

Agenda

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. October 1, 2025

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



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

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

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

2. Commission's mission statement

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

3. Agenda changes

4. Minutes review and approval

Approve minutes from regular meeting on September 3, 2025

5. Old business

- A. Certificate of Appropriateness (COA) Application: **311 W. Orange St.**-New construction house (PIN 9864883297)
- B. COA Application: **208 S. Cameron St.**-Add west-facing addition in existing courtyard area (PIN 9874153612)

6. New business

- A. COA Application: **330 W. King St.**-Construct new detached garage (PIN 9864769302)

101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-732-1270 | www.hillsboroughnc.gov | @HillsboroughGov

- B. COA Application: **332 W. Tryon St.**- Add two shed dormers to the rear roof and construct a small pool in the back yard (PIN 9864883297)
- C. Certificate of Appropriateness Application: **319 W. Margaret Ln.**-Add ground-floor suite and deck and revise roof deck (PIN 9864852733)

7. Elect officers

8. General updates

9. Adjournment

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

Minutes

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. Sept. 3, 2025

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



Present: Chair Will Senner, Vice Chair Hannah Peele and members G. Miller, Sara Riek, Bill Warren and Daniel Widis

Staff: Planner Joseph Hoffheimer and Town Attorney Bob Hornik

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

Chair Will Senner called the meeting to order at 6:30 p.m. He called the roll and confirmed the presence of a quorum.

2. Commission's mission statement

Senner read the statement.

3. Agenda changes

There were no changes to the agenda.

4. Minutes review and approval

Minutes from regular meeting on Aug. 6, 2025.

Motion: Member G. Miller moved to approve the minutes from the regular meeting on Aug. 6, 2025, as submitted. Senner seconded.

Vote: 6-0. Abstained: Vice Chair Hannah Peele.

5. Written decision review and approval

Written decision from regular meeting on Aug. 6, 2025.

Motion: Miller moved to approve the written decision from the regular meeting on Aug. 6, 2025, as submitted. Senner seconded.

Vote: 6-0.

6. Old business

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

Senner reopened the public hearing. He asked if there were any conflicts of interest or bias among the commissioners. Peele, who was absent at the previous meeting, confirmed that she had no conflicts of interest or bias related to the application.

Uriah Dortch was sworn in to speak on behalf of the application.

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

- This application is being continued from the August Historic District Commission meeting. At that meeting, the commission requested the following additional information from the applicant:
 - Confirmation of materials for the walk between the driveway and the house.
 - Confirmation of garage door materials.
 - Rationale for the driveway location and if the driveway can fit between the 24-inch elm and 40-inch oak without removing either one.
 - Whether the house will include the screened porch. (If the applicant later chooses not to build it, that is usually just a staff-level approval).
 - Additional supporting evidence showing that the architectural style and design are congruent with the local historic district (this can be done by providing photo documentation of similar buildings in the district). Namely, the commission wanted to see justification for the following design elements:
 - The curve and pitch of the roof
 - The prominence of the garage
 - The difference in material between the brick front façade and the lap siding for the rest of the house
 - Explanation for how the house and driveway minimize disruption to the site in terms of trees and grading.
 - A grading plan and elevations drawn to reflect the slope of the site.
 - Some similar projects have not had this requirement, but the language on the application form is vague; it requires a landscaping plan but doesn't specify the level of detail.
- Staff have communicated the items listed above to the applicant, and the applicant is aware of the requests. As of Aug. 28, 2025, staff had not received any additional submittal documents.
- On Sept. 3, 2025, the applicant provided a response that addressed most of the concerns brought up at the last meeting, and other items of requested information can be confirmed verbally through the applicant's attendance at this meeting.

Dortch opened the discussion by saying that the house's placement in the middle of the lot was influenced by the need for a septic field on the far western side. It was clarified that town sewer is not currently available for this lot, and because it is farther than 100 feet from an existing sewer line, septic is allowed but is not required. Dortch said the topography drops 30 feet from west to east, and they wanted to keep the house as close as possible to the septic field.

There was discussion of the choice to use septic for the lot. The commissioners referenced the design standards for New Construction of Primary Residential Buildings, which state that new construction should minimize site disturbance and preserve the overall character and features of the site. It was observed that the plans involve significant disturbance to the site. Dortch explained that speed was the primary rationale for choosing septic, since the town had estimated that the engineering required to extend the sewer line and provide a hook-up would take over a year. Dortch said his client was told septic was allowed on the site, so they decided to move forward with septic.

Dortch showed the site plan with the septic field and a 5-foot buffer between it and the house. He showed the creek to the east and explained that the footprint of the house was constrained by these elements.

There was further discussion of the site, and commissioners expressed disappointment in the disturbance required to install septic. There was discussion of whether the proposed plan for septic is incongruous with the historic district or just sub-optimal in congruity.

Dortch acknowledged that moving the house east would allow for fewer large trees to be removed, but that the current site is as far east as it can be without running into the stream buffer. He said the current site is the least steep hill on the property and will require the least amount of grading, which will minimize erosion.

It was noted that the elevations show consistent elevation reveal around the home. Dortch clarified there will be between eight and 10 feet of foundation reveal. He said the foundation will be solid brick with a white PVC crawlspace door on the side. Dortch said the foundation will be crawlspace, not slab-on-grade. He said the far western side of the foundation will have at least one foot of brick exposed to meet code requirements.

Dortch added that the intent is to not have to grade the site, but instead to just remove the trees and leave the topography as it is. Dortch said the driveway as it is sited in the plans is almost level with grade. He said that to push the driveway further east to avoid removing trees would require extensive grading and backfill. The commissioners expressed appreciation for the applicants' intent to respect and maintain the existing topography.

There was discussion of the removal of several mature trees. Dortch proposed asking the septic installer if the trees along the side of the septic field could remain.

Dortch confirmed that the elm southeast of the screened porch could be protected throughout construction, as the porch will be built with posts and not full foundation walls. He confirmed that a tree protection fence can be installed.

The commissioners returned to the topic of the crawlspace and informed Dortch that PVC is not an allowed material for the crawlspace door. Dortch confirmed that a compatible material can be used instead. The commissioners reminded Dortch that any changes to the plans would need to be communicated to staff.

There was discussion of the siting of the driveway. Dortch said the driveway will be 20 feet wide to accommodate two cars. There was discussion of whether the driveway could be narrowed to retain one of the trees. Dortch explained that the driveway would need to flare at the end, which would put concrete over the tree's roots if the driveway were straight. He added that if the driveway were moved from its proposed location, the site would need to be cut and filled to make it level enough to reach the garage. Miller said he thought one tree could be saved if the driveway were narrowed slightly and shifted within its proposed footprint to get around the tree. It was noted that construction vehicles would need access to the site through the driveway location. Miller said he doubted that there was no way to preserve one of the trees. Dortch said if the tree were preserved, he did not see any way to protect the root system. There was discussion of alternative options for driveway material that would allow for more drainage. There was further discussion of the trees' driplines and the impact the driveway installation will have on the root system. Miller expressed concern that removing the trees that are visible from the street changes the character of the site and said he is concerned about the incongruity of the removal of trees from the driveway area without seeing a grading plan. He said he believes there are alternatives that would be not incongruous.

There was discussion of the 40-inch and 49-inch trees, which Hoffheimer said are under the jurisdiction of the town and would require review by the Public Space and Sustainability Division and potentially the Tree Board in order to be removed. Senner mentioned that because those larger trees are in view, he is more amenable to the proposed driveway approach.

Dortch provided photos of houses in the historic district that have front-facing garages, facades with brick and siding, and steep roof pitches. The commissioners referenced the design standards which indicate that new construction should reflect but not duplicate other buildings in the district and should be of a style that is compatible and that can stand on its own for a house of 2025.

The commissioners raised their concern that the forward-facing garage takes up a significant portion of the front of the home, and that the garage's front placement makes it a more prominent feature. The commissioners pointed out that most front-facing garages in the district are set back from the front facade of the building.

Dortch showed pictures of houses with a combination of brick and siding, and others with steeply pitched roofs.

The commissioners further discussed the prominence of the garage, remarking that garages are traditionally set back from the front facade and that this one feels incongruous with the historic district, and especially with the adjacent streetscape. They mentioned that it feels incongruous with both new and historic homes in the district.

There was discussion of the curved style of the roof forms. In reference to the narrative included in the application, the commissioners reminded the applicant that it is important to design in a way that is compatible with other homes in the district while not trying to replicate styles from the past. Dortch acknowledged that he has not seen any curved roofs in the historic district, but that he was trying to follow architectural standards of historic homes in order to make the home fit in with the district. The commissioners encouraged the applicant to use current architectural styles while using materials and design elements that are congruent. Member Daniel Widis explained that it was difficult for him to understand the logic behind what the proposed design is drawing from or in dialogue with within the district. Member Bill Warren said the house might seem congruent with some historic districts, but that it seems incongruous with the character of this particular historic district. Senner, Warren, and Widis expressed that they would like to see clear logic and justification for the design decisions and how they are reinterpretations that fit with the existing attributes of the district rather than direct reproductions .

Peele noted that the commission has accepted proposals in the past that do not look like many other houses in the district, but that the difference is that they use modern styles rather than replicating historic ones. She said she was less concerned with the proposed reinterpretation of historic design styles than with the prominence of the garage.

Dortch confirmed that the garage door will be painted steel with windows along the top.

The commissioners reviewed the front elevation.

There was consensus from commissioners that since this is new brick on new construction, there is not a concern with the brick being painted.

There was further discussion of the commissioners' concerns about the prominence of the garage. There was discussion of whether the garage could be a side-entry garage. Dortch said he agreed it would be less prominent if it had an entrance on the side, but that it would not be possible due to the location of the septic field. There was discussion of adjusting the massing to make the garage less prominent, both visually and physically. Dortch said they had considered that, but that it did not fit with the design they were trying to accomplish.

The commissioners reviewed the left elevation. Dortch said he had found many similar roof pitches in houses around the district. He added that new construction houses that have similar, if not steeper, roofs have been approved in the past 10 years.

The commissioners reviewed the rear and right elevations. There was discussion of the overall height of the roof relative to adjacent houses. Dortch said he tried to keep the setbacks consistent with neighboring houses on the street. It was noted that the surrounding houses are smaller, but that this house is set back from the street. It was mentioned that the house at 320 B W. Orange St. is taller than this one, and is also significantly set back from the street. There was discussion of the trees in front of the house which will likely mask the massing.

Dortch confirmed the siding will be Hardie plank with the smooth side out.

There was no public testimony.

Senner closed the public hearing.

Senner summarized the commissioners' discussion, saying they had addressed a number of elements of concern, including the massing, the roof pitch, the curved element in the roof, the siting of the house in general, the disruption of mature trees, and the addition of the septic field that disrupts the mature trees. He said the commissioners generally found these elements to be sub-optimal, but that the overall question was whether the work is incongruous with the district. Senner said the one element that stood out to him most is the prominence of the garage.

Member Sara Riek said her concern was with the total package of the proposed work. She said in her view the sum of all of the sub-optimal parts made it incongruous as a whole. Miller agreed that the whole package does not fit with how he views congruity with the district. Warren agreed that incongruity arose from the totality of the sub-optimal pieces, adding that the most incongruous elements in his opinion were the removal of trees and the prominence of the front-facing garage.

There was discussion of the commission's recent decision on the 114 W. Queen St. application, which also had many different elements that the commissioners found to be sub-optimal, and which aspects were denied.

Widis raised the point that the site presents many constraints that lead to some of these sub-optimal elements. He said he found the prominent garage to be incongruous since there are no similarly prominent garages in the district. Senner and Peele agreed that they found the garage to be incongruous. Miller observed that with a straight driveway that goes directly into the garage, it will be even more visible from the street.

There was discussion about the reapplication process in case the proposal was denied. Dortch said he would prefer to continue the application to a future meeting.

Motion: Senner moved to continue the 311 W. Orange St. application until the Oct. 1, 2025, regular meeting. Miller seconded.
 Vote: 6-0.

7. New business

- A. Certificate of Appropriateness Application: 208 S. Cameron St.
 West-facing addition in existing courtyard area (PIN 9874153612).

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

Hoffheimer was sworn in. Angel Barnes and Drew Wilgus were sworn in to speak on behalf of the application. Michael Reeves, a neighbor, was sworn in to provide public comment.

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

- Any unspecified materials still need to be confirmed. Materials need to be spelled out.
- Accessibility and Life Safety were included as relevant standards, though staff do not believe the railings are included for ADA purposes.
- Other standards for Exterior Walls, Windows, Doors, and Roofs may be relevant but are oriented more toward historic structures. This was built in 1985.
- Staff had concerns about the gabled parapet (including the false louver) and how it obstructs the existing gables on what could be considered a character-defining elevation. It doesn't face the street, but it is very visible from public view if you enter from the rear. Staff are unaware of any similar additions in the local historic district, but the applicant has cited the old jail annex as an example. From what is in the inventory, the annex was built in 1996, but records from the Historic District Commission's discussion at that time have been lost.

Wilgus introduced the application by explaining that the applicants would like to expand the boardroom so the building is bisected, and to build more storage space for voting equipment. He said these plans would enclose the courtyard. He said the air conditioning units would be moved to the roof and would be screened. He added that the applicants would prefer to have a roll-up door on the side of the building that faces the parking lot, the elevation that is most visible to the public, for loading and unloading equipment. Wilgus said they tried to match the existing structure as best they could by matching all materials and salvaging existing windows, which have simulated divided lites and are in good shape. He said they would also preserve and reuse as much as possible and repair what can be repaired, including window trim and casings.

Wilgus said the railings for the ramp will match the existing wrought iron railings and will be compliant with handrail standards. He said that the ramp is included as part of the design as an optional element, but is not required by code. He said that if it remains within budget, the ramp will be constructed, and if it is not within the budget, the railing on that side would continue straight to match the other side.

Wilgus said the new pavers for the walkway will be brick, which is the material of the existing walkway.

Wilgus said the small change in plane at the connection between the new and existing building is an inset to provide a shadow line and create a distinction between the old and new. He said it will be the same Flemish bond, and that the custom brick contractor matched the brick as best he could.

The commissioners reviewed the rear elevation. Wilgus said the parapet was meant to provide screening for the air conditioning units behind it, and that it was challenging to recreate the same pitch as the flanking gables in a way that would effectively screen the units behind it without being disproportionately tall.

The commissioners expressed concern with the shallow depth of the parapet, which they said made it feel like it was creating artificial conditions, similar to a movie set or a big box store. They wondered if there could be less impactful ways to accomplish the screening and whether a straight parapet might be more congruous with the district. They also expressed concern with the artificial louvre.

Widis said he struggled with the differentiation between old and new, and was concerned that the gasket between the two was not a large enough separation. He wondered if a different type of material might create a stronger delineation.

There was discussion of the visibility of the HVAC units with their location on top of one story. Wilgus supposed that they would be visible from River Park in the winter. Widis raised the point that the thinness of the parapet might be more of a visual draw than the HVAC units themselves, especially since it is more apparent from the side than straight-on. The commissioners pointed out that the parapet reads as false because the windows can be seen behind it.

There was discussion of the potential for a different parapet detail to make the new addition more distinct from the old structure. It was observed that the parapet obscures the windows, elements contributing to the character-defining elevation. There was discussion of what elements would be visible from the street. Wilgus said the HVAC units are 6 feet tall, and that it would be hard to screen the equipment without obscuring the windows. He showed a photo of the equipment. He said that they are not opposed to a flat parapet, but that having enough height to include the covered awning over the doorway would be ideal. There was discussion of whether the parapet would look thin in reality or whether it just appeared thin in the rendering.

It was observed that a flat parapet might help differentiate the addition as newer than the existing building. Widis reiterated that differences in material could help support the differentiation.

The commissioners reviewed the front elevation. Wilgus confirmed that the plan is to reuse the existing door but may need to add new hardware. The commissioners reminded the applicant to let staff know if anything changes, including if they need to replace any hardware, so staff can review the materials for compatibility.

Wilgus clarified that the awning looks not centered over the door in the elevation view because the downspout appears to be part of the column, but that it will be centered in reality.

Wilgus confirmed that the linework on the flat roof section between the gabled parapet and the existing building is set back from the front facade. He added that the main gabled parapet has a capstone, which introduces a new material to the center section. He said a parge coat or limestone might exist at the top of the chimneys. Wilgus said the roofing is primarily edge metal over wood fascia, which is what the materials would be for the flat sections.

Wilgus said the material on the exposed elevation of the awning will be Hardie panel, smooth side out.

Wilgus said the steel overhead coiling door would be a bronze color.

Wilgus said the side of the step would be brick all the way to the top, with a brick curve. He said the loading dock ramp will be all concrete. He confirmed that there will be a light on the addition at the ramp, for ADA purposes, and that he would send the cut sheet to Hoffheimer.

Wilgus said the trim on the windows would be wood.

Wilgus said the louvre in the peak of the parapet was added to visually break up the wall. He said they struggled with having no water table at the floor level.

Reeves provided public comment on the application. He said he lives at 211 S. Cameron St., directly facing the property in question. He provided comments about the use of the structure and expressed concern that the plans intend to remove the character-defining terrace space. He added that the ramp does not seem necessary since the building is accessible from the front. He added that he would like to see screening included for the ramp on the south elevation.

Arthur Axelbank, co-owner of 210 S. Cameron St. was sworn in to provide public comment. He raised questions about the purpose of the expansion, the timeline for construction, noise of construction, and flooding risk. Hoffheimer directed the speaker to the next week's Board of Adjustment meeting to address concerns about the flooding risk.

The commissioners discussed the landscaping plan for the south elevation. Wilgus confirmed that there is room for landscaping in front of the ramp.

Miller raised the question of whether the south-facing facade is a character-defining elevation. He observed that it does not face the street, but that the terrace could be considered a character-defining element. He said that in addition to removing the terrace, the addition also obscures the character-defining windows. He explained that he finds it incongruous to construct an element that clearly hides the original intention of the design of the building. He said he would find an addition with a lower parapet to still be incongruous, but maybe less so, but he would need to see the design.

Widis said in his opinion the addition repeats too much of the existing design and reads as one large volume. He said more material definition might provide some differentiation between old and new.

There was general agreement that the ramp material and continuing the material to the foundation was consistent with the design standards for new additions.

Riek added that the proposed design blends in almost too seamlessly. She mentioned she would be interested in a design that keeps the windows more prominent since the south elevation is a character-defining facade.

Senner expressed that his main concern is that the parapet reads as artificial, and that the design standards discourage creating artificial elements. There was discussion of alternatives that might be found to be less incongruous. Wilgus proposed changing the design to a lower, flat parapet, and more traditional screening material for the HVAC units. He showed a rendering of the HVAC units. It was noted that sometimes trying to hide equipment ends up drawing more attention to it. However, it was also observed

that adding HVAC units to the view of the facade is a change to the existing view of the building. There was further discussion of the visibility of the HVAC units from public areas. The commissioners encouraged the applicants to explore alternative ways to optimize the parapet and sight lines of the mechanical equipment.

Wilgus said the two gabled windows on each side of the building are wood. It was observed that they are currently boarded up. Wilgus clarified that they provide roof access, and that one of them is a louvre, but that they have been compromised. He said they would remain in their existing condition.

Senner noted that the applicant agreed to screening the ramp.

Motion: Senner moved to continue the 208 S. Cameron St. application to the Oct. 1, 2025, regular meeting. Miller seconded.
Vote: 6-0.

7. General updates

Miller and Warren agreed to participate in upcoming Certified Local Government trainings.

Hoffheimer reminded the commissioners that officers will be elected at the October regular meeting.

Hoffheimer said he would share information about the process for designating local landmarks.

Hoffheimer said the parking study will be presented to the Board of Commissioners next Monday, which will include information on the Orange County facilities plan, which will affect the historic district.

Hoffheimer said new artworks from the Uproar Art Festival are being acquired by the Town of Hillsborough, but they qualify as ordinary maintenance so will not come before the commission.

8. Adjournment

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

Respectfully submitted,



Joseph Hoffheimer
Planner
Staff support to the Historic District Commission

Approved: Month X, 202X

ITEM #5. A:

Address: 311 W. Orange St.

Year Built: NA (new construction)

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

Proposed work

- New construction house

Staff Comments

- This application is being continued from the September 3 HDC meeting. The applicant has requested to continue the item to the November 5 regular meeting, and staff recommends that the commission moves to continue the item to November 5.

ITEM #5. B:

Address: 208 S. Cameron St.

Year Built: c. 1985

Historic Inventory Information (2013)

Symmetrical in form, the Colonial Revival-style building has a one-and-a-half-story, five-bay-wide, side-gabled core that is flanked by one-story, side-gabled hyphens that connect to one-story, front-gabled wings on the right (north) and left (south) elevations. The building has a Flemish bond brick veneer, twelve-over-twelve wood-sash windows with flat brick arches on the first floor, six-over-nine windows in the gabled dormers, and a modillion cornice. The double-leaf, twelve-light-over-one-panel doors are inset slightly in a paneled bay with a six-light transom. The entrance surround features columns supporting a classical entablature with modillion cornice. There are six-over-nine windows on the hyphens and the front-gabled wings have faux interior gable-end brick chimneystacks and eight-over-twelve wood-sash windows. The site slopes down to the rear to reveal a basement level. The building was constructed before 1988.

Proposed work

- West-facing addition in existing courtyard area
- New accessible ramp
- Loading dock

Application materials

- COA application
- Revised narrative
- Revised materials
- Existing photos
- Site plan
- Floor plan
- Revised elevations
- Revised elevations with alternative brick color

Applicable Design Standards

- *Exterior Walls:* 1,8, 11
- *Windows:* 10
- *Doors:* 10
- *Roofs:* 12
- *Accessibility and Life Safety:* 1, 4
- *Additions to Commercial Buildings:* 1 – 14
- *Utilities:* 2-4, 7
- *Walkways, Driveways, and Off-Street Parking:* 8-11
- *Awnings and Canopies:* 6-10

Staff Comments

- This application was continued from the September meeting. On Sept. 24, 2025, the applicant submitted a revised narrative, revised materials, revised elevations, and an alternative proposal for the revised brick color. All changes are indicated in the revised submittal documents.
- Staff still have general concerns about the plans to enclose the terrace and remain unaware of any similar commercial additions in the historic district.



TOWN OF
HILLSBOROUGH

CONTINUATION/RESUBMISSION_09-24-2025

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

9874 - 15 - 3612

Orange County Parcel ID Number

Hillsborough

Zoning District

208 S. Cameron St.

Address of Project

Drew Wilgus

Applicant Name

Orange County Asset Management (Angel Barnes)

Property Owner (if different than applicant)

Applicant's Mailing Address

Property Owner's Mailing Address

City, State ZIP

City, State ZIP

Applicant Phone Number

Property Owner's Phone Number

Applicant's Email

Property Owner's Email

Description of Proposed Work: 1,800sf infill expansion of existing building courtyard

Estimated Cost of Construction: \$820,000

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)

8-13-2025

Date

Property Owner's Signature (Required) Date

Submittal Requirements

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

All applications must include the following documents and plans:

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

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

Staff Use Only:

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

Amount: \$ _____

☐ After-the-fact application (\$300):

Amount: \$ _____

Total Due: \$ _____

Receipt #: _____

Received by: _____

Date: _____

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

☐ N/A ☐ Yes

Zoning Officer: _____

This application meets public space division requirements.

☐ N/A ☐ Yes

Public Space Manager: _____

Historic Architectural Inventory Information

Original date of Construction: _____

Description of the Property: _____

Applicable Design Standards: _____

Other reviews needed?

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

Minor Works Certificate of Appropriateness Application Decision

☐ Approved ☐ Referred to HDC

Minor Works Reference(s): _____

Certificate of Appropriateness Decision

☐ Approved ☐ Denied

Commission Vote: _____

Conditions or Modifications (if applicable): _____

Historic District Staff Signature_____
Date

Orange County Board of Elections Expansion

208 South Cameron Street Hillsborough, NC

Owner: Orange County Asset Management

Date: 9-22-2025

Submission: 9-24-2025 Certificate of Appropriateness: [Resubmission](#)

Project Number: 2024022

Design Narrative - [Revised 9-24-2025](#)

Project Background:

Orange County Asset Management is seeking to expand the OC Board of Elections building located at 208 S. Cameron Street in Hillsborough. The BOE is responsible for coordinating elections for the county which includes storing and deploying voting equipment and materials. The existing building is comprised of offices, meeting rooms, workrooms and storage as well as a large unoccupied attic. The county would like to expand the building by roughly 1800sf. to enlarge the voting machine storage room and the boardroom space. The current main corridor that bisects the building and is the acting primary egress will be extended as part of the expansion, maintaining the same general exit strategy.

Currently, the building has an elevated terrace located at the rear of the building that is inset to create a courtyard. The existing courtyard space collects exiting on three sides from the building's interior which access the terrace level through separate steps, two of which have architectural awnings. The terrace is about 30 inches tall and the main floor is an additional three feet above the terrace level. The terrace walls and patio are constructed with brick. HVAC units are located in the corners of the terrace, against the building and screened with pierced brick walls.

Project Siting:

The facility shares a large downtown parcel with other government facilities (north) and is located opposite residences on the Cameron Street (east) side of the building. Parking is located at the south and west sides of the building. The expansion will infill the terrace level at the rear(west) and the building envelope will remain within the current footprint of the terrace. A pedestrian ramp will be added for accessibility along the west elevation of the building. This ramp has been determined to not be required by code which the county code official has confirmed. Therefore, the pedestrian ramp will be a design alternate for the owner to consider if budget allows once it is bid. A second ramp will be added to the south side of the building, where a public parking lot is located, for a new loading dock entrance in the voting machine storage room.

The southwest corner of the building currently resides in the 100-year flood plain and the basement level is prone to flooding. As currently designed, the only portion of new construction that encroaches on the flood plain is the loading dock ramp. The project will be seeking a variance through the Board of Adjustment to keep the ramp where currently proposed on the grounds that flooding of such an improvement would not result in any significant damage.

Guideline Conformance:

~~Overall, it is the intent for the design of the addition to match the existing architecture in language and material. The owner's preference for the HVAC units to be elevated and out of the flood plain drove the decision for the addition to have a low slope roof. A gabled parapet referencing the profile of the existing "wings" helps to screen the roof equipment. Since the new exterior wall is in line with the existing, insets on either side of the gable provide dimensional relief and maintain comparable scale and proportion.~~

Edit:

Per the discussion in the HDC Review on 9-3-2025,

1. The design now defines the addition so that it is distinguishable from the original 1985 construction with an aesthetic reflective of its time while respectful of the original architecture.
2. The gabled parapet was not seen as an appropriate feature and has been removed. There was concern for how the units would be effectively screened without obstructing the roof dormers, characteristic to the original façade. The roof HVAC units, all but one, have been relocated to the north side of the building at the ground level where they can be screened with vegetation. At this location, they will be well outside of the 100 year flood plain and, if raised slightly on stands, will be above the 500-year elevation. The north elevation has been added to this resubmittal. The remaining HVAC unit is of little impact and realistically not visible from most vantage points. Refer to revised images
3. The base(foundation) of the building per guidelines should ideally be congruent with the original construction and is shown as such with matching brick pattern. This also helps to resolve the cladding of the ramp so that it reads as part of the building base.
4. A more modern, shallower awning is proposed.
5. Due to lack of sufficient applicable precedents, one has not been provided for comparison.

Materials:

~~The colonial pallet will be maintained with brick that matches the existing and with Flemish bond and grapevine struck mortar joints. Parapet coping will be cast stone. New exterior carpentry will be constructed of composite fiber cement for durability. Much of the existing wood trim has water damage.~~ To distinguish the new from existing, the brick from the floor line up is now proposed as a buff with some subtle color range emulating a similar texture to the original while less historic in feel. The tone is intended to match that of the existing brick and mortar. Window lintels and sills are shown with soldier course and rowlock brick, respectively, relating back to the articulation of the existing building. Prefinished metal will be used at the roof parapet and awning fascia, bronze to match the patina of the copper flashing and gutters on the existing building.

