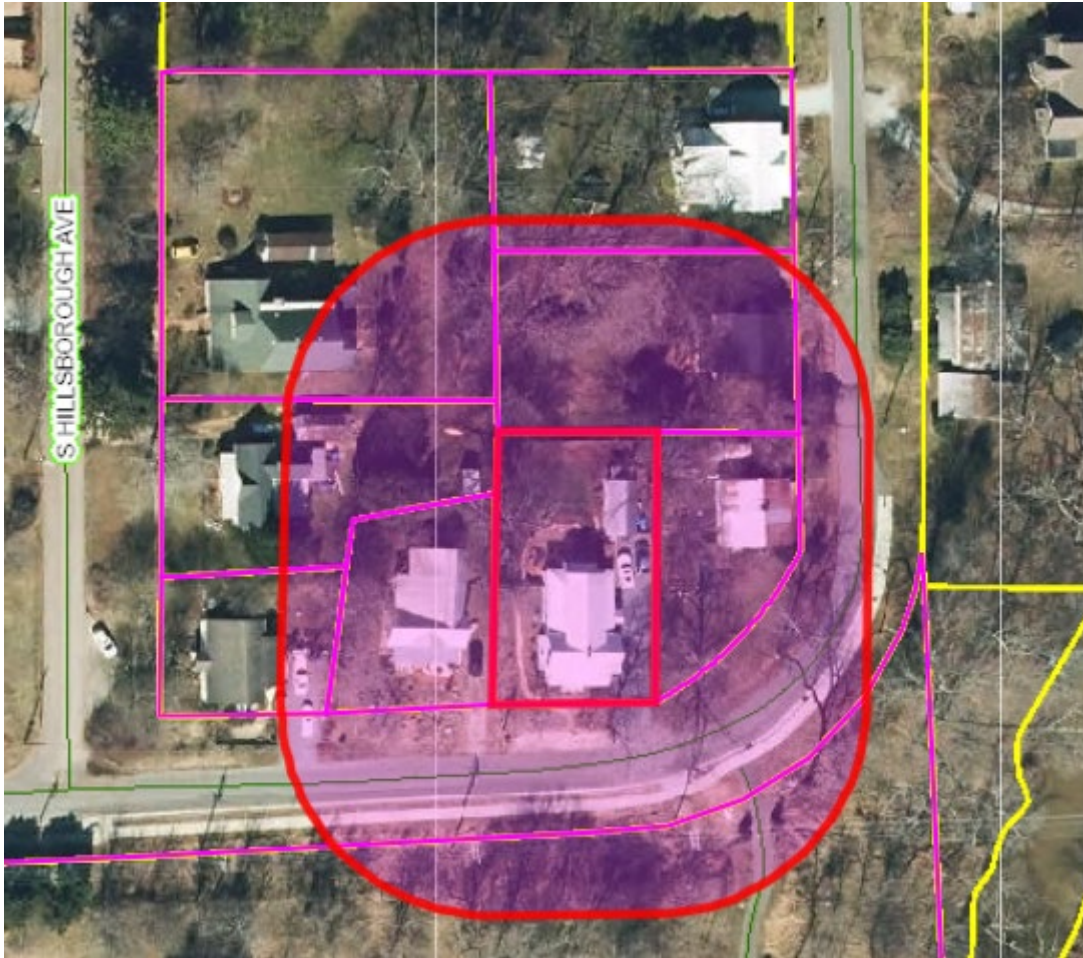
I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864756398 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

7/22/2026

Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	ADDRESS1	CITY	STATE	ZIPCODE
9864755143	2809 HIGHWOODS BLV	RALEIGH	NC	27604
9864755364	219 S HILLSBOROUGH	HILLSBOROUGH	NC	27278
9864755472	217 S HILLSBOROUGH	HILLSBOROUGH	NC	27278
9864755582	215 HILLSBOROUGH AV	HILLSBOROUGH	NC	27278
9864756317	408 CALVIN ST	Hillsborough	NC	27278
9864756398	404 CALVIN ST	HILLSBOROUGH	NC	27278
9864757359	311 BARTLETT CIR	HILLSBOROUGH	NC	27278
9864757417	2165 S OCCONEECHEE	HILLSBOROUGH	NC	27278
9864757505	212 S OCCONEECHEE S	HILLSBOROUGH	NC	27278



