

## Agenda

### HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. January 10, 2024

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

The mailed notices for Item 6C included the wrong address for the property in question. The property was correctly posted, and the rest of the information in the mailed notices is correct. This agenda lists the correct address for the property, which is **406 W. Margaret Lane** (PIN 9864756428)

#### 4. Minutes review and approval

Approve minutes from regular meeting on December 7, 2023

#### 5. Written decisions review and approval

Approve written decisions from regular meeting on December 7, 2023

#### 6. New business

- A. Certificate of Appropriateness Application: **202 W. King Street** – Applicant is requesting to replace seven existing wood windows with Fibrex windows (PIN 9864965347)

- B. Certificate of Appropriateness Application: **309 Mitchell Street** – Applicant is proposing to construct a 6' aluminum fence in the backyard (PIN 9874177729)
- C. Certificate of Appropriateness Application: **406 W. Margaret Lane** – Applicant is proposing a new rear screened porch, a new second floor rear shed dormer, replacement of the existing rear west patio door with a full glass door, and relocation of a small garage door from the east to the south elevation (PIN 9864756428)
- D. Certificate of Appropriateness Application: **114 W. Queen Street** – Applicant is proposing to add porches to the main house, add an accessory dwelling unit to the brick kitchen structure in the backyard, and construct two sheds in the northeast corner of the property (PIN 9874071780)

**7. Alliance for Historic Hillsborough board seat**

**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. Dec. 7, 2023

Human Resources Training Room, Town Barn, 101 E. Orange St.



Present: Chair Will Senner, Vice Chair Mathew Palmer, and members Elizabeth Dicker, Hannah Peele and Bruce Spencer

Absent: Members G. Miller and Sara Riek

Staff: Planner Joseph Hoffheimer and Town Attorney T. C. Morphis, Jr.

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

Chair Will Senner called the meeting to order at 6:32 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 Nov. 1, 2023.

Motion: Member Elizabeth Dicker moved approval of the Nov. 1, 2023, minutes as submitted. Member Bruce Spencer seconded.

Vote: 5-0.

#### 5. Written decisions review and approval

Written decisions from regular meeting on Nov. 1, 2023.

Motion: Member Hannah Peele moved approval of the written decisions from the regular meeting on Oct. 4, 2023, as submitted. Spencer seconded.

Vote: 5-0.

#### 6. New business

##### A. Certificate of Appropriateness Application: 203 Saint Mary's Road

Applicant is requesting approval to repair and replace the front porch in kind. (PIN 9874167661)

Senner opened the public hearing and asked whether there were any conflicts of interest or bias among the commissioners. Peele disclosed that she had worked on the project.

Motion: Senner moved to recuse Peele from consideration of the 203 Saint Mary's Road application. Dicker seconded.

Vote: 4-0.

All commissioners disclosed that they had visited the site in preparation for reviewing the application. No additional conflicts of interest were disclosed.

Planner Joseph Hoffheimer was sworn in. David Cates, speaking on behalf of the applicant, was sworn in.

Hoffheimer presented the staff report and noted the inventory information, application materials, and applicable design standards would be entered into the record as evidence. He provided the staff comments: Everything proposed for this project is an in-kind replacement except for the restoration of the porch flooring to its original direction. The application is being brought to the board because full replacement of a historic porch exceeds the threshold for ordinary maintenance or minor works. The subject section of the porch is likely original to the building, but the materials may be newer. If columns and railings are to be restored, they are considered a minor work; replacement requires board approval. The red detail on the site plans is from a past project and are not part of the current proposal.

Cates introduced the application by explaining that the intent is to make repairs so that there will not be any noticeable difference between the current structure and the repaired structure except for its improved state of maintenance.

He added that if a column must be replaced, it will be replaced with wood to match the current structure, and that the original flooring ran in the direction of the proposed repairs.

Cates said that the brick walls will be replaced entirely, including the piers under the columns. The current piers do not have footings under them, and the applicant would like to build the new porch on a firm foundation.

Cates explained that a curtain wall is a 4-inch brick wall between the piers that is not load bearing, is not attached, and has no backing behind it. The curtain walls were built to conceal the gaps between the piers.

Senner referenced Masonry Standard 7 and asked for Cates's assessment of whether there is opportunity for the piers to be repaired rather than replaced. Cates confirmed that there is no opportunity to repair the masonry in place; the piers need to be removed to add a foundation for the long-term structural integrity of the building.

The brick curtain walls need to be removed to be repaired, and the existing brick will not be re-used. The plan for the project is to replace the materials in kind to match the existing appearance. Some of the masonry will remain as-is and does not need repair, so the new brick will be painted to match the rest of the existing foundation. Cates mentioned that he believes there are multiple vintages of brick under the paint and that it was initially painted to provide uniformity.

There was discussion of the design standards' indication of painting historic versus new masonry. There was also discussion of diagnosing the root cause of the deterioration of the brick.

Cates confirmed that should the columns and railing need to be replaced, they will be replaced in kind as they are. The commissioners agreed to propose this as a condition for approval.

Senner summarized the discussion, observing that the commission had no significant concerns about the proposal being incongruent with the Historic District.

Senner closed the public hearing and called for deliberation.

**Motion:** Spencer moved to find as fact that the 203 Saint Mary's Road application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Masonry; Wood; Architectural Metals; Paint and Exterior Color; Exterior Walls; and Porches, Entrances and Balconies. Vice Chair Mathew Palmer seconded.

**Vote:** 4-0.

The commissioners agreed that the evidence that all materials are being replaced in kind and cannot be repaired in place supported the finding of fact. They also agreed that painting the masonry is appropriate because the design standards allow for painting new brick and because there is existing brick in the remaining foundation to match the new brick to.

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

**Vote:** 4-0.

**Conditions:** If the columns and railings need to be replaced due to the impossibility of reusing or repairing them, they can be replaced in kind with coordination with staff.

**B. Certificate of Appropriateness Application: 100 S. Churton St.**

Applicant is requesting approval to replace the existing side entrance facing West King Street. (PIN 9874064291)

Senner opened the public hearing and asked whether there were any conflicts of interest or bias among the commissioners. All commissioners disclosed that they had visited the property in preparation for reviewing this application. No other conflicts of interest were disclosed.

Cates, who had already been sworn in, served as the main representative of the application before the board. Applicant Daniel Brown, the owner of the property, was also sworn in.

Hoffheimer introduced the staff report. He mentioned that though the address for the property is 100 S. Churton St., the entrance that is the subject of this application is on King Street. He said that the inventory information, application materials, and applicable design standards would be entered into the record as evidence. Hoffheimer presented the staff comments: The location of the transom window and doors is unique, and staff did not find many standards that applied to a noncontributing commercial entryway. The location of the transom window and doors appears to have once been part of the building at 103-105 W. King St., though those features were added later and are not contributing. A pent roof was added to the 103-105 W. King St. storefront around 1985, which made that building noncontributing. The subject entrance is no longer part of that building.

Cates introduced the application. He mentioned that the proposed project will be an improvement to the entryway, as the entrance currently looks like it is part of the next-door building, but the proposed project visually bridges the two portions of the buildings.

Cates added that there has been a lot of repair of the custom wood windows, and he said that what is being proposed will be a significant improvement to its current state. The entrance looks to be part of the building to the right, but the proposed project bridges the two buildings appropriately.

There was discussion of the entryway's origins as an alleyway and entrance to the basement.

There was discussion of whether the panel over the transom window was part of the historic signage that had previously been on the building. Brown clarified that he believes the wood above the transom to be plywood from the 1980s or 1990s that has been painted. Cates added that it is not enameled.

There was discussion about whether the trim around the doorway is appropriate and congruent with the surrounding area. It was noted that Lloyd's Pharmacy has molding around the doorway, but that other storefronts in the area are a simpler design. Brown said he wanted the molding style to reflect the time period of the original structure. He added that the awning was included to blend in with the neighboring awning. He said that the current casement is a simple, off-the-shelf casement that came with the door in the 1980s or 1990s and is now in disrepair.

There was discussion of whether adding molding to reflect the time period creates a false sense of history, in reference to the design standards for wood, p. 43, numbers 9-10. The commissioners discussed whether the addition of more ornate molding falsely represents its original state of a humble alleyway entrance.

Cates confirmed that the proposed door will have glass, similar to doors in adjacent and nearby structures on King Street.

It was noted that the proposed entrance feels grander than the original humble alleyway entrance. Senner summarized the intent of the proposal, confirmed by Cates: The intent of the proposal is not to replicate a historic feature that previously existed; there was no door previously. The intent with this new level of detail is not to falsely replicate something, to attempt to deceive, or to pretend it is a historic feature or a replica of a historic feature; rather, the intent is to be in keeping with other elements that currently exist on the same street. It was noted that there is a variety of levels of detail in the ornamentation of nearby structures: The hardware store and Purple Crow Books have a simpler style, while Lloyd's Pharmacy and Matthew's Chocolates are more ornate. The commissioners agreed that a plainer entry might be more congruent, but that there is precedence for the proposed level of detail, and the proposal does not seem incongruent.

The commissioners agreed that it is appropriate to replace the existing door because it is not historic. Adding a portico over the door is not routinely done, but the commissioners observed that there are multiple examples of roofs that have been added to entryways of similar properties along Churton Street.

The commissioners asked the applicant about the intended relationship between the design of this door and the main storefront door or other features of the building. Brown said that the main intent is to tie in the design to make it look like it fits in with the overall style of downtown.

Brown clarified that the entryway in question is the entrance used to access the second floor of the building.

There was discussion of whether the architecture of the proposed door looks fancier than the windows and main door. Brown said he believes the drawing makes the design look stark, but once it is all painted

white the detail will recede. He confirmed that the intent is for this entryway to be a secondary entrance to access the basement and second floor.

Senner summarized the commissioners' discussion: The conversation had raised no issues that indicated that this proposal would be incongruent with the Historic District. The new addition of the portico roof is not inconsistent with other properties along King Street and Churton Street. The door is not a contributing existing door, so it is not unreasonable to replace it. The detail around the door may be more ornate than what had existed previously, but it still is within the context of similar doors along King Street and Churton Street. It is also not pretending to be historic, as there was no original door there that is being recreated.