Openings:

~~The owner would like to salvage and reuse existing windows to be demolished for the addition which are of good quality (Pella simulated divided lite) and only five years old. Casings and trim will also be salvaged for reuse and repaired as needed. Window heads around the building have jack arch brick lintels which will be conveyed the addition. The rear entry door will match the style of the existing door. Ideally, the existing door, sidelights and transom would be reused, however hardware updates and egress sizing may not permit this. A false louver is proposed in the gable. This will be composite or aluminum construction. Loading dock door and dock leveler will be painted to match other trim and metal work.~~

Windows and doorway assembly have been revised and now show new aluminum storefront units. This will have some additional cost compared to salvaging and reusing existing. The openings are the same size of the original design and so salvage and reuse of existing windows is still an option. The finish is proposed as white.

Railings:

~~Existing railings are ironwork style and will be matched with updated heights for guards and handrails added.~~

New railings will be picket style, designed in conformance with ADA requirements and will be painted to match the bronze fascia metal.

Roofing:

White membrane over insulation.

Walkway Modifications:

New stairs will be brick. Side walls of the pedestrian ramp will be brick with concrete walkway. The walkway from curb to steps will be brick maintained as brick to match existing. The loading dock ramp will be concrete.

Previous Amendment (8-27) Information - Revised

Materials

A. Exterior Wall Assembly:

Outside

- a. **Foundation/Base Brick** – Flemish bond to match existing – Basis of Design – Triangle Brick, “Full Color Antique” (closest match).
- b. **Wall/Addition** – Standard modular Taylor “371 Autumn Blend” – running bond
- c. Air space
- d. 2” Rigid Insulation Board
- e. Fluid-applied Air Barrier
- f. 5/8” Glass Fiber Reinforced Gypsum Sheathing
- g. 6” Metal Stud Framing
- h. Gypsum Wall Board

Inside

Notes:

- ~~1. Backside of parapet – Hardy panel rainscreen cladding – painted white: The parapet will be too tall for roofing membrane cover.~~
- ~~2. Cast stone wall cap is proposed for the parapet section. Color: Limestone~~
3. Formed metal coping is proposed for top of inset walls on either side of the gable. Color to match existing edge metal – (Dark Bronze)

B. Exterior Wood Carpentry

- a. Paneling, tongue and groove soffits(awning), trim board, molding. – Composite Fiber cement. Painted to match existing trim.
- ~~b. Window trim – To be salvaged and reinstalled, any necessary replacement to match existing.~~

C. Roof Assembly:

- a. Existing and new awning: Existing shingle roofs shall remain. ~~Back entrance awning shall have a shingle roof to match existing shingle roof.~~ Headwall flashing - copper
- b. Expansion Roof, Low slope: Single-ply membrane PVC roofing over coverboard over tapered roof insulation over metal deck.
- c. Gutters and downspouts: existing copper to remain or be modified with existing material.

D. Windows:

- a. ~~Salvaged and reinstalled: 8 windows are being demolished and 6 will be reused. All casings and trim to be salvaged and reused.~~
New aluminum storefront – white finish.

E. Exterior Doors:

- a. ~~Door, transom and side lites salvaged from existing exit to be demolished — Repaired as needed and updated with appropriate exit device for egress.~~
New aluminum storefront – white finish.

F. Overhead coiling door at loading dock: Basis of design: Overhead Door, Model 627 Stormtite

G. Dock Leveler: Basis of design: Global Industrial, Edge-of Dock Leveler FM-2072



Overall west elevation (building rear)



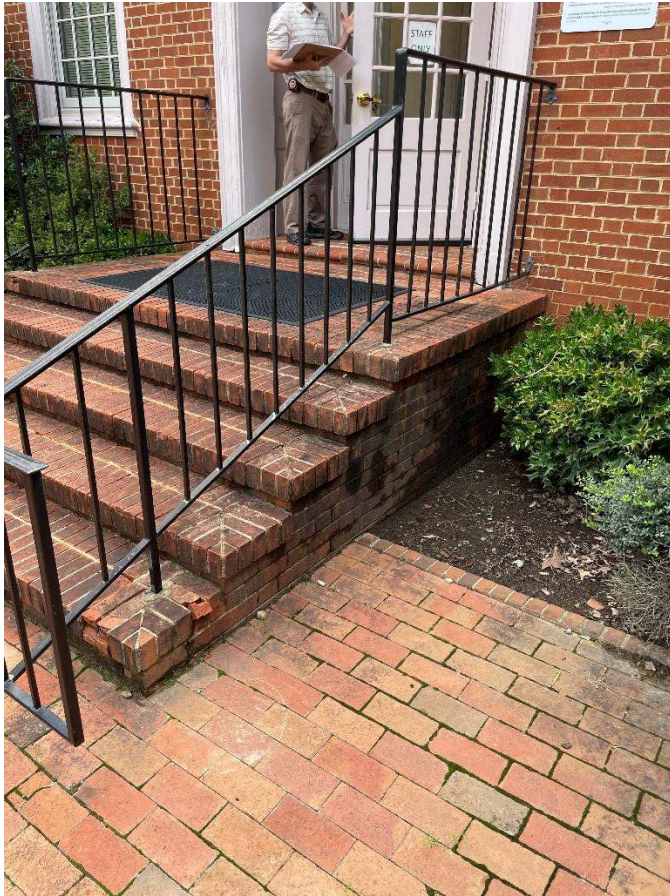
Site for addition in place of existing courtyard.



Southwest corner - Location of new loading dock ramp and coiling door



Rear entrance to be salvaged or emulated



Stair and railing detail



Existing rear entrance to be reused or emulated
Light fixture detail. Round copper gutter and downspouts



Window and brickwork detail

SITE PLAN REVIEW

ORANGE COUNTY BOARD OF ELECTIONS

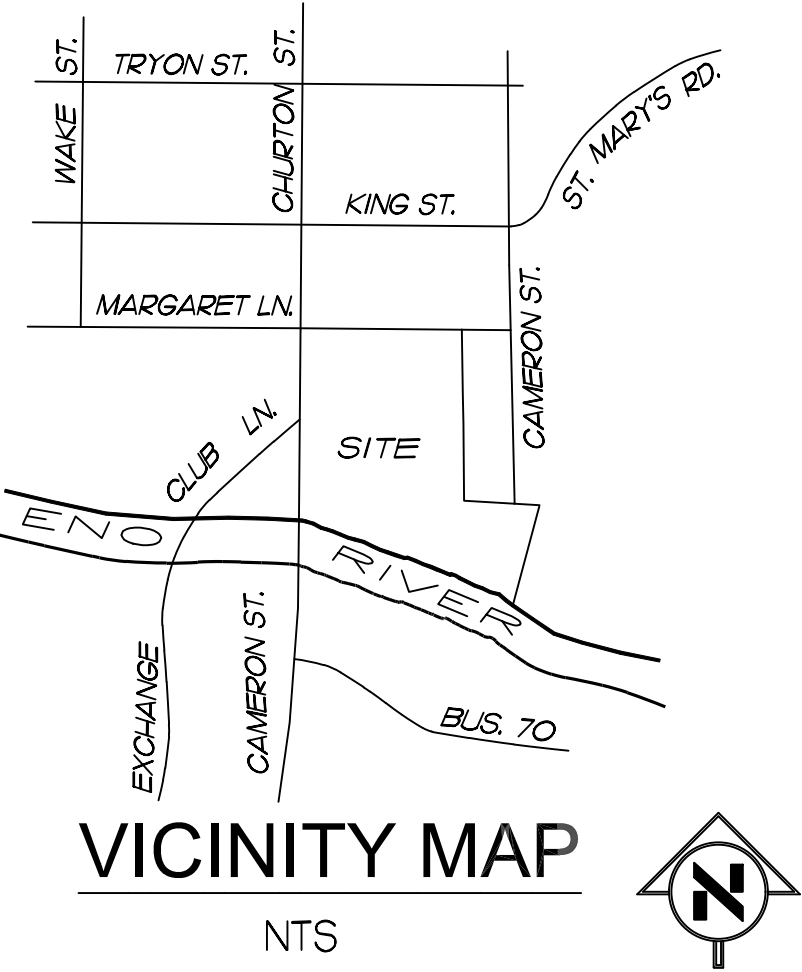
ACCESSIBLE RAMP AND LOADING DOCK

HILLSBOROUGH, NORTH CAROLINA

OWNER/APPLICANT
ORANGE COUNTY BOARD OF ELECTIONS
P.O. BOX 220
208 S CAMERON STREET
HILLSBOROUGH, NC 27278
TEL. (919) 245-2350

ARCHITECTURAL
SMITH SINNETT ARCHITECTURE
4600 LAKE BOONE TRAIL SUITE 205, RALEIGH, NC 27607
TEL. (919) 781-8582

SITE/CIVIL
FINCH & ASSOCIATES, PLLC
3010 ANDERSON DRIVE SUITE 170, RALEIGH, NC 27609
TEL. (919) 833-1212



SITE DATA	
PIN:	9874153612
PHYSICAL ADDRESS:	144 E MARGARET LN 208 S CAMERON ST 113 TM RIVERWALK HILLSBOROUGH, NC 27278
OWNER:	ORANGE COUNTY
MAILING ADDRESS:	P.O. BOX 8181 HILLSBOROUGH, NC 27278
ZONING:	OI (OFFICE/INSTITUTIONAL)
OVERLAY DISTRICT:	HDO (HISTORIC DISTRICT OVERLAY)
PROPERTY LUC:	EXEMPT-IMPROVED
EXEMPT TYPE:	GOVERNMENTAL (FEDERAL, STATE, LOCAL)



PRIOR TO ANY CONSTRUCTION ACTIVITY, UNDERGROUND UTILITY LOCATIONS SHOULD BE REQUESTED BY CALLING THE NORTH CAROLINA ONE CALL CENTER, INC. (1-800-632-4949).

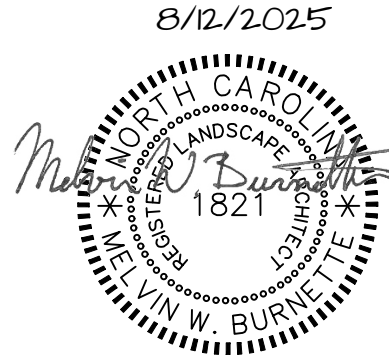


GENERAL PROJECT NOTES

1. BOUNDARY AND TOPOGRAPHIC INFORMATION, UTILITIES, AND EXISTING STRUCTURES SHOWN HEREIN WERE TAKEN FROM A SURVEY PROVIDED BY JOSE L. TORRES DATED MAY 29, 2025.
2. ALL DIMENSIONS AND STAKING POINTS ARE TO BACK OF CURB UNLESS NOTED OTHERWISE.
3. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND GRADES AT THE SITE AND SHALL IMMEDIATELY REPORT ANY DISCREPANCIES TO THE ENGINEER FOR ADJUSTMENT.
4. THE CONTRACTOR SHALL VERIFY SITE SOIL CONDITIONS AND NOTIFY THE ENGINEER OF THE PRESENCE OF ANY UNSUITABLE SOILS.
5. LOCATIONS FOR EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. CONTRACTOR SHALL VERIFY THE LOCATIONS OF ALL UTILITIES AND SHALL BE RESPONSIBLE FOR ANY DAMAGE TO SAME. SEE GRADING NOTES ON THE DRAWINGS FOR ADDITIONAL REQUIREMENTS AND PRECAUTIONS.
6. CONTRACTOR SHALL AT ALL TIMES MAINTAIN ADEQUATE SAFETY MEASURES, ACTIVITIES, AND BARRICADES FOR THE PROTECTION OF ALL PERSONS ON OR ABOUT THE LOCATION OF THE SITE.
7. CONTRACTOR SHALL DELINEATE ALL DIRECTIONAL ARROWS, LANE MARKINGS, "STOP" BARS, ETC. AS SHOWN ON THE PLANS WITH TRAFFIC MARKING PAINT ACCORDING TO MANUFACTURER'S SPECIFICATIONS. USE WHITE COLOR.
8. ALL ACCESSIBLE RAMPS AND PARKING SPACES SHALL CONFORM TO ADA STANDARDS.
9. ALL SIGNS AND PAVEMENT MARKINGS SHALL ADHERE TO ALL APPLICABLE REQUIREMENTS OF THE LATEST VERSION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
10. ALL PERMITS RELATIVE TO THIS PROJECT SHALL BE OBTAINED PRIOR TO BEGINNING ANY CONSTRUCTION ACTIVITIES.
11. ALL CONSTRUCTION SHALL COMPLY WITH APPLICABLE CITY OF HILLSBOROUGH STANDARDS AND SPECIFICATIONS.
12. FEMA MAPPED FLOOD BOUNDARIES EXIST ON THE PROJECT SITE.
13. THERE ARE NO WETLANDS WITHIN THE PROJECT AREA.

SCHEDULE OF DRAWINGS

LO	COVER SHEET
L1.0	EXISTING CONDITIONS AND DEMOLITION PLAN
L2.0	SITE PLAN
L2.1	SECTION VIEWS
L3.0	CONSTRUCTION DETAILS
A1-03	FIRST FLOOR DIMENSION PLAN
A2-01	EXTERIOR ELEVATIONS
A2-02	3D VIEWS



REVISIONS

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F 919 | 833-3203
NCBELS Lic. No. P-1845
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BOARD OF ELECTIONS
208 S CAMERON ST, HILLSBOROUGH, NC 27278

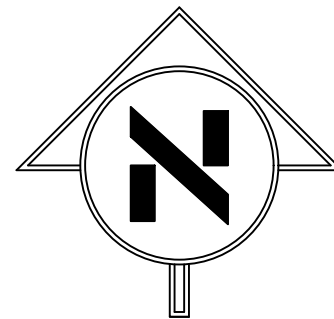
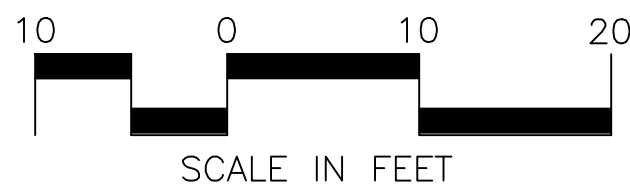
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CHECKED BY: JFW
PROJ. NO.: 25037
DATE: 8/12/2025
LO SHEET OF

PRIOR TO ANY CONSTRUCTION ACTIVITY, UNDERGROUND UTILITY LOCATIONS SHOULD BE REQUESTED BY CALLING THE NORTH CAROLINA ONE CALL CENTER, INC. (1-800-632-4949).



UNDERGROUND TELEPHONE LINE TAKEN FROM PLANS BY RMN DATED APRIL 19, 2013 (APPROXIMATE - NOT MARKED FOR THIS SURVEY)

PRE-CONSTRUCTION	POST-CONSTRUCTION
PROPOSED FINISHED BUILDING SQ: 9,089 SQ FT	PROPOSED FINISHED BUILDING SQ: 9,089 SQ FT
UDO REQUIREMENTS: 1 PARKING SPACE PER 300 SQ FT GFA (GROSS FLOOR AREA)	UDO REQUIREMENTS: 1 PARKING SPACE PER 300 SQ FT GFA (GROSS FLOOR AREA)
NUMBER OF SPACES REQUIRED: 9,089/300= 31	NUMBER OF SPACES REQUIRED: 9,089/300= 31
NUMBER OF SPACES EXISTING PRIOR TO CONSTRUCTION: 77	NUMBER OF SPACES PROPOSED AFTER CONSTRUCTION: 72



LEGEND

SYMBOL	DESCRIPTION
	CONTOURS
	ELECTRIC UTILITY
	STORM STRUCTURE
	BUFFER
	EASEMENT
	RIVER
	100- YEAR FLOOD
	500- YEAR FLOOD
	STORM STRUCTURE
	POWER STRUCTURE
	POWER STRUCTURE
	SIGN
	UNDERGROUND TELEPHONE
	UNDERGROUND ELECTRIC
	SANITARY SEWER PIPE
	MAN-HOLE

SURVEY NOTES

- 1) AREAS BY COORDINATES.
- 2) HORIZONTAL GROUND DISTANCES SHOWN.
- 3) UNDERGROUND UTILITIES SHOWN SHOULD BE CONSIDERED APPROXIMATE. CONTRACTORS ARE ADVISED TO HAVE ALL UNDERGROUND UTILITIES MARKED PRIOR TO ANY EXCAVATION. UNDERGROUND UTILITIES ARE BASED ON FIELD MARKINGS BY "SO-DEEP" THERE MAY BE ADDITIONAL UNDERGROUND UTILITIES BEYOND THOSE SHOWN HEREON.
- 4) RATIO OF PRECISION= 1/10,000.
- 5) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT, THEREFORE, THERE MAY BE ENCUMBRANCES AFFECTING TITLE ON THESE PROPERTIES NOT SHOWN HEREON.
- 6) VERTICAL DATUM BASED ON 'OR 39', ELEV= 54292 (NAVD '88)
- 7) DUKE ENERGY EASEMENTS SHOWN BASED ON MARKINGS BY "SO DEEP" (2002) OR "MCADAMS" 2025
- 8) SURFACE DETAIL INTENTIONALLY OMITTED.

DEMOLITION NOTES

- 1) THE CONTRACTOR SHALL REMOVE EXISTING STRUCTURES AND PAVEMENT FROM ALL AREAS WITHIN THE LIMITS OF DISTURBANCE AS SHOWN ON THIS PLAN.
- 2) THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES THAT ARE TO REMAIN DURING ALL DEMOLITION AND CONSTRUCTION PHASES.
- 3) ALL MATERIALS THAT ARE TO BE REMOVED SHALL BE LEGALLY DISPOSED OF OFF SITE.
- 4) THE CONTRACTOR SHALL COORDINATE WITH THE APPROPRIATE UTILITY COMPANY FOR THE REMOVAL AND/OR RELOCATION OF GAS, ELECTRIC, TELEPHONE, AND CABLE SERVICES, ETC.
- 5) THE CONTRACTOR SHALL VISIT THE SITE AND BECOME THOROUGHLY FAMILIAR WITH THE EXISTING CONDITIONS PRIOR TO BIDDING.
- 6) NO OPEN FIRE WILL BE ALLOWED.
- 7) THE CONTRACTOR SHALL REMOVE ALL DEBRIS FROM THE SITE. NO DEMOLITION MATERIALS ARE TO BE SOLD BY THE CONTRACTOR ON SITE.
- 8) THE CONTRACTOR SHALL FOLLOW ALL APPLICABLE LOCAL, STATE, AND FEDERAL CODES AND REQUIREMENTS WHEN REMOVING OR RELOCATING ANY UTILITY SERVICES.

EXISTING CONDITIONS AND DEMOLITION
SCALE: 1" = 10'

8/12/2025



REVISIONS

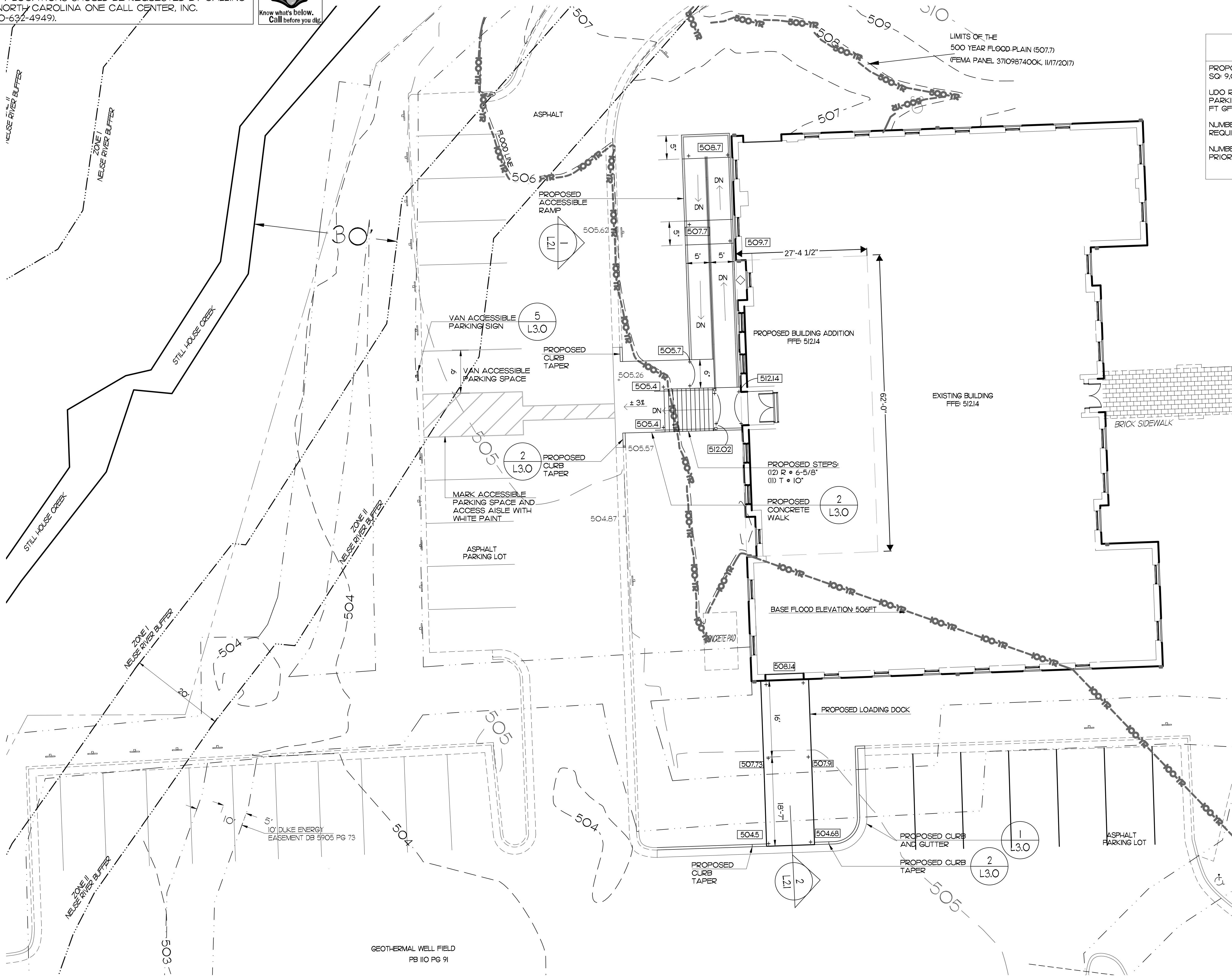
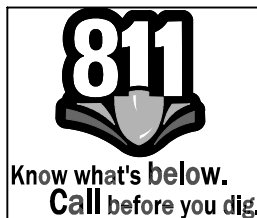
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NCEOLA Lic. No. C-656

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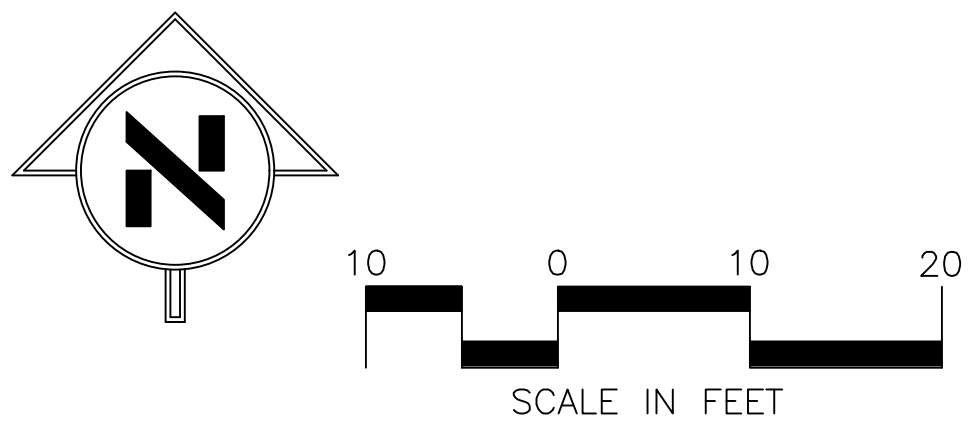
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PROJ. NO. 25037
DATE 8/12/2025
SHEET 1 OF 1

PRIOR TO ANY CONSTRUCTION ACTIVITY, UNDERGROUND UTILITY LOCATIONS SHOULD BE REQUESTED BY CALLING THE NORTH CAROLINA ONE CALL CENTER, INC. (1-800-637-4949).