ITEM #6. D:

Address: southeast corner of W. Orange St. and N. Wake St. (PIN: 9864987338)

Year Built: NA (new construction)

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

Proposed work

- New construction house with basement

Application materials

- COA application
- Narrative
- Existing conditions
- Project details
- Material list
- Site plan
- Proposed elevations

Applicable Design Standards

- *New Construction of Primary Residential Buildings: 1-11*
- *Walkways, Driveways, and Off-Street Parking: 8-10*
- *Exterior Lighting: 5*

Staff Comments

- Staff have confirmed that no mature trees with diameters above 24 inches will be removed.



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

9864987338

R-15

TBD (SE corner of W Orange St & N Wake St)

Orange County Parcel ID Number

Zoning District

Address of Project

Taylor Cates Herndon

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:

rd lap siding house w/ basement

Estimated Cost of Construction: \$800,000

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.

Taylor Herndon

Applicant's Signature (Optional)

7/6/2026

Date

Taylor Herndon

Property Owner's Signature (Required)

7/6/2026

Date

Submittal Requirements

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

All applications must include the following documents and plans:

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

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

Staff Use Only:

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

Amount: \$ _____

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

Amount: \$ _____

Total Due: \$ _____

Receipt #: _____

Received by: _____

Date: _____

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

☐ N/A ☐ Yes

Zoning Officer: _____

This application meets public space division requirements.

☐ N/A ☐ Yes

Public Space Manger: _____

Historic Architectural Inventory Information

Original date of Construction: _____

Description of the Property:

Applicable Design Standards:

Other reviews needed?

☐ Hillsborough Zoning Compliance Permit ☐ Orange County Building Permit ☐ Other: _____

Minor Works Certificate of Appropriateness Application Decision

☐ Approved ☐ Referred to HDC

Minor Works Reference(s): _____

Certificate of Appropriateness Decision

☐ Approved ☐ Denied

Commission Vote: _____

Conditions or Modifications (if applicable):

Historic District Staff Signature

Date

Project:

This project is for the construction of a new traditional house with 6" Hardieboard lap siding (smooth side out), stucco foundation with a 1,430 square foot 1st floor, 1127 square foot 2nd floor, 1,320 square foot basement, a 1190 square foot wrap around porch, 62.5 square foot rear screen porch and 175 square foot lower patio on the empty lot at the southeast corner of West Orange Street and North Wake Street.

Detailed Narrative: Proposed Work and Compliance with Adopted Standards

Taylor Cates Herndon is requesting approval to build her family's forever home in Hillsborough. Taylor recently purchased the lot from her mother, Dianne Cates. Her family has deep roots in Hillsborough—Taylor has lived here for 36 years, and her grandfather, Fred Cates, served as mayor for 16 years. Fred and his wife, Elizabeth Cates, raised their five daughters here, making Hillsborough a meaningful and treasured place for Taylor. She hopes to create a home where her husband, two children, and two dogs can experience the same small-town charm she enjoyed growing up.

Building Plans:

The proposed home is designed to complement the historic district's character while appearing as though it has always belonged. The two-story single-family home will include a full basement due to the property's grade. The primary façade will face W. Orange Street, with the driveway located off N. Wake Street. Key features include a wrap-around porch and a patio area, providing space for family activities and outdoor enjoyment.

Landscaping Vision:

The landscaping will be simple yet inviting, featuring wildflowers, hydrangeas, natural pavers, and stone accents. The goal is to create a low-maintenance, peaceful environment that enhances the home's porches and celebrates the natural sounds of the area.