Senner closed the public hearing and called for any additional deliberation.

Motion: Dicker moved to find as fact that the 100 S. Churton St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Storefronts. Palmer seconded.

Vote: 5-0.

Commissioners expressed appreciation for the work and thought that went into preparing the proposal.

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

Vote: 5-0.

C. Certificate of Appropriateness Application: 122 W. Union St.

Applicant is proposing a rear addition with decks, a roof over the existing front stoop, removal of the existing western stoop, and replacement of existing vinyl windows with wood windows. (PIN 9864988200)

Senner opened the public hearing. He asked whether there were any conflicts of interest or bias among the commissioners.

Senner disclosed that he owns the property next door and is in the process of renovating it, but he did not feel that inhibited his ability to review the application.

Palmer disclosed that he lives two doors down from the property but did not believe that would hinder his ability to offer an unbiased opinion.

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

Hoffheimer introduced the staff report and noted the inventory information, application materials, and applicable design standards would be entered into the record as evidence. He said that the property is a contributing structure by the 50-year standard. He provided the staff comments: In the past, the commission has allowed for new roof overhangs above existing stoops if they are removable. The design standards for windows do not directly address replacement with higher quality materials, but replacing vinyl with wood would be an automatic approval by staff as a minor work. Replacement windows are supposed to retain the same muntin configuration, but staff finds the proposed wood windows without grilles in keeping with the district and with the rest of the house, and that would be preferable to

replacing with the existing grilles between glass. The house has existing inoperable vinyl shutters, which are allowed to remain.

Cates confirmed that the Hardie board siding will be smooth side out.

Cates clarified a typo on the site plan: the roof over the stoop should be noted in yellow as “new proposed.”

There was discussion of the large tree in the backyard that is evident in photographs but is not represented on the site plan. The commissioners reviewed Google Street View to get a sense of its siting. The dripline of the tree extends to roughly the middle of the house. Where the addition is proposed begins from about that point: The eastmost side of the addition appears to be about the same spot as the westmost edge of the dripline of the tree. The addition appears to be sited in a way that the project can be done without compromising the integrity of the tree. Cates said there would be no objections to installing a tree protection fence. Cates said the foundation is made of brick and concrete block, so there is no need to dig deep.

The tree in front of the house was less than 24 inches, so was allowed to be removed.

Senner referenced the design standards for Decks: p. 91, Item 1, which indicates that decks should be inset from either rear corner. The commissioners asked about the western deck, which is lined up with the existing corner of the house, with a step protruding beyond.

Cates said the step would be 11 inches. There was discussion of how and to what extent inseting the deck would become an obstacle to the in-swinging door that leads out onto the deck. The door location onto the deck is due to the kitchen layout, and the door location influences the deck layout.

It was noted that the proposed project removes an existing concrete stoop on the west side of the house that is less congruous with the design standards, and which protrudes farther from the side of the house. Cates asserted that the proposed project is an improvement on the property’s congruence with the design standards.

There was discussion of whether the step down from the deck could be placed at the back of the deck instead of the side, and the possibility of putting in landscaping to provide screening for the step that protrudes beyond the side of the house.

Cates confirmed that the driveway is concrete, but there is no pavement proposed in this project. There are no additional hardscapes or patios proposed.

The commissioners discussed the proposed roof over the front stoop. Cates provided some examples of stoops which the commission had approved porticos to be added: 158 W. Margaret Lane, a house on Cameron Street, and another on Corbin Street at Hassel Street. The commissioners discussed the compatibility of portico roofs with houses of this design and vintage within the district. The commissioners agreed that there are other similar houses that are contributing structures due to their age that have added porticos, and that the proposed design is not incongruous.

Cates said that the original siding is a vertical striated plywood.



The commissioners expressed appreciation that the elevation of the addition is set lower than the existing roofline so it is clearly subordinate to the existing structure. The new roofline will be dropped 2 feet, 7- and-3/16 inches from the existing roofline.

Cates confirmed that they plan to use vinyl siding from the rear to fill in the 3 feet x 6 feet, 8 inches section where the existing door will be removed.

Cates confirmed that there are no changes proposed to the existing roofline of the rear elevation, just new shingling.

The commissioners discussed the muntin configuration of the windows and agreed that adding windows with no grilles makes the house design more consistent overall.

Cates confirmed that the finish on the steps will match the deck.

Senner summarized the commissioners' discussion: There were no concerns about this proposal being incongruous with the Historic District. The commission would like to include a tree protection fence as a condition of approval. The commission assessed the style and vintage of this property, a 1960s one-story, ranch style property. Based on this property's style and massing; its existing front stoop; and considering other properties in the district of a similar style and vintage, the addition of a portico is not incongruous with the district.

Senner closed the public hearing.

Motion: Peele moved to find as fact that the 122 W. Union St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Porches, Entrances, and Balconies; Additions to Residential Buildings; and Decks. Dicker seconded.

Vote: 5-0.

Senner noted that the existing stoop on the west side of the house was a major factor in how the visibility of the rear deck was considered by the commission.

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

Vote: 5-0.

Conditions: Addition of a tree protection fence around the tree in northeast portion of the backyard, extending to 10 feet from the corner of the new addition.

## **7. Amend Historic District Design Standards**

- A. Amend standards for Historic vs. Non-Historic, Masonry, Windows, Sustainability and Energy Retrofit, Utilities, Site Features and Plantings, Fences and Walls, Walkways Driveways and Off-Street Parking, and Art

The commissioners reviewed, discussed, and suggested edits to proposed amendments to the design standards. There was discussion of the intent for the design standards document to be a

flexible and useful guiding document to make the process easier on applicants, the board, and staff.

**B. Amend Ordinary Maintenance and Repair and Minor Works**

The commissioners reviewed, discussed, and suggested edits to proposed amendments to the design standards. There was discussion of narrowing the document to make it more useful to homeowners, and it was suggested that another working group could convene to shorten the language in the minor works guidelines.

**C. Amend Compatibility Matrix**

The commissioners reviewed, discussed, and suggested edits to proposed amendments to the compatibility matrix.

**D. Amend Definitions**

The commissioners reviewed, discussed, and suggested edits to proposed amendments to the design standards definitions.

The board decided to have staff make the proposed edits to the document and review the updated document at the January meeting. Hoffheimer clarified that the new timeline would mean that the approved changes would be ready in time for the March deadline for the joint public hearing.

**8. Elect officers**

Nomination: Peele nominated Senner to serve as chair of the commission for 2024. Spencer seconded. Senner accepted the nomination.

Vote: 5-0.

Nomination: Dicker nominated Palmer to serve as vice chair of the commission for 2024. Spencer seconded. Palmer accepted the nomination.

Vote: 5-0.

**9. Adopt 2024 regular meeting schedule**

The commissioners reviewed the regular meeting schedule for 2024. Hoffheimer noted that both the January and July meetings are moved to one week later than usual to avoid conflicting with holidays.

Motion: Senner moved to adopt the proposed 2024 regular meeting schedule.

Vote: 5-0.

**10. General updates**

There was discussion of the role of the commission and interest in creating an education subcommittee for connecting with the public.

**11. Adjournment**

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

Respectfully submitted,

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

Joseph Hoffheimer  
Planner  
Staff support to the Historic District Commission

Approved: Month X, 202X

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

) Application for  
) Certificate of Appropriateness  
) 203 St. Mary's Road  
)

This application for a Certificate of Appropriateness ("COA") proposing to repair and replace the front porch in kind (the "Application") came before the Hillsborough Historic District Commission (the "HDC") on December 7, 2023. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 4-0 to approve the Application with conditions. In support of that decision, the HDC makes the following Findings of Fact and Conclusions of Law:

### **FINDINGS OF FACT**

1. The property at issue (the "Property") is located at 203 St. Mary's Road in the Town of Hillsborough. The Owner is St. Matthew's Episcopal Church and Applicant is Jeff Hopper (the "Applicant").

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

a. Repair/replace the porch in kind; The porch floor will be replaced with wood to match the original direction (the section closest to the front door); The pier and curtain wall will be replaced with brick to match; The

brick steps will be replaced with brick steps to match; The wood columns will be reused if possible; If they have to be replaced, they will be replaced with matching wood columns; The porch railings and balustrades will be replaced (if necessary) with wood to match; The metal stair railings will be retained; All colors will be matched to the existing colors; No new landscaping, lighting or hardscape is proposed at this time.

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

3. The Property is in the Hillsborough Historic District (the “District”), designated by Ordinance No. 4.3.1.2, adopted September 11, 2023. The Hillsborough Historic District Design Standards (the “Standards”), specifically the standards for *Masonry; Wood; Architectural Metals; Paint and Exterior Color; Exterior Walls; and Porches, Entrances and Balconies*, were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. The materials are being replaced in kind and cannot be repaired in place.
- b. Painting the new masonry is appropriate because it is not unpainted existing brick, and it matches the existing painted brick in the remaining foundation.

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

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

- b. David Cates, Presenter for the Applicant. This witness explained that the intent is to make repairs so that there will not be any noticeable difference between the current structure and the repaired structure except for its improved state of maintenance. He added that if a column must be replaced, it will be replaced with wood to match the current structure, and that the original flooring ran in the direction of the proposed repairs. Cates said that the brick walls will be replaced entirely, including the piers under the columns. The current piers do not have footings under them, and the Applicant would like to build the new porch on a firm foundation. Cates confirmed that there is no opportunity to repair the masonry in place and that the piers need to be removed to add a foundation for the long-term structural integrity of the building. The brick curtain walls need to be removed to be repaired, and the existing brick will not be re-used. Some of the masonry will remain as-is and does not need repair, so the new brick will be painted to match the rest of the existing foundation. Cates confirmed that should the columns and railing need to be replaced, they will be replaced in kind.

### **CONCLUSIONS OF LAW**

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

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

- a. If the columns and railings need to be replaced due to the impossibility of reusing or repairing them, they can be replaced in kind with coordination with staff.
- b. All necessary permits required by law must be obtained before work may commence. A permit is required for any alterations to the approved plans.