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	BUFFER
	EASEMENT
	RIVER
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	500- YEAR FLOOD
	STORM STRUCTURE
	POWER STRUCTURE
	POWER STRUCTURE
	SIGN
	UNDERGROUND TELEPHONE
	UNDERGROUND ELECTRIC
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	MANHOLE

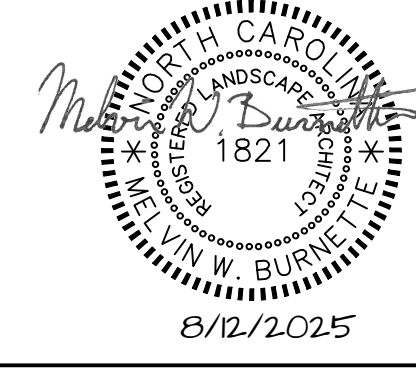
IMPERVIOUS SURFACES DATA
PROPOSED NEW IMPERVIOUS AREA: 3003 SF
EXISTING IMPERVIOUS TO BE REMOVED: 3026 SF
NET CHANGE: -23 SF

REVISIONS

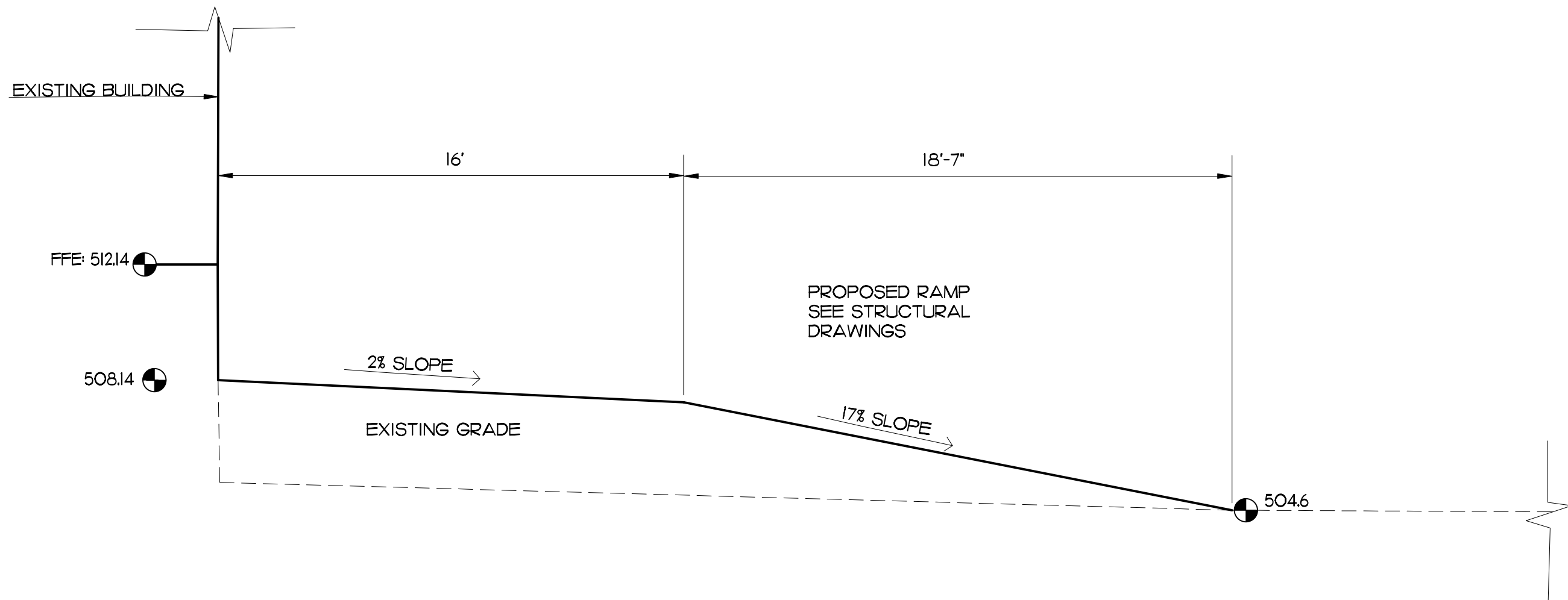
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ADA EXPANSION FOR ORANGE COUNTY
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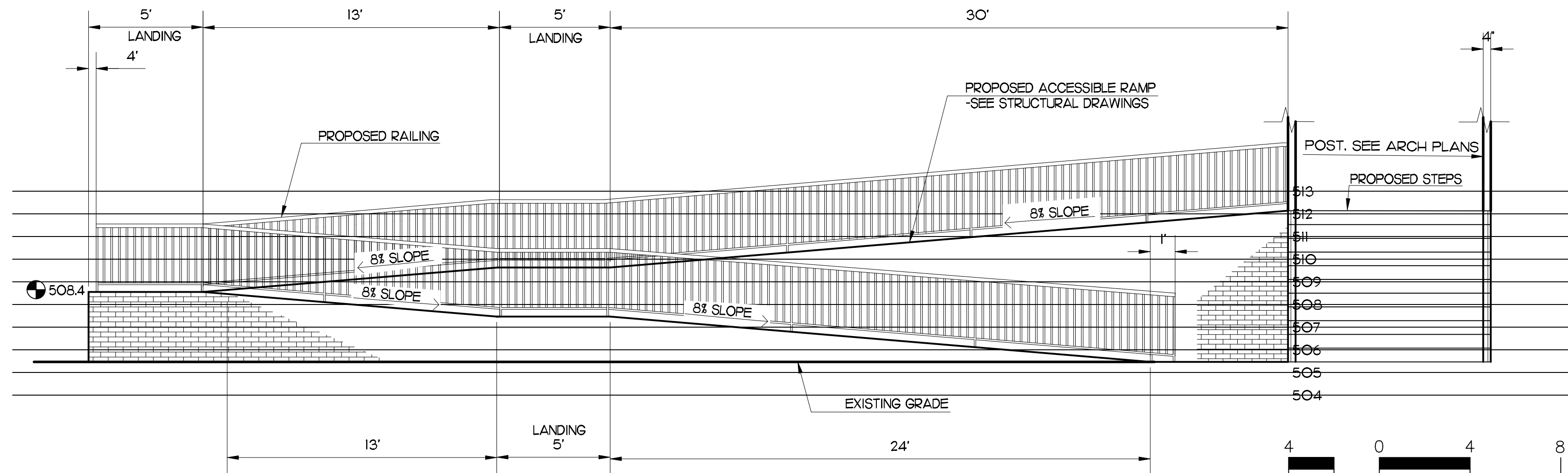


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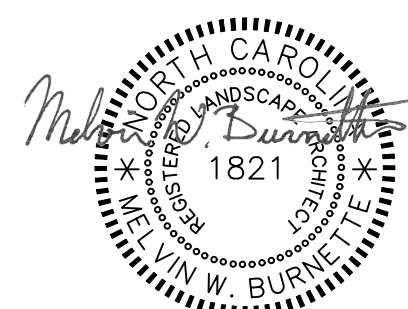
2
L21

SECTION VIEW OF LOADING DOCK
SCALE: 1/4" = 1'-0"



1
L21

SECTION VIEW FOR ACCESSIBLE RAMP
SCALE: 1/4" = 1'-0"



8/12/2025

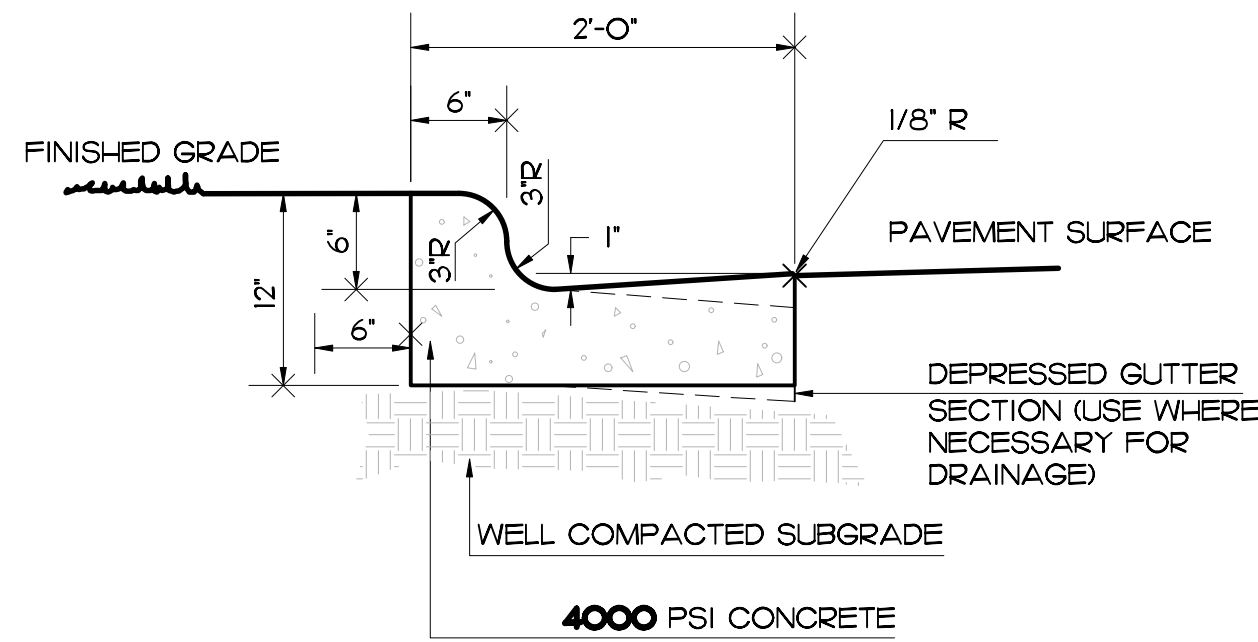
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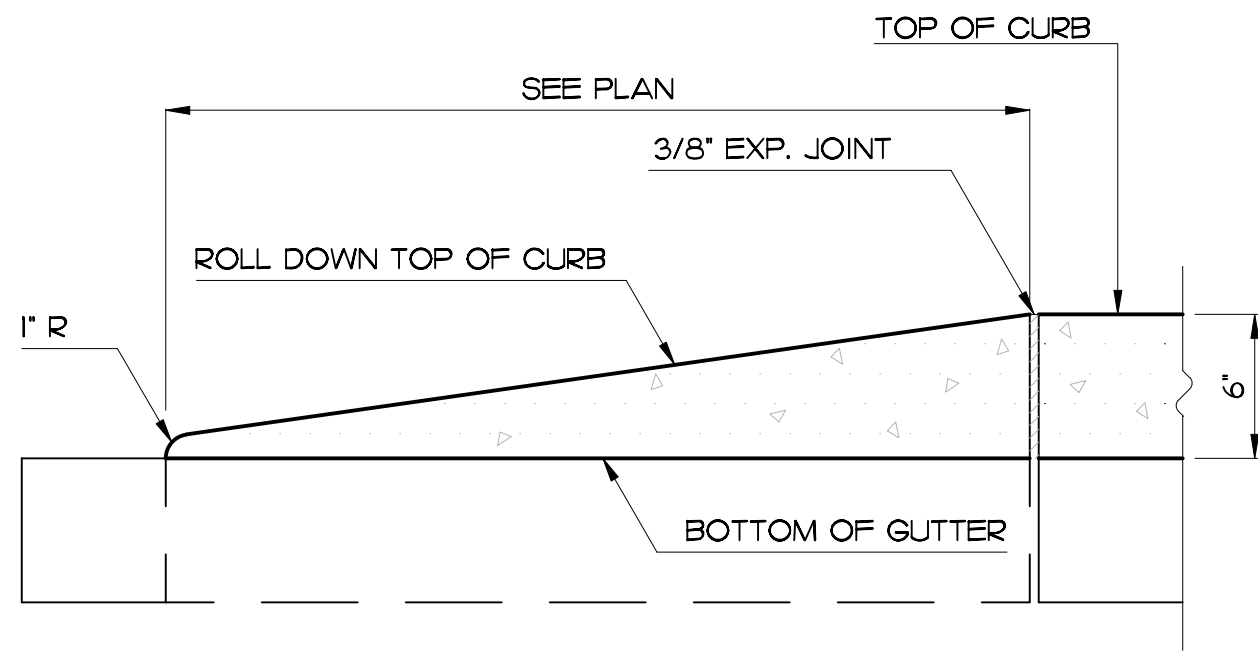
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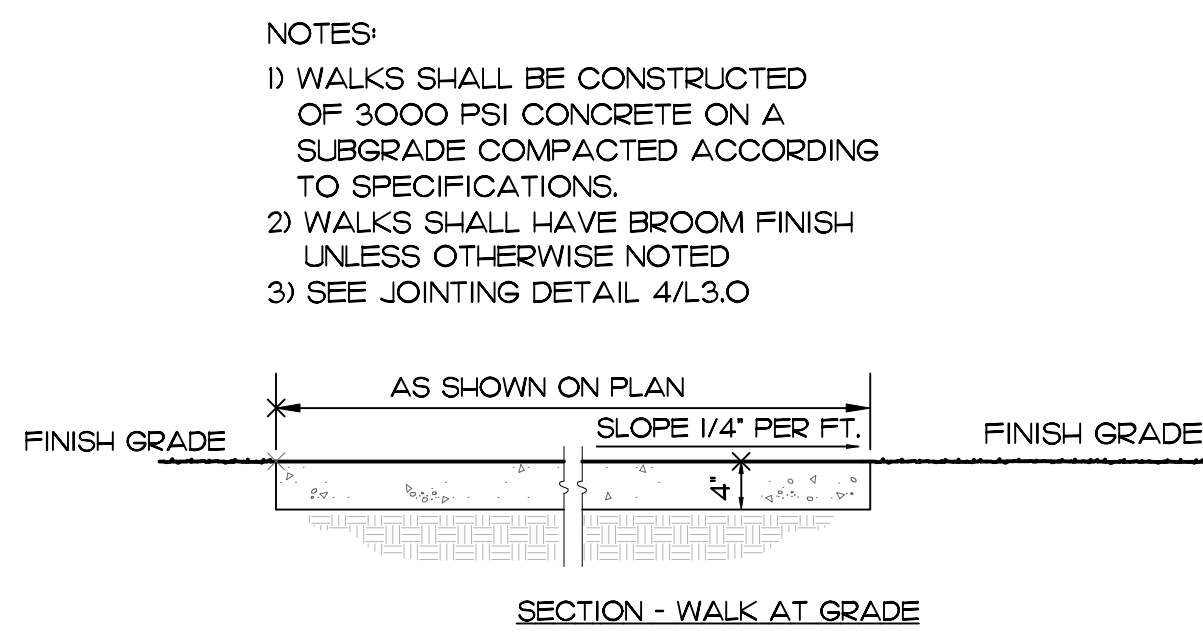


- NOTES
1. PLACE CONTRACTION JOINTS AT 10' INTERVALS IF FORMED, OR 15' IF MACHINE PLACED.
 2. CONTRACTION JOINTS MAY BE INSTALLED WITH THE USE OF TEMPLATES. NON-TEMPLATE FORMED JOINTS SHALL BE A MINIMUM OF 1-1/2" DEEP.
 3. CONSTRUCTION JOINTS SHALL BE FILLED WITH JOINT FILLER AND SEALER.
 4. EXPANSION JOINTS (1/2") SHALL BE SPACED AT 90' INTERVALS, AND SHALL BE FILLED WITH JOINT FILLER AND SEALER.
 5. TO INSURE PROPER DRAINAGE, CONSTRUCT CURB AND GUTTER WITH DEPRESSED GUTTER SECTION IN ANY LOCATIONS WHERE SURFACE OF ADJOINING PAVING SLOPES AWAY FROM THE CURB AND GUTTER.

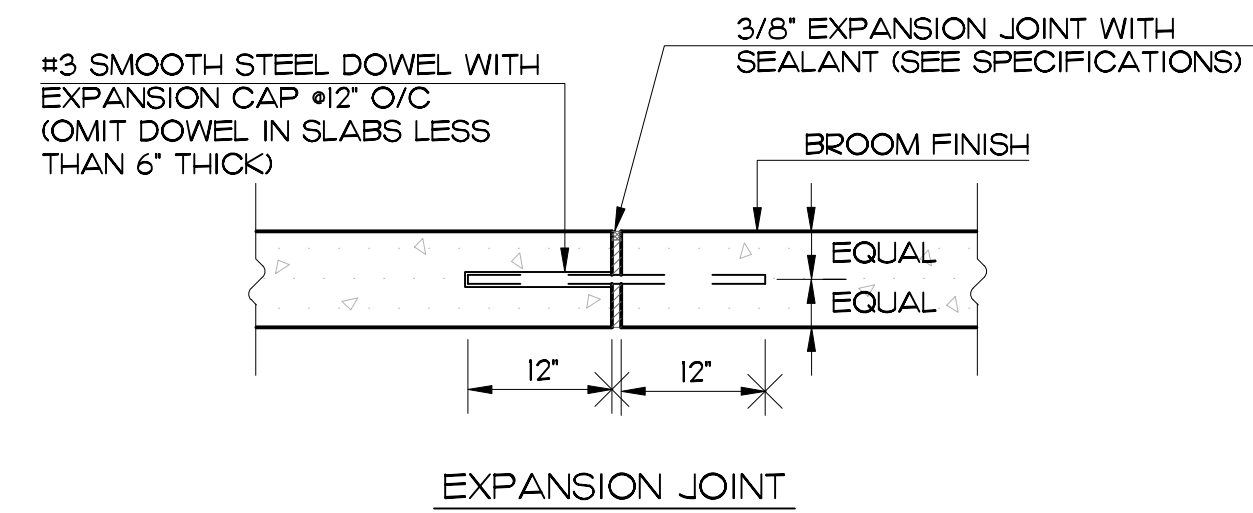
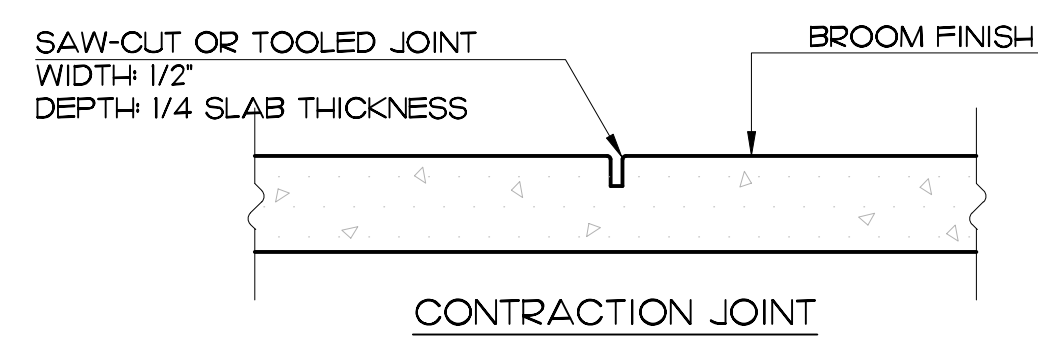
1	24" CURB AND GUTTER
L3.O	SCALE: 1" = 1'-0"



2	CURB TAPER
L3.O	SCALE: 1-1/2" = 1'-0"



3	CONCRETE WALK
L3.O	SCALE: 3/4" = 1'-0"



- NOTES
1. ON CONCRETE WALKS, CONTRACTION JOINTS SHALL BE SPACED AT AN INTERVAL EQUAL TO THE WIDTH OF THE WALK, BUT SHALL NOT EXCEED 6' O.C.
 2. ON CONCRETE WALKS, EXPANSION JOINTS SHALL BE PLACED AT A MAXIMUM OF 30' O.C.

4	CONCRETE JOINTS
L3.O	SCALE: 1-1/2" = 1'-0"

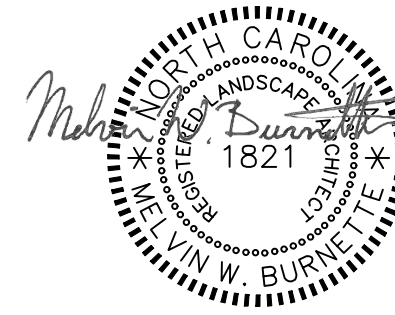
REVISIONS

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 BOARD OF ELECTIONS
 208 S CAMERON ST, HILLSBOROUGH, NC 27278

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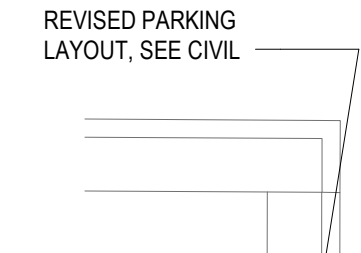
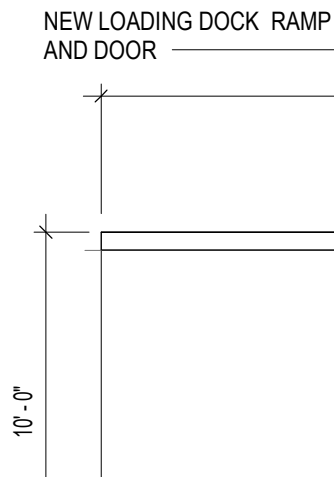


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L3.O
 SHEET OF

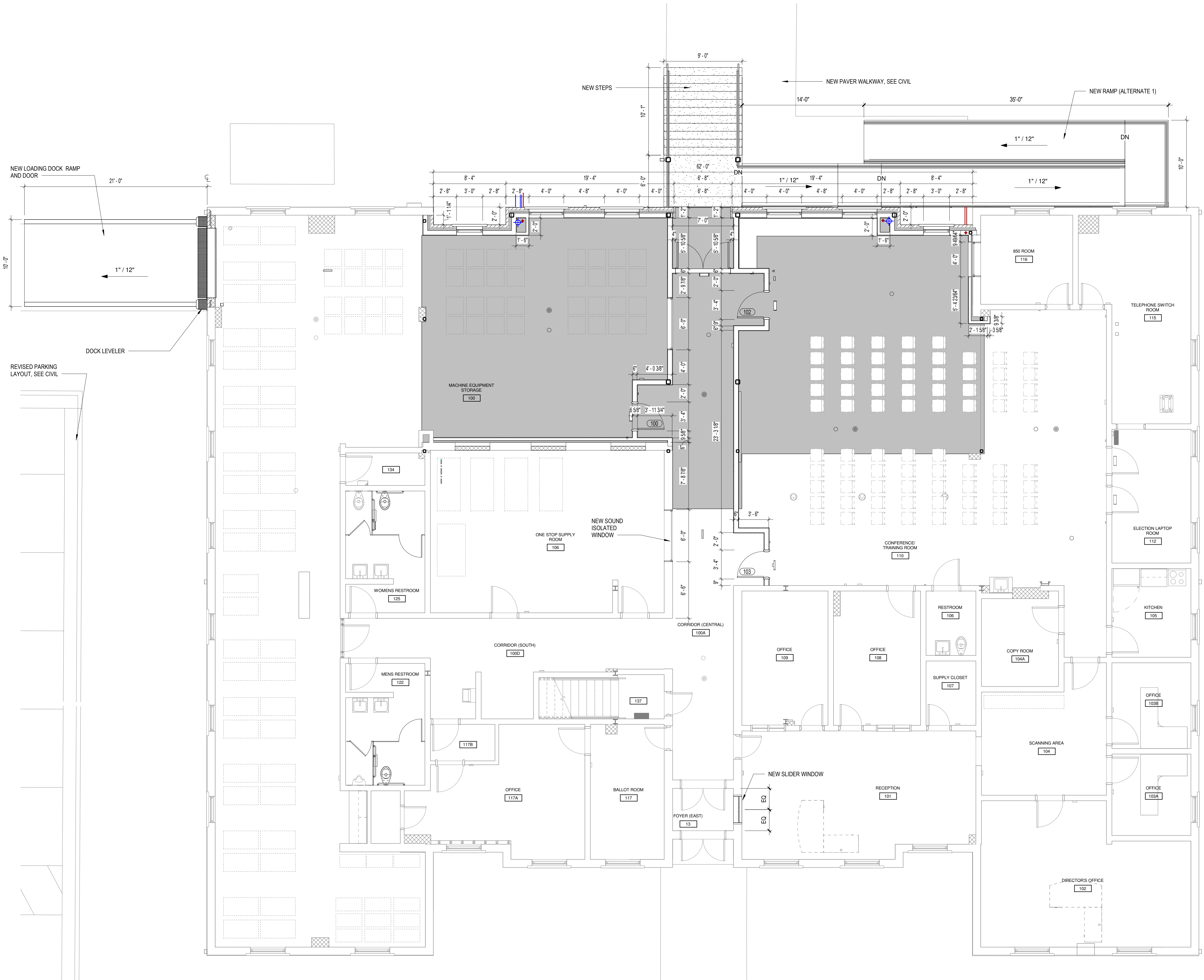
GENERAL PROJECT NOTES:

1. ALL INTERIOR WALL TYPES TO BE 'SAU' UNLESS OTHERWISE NOTED.
2. WALL DIMENSIONS ARE TO FACE OF METAL STUD, FACE OF CONCRETE MASONRY UNIT (CMU), OR CENTERLINE OF COLUMN.
3. ALL RATED WALL CONSTRUCTION TO COMPLY W/ UL REQUIREMENTS.
4. ALL CMU WALLS GOING TO BOTTOM OF DECK ARE TO PROVIDE A 1" GAP FOR DEFLECTION, FILL GAP WITH MINERAL WOOL INSULATION ALONG THE ENTIRE LENGTH OF WALL. AT FIRE RATED WALLS, ENSURE SPRAY APPLIED FIRE SEALANT BOTH SIDES.
5. ALL METAL STUD WALLS TERMINATING AT BOTTOM OF DECK ARE TO PROVIDE A DEFLECTION TRACK SECURED TO THE UNDERSIDE OF THE DECKING, NEST TOP TRACK BUT DO NOT ATTACH TO DEFLECTION TRACK. FILL FLUTE IN METAL DECK WHERE REQUIRED.
6. ALL WALLS EXTEND TO DECK AND ARE BRACED TO DECK AT HEAD ON ALTERNATE STUDS OR 32" OC FOR CMU WALLS, UNLESS OTHERWISE NOTED.
7. CONTROL JOINTS SHALL BE AS SHOWN ON PLANS AND ELEVATIONS OR SPACED AT A MINIMUM OF 20'-0" OC AND A MAXIMUM OF 32'-0" OC WITH ONE CONTROL JOINT LOCATED WITHIN 3'-4" OF ANY CORNER, FOR INTERIOR GYPSUM WALL CONTROL JOINTS SEE DETAIL.
8. SEE FINISH SCHEDULE FOR WALL, FLOOR, BASE, AND CEILING TYPES AND FINISHES.
9. REFER TO STRUCTURAL DRAWINGS FOR LOCATION OF REINFORCING, BOND BEAMS, BRACING, ETC.
10. ALL COLUMN CHASES TO HAVE GYP BOARD ON ROOM SIDE OF WALL, TYPICAL UNLESS OTHERWISE NOTED.
11. ALL EXTERIOR SIDEWALKS SHALL SLOPE AWAY FROM THE BUILDING AT 1/4" PER FOOT, MINIMUM.
12. ALL EXTERIOR WINDOWS TO HAVE ROLLER SHADE BLINDS UNLESS OTHERWISE NOTED, REFER TO SPECIFICATIONS.
13. FURNITURE AND EQUIPMENT SHOWN DASHED ON PLANS IS NOT IN CONTRACT (NIC), GC TO PROVIDE WOOD BLOCKING FOR ALL WALL/CEILING MOUNTED ACCESSORIES.
14. FIELD VERIFY FINAL ROOM DIMENSIONS PRIOR TO CASEWORK FABRICATION.
15. WARP SLAB DOWN 1" IN A 2'-0"x2'-0" SQUARE AROUND ALL FLOOR DRAINS.
16. ALL CERAMIC TILE TO HAVE CONTROL JOINTS THAT ALIGN WITH CONTROL JOINTS IN CONCRETE SLAB.
17. THERE SHALL BE NO PENETRATIONS IN THROUGH WALL FLASHING.
18. DOOR JAMB FROM INTERSECTING WALLS: CMU - 8" UNLESS OTHERWISE NOTED

STUD- 4" UNLESS OTHERWISE NOTED



1
A1-03 **FIRST FLOOR DIMENSION PLAN**
3/16" = 1'-0"



T 919 791 8582
F 919 791 3979
4600 Lake Boone Trail
Suite 205
Raleigh, NC 27607

REVIEW ONLY
NOT FOR CONSTRUCTION
CONSTRUCTION DOCUMENTS

This drawing and the design shown is the property of Smith Sinnett Architecture, P.A. the reproduction or use of this drawing without the written consent of the Architect is prohibited. Any infringement of the ownership rights will be subject to legal action. All copies of this drawing are the property of Smith Sinnett Architecture, P.A. 2025
THIS DRAWING IS FORMATTED TO BE PRINTED ON A 4' X 6' SHEET

ORANGE COUNTY BOARD OF ELECTIONS
BOARD OF ELECTIONS BUILDING EXPANSION
208 S Cameron St, Hillsborough, NC 27278

ID	DATE	DESCRIPTION

DRAWN BY: NB / AH
CHECKED BY: DW
FIRST FLOOR
DIMENSION PLAN

2024022 01 JUL 2025
A1-03

C:\Users\pboone\Documents\Board of Elections Expansion_L\boards\p7\U6W.rvt
3/26/2025 10:04:34 AM



2
A2-01

SOUTH ELEVATION

1/4" = 1'-0"

NEW CONCRETE RAMP

ADDITIONAL SCREENING FOR RAMP FROM
S. CAMERON PER HDC

0 1' 4' 8' 16'



1
A2-01

WEST ELEVATION

1/4" = 1'-0"

ADDITIONAL VEGETATION AT
NORTHWEST CORNER PER
HDC

PROJECTED ROWLOCK WATERTABLE
BASE - BRICK TO MATCH
EXISTING FOUNDATION
WALL PER HDC GUIDELINES

0 1' 4' 8' 16'

ORANGE COUNTY BOARD OF ELECTIONS

BOARD OF ELECTIONS BUILDING EXPANSION

208 S Cameron St, Hillsborough, NC 27278

ID	DATE	DESCRIPTION
----	------	-------------

DRAWN BY: NB
CHECKED BY: DW

EXTERIOR
ELEVATIONS

2024022 18 MAR 2025

A2-01

smith
sinnett
ARCHITECTURE

T 919 781 8582
F 919 781 3979
4600 Lake Boone Trail
Suite 205
Raleigh, NC 27607

SMITH SINNETT ARCHITECTURE, P.A.
CERT. NO. 50172
CREATED 03/26/2025

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3 WEST ELEVATION
A2-02



2 3D RENDER IMAGE 01
A2-02 1" = 1'-0"



4 3D RENDER IMAGE 02
A2-02 1" = 1'-0"

ID	DATE	DESCRIPTION

DRAWN BY: NB
CHECKED BY: DW

3D VIEWS



3

A2-02

SOUTH ELEVATION



2

A2-02

NORTH ELEVATION

1" = 1'-0"

ID	DATE	DESCRIPTION

DRAWN BY:

NB

CHECKED BY:

DW

3D VIEWS



3 WEST ELEVATION
A2-02



2 3D RENDER IMAGE 01
A2-02 1" = 1'-0"



4 3D RENDER IMAGE 02
A2-02 1" = 1'-0"

ALTERNATIVE BRICK COLOR - MATCH EXISTING

ID	DATE	DESCRIPTION

DRAWN BY: NB
CHECKED BY: DW
3D VIEWS

ITEM #6. A:

Address: 330 W. King St.

Year Built: c. 1921, 1995

Historic Inventory Information (2013)

This two-story, triple-A-roofed house is three bays wide and single-pile with a Craftsman-style porch that extends the full width of the façade and wraps around the left (west) gable end. The house has plain weatherboards, three-over-one Craftsman-style wood-sash windows, generally paired, a single three-light window in the front gable, and diamond-shaped vents in the side gables. The fifteen-light French door has ten-light sidelights and a six-light transom and is sheltered by the hip-roofed porch supported by tapered wood posts on brick piers. Centered over the entrance is a pair of six-light-over-three-panel doors, perhaps indicating a different porch configuration originally, though this porch form appears on the 1924 Sanborn map. There is a two-story, gabled ell at the right rear (northeast) with a 1995 two-story, side-gabled wing projecting from its left (west) elevation, flush with the main house [HDC]. Both rear wings have siding, one-over-one windows, and trim that match the front of the house. At the left rear is a one-story, gabled wing with an inset entrance on the left elevation. County tax records date the building to 1921.