Compliance with Historic District Guidelines:

- **Setbacks and Orientation:** The home will maintain consistency with the setbacks, orientation, and spacing of other residences in the district. The primary façade will face W. Orange Street. We are also incorporating wraparound porches that reinforces the connection with historic houses on the street and town.
- **Tree Preservation:** Only a few mature trees will be removed, primarily those necessary for construction or safety. The lot currently contains downed trees from previous storms, which will be cleared. Several slender pine trees overhanging N. Wake Street will be removed for safety reasons and exposed roots allowing for trees to lean into the road.
- **Materials and Color Palette:** All proposed materials are compatible with adjacent properties and have been previously approved by the HDC for other homes in the

district. The color palette will be muted and neutral to harmonize with the natural surroundings and meet district requirements.

- Windows, doors and material will be compatible in design with those of residential buildings in the district.

Taylor is committed to preserving the historic character of Hillsborough while creating a home that reflects her family's legacy and love for the community.

Existing Conditions:

View looking south from West Orange Street



View looking east from North Wake Street



View looking southeast from intersection of West Orange St and North Wake Street

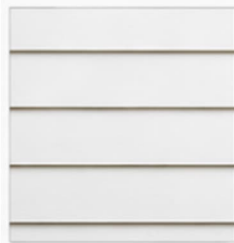


Aerial view of lot:



Project Details:

The house on West Orange Street is proposed to be 6" Hardie board smooth side out lap siding (Arctic White) and Miratec trim (Arctic White). The windows (Arctic White) will be 6 over 6 simulated divided lite aluminum clad. Except for the black standing seam metal (no striations) porch roof all other roofs will be asphalt shingles (charcoal). The front porch has a 3:12 pitch wrap around hip roof. The main body of the house has a 10:12 gable with a front gable dormer with 10:12 pitch and a rear gable with an 8:12 pitch. On either side of the rear gable will be two small 3/12 pitched shed dormers. The foundation is stucco over concrete. The maximum height above grade is approximately 34'-5 7/16". The front porch will be wood decking with white wood square wood columns. The front door will be wood (medium walnut stain). All other doors will be fiberglass (medium walnut). Please see below for the light fixture proposed for either side of the front door.