This the 10th day of January, 2024.

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Will Senner, Chair  
Hillsborough Historic District Commission

### **APPEALS**

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

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

) Application for  
) Certificate of Appropriateness  
) 122 West Union Street  
)

This application for a Certificate of Appropriateness (“COA”) proposing a rear addition with decks, a roof over the existing front stoop, removal of the existing western stoop, and replacement of existing vinyl windows with wood windows (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on December 7, 2023. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 5-0 to approve the Application with conditions. In support of that decision, the HDC makes the following Findings of Fact and Conclusions of Law:

### **FINDINGS OF FACT**

1. The property at issue (the “Property”) is located at 122 W. Union Street in the Town of Hillsborough. The Owner is Mercy Land Group LLC and Applicant is Steve Roberts (the “Applicant”).

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



a. Construct an asphalt shingled (to match) addition to the rear of the existing house with a 21'-4" by 14'-8" master bedroom with a 14' by 6' rear deck off the master bedroom to the north; The addition will have a brick foundation to match the existing house; The existing west side door will be relocated to the new left rear entrance; A fiberglass clad door is proposed on the north side of the proposed master bedroom.

b. The existing vinyl windows are proposed to be replaced with wood windows and the windows of the addition are proposed to be wood as well; Four of the vinyl windows on the front have grids between the glass, but all the windows on the other three sides have no grids; therefore, all the replacement windows are proposed without grids so they will all match.

c. The existing west stoop will be removed and replaced with a small 5' by 9'-1.5" wood deck stoop at the left rear.

d. A small asphalt shingled (to match) roof with wood columns is proposed over the existing stoop.

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

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

3. The Property is in the Hillsborough Historic District (the “District”), designated by Ordinance No. 4.3.1.2, adopted September 11, 2023. The Hillsborough Historic District Design Standards (the “Standards”), specifically the standards for *Porches, Entrances, and Balconies; Additions to Residential Buildings; and Decks*, were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. The elevation of the addition is set lower than the existing roofline, so it is clearly subordinate to the existing structure.
- b. Adding windows with no grilles as opposed to grilles between glass makes the house design more consistent overall.
- c. The addition of a portico is not incongruous with the structure’s style and massing, its existing front stoop, and the character of other properties in the district of a similar style and vintage.
- d. The existing stoop on the west side of the house was a major factor in how the visibility of the rear deck was evaluated by the commission.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission. This witness presented the written staff report.
- b. David Cates, Presenter for the Applicant. Cates confirmed that the Hardie board siding will be smooth side out and clarified a typo on the site plan: the roof over the stoop should be noted in yellow as “new proposed.” Cates said there would be no objections to installing a tree protection fence and that the foundation is made of brick and concrete block. Cates said a step would protrude 11 inches from the rear deck. Cates confirmed that the driveway is concrete, but there is no pavement proposed in this project. There are no additional hardscapes or patios proposed. Cates provided some examples of stoops where the commission had approved portico additions. He said that the original siding is a vertical striated plywood and confirmed that they plan to use vinyl siding from the rear to fill in the 3 feet x 6 feet, 8 inches section where the existing door will be removed. Cates also confirmed that there are no changes proposed

to the existing roofline of the rear elevation, just new shingling, and the finish on the steps will match the deck.

### **CONCLUSIONS OF LAW**

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

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

- a. Addition of a tree protection fence around the tree in the northeast portion of the backyard, extending to 10 feet from the corner of the new addition.
- b. All necessary permits required by law must be obtained before work may commence. A permit is required for any alterations to the approved plans.

This the 10th day of January, 2024.

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Will Senner, Chair  
Hillsborough Historic District Commission

### **APPEALS**

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

decision in the office of the Planning Director or the delivery of the notice required in Section 3.12.11, whichever is later. Such appeals to the Orange County Superior Court are in the nature of certiorari and the court shall determine such appeals based on the record generated before the Commission.

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

) Application for  
) Certificate of Appropriateness  
) 100 South Churton Street  
)

This application for a Certificate of Appropriateness (“COA”) proposing to replace the existing side entrance facing W. King Street (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on December 7, 2023. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 5-0 to approve the Application. In support of that decision, the HDC makes the following Findings of Fact and Conclusions of Law:

### **FINDINGS OF FACT**

1. The property at issue (the “Property”) is located at 100 S. Churton Street in the Town of Hillsborough. The Owners are King and Churton LLC and Applicants are Will Perschau and Charles Woods Builders LLC (the “Applicants”).

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

a. Replace the existing side entrance with a wood door with a short roof overhang (asphalt shingles to match the adjacent roof) as well as applied trim; The crown molding will be primed wood and the remaining trim will be

Miratec and all will be painted white; The current doors to be removed are fiberglass; The area where the current transom is will be filled with brick to match existing.

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

3. The Property is in the Hillsborough Historic District (the “District”), designated by Ordinance No. 4.3.1.2, adopted September 11, 2023. The Hillsborough Historic District Design Standards (the “Standards”), specifically the standards for *Storefronts*, were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. The addition of the portico roof is not inconsistent with other properties along King Street and Churton Street.
- b. The door is not a contributing existing door, so it is not unreasonable to replace it.
- c. The proposed detail around the door may be more ornate than what had existed previously, but it still is within the context of similar doors along King Street and Churton Street.
- d. The entry is not pretending to be historic, as there was no original door there that is being recreated.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission. This witness presented the written staff report.
- b. David Cates, Presenter for the Applicants. Cates presented the application. He said the entrance looks to be part of the building to the right, but the proposed project bridges the two buildings appropriately. He added that the panel over the transom window in question is not enameled, and that the proposed door will have glass similar to doors in adjacent and nearby structures on King Street.

- c. Daniel Brown, Owner. This witness said that he wanted the molding style of the entrance to reflect the time of the original structure. He added that the awning was included to blend in with the neighboring awning and said that the current casement is a simple, off-the-shelf casement that came with the door in the 1980s or 1990s and is now in disrepair. Brown said that the main intent is to tie in the design to make it look like it fits in with the overall style of Downtown.

### **CONCLUSIONS OF LAW**

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

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

- a. All necessary permits required by law must be obtained before work may commence. A permit is required for any alterations to the approved plans.

This the 10th day of January, 2024.

---

Will Senner, Chair  
Hillsborough Historic District Commission

### **APPEALS**

A decision of the Commission on an application for a Certificate of Appropriateness may be appealed to the Orange County Superior Court by an

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



**ITEM #6. A:**

**Address:** 202 W. King Street

**Year Built:** c. 1938

**Historic Inventory Information (2013)**

One of the few Neoclassical Revival-style houses in Hillsborough, this two-story, side-gable, frame house is three bays wide and double-pile with a monumental portico centered on the façade. The building has plain weatherboards with flush sheathing under the portico and a painted brick veneer and exterior chimneys on the gable ends. It has eight-over-eight wood-sash windows and a denticulated cornice with cornice returns. The replacement front door has a classical surround with pilasters and a broken swans-neck pediment and is flanked by small oval windows. It is sheltered by a two-story, pedimented portico supported by full-height Corinthian columns with a denticulated cornice and dentils in the pediment. There is a two-story, hip-roofed wing at the rear with wide weatherboards. A one-story, shed-roofed porch on the right (east) elevation is supported by tapered square columns with a dentil cornice at the roofline. There is a painted brick retaining wall along the driveway, just west of the house, and stone steps access the property from the intersection of West King and North Wake streets. According to a sign in the yard, the house is the Dr. Efland Forrest House from c. 1938.

**Contributing Structure?** Yes

**Proposed work**

- Replace seven existing wood windows with Fibrex windows

**Application materials**

- COA application
- Compliance statement
- Project description
- Photos of existing windows and renderings of new windows
- Photos of decay

**Applicable Design Standards**

- Windows: 1, 2, 5, 6

**Staff Comments**

- Replacement of historic wood windows with materials other than wood requires HDC approval.
- Composite or engineered wood replacement windows are allowed case by case and must be smooth side out.



TOWN OF  
**HILLSBOROUGH**

**Certificate of Appropriateness (COA) & Minor Works Application**

9864 96 5347	G3-G0	202 W. King St. Hillsborough, NC
Orange County Parcel ID Number	Zoning District	Address of Project
Ed & Lisa Hupp		Hupp Family Trust
Applicant Name		Property Owner (if different than applicant)
202 W. King St.		1627 Port Abbey Place
Applicant's Mailing Address		Property Owner's Mailing Address
Hillsborough, NC 27278		Newport Beach, CA 92660
City, State, Zip		City, State, Zip
949-274-0365		949-274-0365
Applicant's Phone Number		Property Owner's Phone Number
ed@sheffhomes.com		ed@sheffhomes.com
Applicant's Email		Property Owner's Email

Description of Proposed Work: We propose to replace Seven existing windows in our home with Fibrex replac

Estimated Cost of Construction: \$ 22,413.75

The Historic District Design Standards, Exterior Materials Compatibility Matrix, and Certificate of Appropriateness application process can be found on the Town of Hillsborough's website: <http://www.hillsboroughnc.gov/government/advisory-boards/historic-district-commission>

**Applicant and Owner Acknowledgment and Certification**

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

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

Property Owner's Signature (Required) [Signature] Date 11/16/23

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

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

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

**STAFF USE ONLY:**

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

Amount: \$ \_\_\_\_\_

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

Amount: \$ \_\_\_\_\_

Total due: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

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

☐ N/A

☐ Yes

Zoning Officer: \_\_\_\_\_

**This application meets public space division requirements.**

☐ N/A

☐ Yes

Public Space Manager: \_\_\_\_\_

**Historic Architectural Inventory Information:**

Original date of construction: \_\_\_\_\_

Description of property: \_\_\_\_\_

Applicable Design Standards: \_\_\_\_\_

Other reviews needed?