Proposed work

- Add new detached garage (including a new retaining wall)
- Remove existing shed and concrete pad

Application materials

- COA application
- Site plan
- Narrative
- Proposed elevations
- Floor plans
- Materials list
- Existing site photos

Applicable Design Standards

- *New Construction of Outbuildings and Garages:* 1-7, 9, 10
- *Fences and Walls:* 9

Staff Comments

- Older iterations of the historic inventory note a shed constructed in the 1930s on the property, but the materials on the shed proposed for removal are more recent.
- The garage door material, window glass application, paint color/s, retaining wall material, and proposed light fixtures still need to be confirmed.



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 - 76 - 9302

Orange County Parcel ID Number

Pittenger Family Construction

Applicant Name

[REDACTED]

Applicant's Mailing Address

[REDACTED]

City, State ZIP

[REDACTED]

Applicant Phone Number

[REDACTED]

Applicant's Email

Hillsborough
Zoning District

330 W King Street

Address of Project

Jen Jahnke

Property Owner (if different than applicant)

[REDACTED]

Property Owner's Mailing Address

[REDACTED]

City, State ZIP

[REDACTED]

Property Owner's Phone Number

[REDACTED]

Property Owner's Email

Description of Proposed Work: Detached Garage

Estimated Cost of Construction: \$260,000.00

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

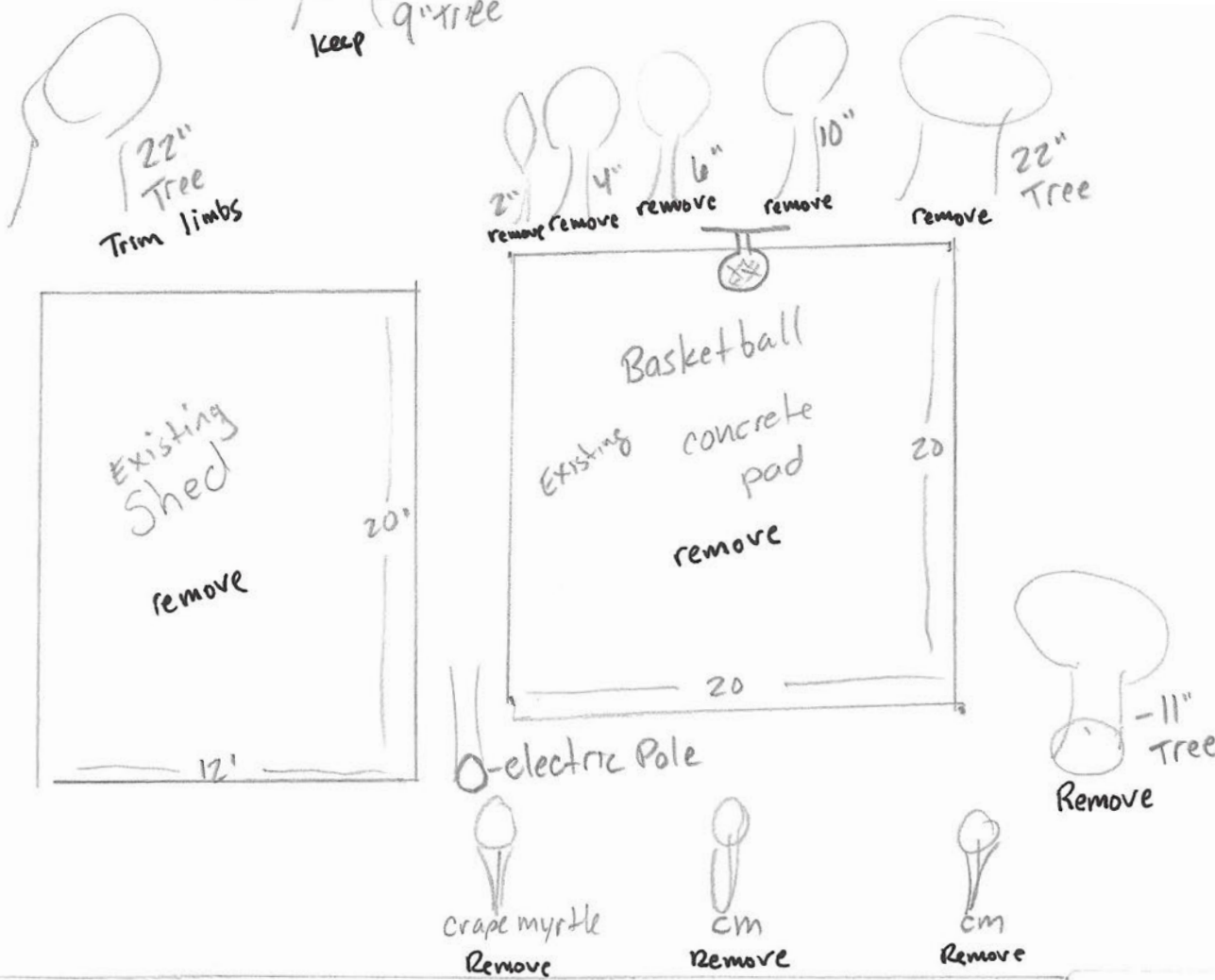
Applicant and Owner Acknowledgment and Certification

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) 09/10/2025
Date

[Signature]
Property Owner's Signature (Required) 09/10/2025
Date

Current Site Plan



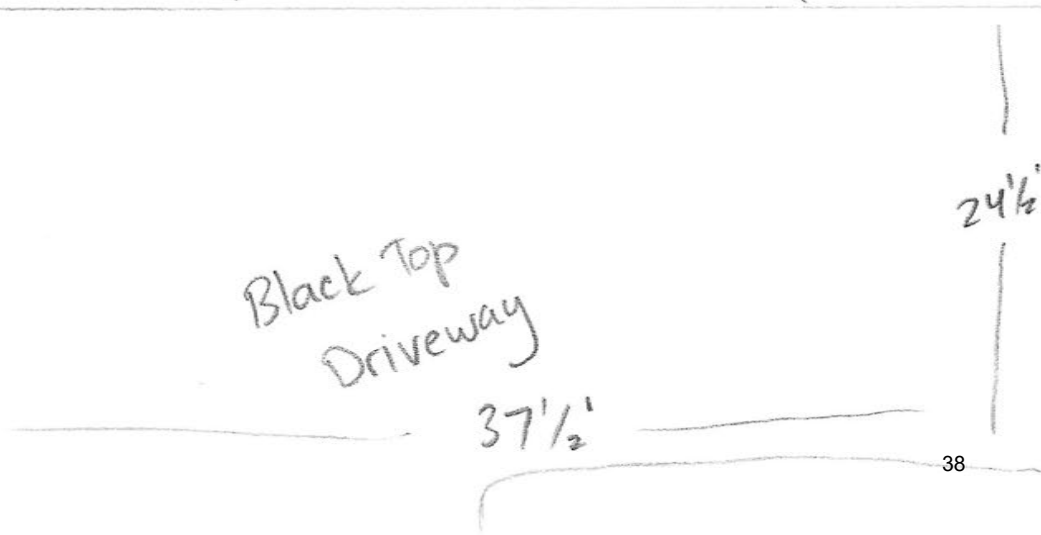
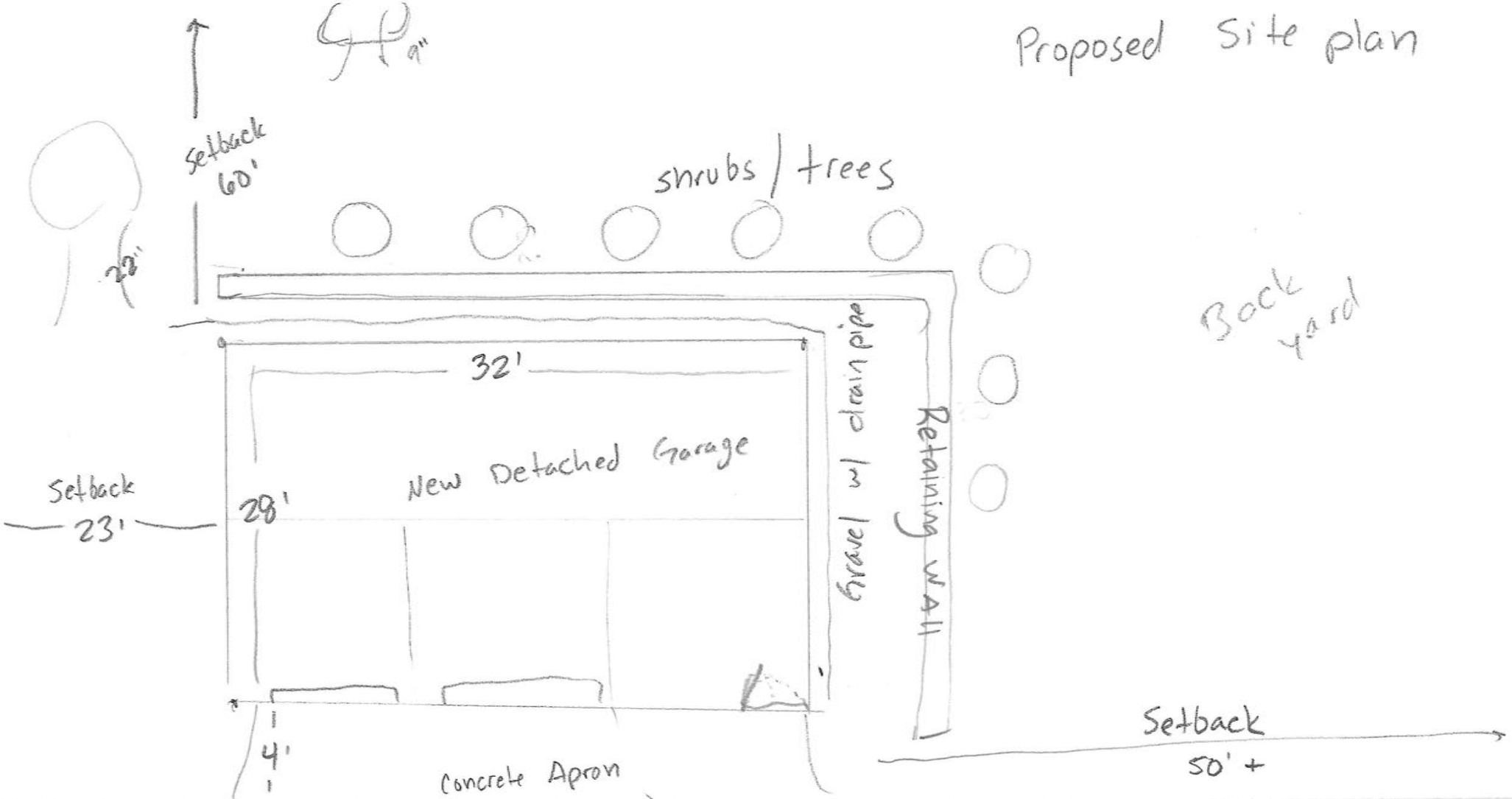
Back yard

Gravel walkway 1/3'

Black top Driveway

Existing House

Proposed Site plan



Gravel walkway

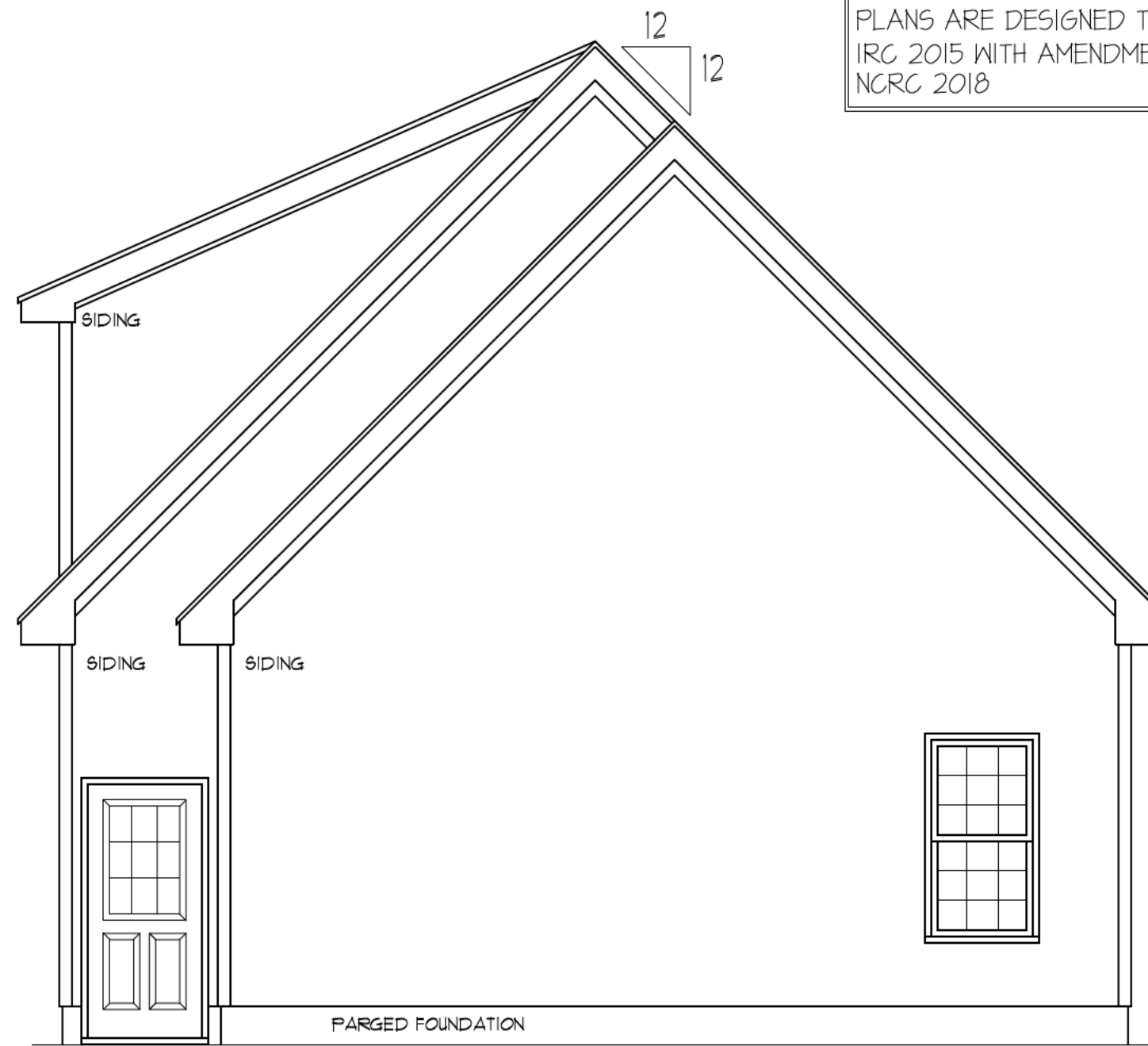
Existing House

330 W. King

330 W King Street Detached Garage Narrative

A new detached garage is the primary goal of the proposed work. The garage is designed to look like it has been there since the erection of the house in the early 1900's but with modern building materials. A few of the details in the design that will match the existing house include James Hardy siding painted to match, same width trim on corners, around windows and doors, and around the gables. Also the exact color-match roof shingle.

Currently, there is a 12'x20' shed and 20'x20' concrete pad that are being proposed to remove. The shed doesn't seem to fit the historical time period as it is sided with T11 paneling that isn't painted the same as the house and has a faux brick skirting wrapped around the bottom. The trees that are proposed to remove are under the required diameter of 24" at breast height.



PLANS ARE DESIGNED TO THE FOLLOWING CODES:
IRC 2015 WITH AMENDMENTS
NRC 2018

RIGHT SIDE ELEVATION

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



FRONT ELEVATION

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

Plans by:

Hobie Carver
320 Westgrove Court
Durham, NC 27703
Telephone 919-906-5457

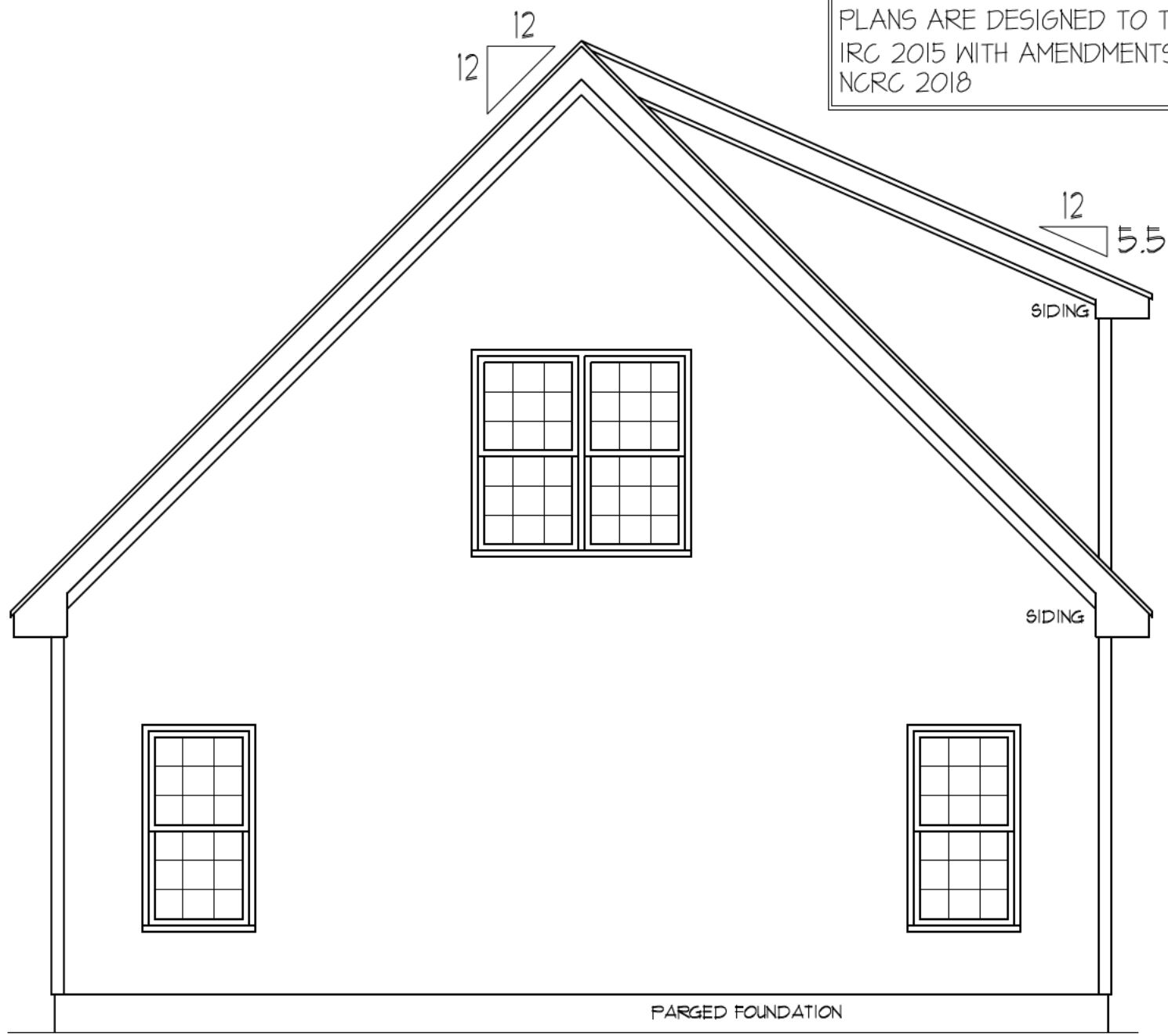
ALL DIMENSIONS, SITE
CONDITIONS & CODES ARE
TO BE VERIFIED BEFORE
CONSTR BEGINS. ONCE
CONSTR HAS HOBIE CARVER
WILL NOT ASSUME ANY
LIABILITY FOR ANY
EXPENSES ASSOCIATED WITH
ERRORS & OMISSIONS.

Detached Garage

330 West King Street
Hillsborough, NC 27278

Drawn By : HWC
Date: 8/4/2025
Revisions :

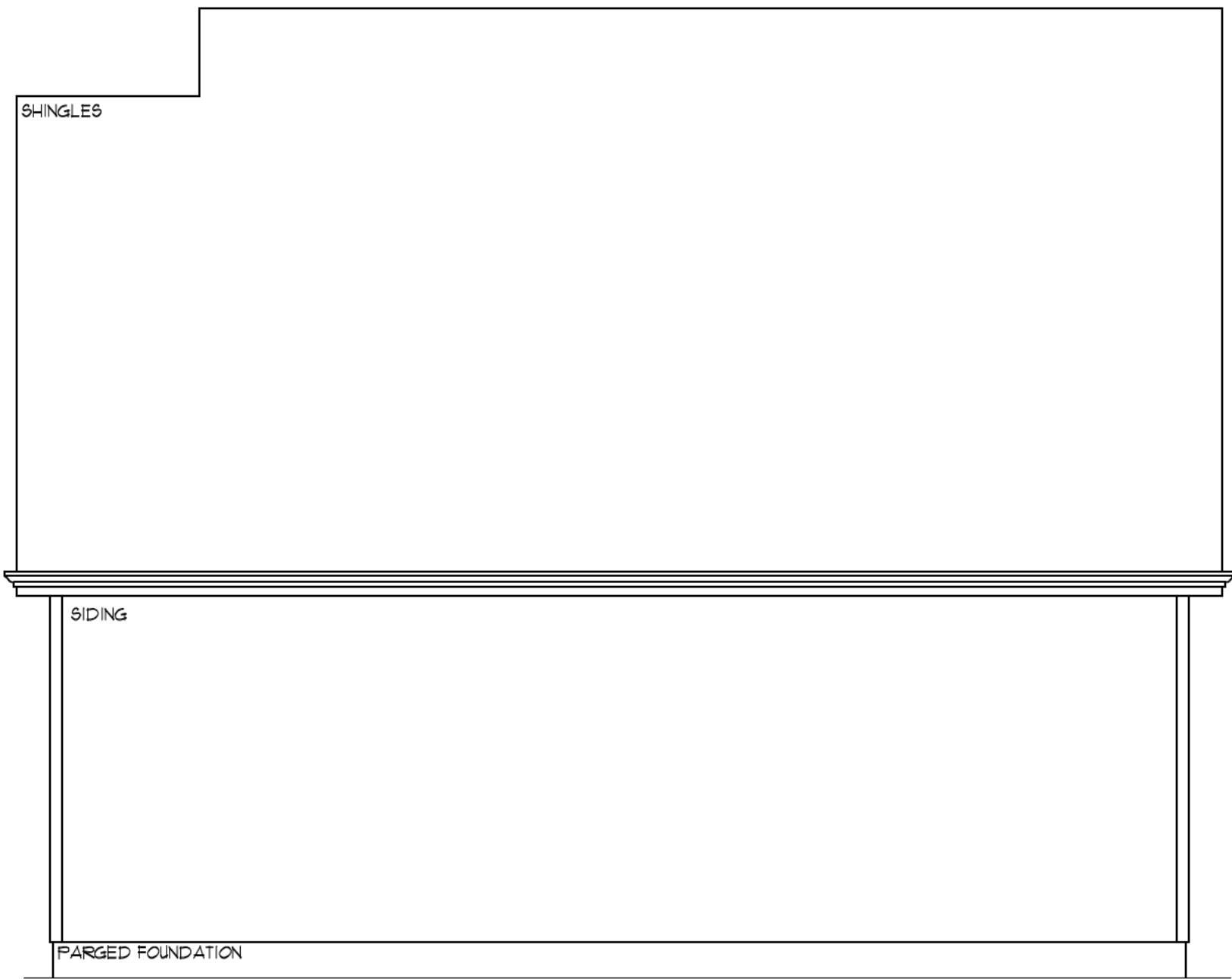
SHEET
A1



PLANS ARE DESIGNED TO THE FOLLOWING CODES:
IRC 2015 WITH AMENDMENTS
NRC 2018

LEFT SIDE ELEVATION

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



REAR ELEVATION

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

Plans by:

Hobie Carver
320 Westgrove Court
Durham, NC 27703
Telephone 919-906-5457

ALL DIMENSIONS, SITE
CONDITIONS & CODES ARE
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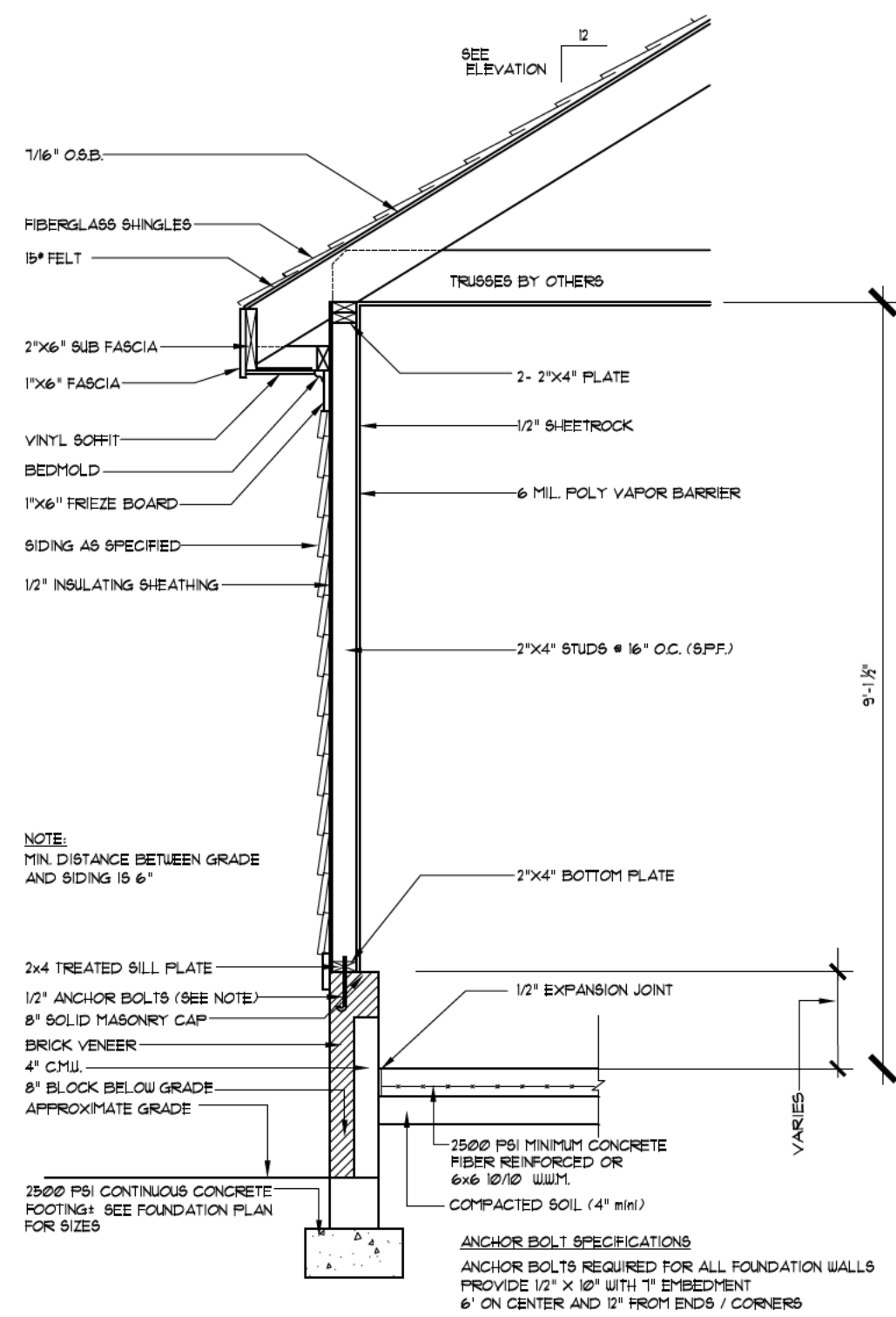
Detached Garage