SIDING
6" Smooth
Hardie® Lap Siding
Color: Arctic White



TOP ROOF
Architectural
Asphalt Shingles
Color: Charcoal



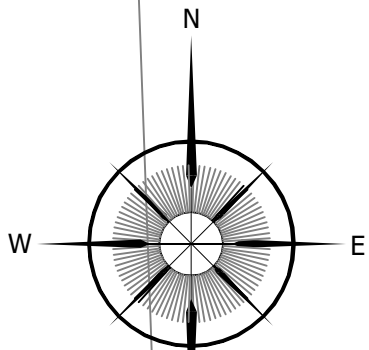
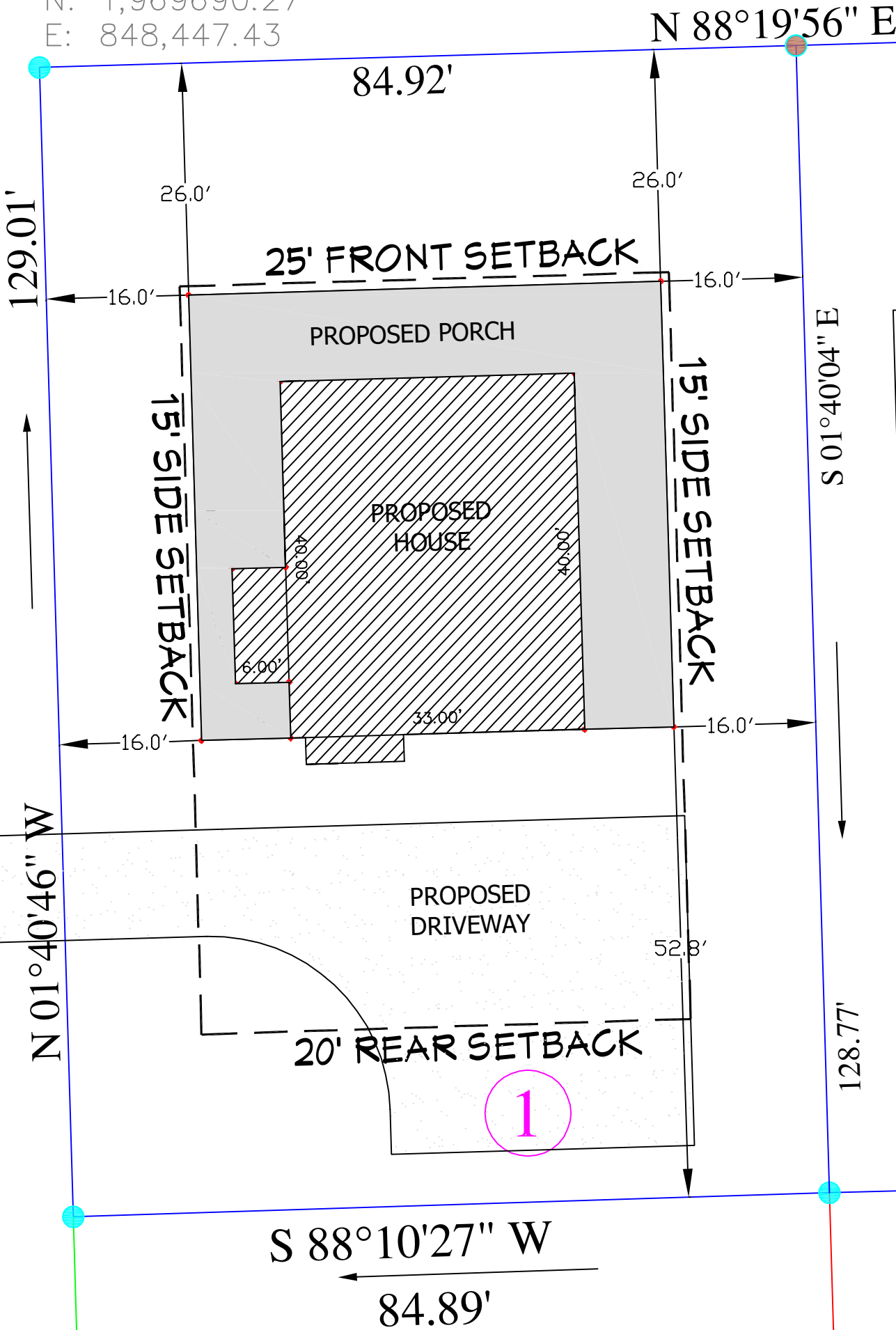
Material List:

Item	Proposed material(s)	NOTES
siding	Hardieplank (smooth side)	Artic white
trim	MiraTEC	Artic white
fascia	MiraTEC	Artic white
House roof	asphalt shingles	charcoal
foundation	Stucco over concrete	natural
windows	SDL aluminum clad	Artic white
shutters	none	N/A
awnings	none	N/A
street facing doors	wood	Medium walnut stain
other doors	fiberglass	Medium walnut
front porch	wood	natural
screen porch	wood	natural
handrails	wood	Artic white
columns	Wood	Artic white
patios	Concrete	natural
front steps	Wood	natural
walkways	pavers	natural
driveways	Gravel	natural