☐ Hillsborough Zoning Compliance Permit

☐ Orange County Building Permit

☐ Other: \_\_\_\_\_

**Minor Works Certificate of Appropriateness Application Decision:**

☐ Approved

☐ Referred to HDC

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

**Certificate of Appropriateness Decision:**

☐ Approved

☐ Denied

Commission Vote: \_\_\_\_\_

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

\_\_\_\_\_  
Historic District Staff Signature

\_\_\_\_\_  
Date



**To:** Hillsborough Historic Preservation Commission

**Customer:** Ed & Lisa Hupp, Hupp Family trust

**Address:** 202 W. King Street Hillsborough, NC 27278

### **Compliance Statement:**

Our home is designated as a Contributing structure/property. To maintain the historical value of the home, we propose to replace the windows with a wood composite frame with a mortise and tenon joint construction and a distinctive colonial grille pattern consistent with the original windows. Our proposal will retain the value and aesthetics of the historical construction of the area. The windows we propose to replace will be on the front and side of the home with some being on the street facing front of the home.

### **Project Description:**

We propose to replace Six existing windows in our home. These windows will be replaced with five Andersen Double-Hung and one Picture wood based composite windows with the same wood based composite L-trim. In keeping with the aesthetics and value of historical construction, Andersen wood based composite windows have a mortise and tenon joint construction and will be in the same white exterior/interior finish color as the original. (No coil or cladding will be used on the exterior.)

To retain the historic character of the home, the new windows will retain the same distinctive colonial style grille pattern with a simulated fully divided light grille. The exterior grille will be the wood-based composite while the interior will be white painted wood grilles.

Andersen windows are constructed to replicate the historical character of the originally constructed windows and the historic aesthetics of the home.



202 W. King Street Hillsborough, NC 27278





**RENEWAL**  
by **ANDERSEN**  
FULL-SERVICE WINDOW & DOOR REPLACEMENT

## Living Room Windows:

The Three living room windows will be { (1@)51-5/8" X 53-3/8" & (2@)39-5/8"X53-3/8" } double-hung windows with Base Frames. These windows will have Fully Divided Light (FDL) in a colonial 4w x 2h grille pattern. In keeping with the existing windows, both the Exterior and the Interior will be white. These windows will be placed in the exact same position as the existing windows.







**RENEWAL**  
**by ANDERSEN**  
FULL-SERVICE WINDOW & DOOR REPLACEMENT

Pictured below is a rendering of what the new windows will look like



**Unit 101 Exterior**



**Unit 101 with divided light visual**



**Units 102, 103 Exterior**



**Units 102, 103 with divided light visual**



### Primary Bedroom Windows:

The Two primary bedroom windows will be { (1)51-5/8" X 53-3/8" & (1)39-5/8"X53-3/8" } double-hung windows with Base Frames. These windows will have Fully Divided Light (FDL) in a colonial 4w x 2h grille pattern. In keeping with the existing windows, both the Exterior and the Interior will be white. These windows will be placed in the exact same position as the existing windows.







**RENEWAL**  
**by ANDERSEN**  
FULL-SERVICE WINDOW & DOOR REPLACEMENT

Pictured below is a rendering of what the new windows will look like.



**Unit 104 Exterior**



**Unit 104 sideview with divided light visual**



**Unit 105 Exterior**



**Unit 105 sideview with divided light visual**



### **Kitchen Window:**

The One kitchen window will be a (43-5/8" X 33") picture window with Base Frame. This window will have Fully Divided Light (FDL) in a colonial 4w x 2h grille pattern. In keeping with the existing window, both the Exterior and the Interior will be white. This window will be placed in the exact same position as the existing window.





**RENEWAL**  
**by ANDERSEN**  
FULL-SERVICE WINDOW & DOOR REPLACEMENT

Pictured below is a rendering of what the new window will look like.



**Unit 106 Exterior**



**Units 106 sideview with divided light visual**



**RENEWAL**  
**by ANDERSEN**  
FULL-SERVICE WINDOW & DOOR REPLACEMENT

*for in depth product detail, please visit:*

<https://www.renewalbyandersen.com/windows-doors>

**Renewal by Andersen Contact Information:**

**Susan Marshall** | *Administrative Assistant*

**Renewal by Andersen of Central NC/Coastal NC/Myrtle Beach/Florence**

**M:** (336) 370-5487

**E:** [susanmarshall@rbatriad.com](mailto:susanmarshall@rbatriad.com)





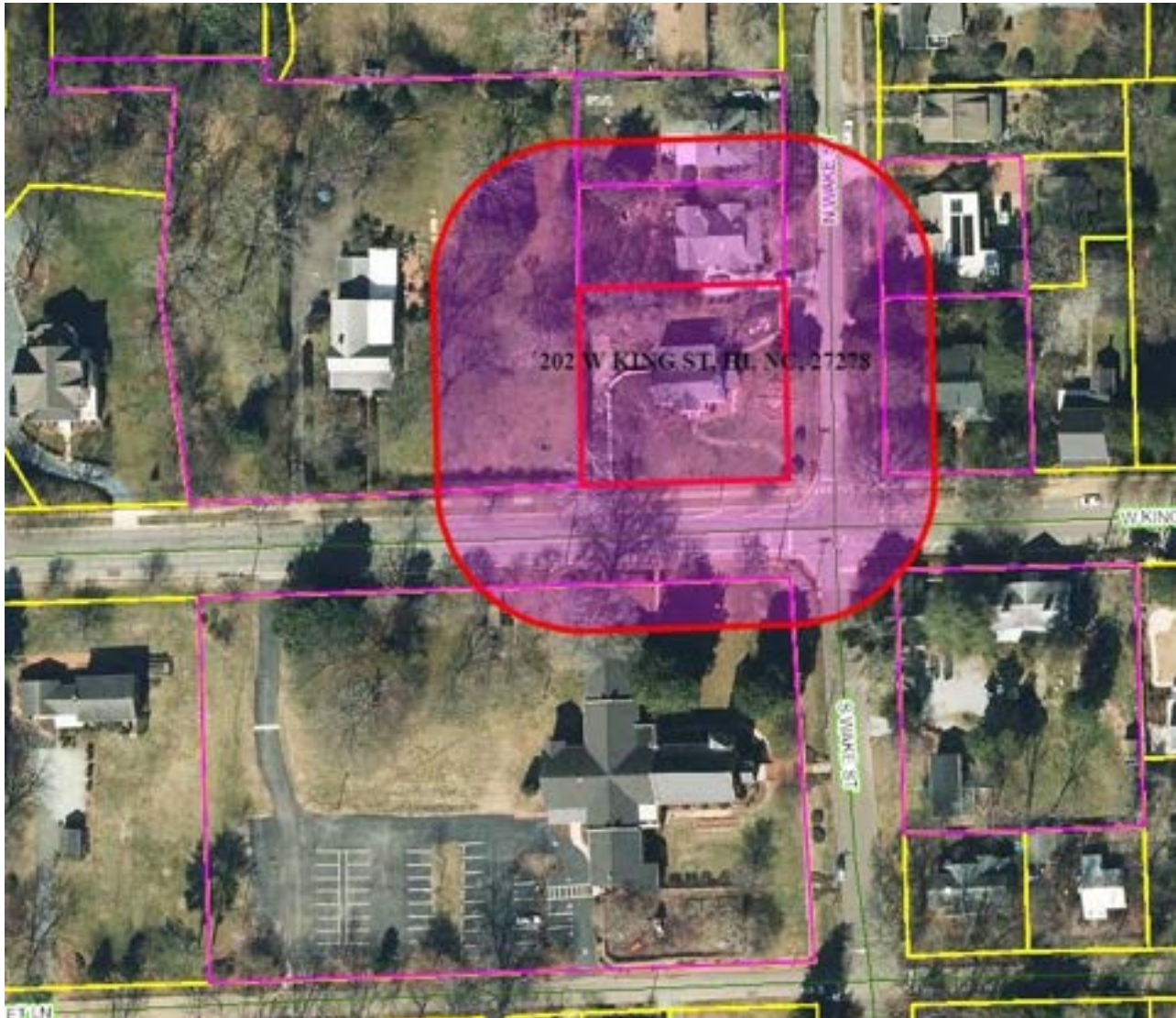


I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864965347 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

12/27/2023  
Date

Joseph Hoffheimer  
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRST	OWNER2	OWNER2	ADDRESS1	CITY	STATE	ZIPCODE
9864963464	QUILLIGAN	MAUREEN			210 WEST KING ST	HILLSBOROUGH	NC	27278
9864964185	FIRST BAPTIST	(OF HILLSBOROUGH I			201 WEST KING ST	HILLSBOROUGH	NC	27278
9864965347	HUPP TRUST				1627 PORT ABBEY PL	NEWPORT BEAC	CA	92660
9864965444	LUMANS	PATRICIA	LUMANS	VALDIS	107 N WAKE ST	HILLSBOROUGH	NC	27278
9864965541	MCKINNON	KAREN P TRUSTEE			109 N WAKE ST	HILLSBOROUGH	NC	272782441
9864967153	ROBERTS	CLYDE T			823 HAWKINS RD	CEDAR GROVE	NC	27231
9864967336	DICKER	ELIZABETH	DICKER	GLENN	176 W KING ST	HILLSBOROUGH	NC	272782544
9864967434	WILSON	KRISTIN	DE JONG	EELCO	114 N WAKE ST	Hillsborough	NC	27278



**ITEM #6. B:**

**Address:** 309 Mitchell Street

**Year Built:** c. 1952, 2007

**Historic Inventory Information (2013)**

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

**Contributing Structure?** Yes (1952 parts only)

**Proposed work**

- Construct a 6' aluminum fence in the backyard.

**Application materials**

- COA application
- Addendum
- Fence specifications and design
- Photos of similar fences
- Gate specifications and designs
- Site plan

**Applicable Design Standards**

- Fences and Walls: 8, 9

**Staff Comments**

- Aluminum fences are permitted case by case and require HDC approval.
- The design standards do not directly address gates. Since the proposed gates are part of the overall fence application, staff recommend applying the standards for fences and walls.