330 West King Street
Hillsborough, NC 27278

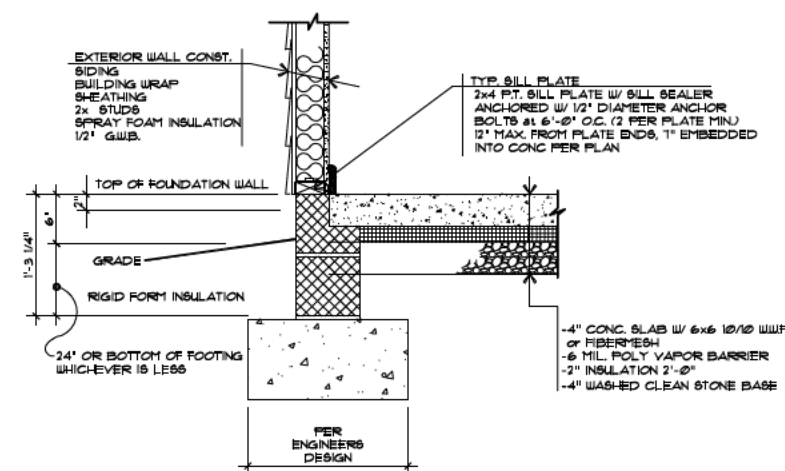
Drawn By : HWC
Date: 8/4/2025
Revisions :

SHEET
A2

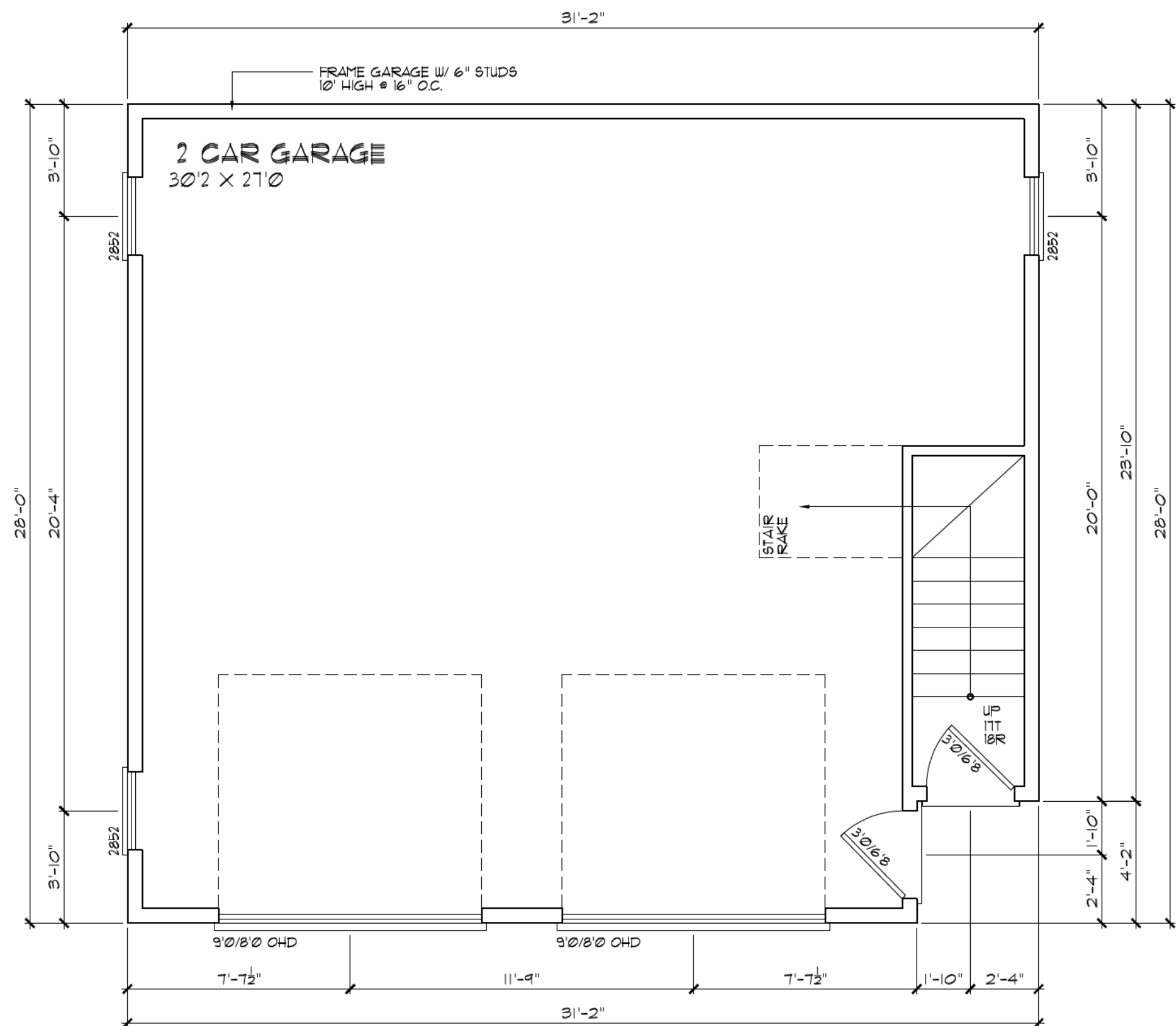
PLANS ARE DESIGNED TO THE FOLLOWING CODES:
IRC 2015 WITH AMENDMENTS
NRC 2018



TYPICAL WALL SECTION
SCALE : 1/4" = 1'-0"



OPTIONAL FOOTING DETAIL



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

Plans by:

Hobie Carver
320 Westgrove Court
Durham, NC 27703
Telephone 919-906-5457

ALL DIMENSIONS, SITE
CONDITIONS & CODES ARE
TO BE VERIFIED BEFORE
CONSTR. BEGINS. ONCE
CONSTR. HAS HOBBIE CARVER
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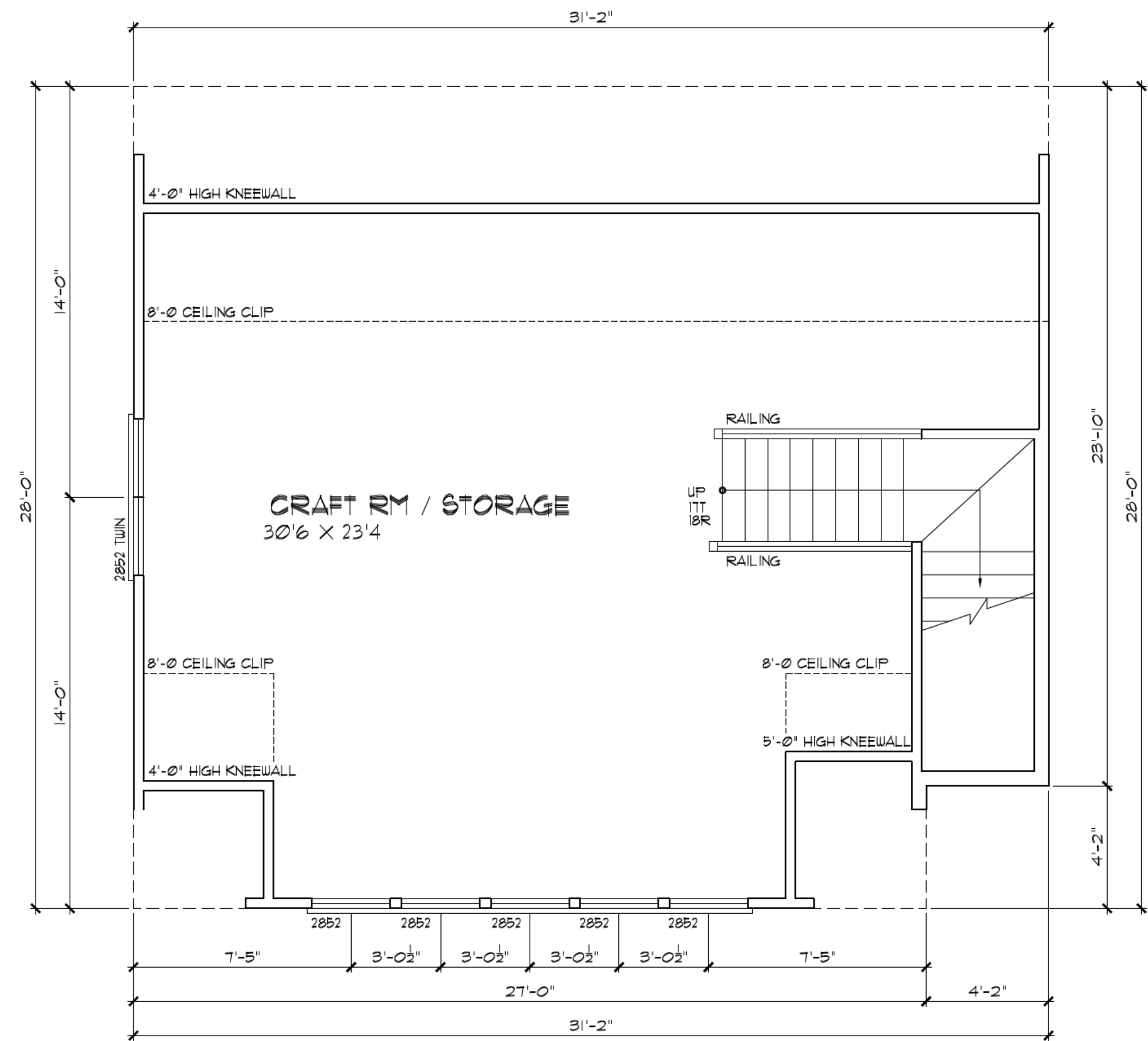
Detached Garage

330 West King Street
Hillsborough, NC 27278

Drawn By : HWC
Date: 8/4/2025
Revisions :

SHEET
A3

PLANS ARE DESIGNED TO THE FOLLOWING CODES:
IRC 2015 WITH AMENDMENTS
NCR 2018



SECOND FLOOR PLAN
SCALE : 1/4" = 1'-0"

Plans by:

Hobie Carver
320 Westgrove Court
Durham, NC 27703
Telephone 919-906-5457

ALL DIMENSIONS, SITE
CONDITIONS & CODES ARE
TO BE VERIFIED BEFORE
CONSTR BEGINS. ONCE
CONSTR HAS HOBIE CARVER
WILL NOT ASSUME ANY
LIABILITY FOR ANY
EXPENSES ASSOCIATED WITH
ERRORS & OMISSIONS.

Detached Garage

330 West King Street
Hillsborough, NC 27278

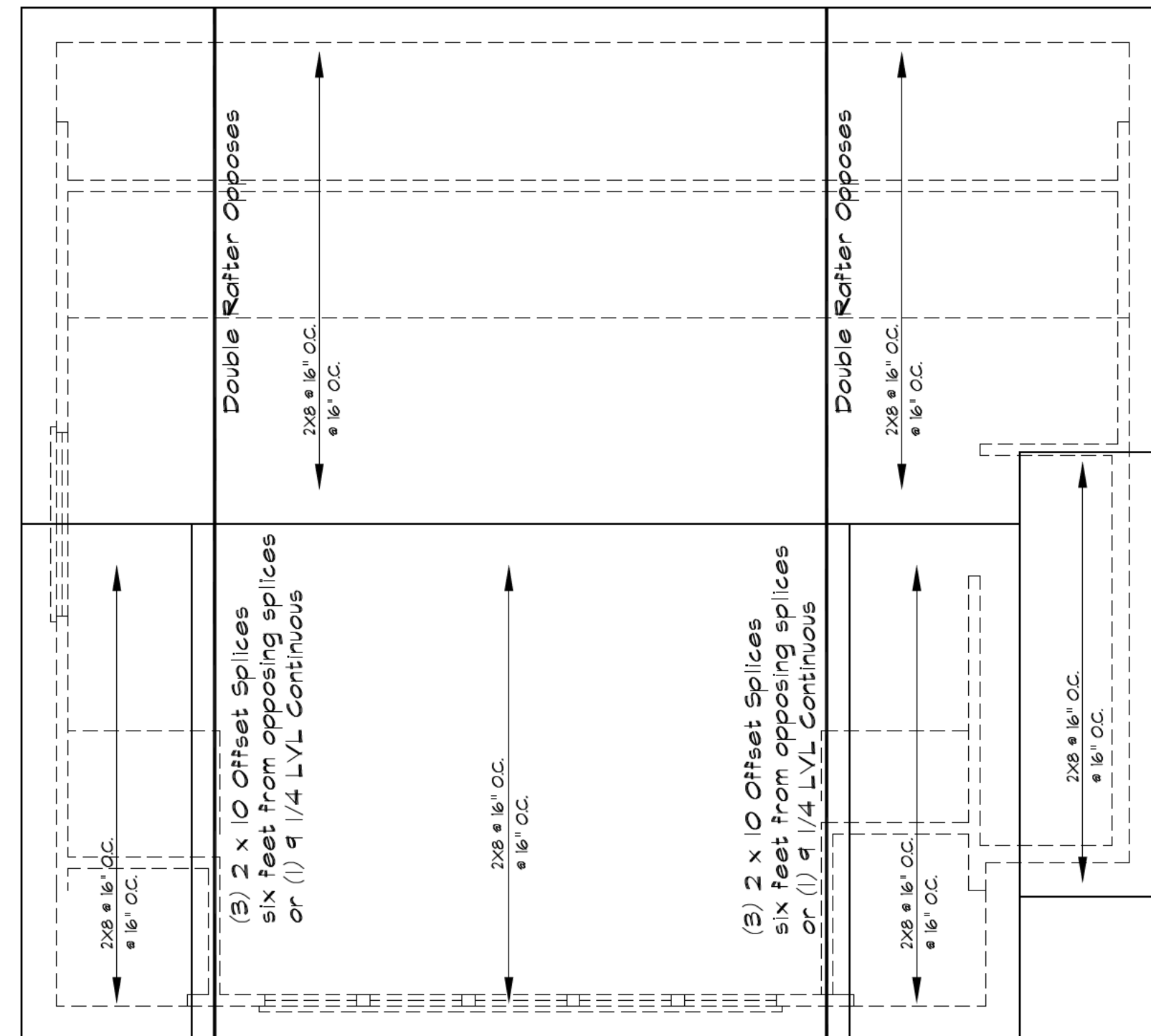
Drawn By : HWC
Date: 8/4/2025
Revisions :

SHEET
A4

Structural Design By:
John Alexander McRae, PE, Inc
218 Coley Farm Road
Fuquay-Varina North Carolina 27526
jampe@nc.rr.com (919) 210-5749
P O Box 1466 Apex, NC 27502
Report deficiencies immediately
2507-46
(NC C-2298)

all rafters
 2 x 8 @ 16 #2
 spf or better
 all ridges 2 x 10 u.n.o.
 fur ridge as required to
 provide full rafter contact
 fur rafters as required to
 meet insulation code

See Elevations
 2 x 4 x 48 or 72
 @ 32 Collar Ties
 (115 mph zones)



ATTIC VENTILATION
 855 SQ. FT. OF CEILING / 150 = 5.7 SQ. FT. OF FREE
 VENT REQUIRED = 2.9 SQ. FT. IN/ 2.9 SQ. FT. OUT
 NOTE:
 REFER TO SECTION 806 (ROOF VENTILATION)
 IN THE NORTH CAROLINA STATE BUILDING CODE (IRC)
 All framing #2 SPF or better

Structural Design By:
 John Alexander McRae, PE, Inc
 218 Coley Farm Road
 Fuquay-Varina North Carolina 27526
 jampe@nc.rr.com (919) 210-5749
 P O Box 1466 Apex, NC 27502
 Report deficiencies immediately
 2507-46
 (NC C-2298)

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

PLANS ARE DESIGNED TO THE FOLLOWING CODES:
 IRC 2015 WITH AMENDMENTS
 NGRC 2018

Plans by:

Hobie Carver
 320 Westgrove Court
 Durham, NC 27703
 Telephone 919-906-5457

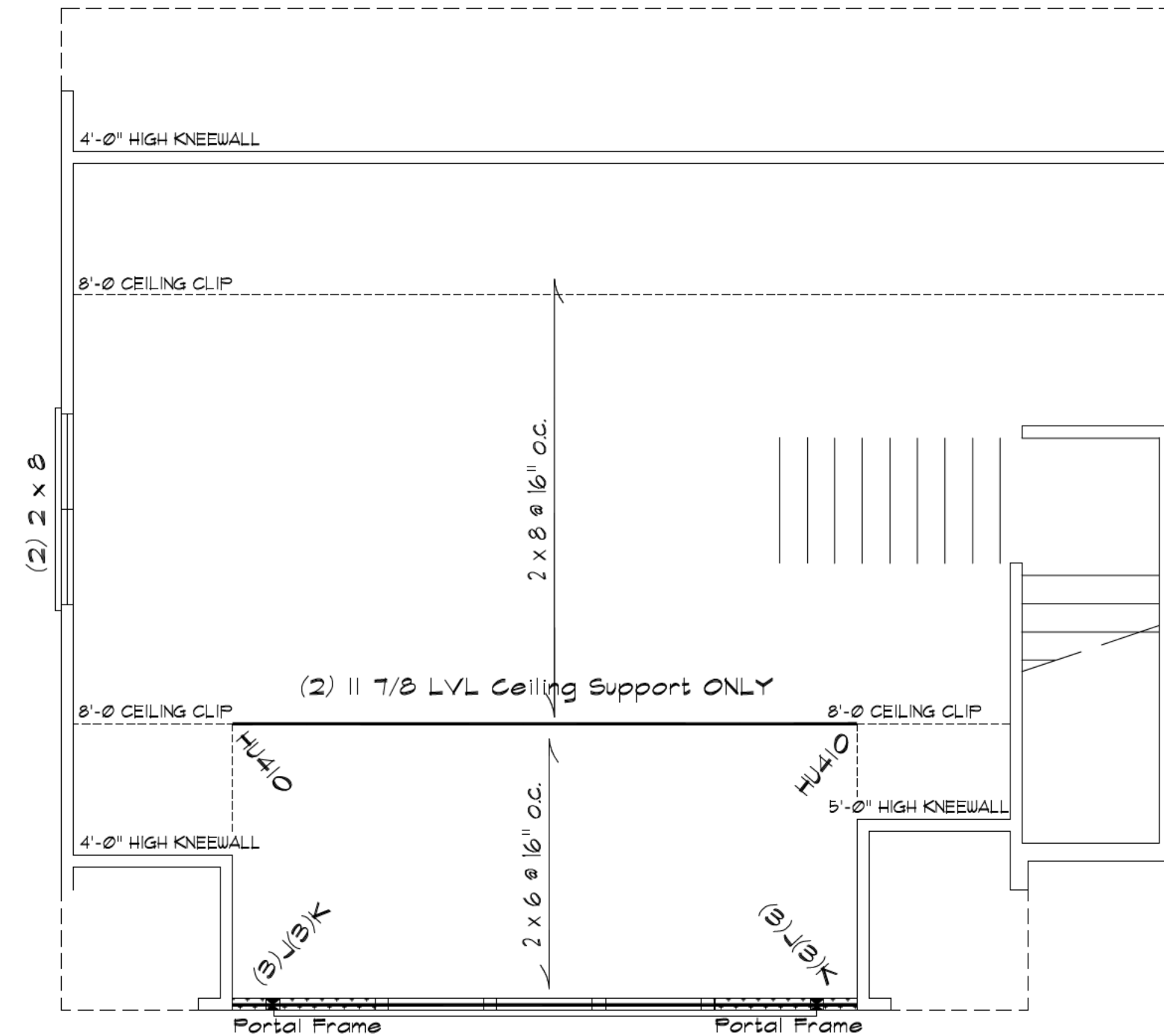
ALL DIMENSIONS, SITE
 CONDITIONS & CODES ARE
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 CONSTR. BEGINS. ONCE
 CONSTR. HAS HOBIE CARVER
 WILL NOT ASSUME ANY
 LIABILITY FOR ANY
 EXPENSES ASSOCIATED WITH
 ERRORS & OMISSIONS.

Detached Garage

330 West King Street
 Hillsborough, NC 27278

Drawn By : HWC
 Date: 8/4/2025
 Revisions :

SHEET
S2



(2) 11 7/8 LVL Continue to Corners
 All stories to be sheathed with 7/16" OSB nailed @ six inches on center
 edges and ends with additional nailing of "braced" panels as noted below:

ALL EXTERIOR BEARING AND
 NON LOAD BEARING WALLS
 Four Foot Panel at Corners
 and Maximum 12' o.c.

Wall Bracing 7/16" OSB Lap OSB
 from top plate down full eight foot sheet
 prior to opening cut-out. Nail with 8d
 nails at THREE inches on center edges/ends
 six inches in field. Purlins at panel
 Minimum Panel
 Width 48" u.n.o.

SECOND FLOOR CEILING FRAMING PLAN
 SCALE : 1/4" = 1'-0"

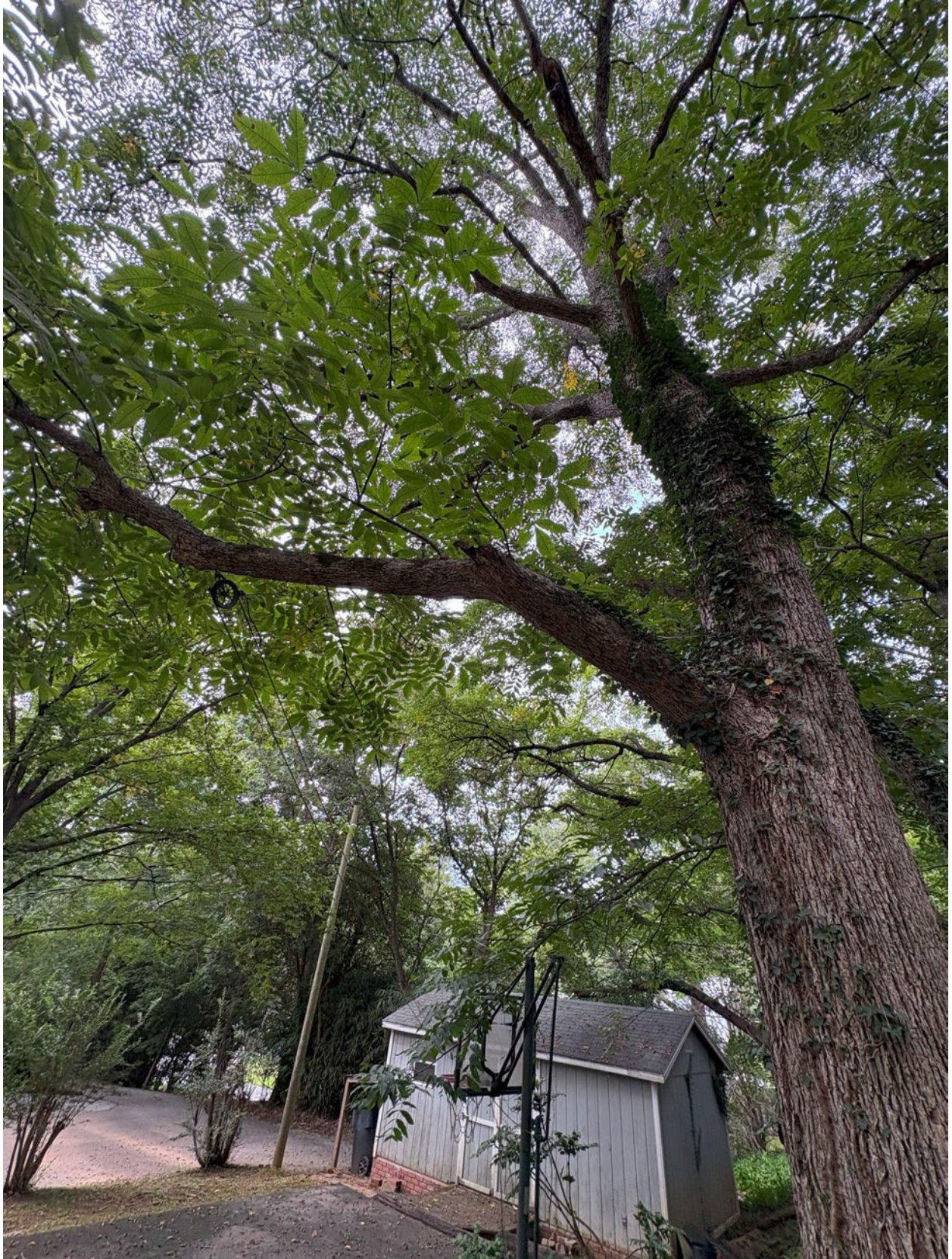
Exterior Materials		
	Existing	Proposed
Siding	fiber cement	fiber cement - James Hardy planks
Trim	painted wood	fiber cement - James Hardy trim
Fascia	painted wood	Azek
Soffitt	painted wood on gable ends, slotted wood on Eaves	Aluminum J channel behind Azek fascia, Aluminum F channel above Hardy trim, solid aluminum soffitt on gable ends, slotted aluminum soffitt on eaves
Roof	Asphalt shingle 3-tab Weathered Wood color	Asphalt shingle 3-tab Weathered Wood color
Foundation Material	Visually what is seen is red brick	Parged cinderblocks on poured foundation
Windows	wood	Anderson - aluminum clad wood
Doors	wood - full glass	fiberglass - half glass

































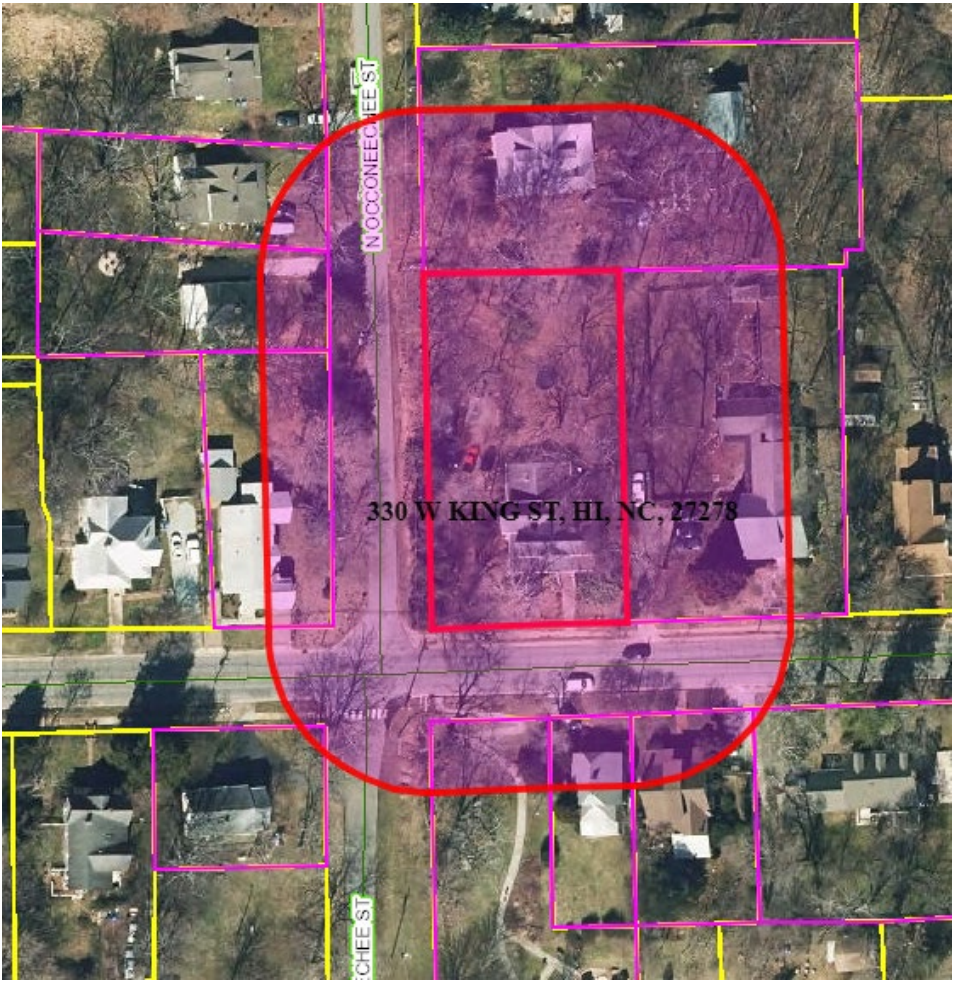


I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864769302 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

9/17/2025
Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRS	OWNER2_LAST	OWNER2_FIF	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE
9864767112	STEWART	FREDRICK	HOLCOMB	JIMMY	403 KING ST		HILLSBORO	NC	27278
9864767363	MATHEIS	MARGARET	WYSOCKI	JEFFREY J	402 W KING ST		HILLSBORO	NC	27278
9864767431	WHITSON	VICTORIA R	PATTERSON	BRIAN T	109 N OCCONEECHEE S		HILLSBORO	NC	27278
9864767500	SHELL	JESSICA			111 N OCCONEECHEE S		Hillsboro	NC	27278
9864767509	JONES	KAREN E			115 N OCCONEECHEE S		HILLSBORO	NC	27278
9864768093	HILLSBOROUGH T	OF			PO BOX 429	PUBLIC SP	HILLSBORO	NC	27278
9864769150	READ	HEATHER P			331 W KING ST		HILLSBORO	NC	27278
9864769302	SHETLER	MATTHEW J	JAHNKE	JENNIFER L	5005 MILL HILL LN		CHAPEL H	NC	27517
9864860187	REVELS	PATRICIA B			329 W KING ST		HILLSBORO	NC	27278
9864860342	HAYS	DAVID	HAYS	ELIZABETH M	324 W KING ST		HILLSBORO	NC	27278
9864860547	MCIVER	HERVEY	MCIVER	JANE	110 N OCCONEECHEE S		HILLSBORO	NC	27278
9864861121	VACENDAK	THOMAS S			325 W KING ST		HILLSBORO	NC	272782419



ITEM #6. B:

Address: 332 W. Tryon St.