WEST ORANGE STREET

NC GRID
COORDINATE:
N: 1,969690.27
E: 848,447.43

NORTH WAKE STREET

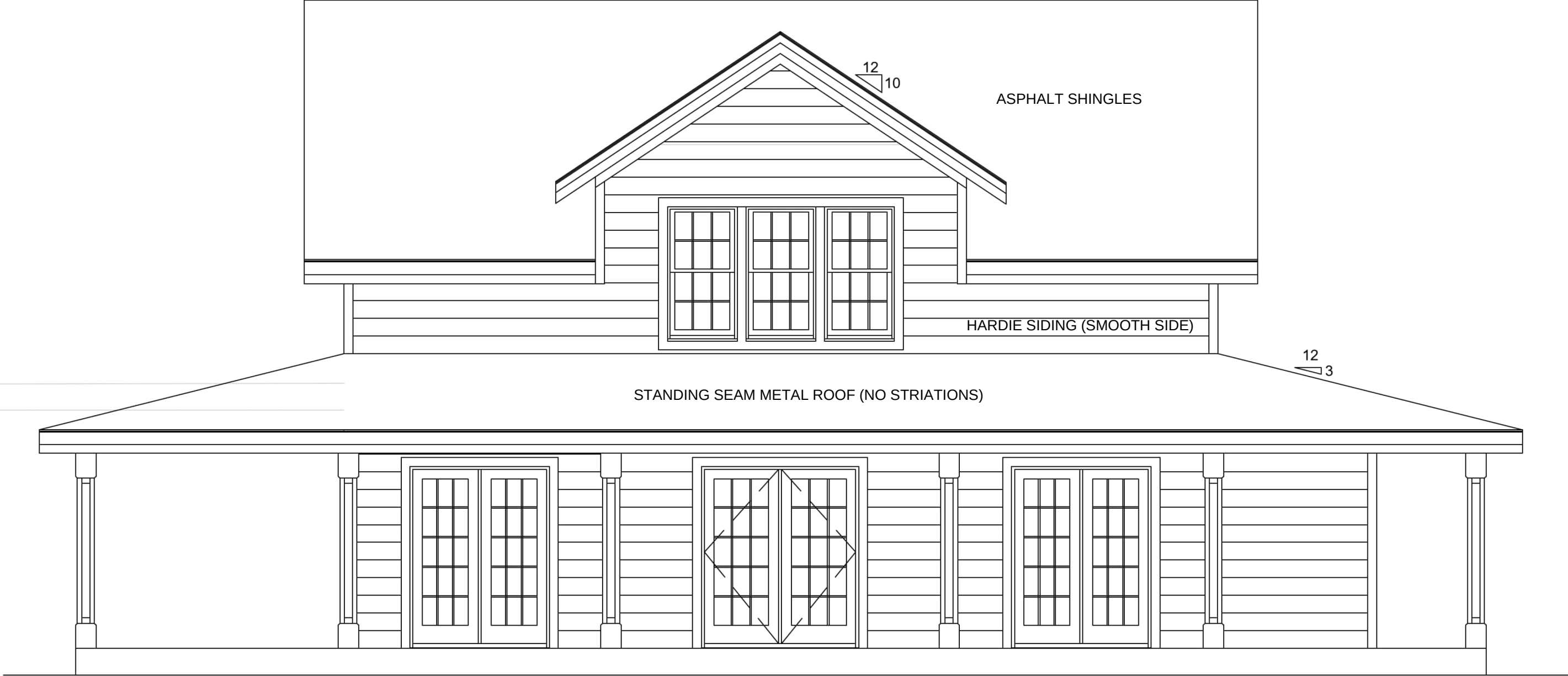


NC GRID NORTH
NAD 83(2011)

KIMBERLY ANNE WHITTED
PIN: 9864986149
DB 587 PG 42
PB 14 PG 24

LITTLE S

SITE PLAN Scale: 1"=15'