*Charles Burton*  
Charles Burton  
-neighbor  
(TD)  
12/8/2023



TOWN OF  
HILLSBOROUGH

**Certificate of Appropriateness (COA) & Minor Works Application**

9874 \_17\_ 7729

Orange County Parcel ID Number

William Harris

R-20 /HDO

Zoning District

309 Mitchell Street

Address of Project

Applicant Name  
309 Mitchell Street

Property Owner (if different than applicant)

Applicant's Mailing Address  
Hillsborough, NC 27278

Property Owner's Mailing Address

City, State, Zip  
703.498.9896

City, State, Zip

Applicant's Phone Number  
va.harris.fam@gmail.com

Property Owner's Phone Number

Applicant's Email

Property Owner's Email

Description of Proposed Work: Erect 6' fence in backyard (see attached addendum)

Estimated Cost of Construction: \$ 10,000

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

**Applicant and Owner Acknowledgment and Certification**

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

Applicant's Signature (Optional)

Date

Property Owner's Signature (Required)

Date

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

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

☐

Detailed narrative describing the proposed work and how it complies with all adopted standards.

☐

Existing and Proposed Dimensioned Plans (see below):

- Site Plan (if changing building footprint or adding new structures, impervious areas or site features, including hardscaping)
- Scaled Architectural Plans (if changing building footprint or new construction)
- Scaled Elevations (if adding or changing features of a structure)
- Landscaping Plans (required for all new construction and for significant landscaping or tree removal and re-planting)
- Tree Survey (required for new construction when trees over 12" dbh are on site - show both existing and those to be removed)
- Sign Specifications (if adding, changing, or replacing signage)

☐

Itemized list of existing and proposed exterior materials including photos and specifications, colors, etc. (Siding, trim and fascia, roof and foundation materials, windows, shutters, awnings, doors, porch and deck flooring, handrails, columns, patios, walkways, driveways, fences and walls, and signs, etc.).

☐

Photographs, material samples, examples of comparable properties in the district (if using them as basis for specific designs), plans, or drawings that will help to clarify the proposal, if applicable, or if required by staff as part of the review.

**STAFF USE ONLY:**

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

Amount: \$ 10.00

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

Amount: \$ 0

Total due: \$ 10.00

Receipt #: 060258

Received by: Tom King Date: 12/8/2023

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

☐ N/A ☒ Yes

Zoning Officer: Tom King 12/8/2023

This application meets public space division requirements.

☒ N/A TK  
12/8/2023 ☐ Yes

Public Space Manager: \_\_\_\_\_

**Historic Architectural Inventory Information:**

Original date of construction: \_\_\_\_\_

Description of property: \_\_\_\_\_

Applicable Design Standards: \_\_\_\_\_

Other reviews needed?

☐ Hillsborough Zoning Compliance Permit

☐ Orange County Building Permit

☐ Other: \_\_\_\_\_

**Minor Works Certificate of Appropriateness Application Decision:**

☐ Approved

☐ Referred to HDC

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

**Certificate of Appropriateness Decision:**

☐ Approved

☐ Denied

Commission Vote: \_\_\_\_\_

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

\_\_\_\_\_  
Historic District Staff Signature

\_\_\_\_\_  
Date

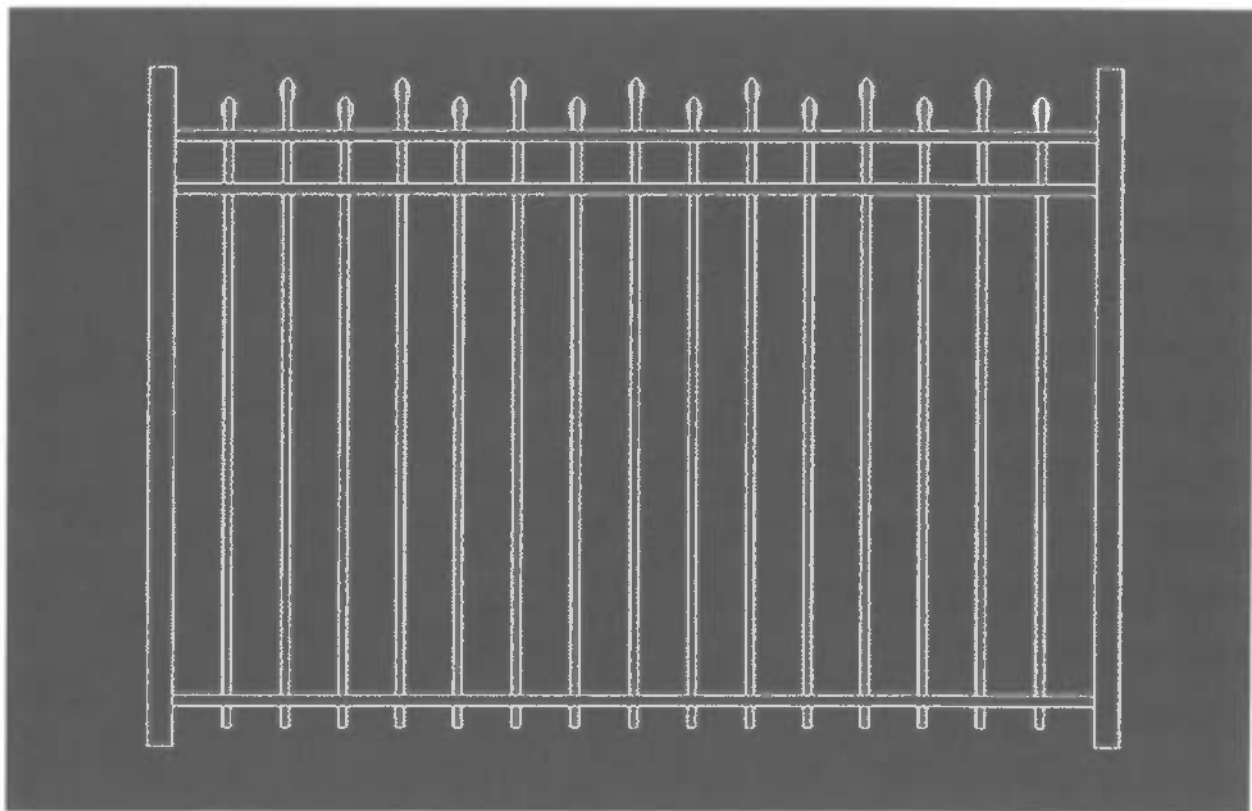
## Addendum

The over-abundant deer population in the Historic District are destructive and dangerous. They have caused damage to our garden and landscape. As avid gardeners, we have tried to control the annual deer damage in our landscape through spraying. We never wanted to put up a fence. But after spending thousands of dollars a year to try to keep them out and replacing plants they eat or destroy --- we have had enough.

We request a CoA to install a fence in our backyard. The current guidelines only allow for a 6' fence in the Historic District (although 8' is better for deer control) so that is what we are requesting. We want to install a 6' black aluminum pressed spear style fence.

Residential Grade Fencing Characteristics: 6' high black 3-rail residential aluminum fence with 5/8" x 5/8" pickets with 2" square posts set in concrete

Residential Fence with Pressed Spear design



We chose this style for several reasons:

1. The thinner, black pickets and posts blend with the natural landscape.
2. The thinner pickets and posts are less obtrusive. That is, they do not provide as much of a visual barrier. There is a lot of space between the pickets. It is not as obvious as a solid, thicker fence.
3. The aluminum fence seems to require less maintenance to keep in good condition. As we age this is a significant consideration.
4. There are several other homes in the Historic District that had aluminum fences of various heights and styles. Like ours, none were historic homes. They were just nice homes in the Historic District and we liked the look the fence provided with their home.



West Queen St



Mitchell St



East Corbin St



West Tryon St

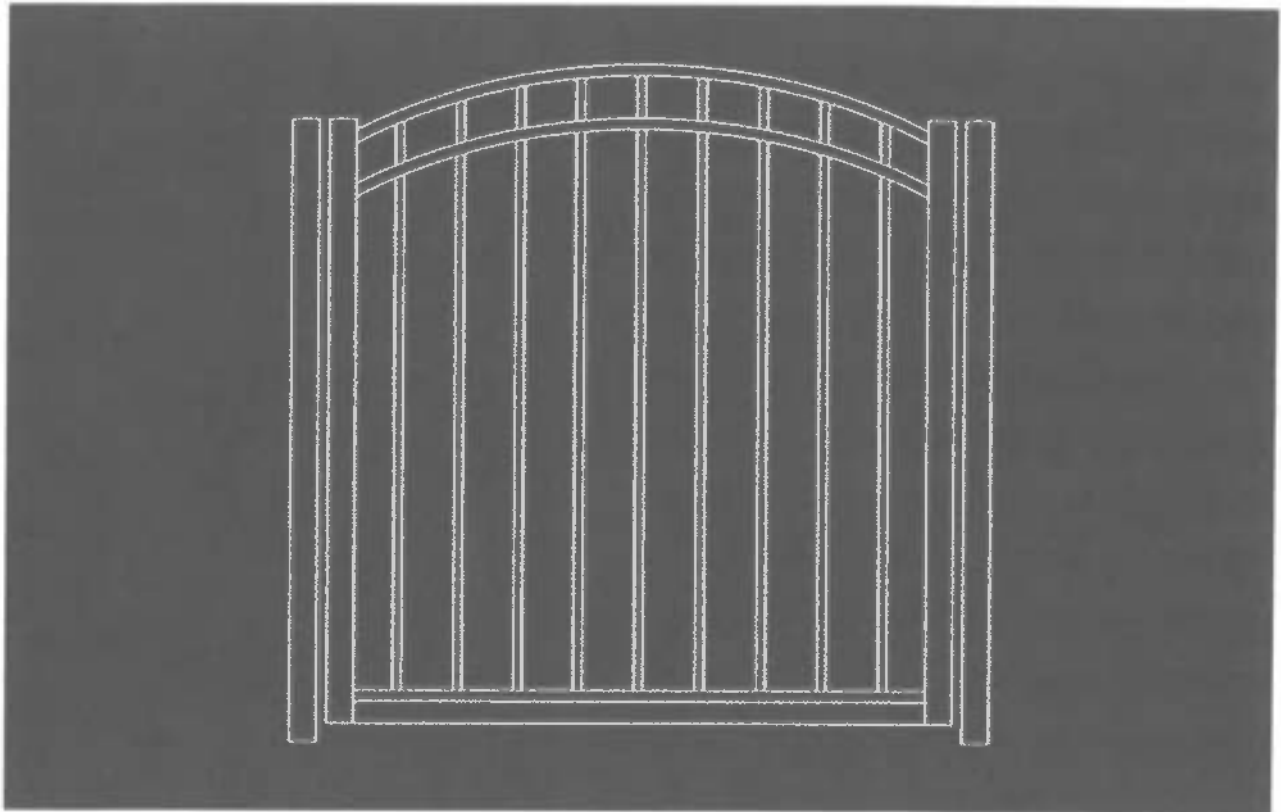
5. The Orange County Courthouse uses the same spear picket fence design at its complex downtown.