Year Built: c. 1985

Historic Inventory Information (2013)

This one-story, side-gabled, Ranch house is five bays wide and double-pile with an inset carport on the right (west) end of the façade. The house has a concrete foundation, vertical plywood sheathing, and one-over-one wood-sash windows. The two-light-over-four-panel door is accessed by an uncovered stoop. There is an interior brick chimney, visible inside the inset carport, which is supported by square posts on a concrete foundation. County tax records date the building to 1985.

Proposed work

- Add two shed dormers to the rear roof
- Construct a small pool in the back yard

Application materials

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

Applicable Design Standards

- *Additions to Residential Buildings:* 1-13
- *Site Features and Plantings:* 10
- *Walkways, Driveways, and Off-Street Parking:* 9, 10
- *Fences and Walls:* 9

Staff Comments

- None.



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

		332 W. Tryon St.
Orange County Parcel ID Number	Zoning District	Address of Project
Anton Wilson	Same	
Applicant Name	Property Owner (if different than applicant)	
	Same	
Applicant's Mailing Address	Property Owner's Mailing Address	
City, State ZIP	City, State ZIP	
	Same	
Applicant Phone Number	Property Owner's Phone Number	
	Same	
Applicant's Email	Property Owner's Email	
Description of Proposed Work: Add 2 shed dormers to roofline and a plunge pool to back yard		
Estimated Cost of Construction: \$ 120,000		

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

Applicant and Owner Acknowledgment and Certification

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

			9/8/25
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: \$ 150.00

☐ After-the-fact application (\$300):

Amount: \$ _____

Total Due: \$ _____

Receipt #: _____

Received by: _____

Date: _____

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

☐ N/A ☐ Yes

Zoning Officer: _____

This application meets public space division requirements.

☐ N/A ☐ Yes

Public Space Manager: _____

Historic Architectural Inventory Information

Original date of Construction: _____

Description of the Property:

Applicable Design Standards:

Other reviews needed?

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

Minor Works Certificate of Appropriateness Application Decision

☐ Approved ☐ Referred to HDC

Minor Works Reference(s): _____

Certificate of Appropriateness Decision

☐ Approved ☐ Denied

Commission Vote: _____

Conditions or Modifications (if applicable):

Historic District Staff Signature

Date

Introduction

The subject house is located at 332 W Tryon Street and is a large, Neo-Colonial-style house with a two-and-a-half-story section on the right (east) and a large one-and-a-half-story wing to its left (west), added later. The two-and-a-half-story, side-gabled section is five bays wide and double-pile with three gabled dormers on the façade and an exterior brick chimney in the left gable. The house has Masonite siding and Hardie siding (on the most recent rear kitchen addition) and aluminum clad windows. A one-story, flat-roofed, screened porch on the right gable end is supported by square posts and has a rectilinear-patterned railing. A one-and-a-half-story, side-gabled wing is four bays wide with a projecting, two-bay-wide, front-gabled wing on the left end of the façade. The façade has a brick veneer, while the side elevations, front-gabled wing, and a front-gabled dormer on the façade are all sheathed with Masonite siding. It has aluminum clad windows and overhead garage doors on the rear (north) elevation. County tax records date the building to 1987 and the garage wing was completed in 2000. Please see existing conditions pictures below:



View from W Tryon Street looking north



View of left side (west elevation)



View of right side (east elevation)



View of rear (north elevation)



Additional view of rear (north elevation)



View of existing patio and steps to proposed pool (and additional steps)



View of existing metal fence to be adjusted to accommodate proposed pool

Project

The homeowners are proposing to add a shed dormer on the rear elevation between the existing gable dormer and a newly proposed duplicate gable dormer over the existing garage doors. Essentially the new shed dormer will bridge between the two gable dormers. The siding proposed is Hardie board and batten to match the most recent kitchen addition. The shed dormer is proposed to have standing seam metal roofing (no striations) and the new dormer will have an asphalt shingle roof to match the existing shingles. (5) new north facing aluminum-clad SDL windows are proposed. Additionally, they are proposing to convert the existing 3rd floor skylights to a shed dormer with a north facing triple aluminum clad SDL twin window. All new siding will be Hardie board and batten siding (smooth side out) and Miratec trim. All colors are to match existing. Lastly a new small pool is proposed on the rear of the property as shown on the attached site plan. Brick steps from the existing patio will be constructed to access the pool. Additionally, there will be a 4' concrete pad surrounding the pool with a 1 foot wide concrete retaining wall on the east and north side. Existing fencing will be relocated as necessary to accommodate the pool and address code requirements.

Landscaping

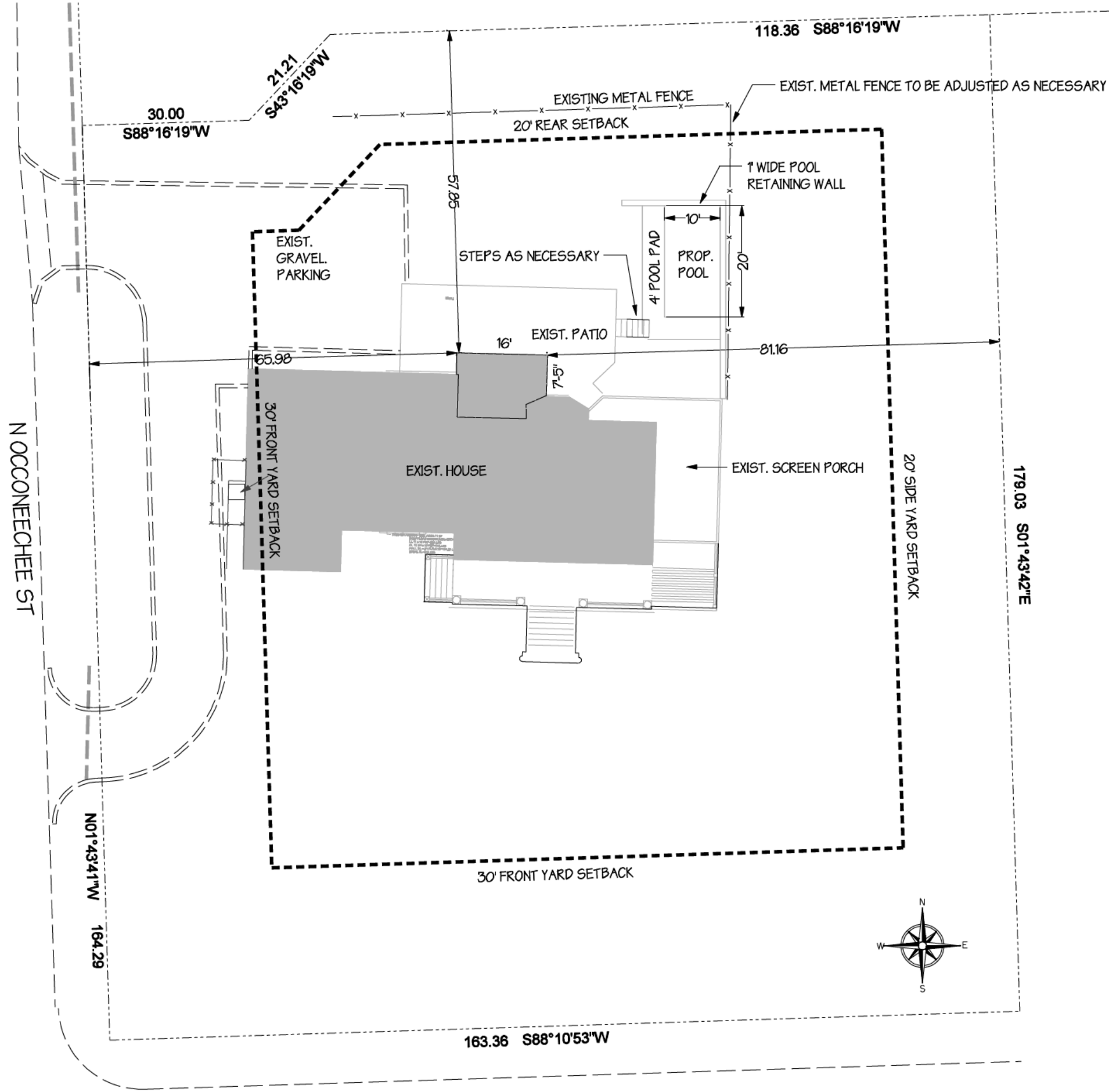
No trees will be removed, and no new plantings are proposed at this time.

Lighting

No new lighting is proposed.

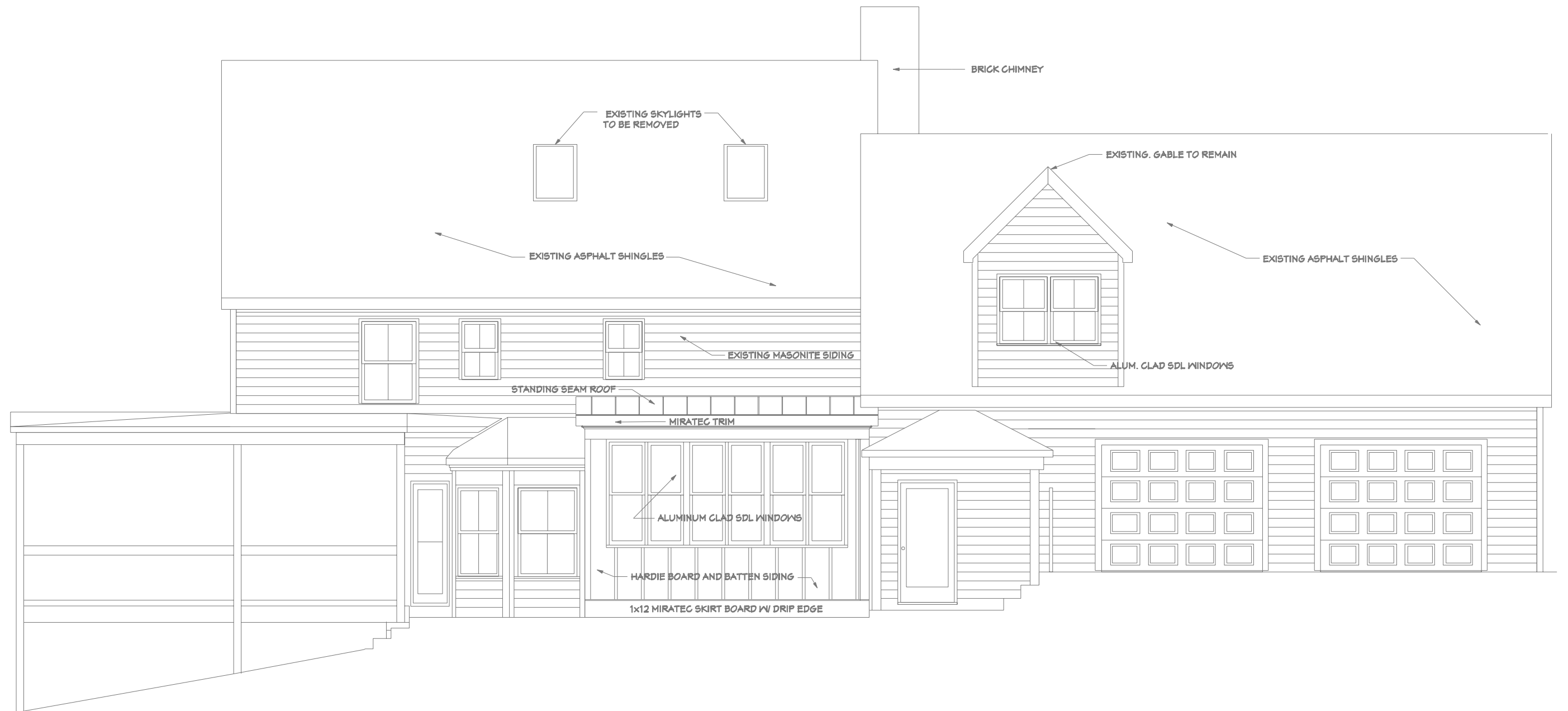
Material matrix

Item	Proposed material(s)	Color
siding	Hardie board and batten	To match existing
trim	Miratec	White
fascia	Miratec	White
roof (shed dormers)	Standing seam (no striations)	To match existing
roof (new gable dormer)	asphalt shingles	To match existing
foundation materials	No change (brick)	To match existing
windows	Aluminum clad SDL	To match existing
shutters	No change	N/A
awnings	none	N/A
patios	Concrete	natural
walkways	Brick	To match existing
driveways	No change	N/A
fences	Existing metal to be relocated	black



SITE PLAN
1"=20'

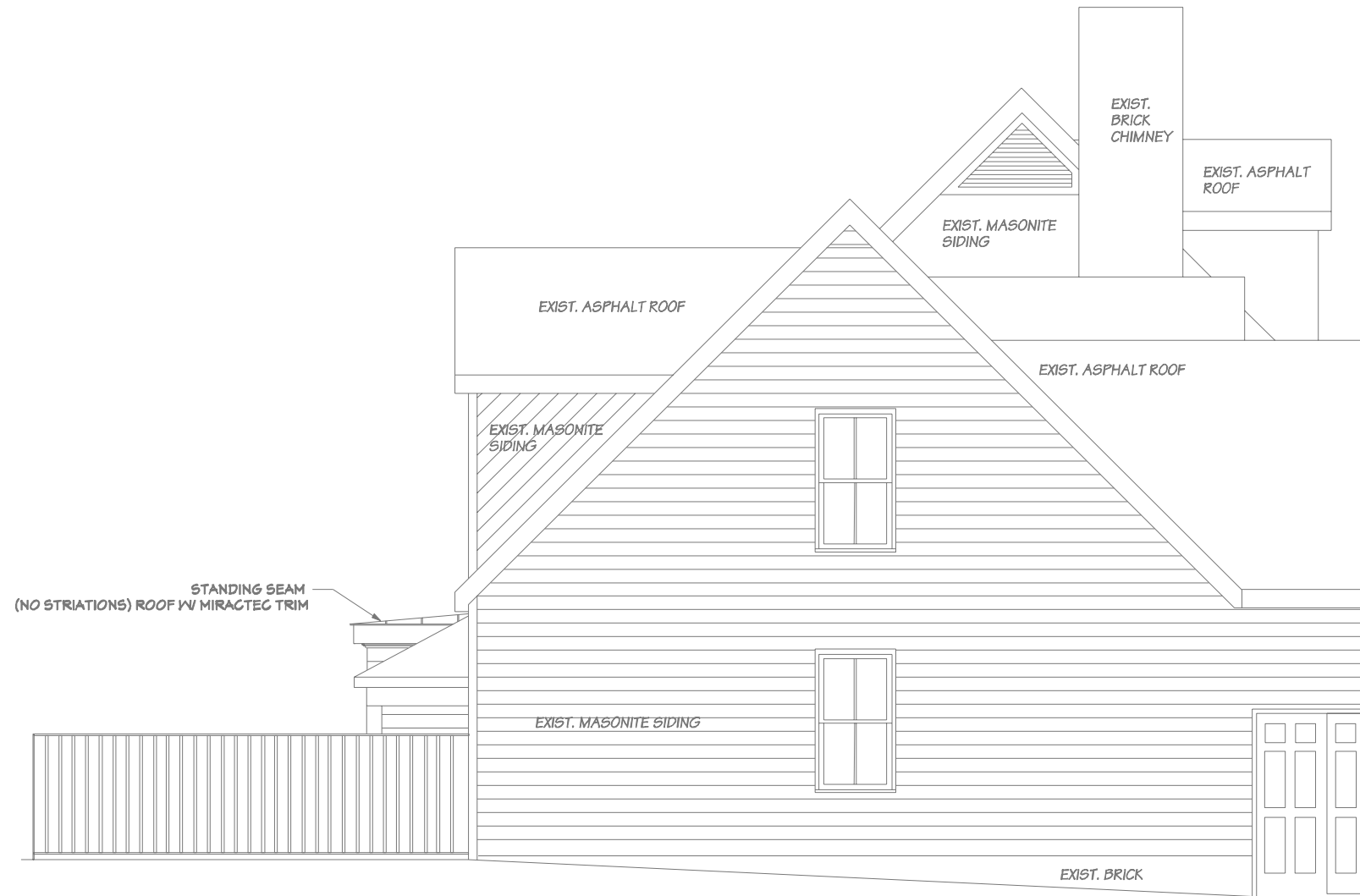
W. TRYON ST



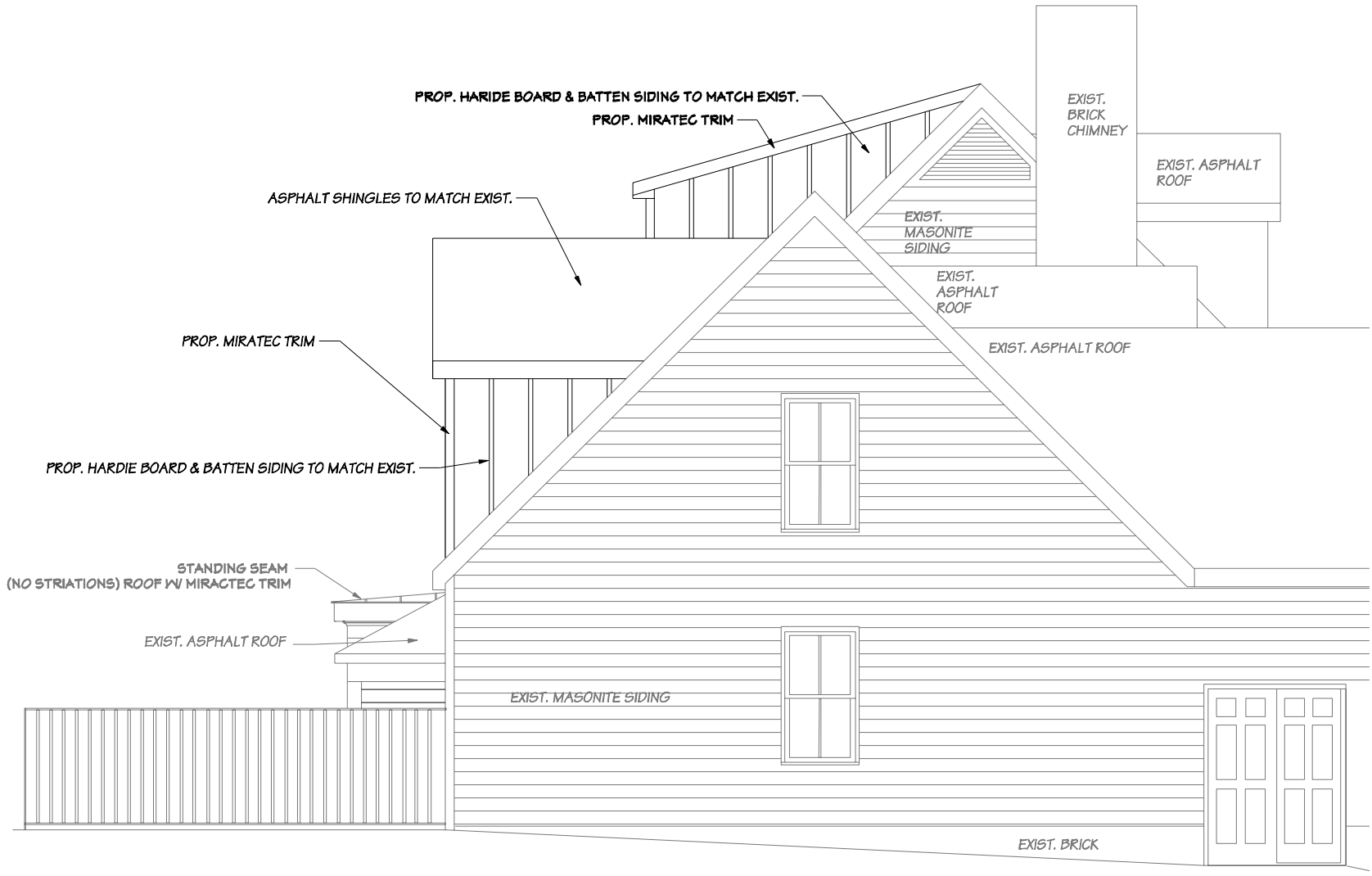
EXISTING REAR ELEVATION (NORTH)

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

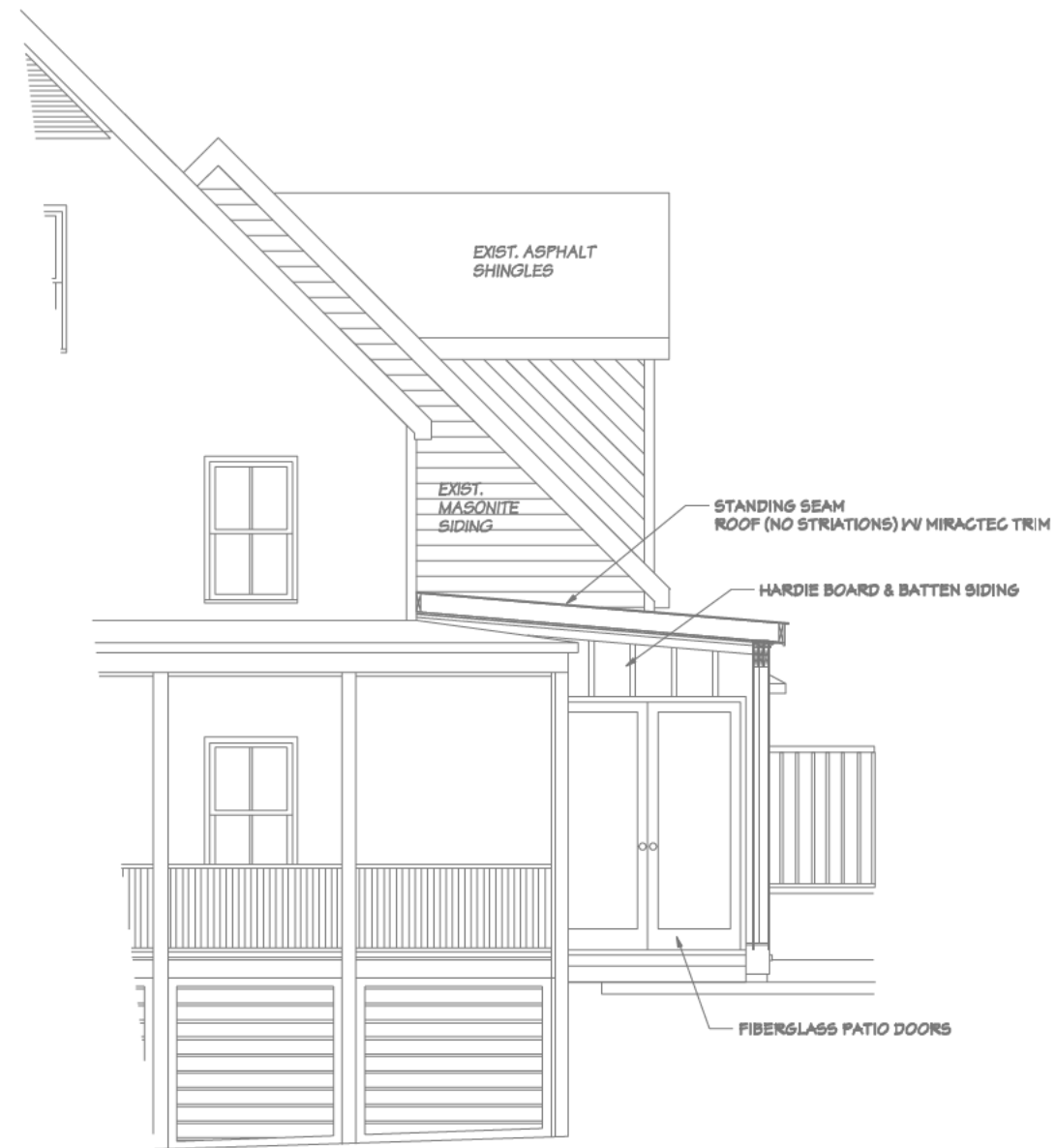




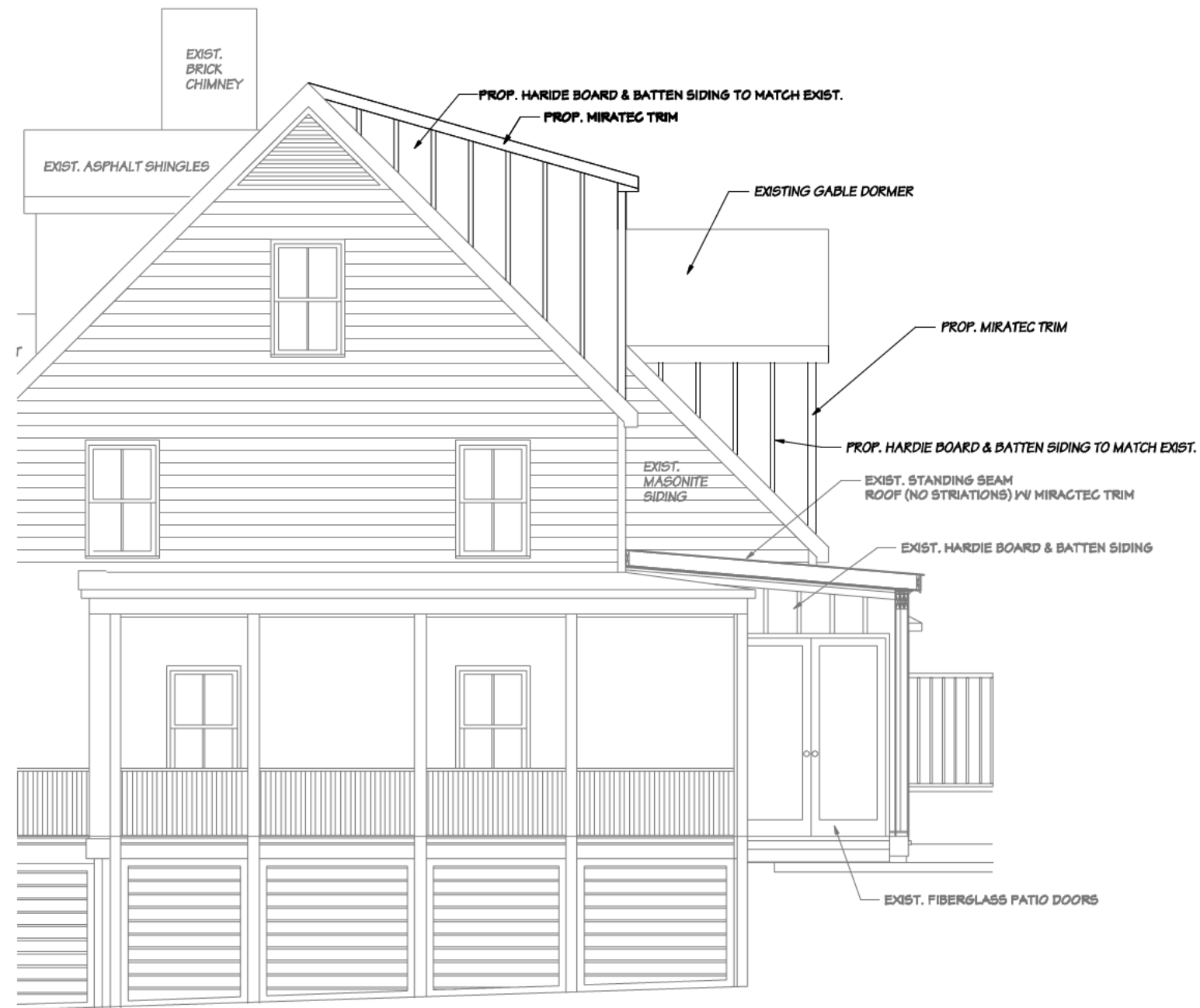
EXISTING LEFT (WEST) ELEVATION SCALE: 3/16"=1'-0"