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

- MIRATEC TRIM
- WOOD COLUMNS
- ALUM. CLAD SDL WINDOWS
- WOOD FRONT DOORS



LEFT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

MIRATEC TRIM
WOOD COLUMNS
ALUM. CLAD SDL WINDOWS
FIBERGLASS DOORS

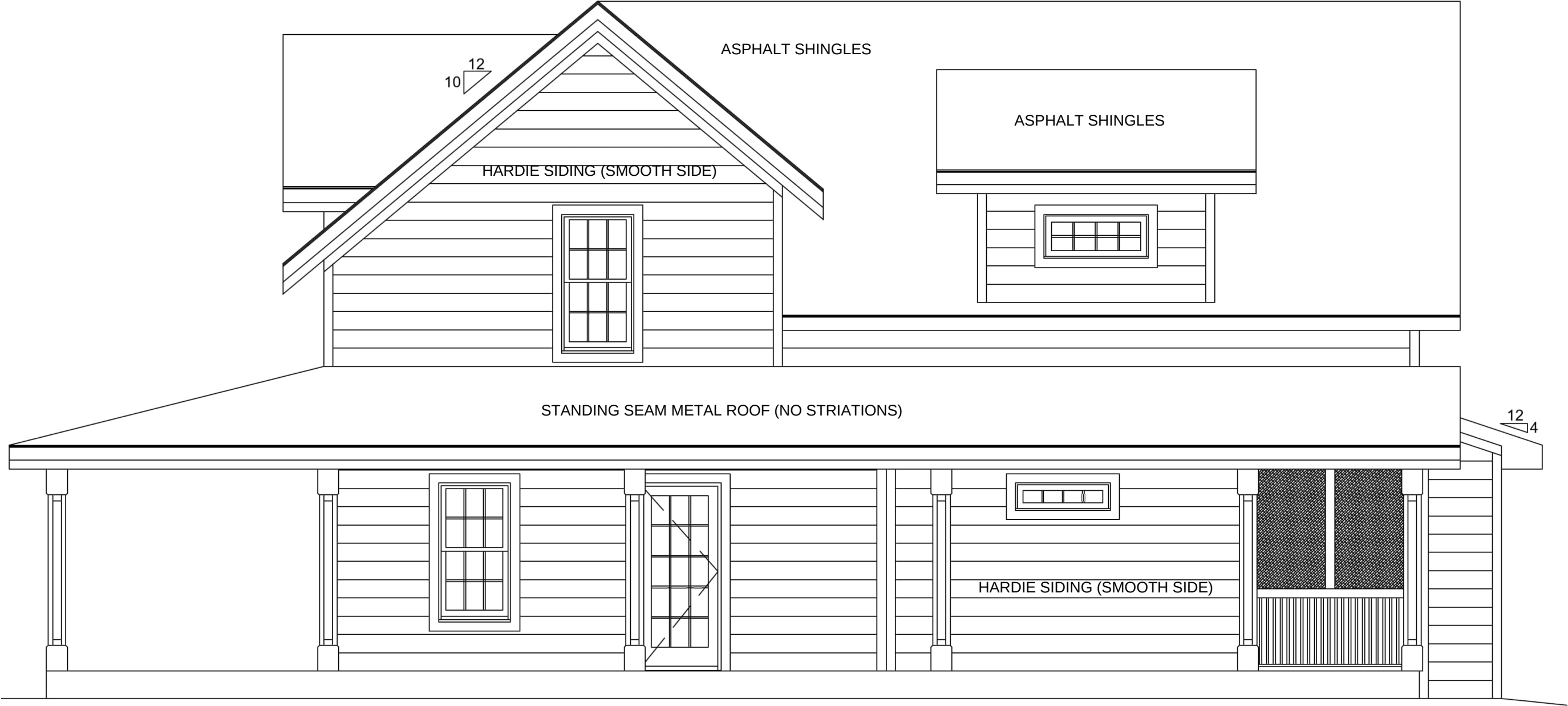


TWT3815

REAR ELEVATION

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

MIRATEC TRIM
WOOD COLUMNS
ALUM. CLAD SDL WINDOWS
FIBERGLASS DOORS



RIGHT SIDE ELEVATION
SCALE: 1/4" = 1'-0"

- MIRATEC TRIM
- WOOD COLUMNS
- ALUM. CLAD SDL WINDOWS
- FIBERGLASS DOORS

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7/22/2026

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