Orange County Courthouse Margaret Lane

There will be three pedestrian style walking gates and one estate type swinging gate. The three walking gates are 4' wide arched pedestrian gates with self-closing hinges and lockable latches. The photo below shows the arched style of the gate. The installed gate will also have the pressed spear style shown above.

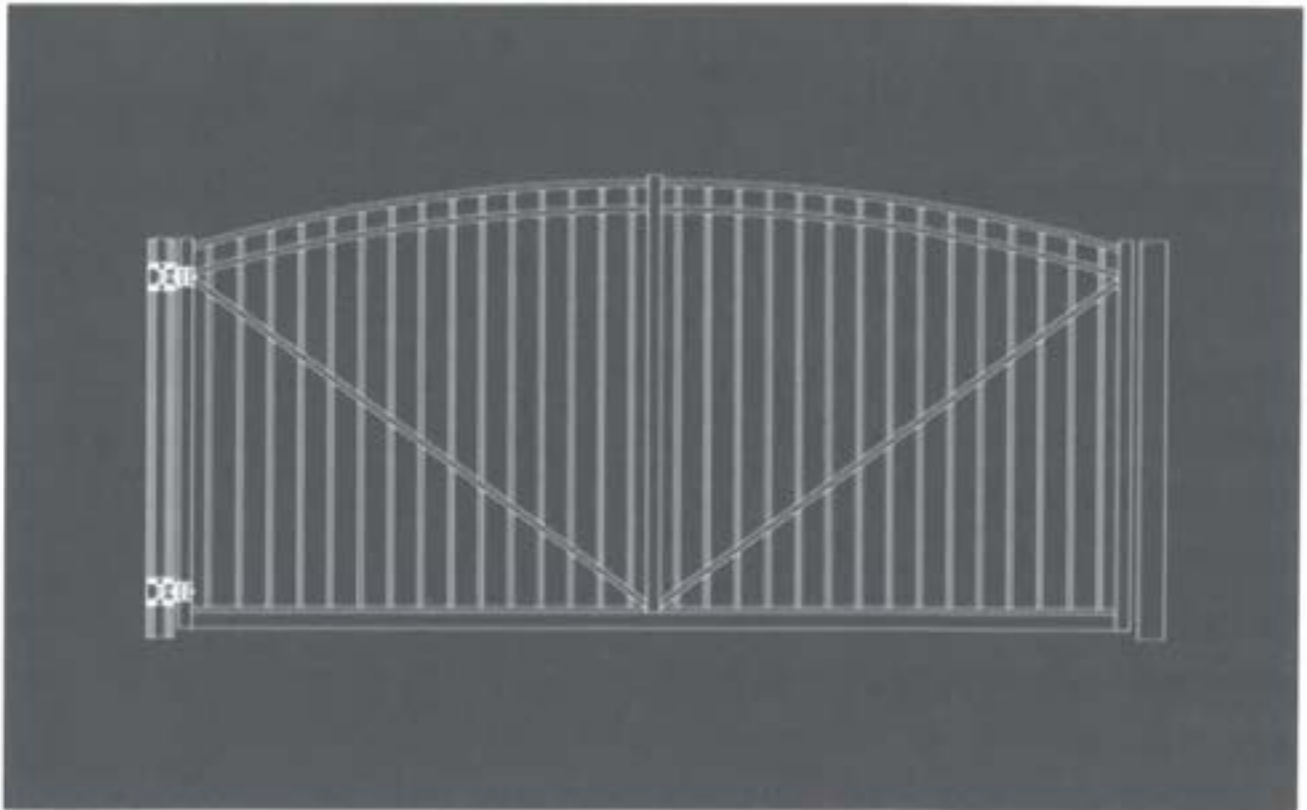
Arched Pedestrian Style Walking Gate





The estate type swing gate will be 12' wide with a double drive swing and arching to match the pedestrian walking gates. The gate is required in the event we need access for larger vehicles (i.e., tree service) in the backyard. As with the pedestrian gate above, the photo below shows the arched style of the estate swing gate. The installed gate will also have the pressed spear style shown above.

Arched Estate Type Swing Gate



The final consideration is that our neighbor to the south has an existing fence, and they have agreed we can link our fence to theirs. Linking to their fence on the south side would prevent a 2-foot gap between our parallel, and different style, fences. We have both seen this before and think the gap between fences invariably becomes a maintenance issue and land neither of us can use. We have agreed to abut the new fence to their old fence on both the southeast and southwest corners (see diagram). They have signed below and on the cover page attesting to their agreement of this plan.

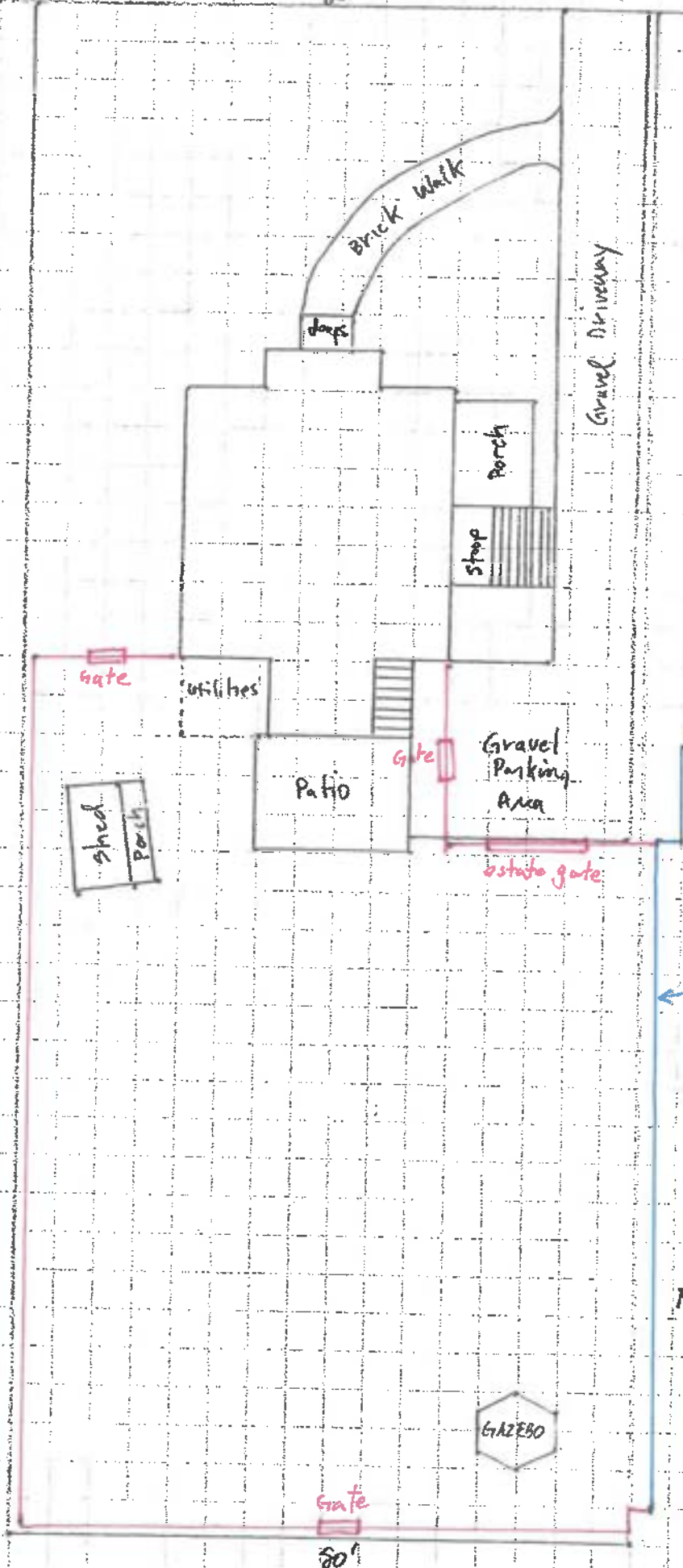
*Charles Burton*  
*William Harris*

- Charles Burton

- William Harris

TIC  
12/8/2023

Mitchell St  
80'



NEW WORK  
IN RED

← Neighbor's  
FENCE

N ←

Scale: 1 square =  
5 feet



I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9874177729 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

12/27/2023

Date

Joseph Hoffheimer  
(for Hillsborough Planning Department)

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



**ITEM #6. C:**

**Address:** 406 W. Margaret Lane

**Year Built:** c. 1946

**Historic Inventory Information (2013)**

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

The garage is not included in the 2013 inventory update but is described as “a late 1940s front-gable, frame garage” in the inventory.

**Contributing Structure?** Yes

**Proposed work**

- 15'5" x 18' rear screen porch
- Second floor rear shed dormer addition
- Replacement of the existing rear west patio door with a full glass door
- Relocation of a small door from the east to the south elevation of the garage

**Application materials**

- COA application
- Existing photos
- Narrative
- Material matrix
- Examples of similar projects
- Existing and proposed elevations
- Site plan

**Applicable Design Standards**

- Doors: 1, 8
- Additions to Residential Buildings: 2, 3, 4, 8, 9, 10, 11, 12, 13
- Porches, Entrances, and Balconies: 10
- Windows: 8
- Exterior Lighting: 5

**Staff Comments**

- The design standards require that new additions have a height lower than that of the original house. The applicant has provided example photos of nearby shed dormer additions that start at the original ridgeline.
- The commission may want to clarify plans for any doors/windows that may be visible through the screens on the rear screened porch addition.