PROPOSED LEFT (WEST) ELEVATION SCALE: 3/16"=1'-0"



EXISTING RIGHT (EAST) ELEVATION SCALE: 3/16"=1'-0"



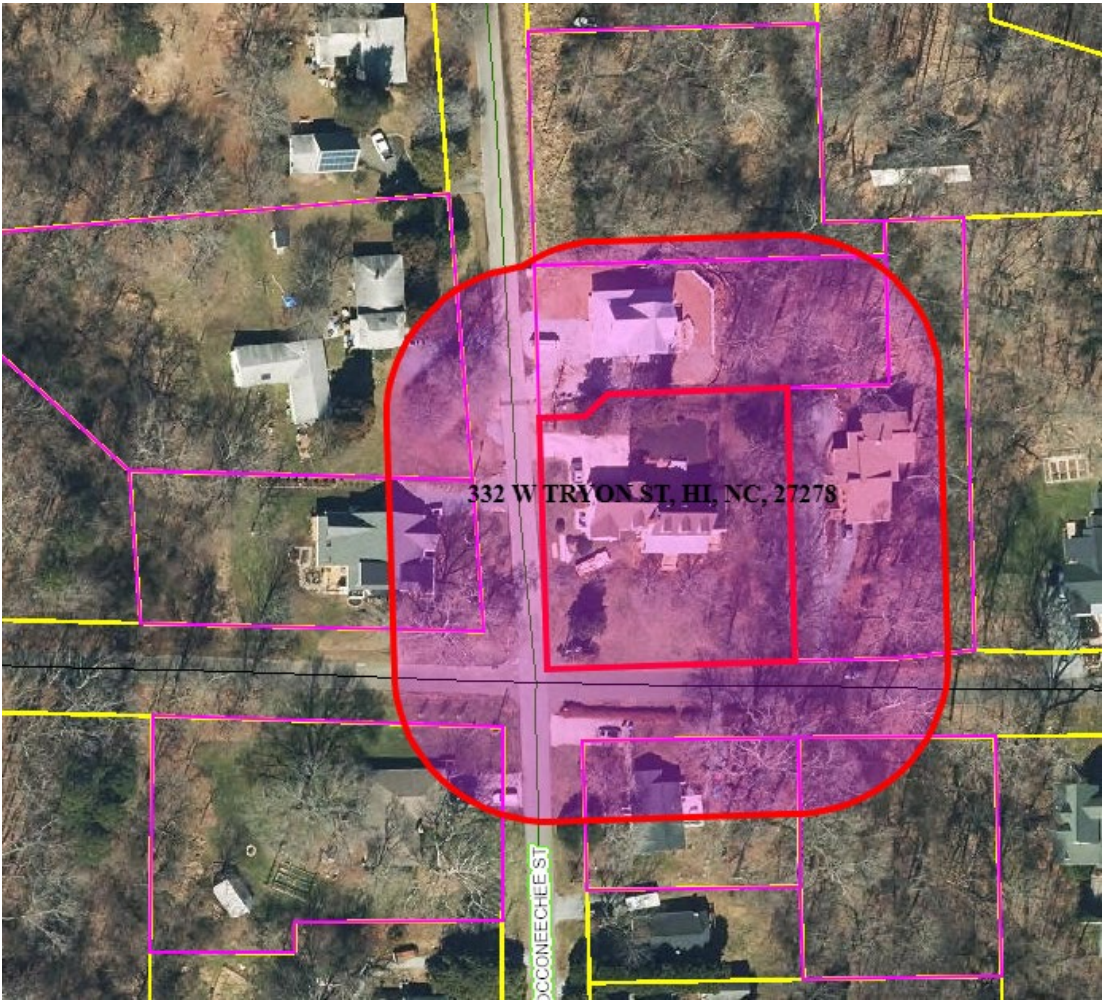
PROPOSED RIGHT (EAST) ELEVATION SCALE: 3/16"=1'-0"

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864779055 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

9/17/2025
Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRST	OWNER2_LAST	OWNER2_FIRST	ADDRESS1	CITY	STATE	ZIPCODE
9864766768	KNOTTS	CHRISTOPHER C	CARMICHAEL	MEIGHAN L	119 N OCCONEECH	HILLSBOROUGH	NC	27278
9864769746	COVER	CAMILLA B			122 N OCCONEECH	Hillsborough	NC	27278
9864776176	KIRCHNER	MICHAEL	KIRCHNER	SHANNEN MARIA	636 OLD YORK RD	NESCHANIC STATION	NJ	8853
9864777022	VAUGHAN	CAROLYN HICKMAN	HAMBORSKY	JANE A	PO BOX 189	HILLSBOROUGH	NC	27278
9864779055	WILSON	WILLIAM ANTON	MARTINA	ALYSSA ROSE	332 W TRYON ST	HILLSBOROUGH	NC	27278
9864779188	HARRIS	PHILLIP TAYLOR	HARRIS	LYN P	PO BOX 9	HILLSBOROUGH	NC	27278
9864779269	KERN	ROBERT	KERN	THERESA	9011 LAUREL SPRING	CHAPEL HILL	NC	27516
9864861812	JARABEK	ANNIE M			327 W TRYON ST	Hillsborough	NC	27278
9864871005	JOHNSON	F REED	JOHNSON	KATHLEEN A	324 W TRYON ST	HILLSBOROUGH	NC	27278



ITEM #6. C:

Address: 319 W. Margaret Ln.

Year Built: c. 1906, 1985

Historic Inventory Information (2013)

This large, two-story, pyramidal-roofed, Queen Anne-style house has two-story, projecting, canted bays on the façade and left (east) elevations. The house has plain weatherboards with notched weatherboards in the gables. It has one-over-one wood-sash windows throughout and the six-panel door on the left end of the façade. The entrance is sheltered by a small replacement, front-gabled porch supported by fluted columns, rendering the building non-contributing. A one-story, shed-roofed screened porch on the left elevation is supported by tapered square columns. There is a 1985 two-story, gabled ell at the left rear (southeast) and a one-story, flat-roofed wing to its left that has a wood railing at the roofline. County tax records date the building to 1906. The rear addition was completed in 1985 and the front porch may have been replaced at that time [HDC].

Proposed work

- Add ground-floor suite and deck
- Revise roof deck

Application materials

- COA application
- Site plan and project introduction (including proposed materials)
- Basement plans
- Floor plans
- Roof plans
- Existing elevations
- Proposed elevations
- Comparative elevations

Applicable Design Standards

- *Additions to Residential Buildings:* 1-13
- *Decks:* 1-8
- *Doors:* 8
- *Windows:* 8

Staff Comments

- The applicant has confirmed that the new siding and trim will be wood, matching existing in size and color, and the roofing will be fiberglass, asphalt shingle in medium gray color.
- The windows will be aluminum clad wood in white to match existing as closely as possible.
- Trellises are not directly mentioned in the standards but are allowed as minor works.



TOWN OF
HILLSBOROUGH

APPLICATION

Certificate of Appropriateness and Minor Works

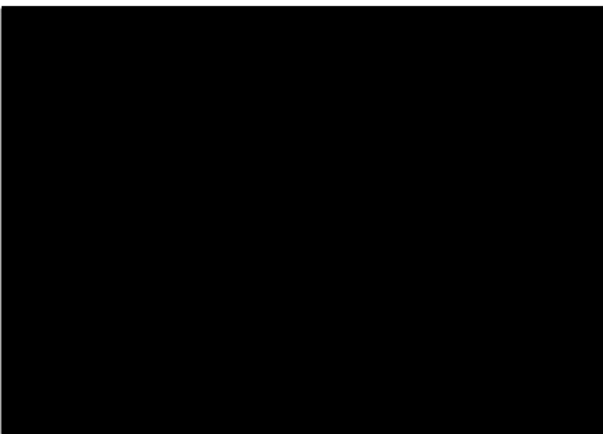
Planning and Economic Development Division
101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-296-9470 | Fax: 919-644-2390
planning@hillsboroughnc.gov
www.hillsboroughnc.gov

9864 85 2733

Orange County Parcel ID Number

Fred Stewart

Applicant Name



R20

Zoning District

319 W. Margaret Lane

Address of Project

Laura Sumrell and George Spencer

Property Owner (if different than applicant)



Description of Proposed Work: add primary suite and deck; revise roof deck

Estimated Cost of Construction: \$ 250,000

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.

Fred Stewart

Applicant's Signature (Optional)

9/8/25

Date

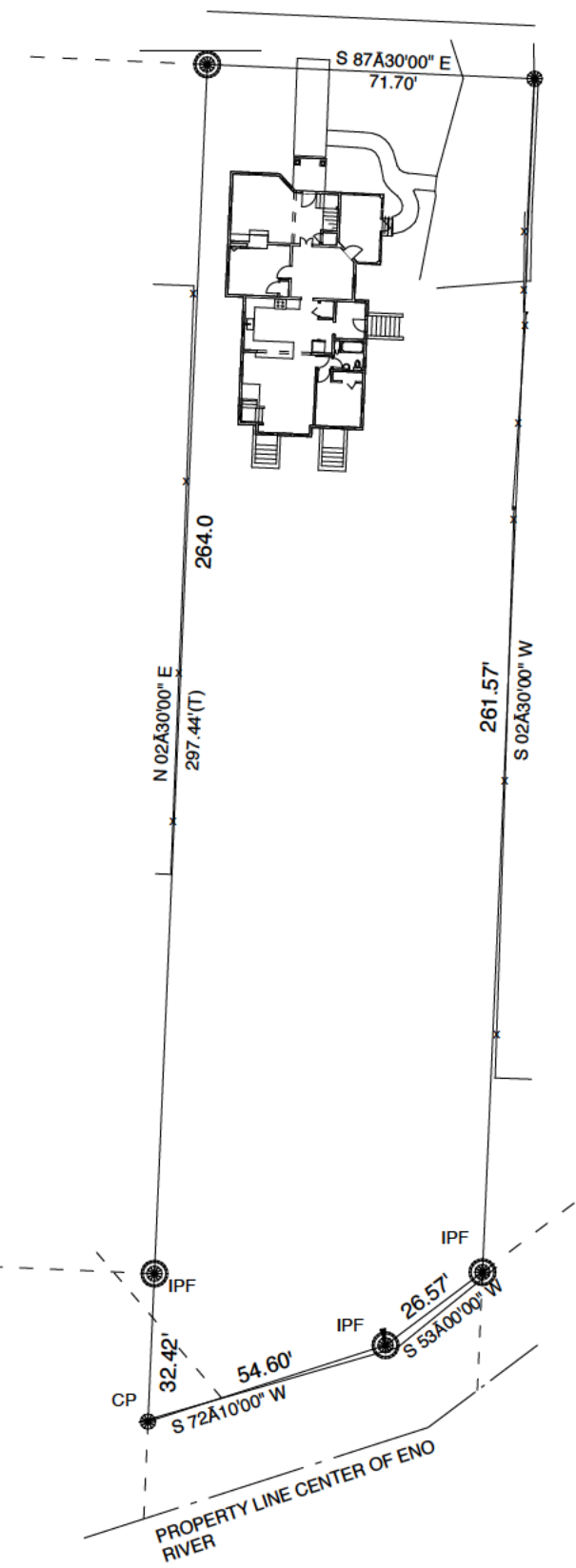
Laura Sumrell

Property Owner's Signature (Required)

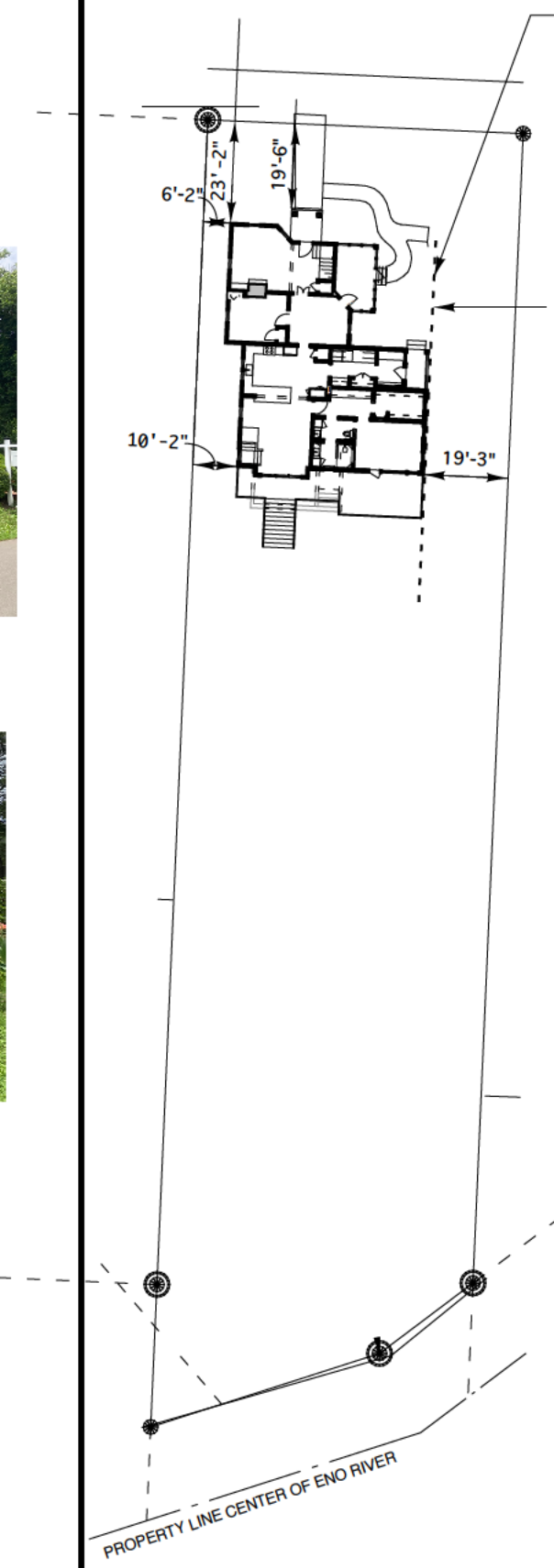
9/8/25

Date

Existing



Proposed



NOTE: This lot is nonconforming as to width. Therefore, using the allowable adjustment of side yard setbacks to comply with the cumulative side yard setbacks limit of 40% of the lot width (71.7'), 28.68' is the adjusted, cumulative side yard setback, and with the minimum setback allowed being 10', the east side yard setback is claimed as 18.68', shown dashed.



EXISTING HOUSE DESCRIPTION
Built in 1906, this Queen Anne-style house was significantly altered in 1985 with a large addition on the rear that included a flat roof with deck and railing, both of which cantilever over the exterior wall below.

- PROJECT SCOPE**
- remove awkward, cantilevered portion of 1985 addition
 - add primary bedroom suite on ground floor for aging in place, duplicating gable of existing kitchen/family room for symmetry
 - maintain flat-roofed section between existing and new gables for roof deck
 - add trellis to shed-roofed box bay at rear of existing family room
 - add deck full width of rear of house with steps to grade
 - add new kitchen entrance and porch on northeast corner of new, bedroom wing

- MATERIALS**
- siding, trim and roofing to match details and colors of existing house
 - railing on new deck and porch to be gray-painted steel uprights, stainless steel cable horizontals, and wood handrail
 - new deck and porch decking to be Black Locust, Ipe or ArborWood thermally-modified wood allowed to silver
 - trellis and slats enclosing underside of deck to be wood stained medium gray
 - new windows and exterior doors to be white clad
 - new exterior light fixtures to match existing black metal, "lantern" style sconces

Index

1	Site Plan/Project Introduction
2	Basement Plans
3	Floor Plans
4	Roof Plans
5	Existing Elevations 1
6a	Proposed Elevations 1
6b	Proposed Elevations 2
7	Comparative Elevations

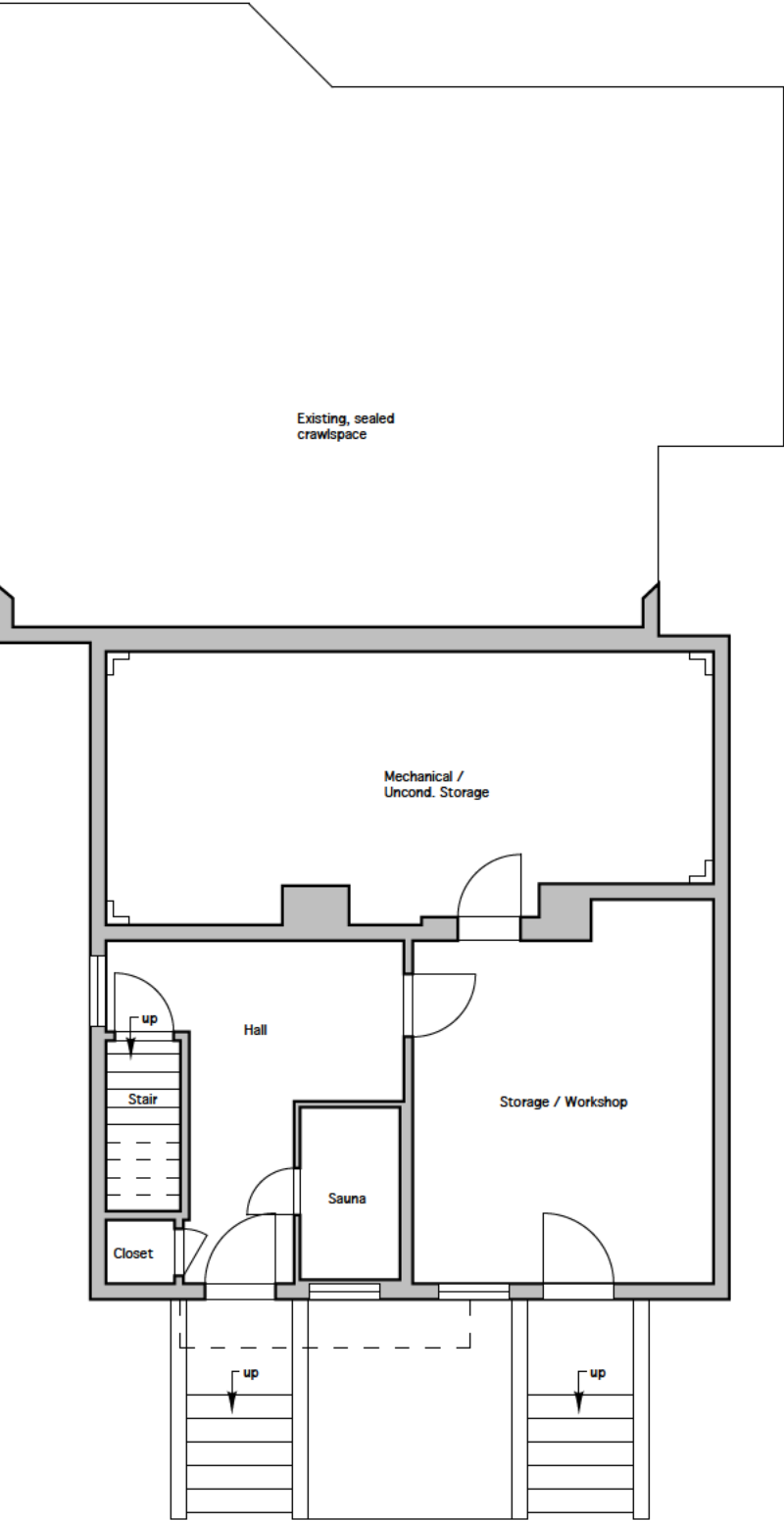


319 W. Margaret Lane
Hillsborough, N.C.

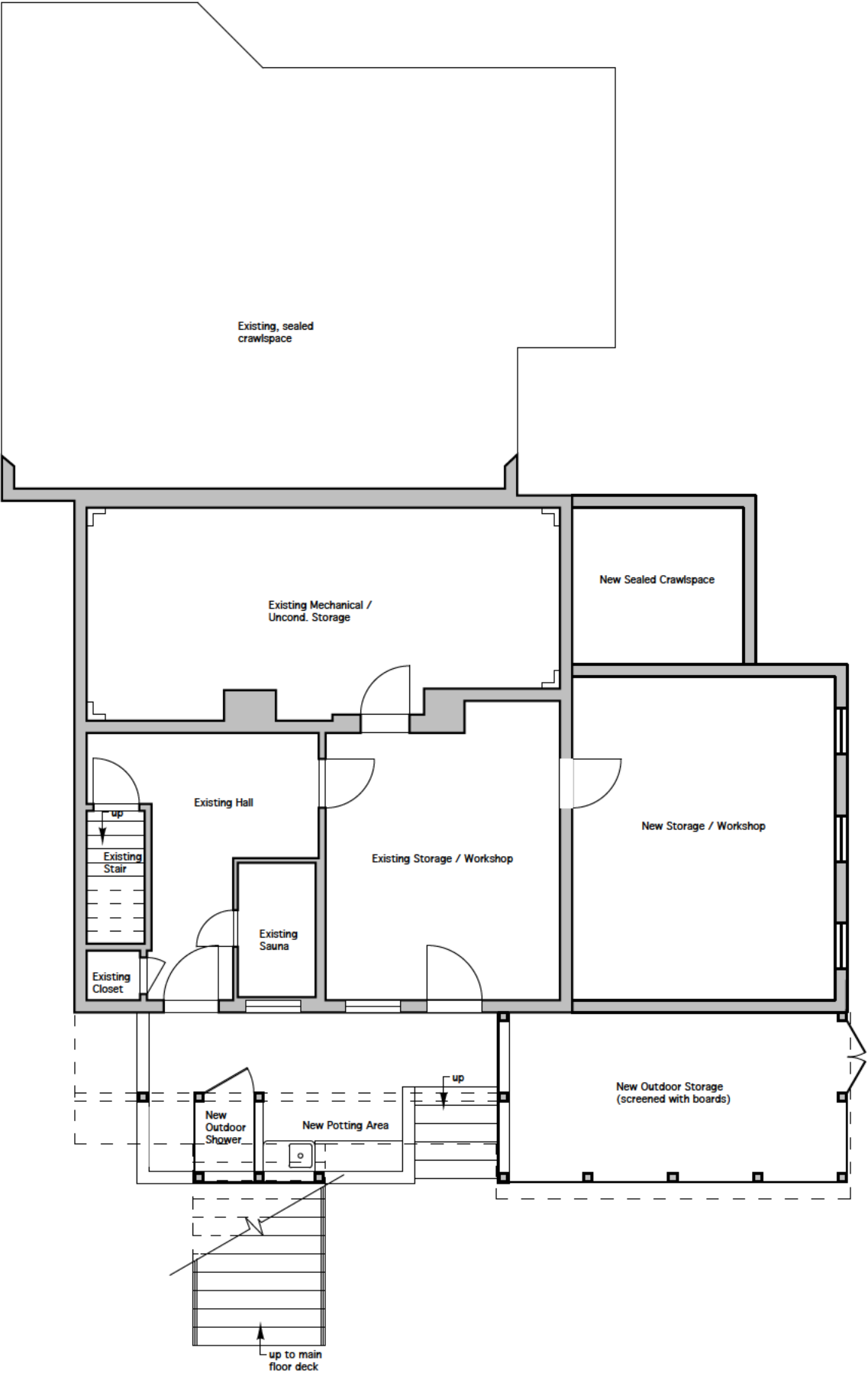
1
Site Plan and
Project
Introduction

1" = 40'

Existing



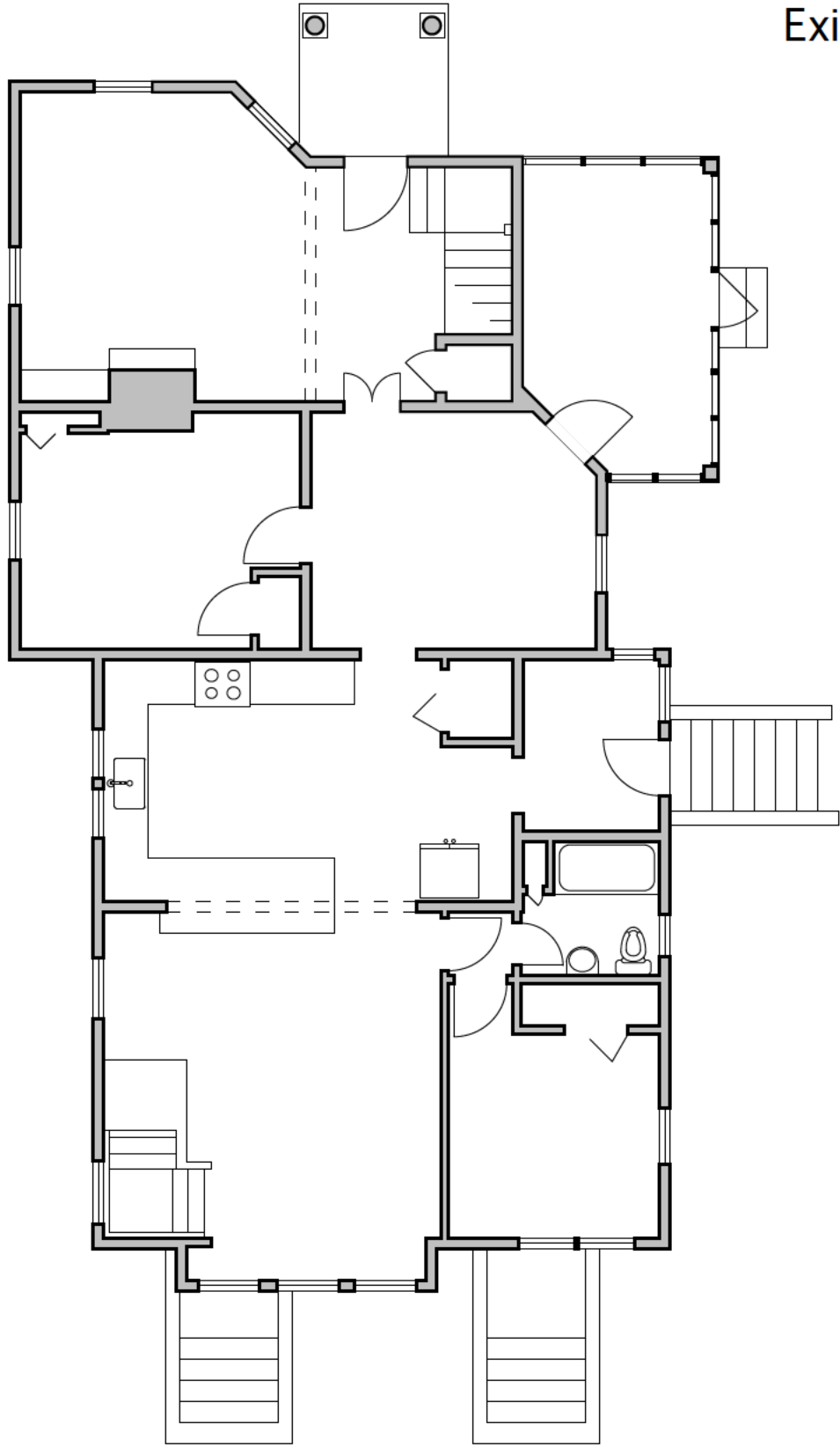
Proposed



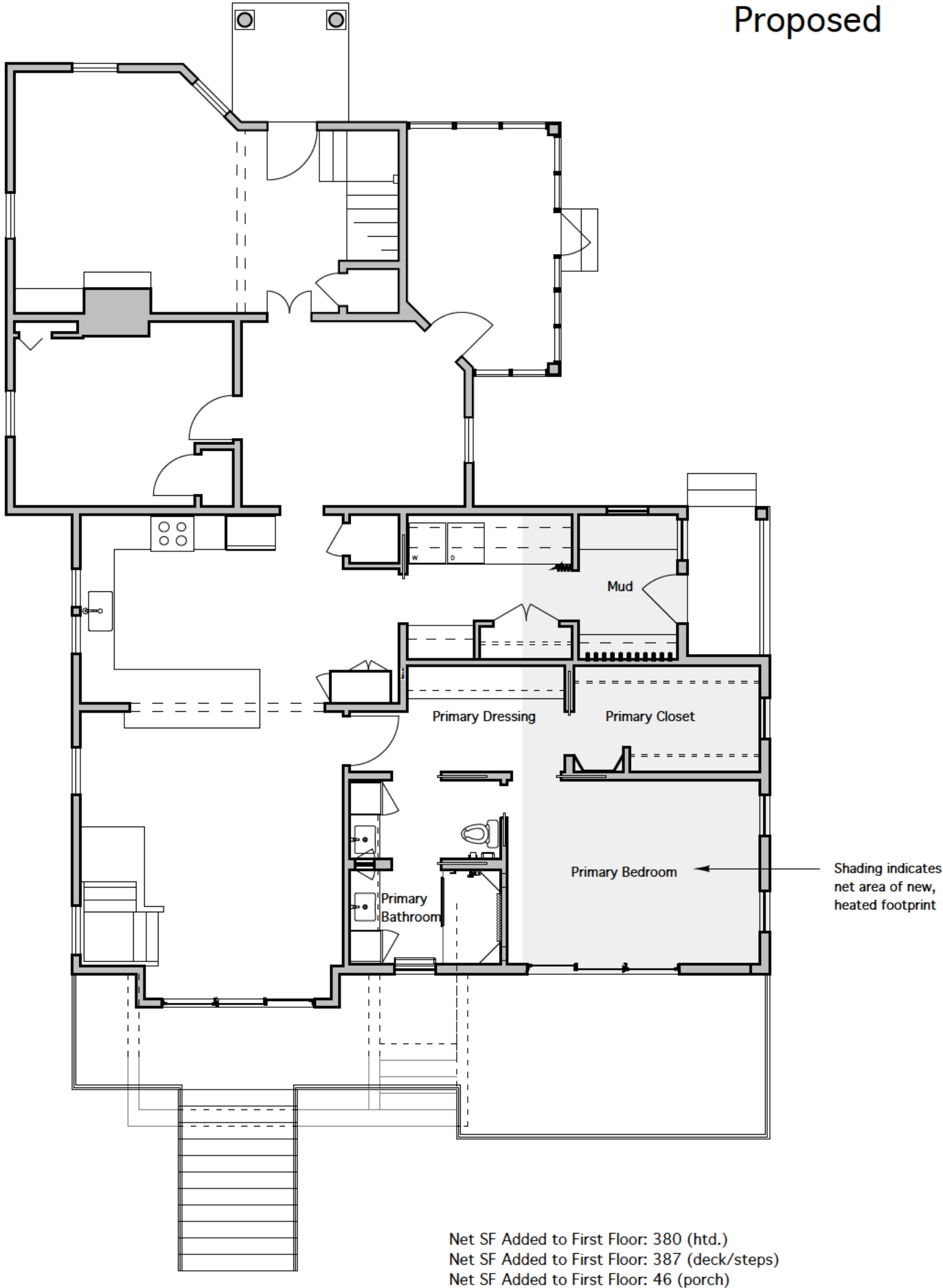
319 W. Margaret Lane
Hillsborough, N.C.

2
Basement
Plans
1/8" = 1'-0"

Existing



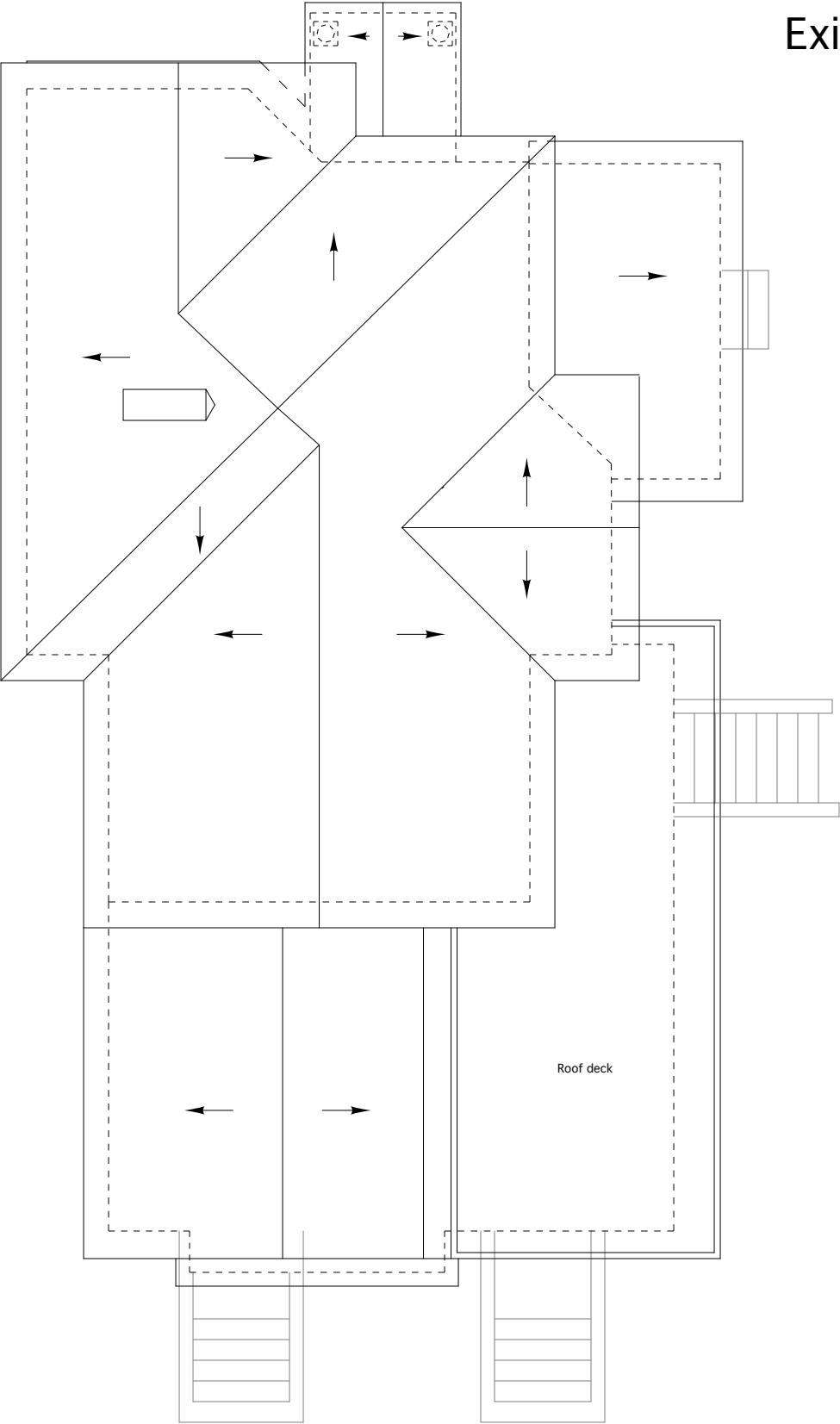
Proposed



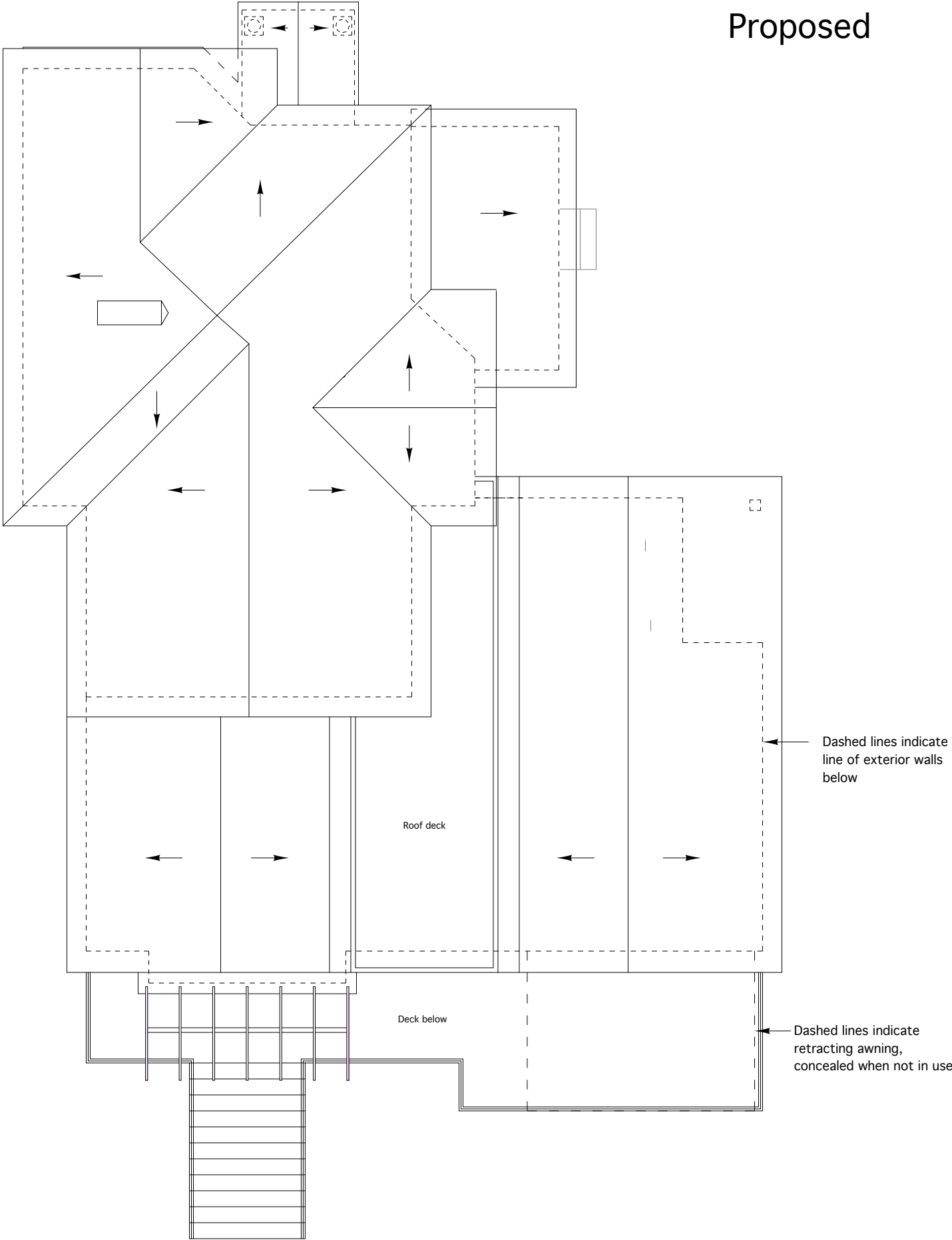
319 W. Margaret Lane
Hillsborough, N.C.

3

Floor Plans
1/8" = 1'-0"



Existing



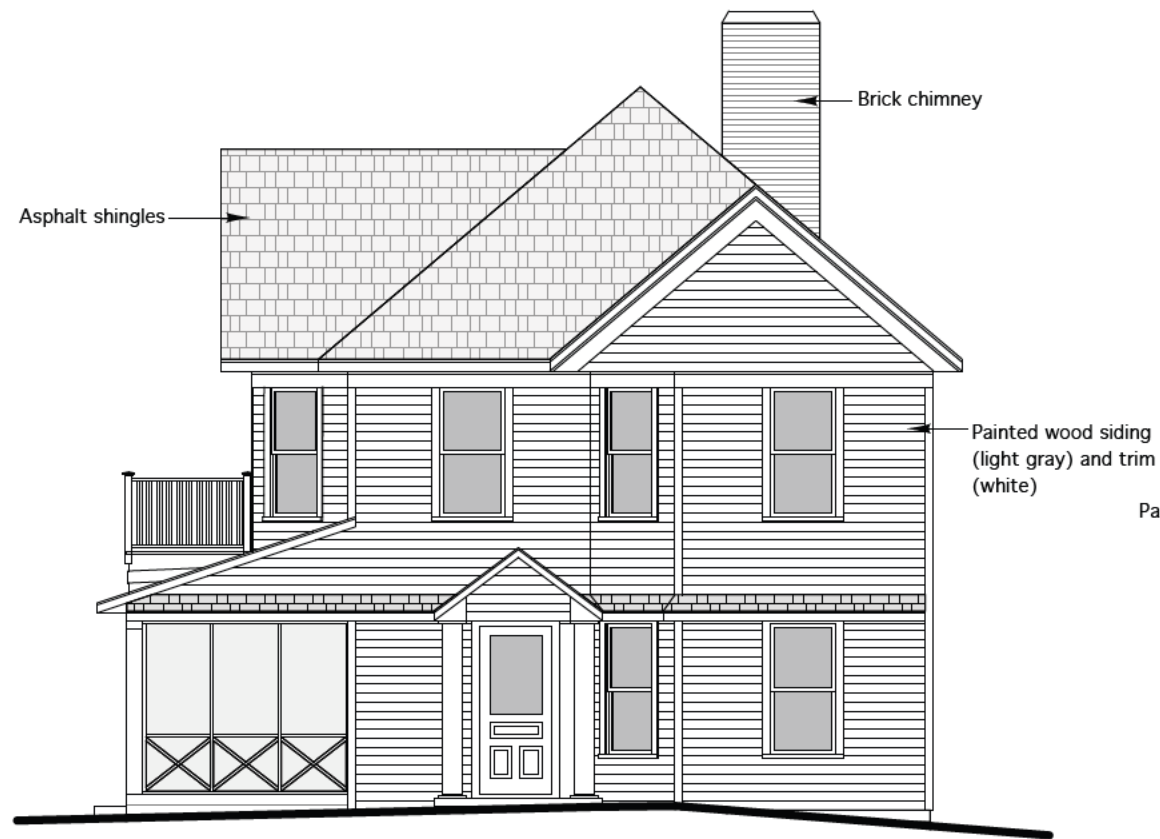
Proposed



319 W. Margaret Lane
Hillsborough, N.C.

4

Roof Plans
1/8" = 1'-0"



Existing Front Elevation
1/4" = 1'-0"



Existing East Side Elevation
1/4" = 1'-0"



Existing West Side Elevation
1/4" = 1'-0"

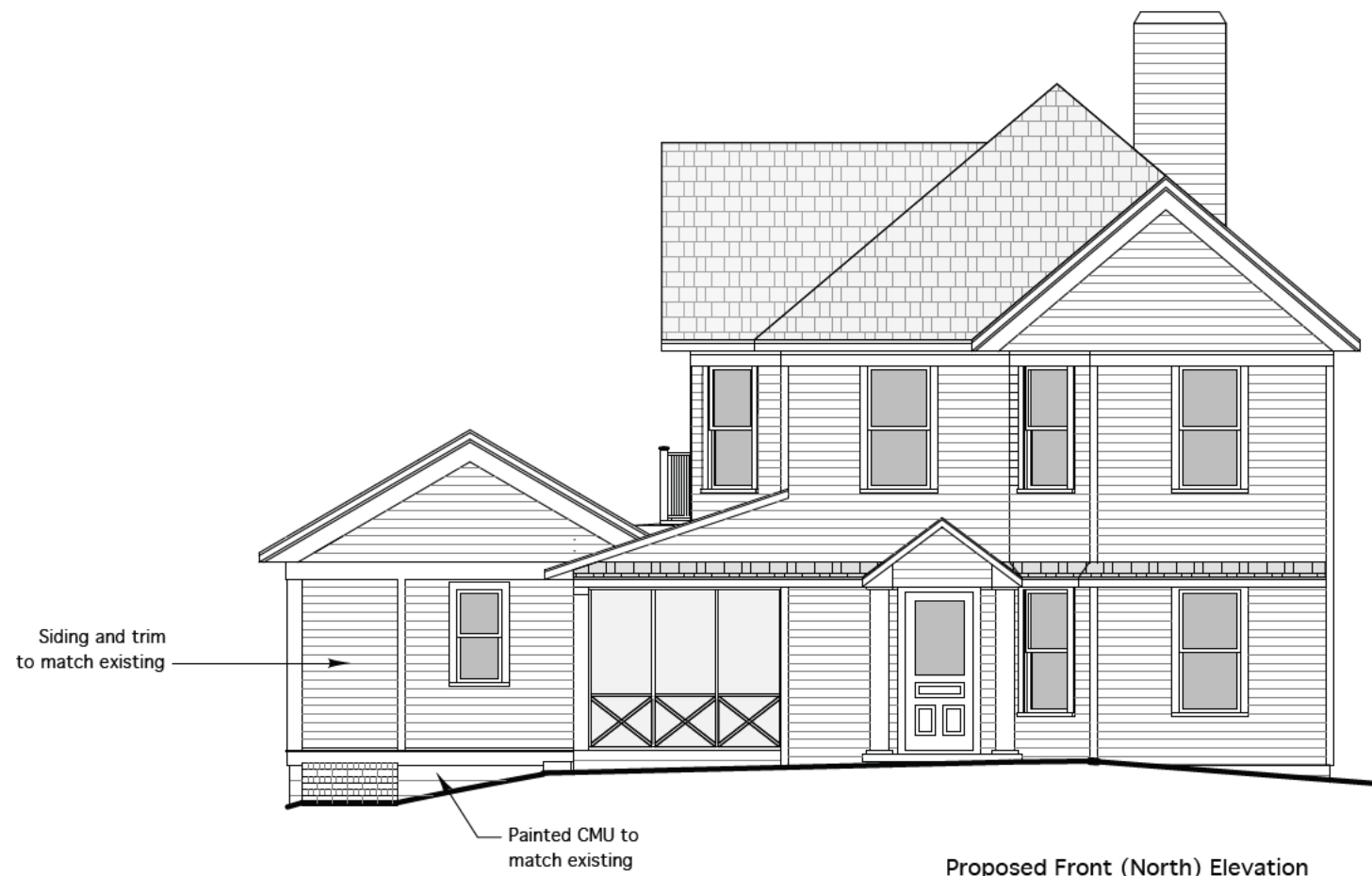


Existing Rear Elevation
1/4" = 1'-0"

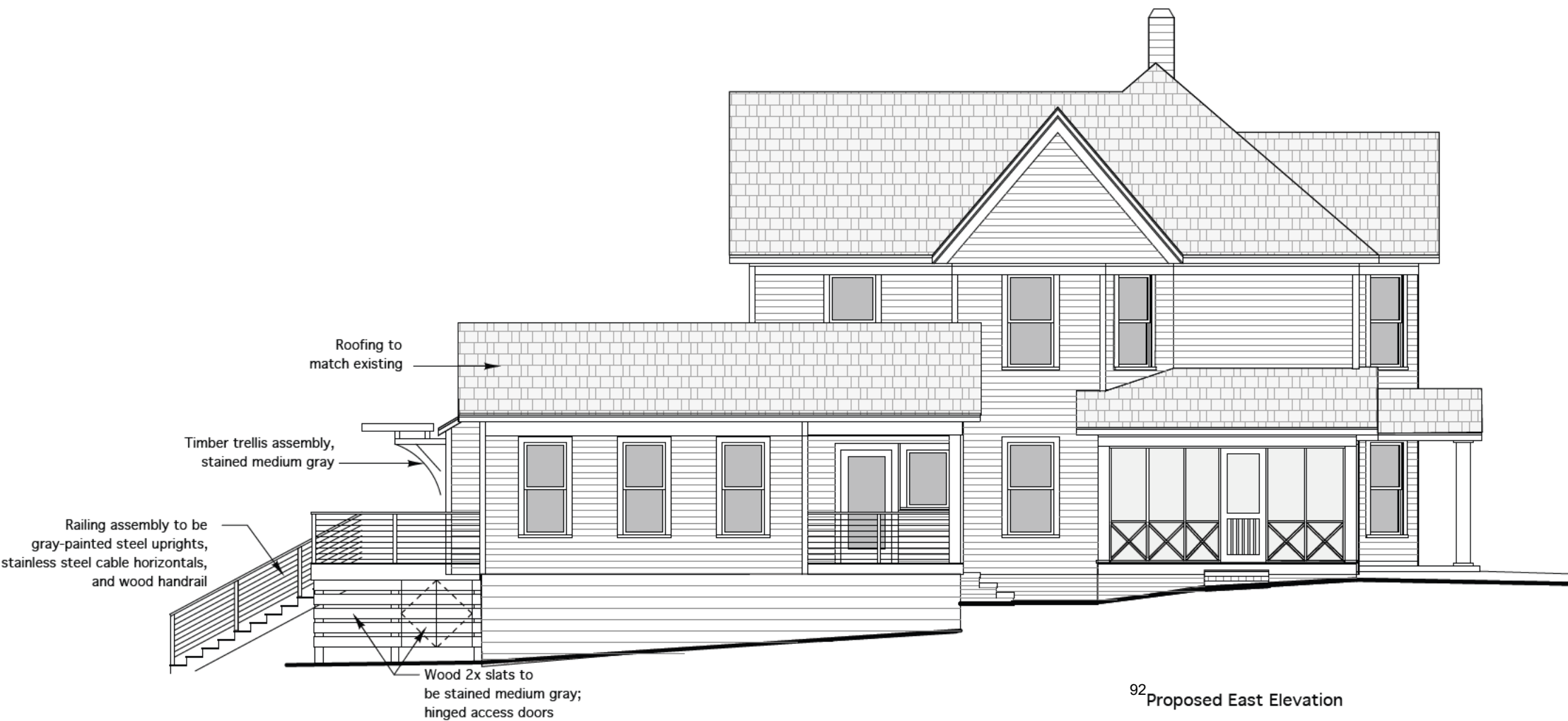


319 W. Margaret Lane
Hillsborough, N.C.

5
Existing
Elevations
1/8" = 1'-0"



Proposed Front (North) Elevation



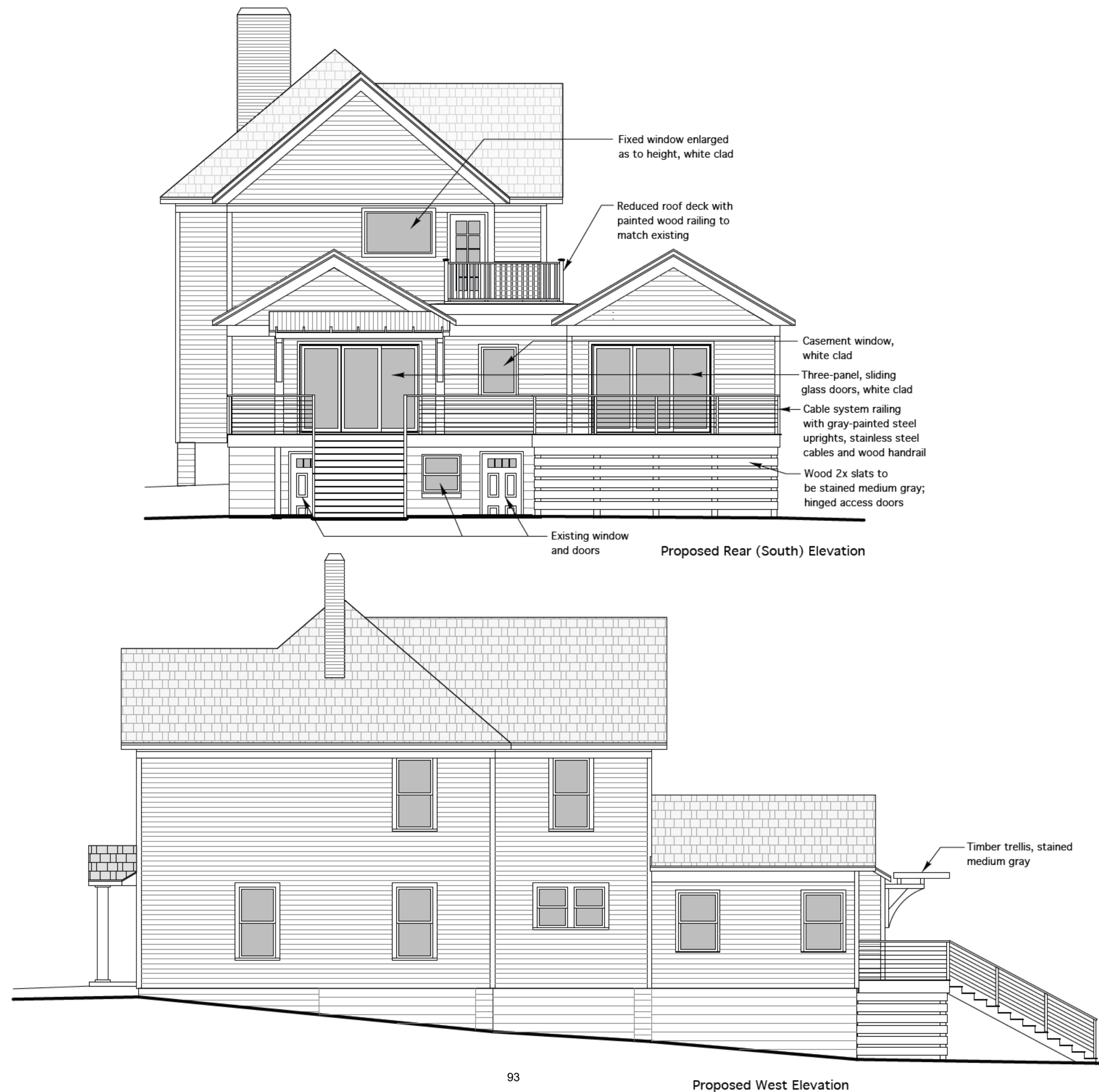
92 Proposed East Elevation

319 W. Margaret Lane
Hillsborough, N.C.

6a

Proposed
Elevations 1

1/8" = 1'-0"



319 W. Margaret Lane
Hillsborough, N.C.

6b
Proposed
Elevations 2
1/8" = 1'-0"



319 W. Margaret Lane
Hillsborough, N.C.

7

Comparative
Elevations

1/16" = 1'-0"

9/8/25

Existing Elevation



Proposed Elevation



Existing Elevation



Proposed Elevation



NORTH

EAST

WEST

SOUTH

Existing Elevation



Proposed Elevation



Existing Elevation



Proposed Elevation



I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864852733 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

9/17/2025
Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRST	OWNER2	OWNER2_FIRS	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE
9864850782	LAING	CAROL E	STALFA	NATHAN LAIN	PO BOX 456		HILLSBOROUGH	NC	27278
9864851751	BAYLOR	BRYAN A	LONG	EMILY B	321 W MARGARET LN		Hillsborough	NC	27278
9864851969	ANDERSON	TINA			PO BOX 1403		HILLSBOROUGH	NC	27278
9864852733	SPENCER	GEORGE	SUMRELL	LAURA JANE	319 W MARGARET LN		HILLSBOROUGH	NC	27278
9864853732	WEIR	SAMUEL STUCKE	WEIR	SHARON S	315 W MARGARET LN		HILLSBOROUGH	NC	27278
9864854777	SULL	EUGENE D	SULL	THERESA M	313 W MARGARET LN		HILLSBOROUGH	NC	27278
9864855338	TOWN OF HILLSBOR				PO BOX 429	PUBLICSP	Hillsborough	NC	27278
9864861048	ENDEAVORMAN LLC				211 LAWRENCE RD		HILLSBOROUGH	NC	27278
9864862050	VERGARA	SUSANNE			318 W MARGARET LN		HILLSBOROUGH	NC	27278
9864863060	LOGUE	TIMOTHY G	BARATTA	REGINA T	314 W MARGARET LAN		HILLSBOROUGH	NC	27278