**Historic District Commission Certificate of Appropriateness (COA) & Minor Works Application**

COA Fee: \$1 per \$1,000 of total construction costs, or a minimum of \$10, payable when the application is submitted

Minor Works COA fee: \$10 flat fee payable when the application is submitted

After-the-Fact Application Fee: \$100 fee in addition to the required COA fee or COA fees will be doubled (whichever is higher)

Additional permit fees: Additional fees may be required for a Zoning Compliance Permit and Orange County Building Permit.

<u>9864756428</u>	<u>R-20</u>	<u>406 W Margaret Ln</u>
Orange County Parcel ID Number	Zoning District	Address of Project
<u>Daniel Johnson</u>		
Applicant Name	Property Owner (if different than applicant)	
<u>3172 Harbor Rd</u>		
Applicant's Mailing Address	Property Owner's Mailing Address	
<u>Shelburne, VT 05482</u>		
City, State, Zip	City, State, Zip	
<u>(802) 881-5290</u>		
Applicant's Phone Number	Property Owner's Phone Number	
<u>danieljohnson802@gmail.com</u>		
Applicant's Email	Property Owner's Email	

Description of Proposed Work: The project proposed is a 15'-5" x 18' rear screen porch, 2nd story rear shed dormer, replace exist. rear west patio door with full glass door and relocate small garage door from east to south elevationEstimated Cost of Construction: \$ \$200,000The Historic District Design Guidelines, Exterior Materials Compatibility Matrix, and Certificate of Appropriateness application process can be found on the Town of Hillsborough's website: <http://www.hillsborou.hnc.ov/government/advisory-boards/historic-district-commission>**Applicant and Owner Acknowledgment and Certification**

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

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

Property Owner's Signature (Required) \_\_\_\_\_ Date 11/29/2023

**SUBMITTAL REQUIREMENTS:** The following documents and plans are required to accompany your COA application in order for it to be deemed complete. The Historic District Commission will not accept incomplete applications. Planning staff will determine when all submittal requirements have been met. Only the first FOUR major COA applications submitted by the required deadline will be heard on any HDC agenda if deemed complete by staff. Minor COAs are added based on available agenda space at the discretion of planning staff.

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

**STAFF USE ONLY:**

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

Amount: \$ 200

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

Amount: \$ \_\_\_\_\_

\*whichever is greater

Total due: \$ 200

Receipt #: PTBMQ67KVC

Received by: Joseph Kottheimer Date: 11/30/23

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

☐ N/A

☐ Yes

Zoning Officer: \_\_\_\_\_

This application meets public space division requirements.

☐ N/A

☐ Yes

Public Space Manager: \_\_\_\_\_

**Historic Architectural Inventory Information:**

Original date of construction: \_\_\_\_\_

Description of property: \_\_\_\_\_

Applicable Design Guidelines: \_\_\_\_\_

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): \_\_\_\_\_

\_\_\_\_\_  
Zoning Officer's Signature

\_\_\_\_\_  
Date



Introduction

The subject house is located at 406 W. Margaret Lane. This one-and-a-half-story, side-gabled, Minimal Traditional-style house is three bays wide and double-pile with a projecting gabled bay on the right (east) end of the façade and a gabled dormer on the left (west) end of the façade. The house has wood German siding and vinyl windows, an interior brick chimney, and a four-light-over-four-panel door sheltered by a metal awning on decorative metal posts. There is a single window in each side gable and dormer, a projecting, shed-roofed bay on the right elevation, and a gabled ell at the right rear (northeast). There is a low stone wall along the front and right sides of the property and brick stairs lead to the entrance. County tax records date the building to 1946. Please see existing conditions pictures below:



Front/South (facing W Margaret Ln) –no changes proposed



Right Side/East– proposed new screen porch (attached to north side of existing house)





Left Side/West- proposed 2<sup>nd</sup> floor shed dormer (wood siding, roof to match existing, Miratec trim and three aluminum clad windows) above double patio doors, replace existing west facing entry door with similar patio doors to existing patio doors. Also, proposed screen porch attached to north side of existing house.



Rear/North- proposed screen porch with wood columns, floor, Miratec trim, and metal roof to match existing. Proposed new 2<sup>nd</sup> floor shed dormer will be visible from this view as well.





East side of existing small garage at rear of property



South of existing small garage

Propose to relocate the existing east door to little garage to the south side of the little garage just to the right of the window shown above. Also, proposed to add two additional lights (to match existing) – one adjacent to the relocated door and one on the northeast corner of the small garage.

Project

The project is to construct a new 2<sup>nd</sup> floor shed dormer on the rear side of the house. The dormer will not be visible from the front elevation. The dormer is proposed to have wood german siding to match as well as a metal roof to match the existing metal roof. Miratec trim is proposed for the fascia, rake, window casing. The windows are proposed to be aluminum clad simulated divided lite (SDL). The existing west facing door on the rear ell will be replaced with patio doors to match the existing north facing patio doors. Additionally, a new screen porch is proposed to be constructed on the rear of the existing house. The screen porch will have a metal roof to match the existing roof, wood columns, wood flooring, wood posts, Miratec skirt board, rake board, fascia and associated trim. All trim and siding will be painted to match the existing house colors.

Landscaping

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

Lighting

Two new lighting fixtures to match the existing light fixtures (see picture below) on the rear small garage are proposed -one adjacent to the relocated small garage door (south side) and one on the northeast corner of the small garage.



## Material matrix

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

EXAMPLES OF SIMILAR PROJECTS WITH REAR SHED DORMERS STARTING AT EXISTING RIDGE LINE  
WITHIN ONE BLOCK OF SUBJECT HOUSE:

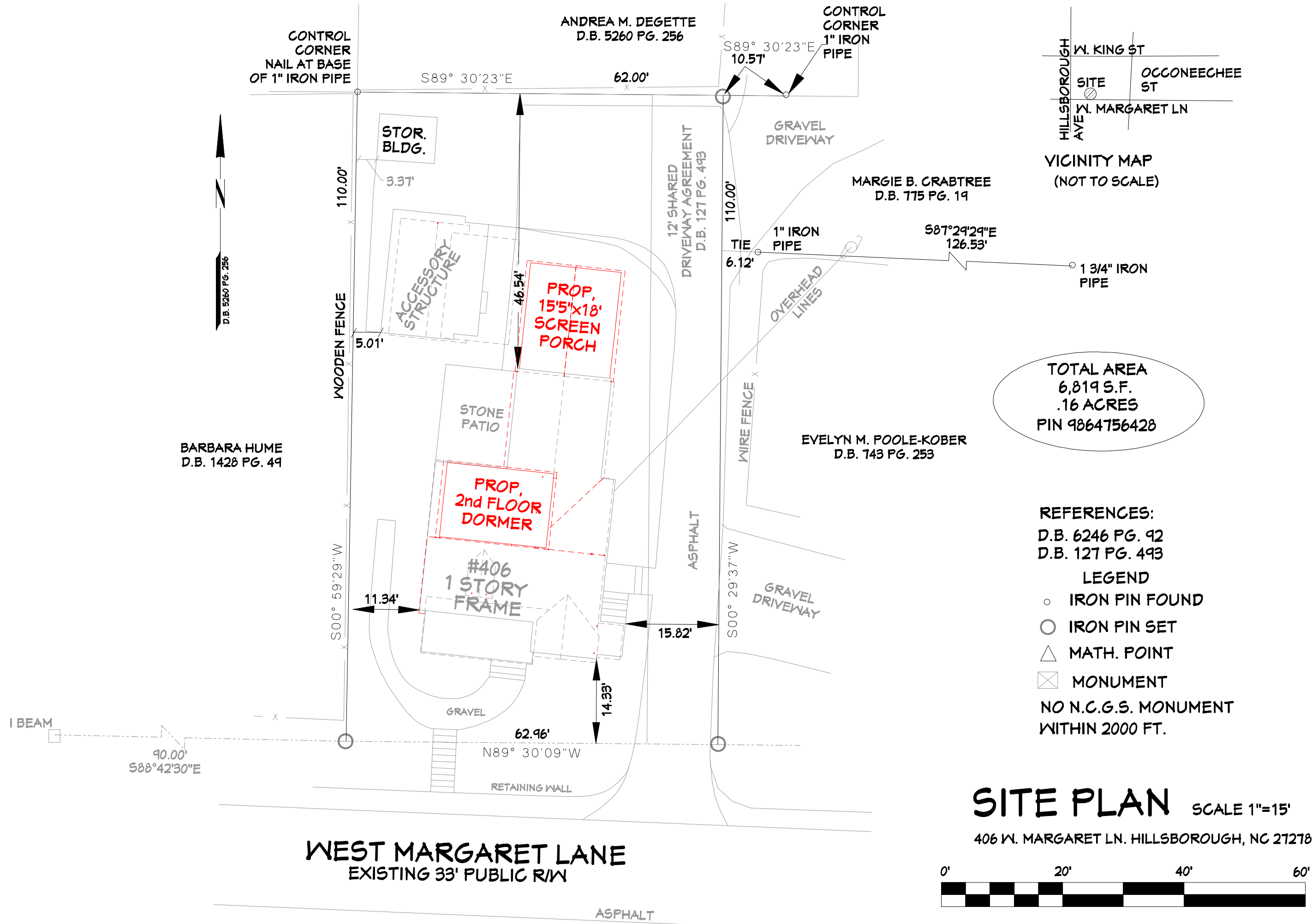
404 Calvin Street

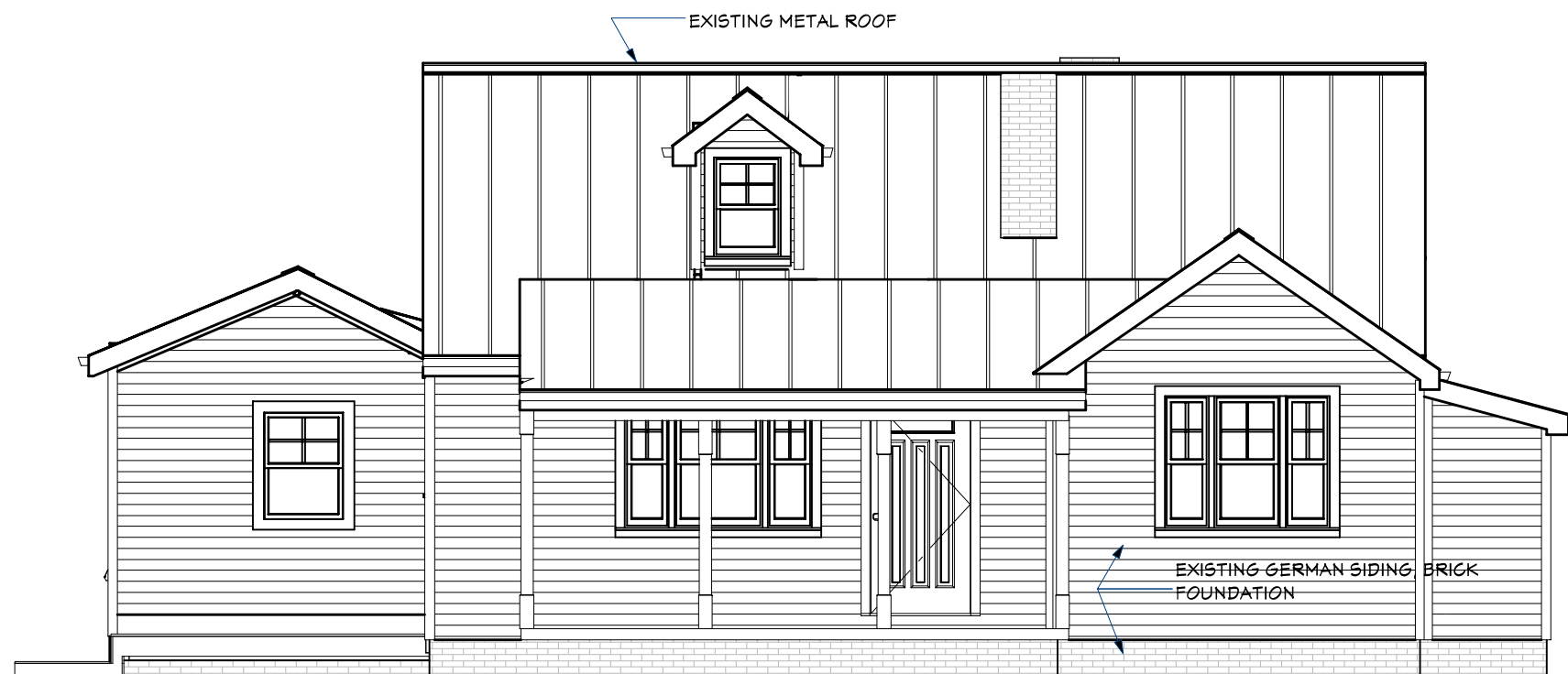




409 W King Street





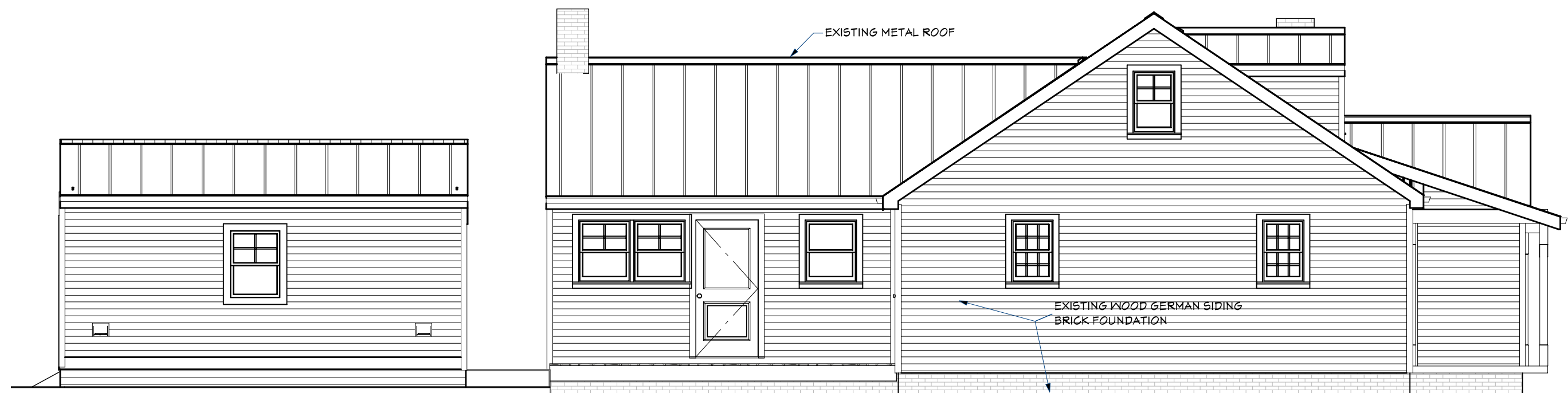


Existing Front Elevation



Proposed Elevation Front





Existing Left (west) Elevation



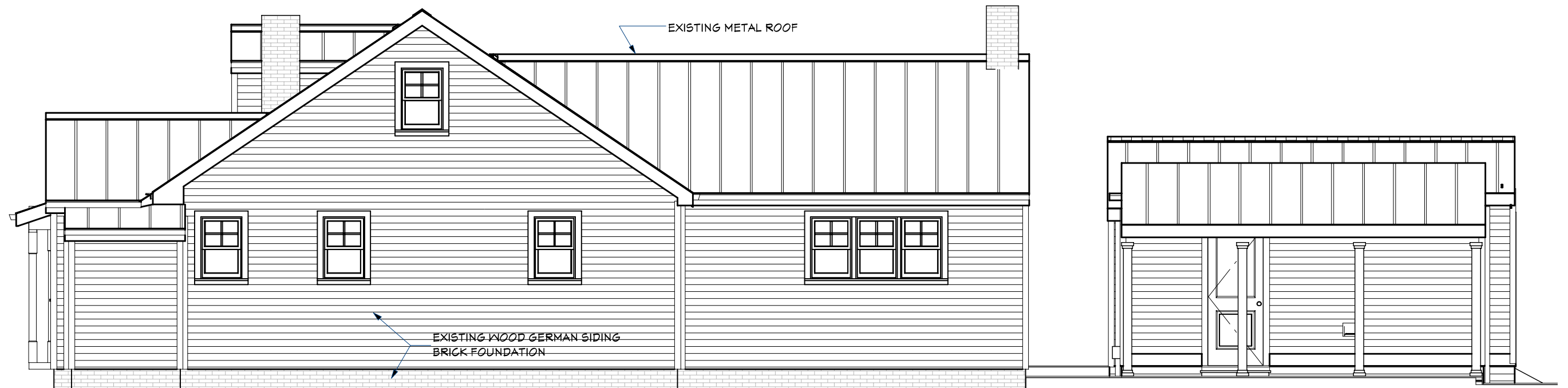
Proposed Elevation Left (west)



Existing Rear Elevation



Proposed Elevation Rear (north)



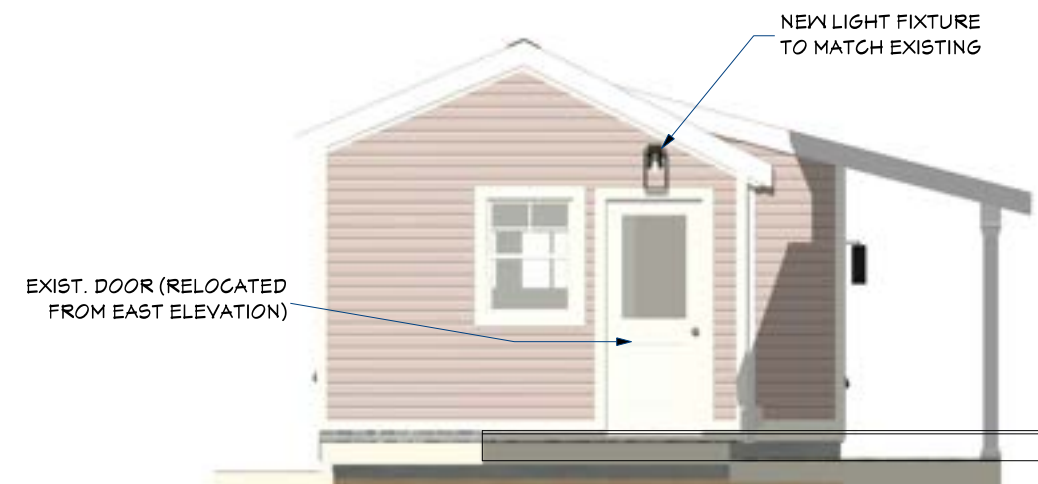
Existing Right (east) Elevation



Proposed Elevation Right (east)



Proposed Small Garage East Elevation



Proposed Small Garage South Elevation

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864756428 (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.

12/27/2023  
Date

Joseph Hoffheimer  
(for Hillsborough Planning Department)

PIN	OWNER1	OWNER1	OWNER2	OWNER2	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE
9864755946	HUME	BARBARA			PO BOX 8		HILLSBOROUGH	NC	27278
9864756428	JOHNSON	DANIEL			3172 HARBOR R		SHELBURNE	VT	5482
9864756746	HILLSBORO	OF			PO BOX 429	PUBLIC SP	HILLSBOROUGH	NC	27278
9864757915	BRISTOW	EILEEN			108 S OCCONEE		HILLSBOROUGH	NC	27278
9864765059	TOMBERG	JAMES	TOMBERG	PAMELA C	409 W KING ST		Hillsborough	NC	27278
9864766039	DEGETTE	ANDREA M			407 W KING ST		HILLSBOROUGH	NC	27278
9864767014	STEWART	FREDRICK	HOLCOME	JIMMY	403 KING ST		HILLSBOROUGH	NC	27278
9864767112	STEWART	FREDRICK	HOLCOME	JIMMY	403 KING ST		HILLSBOROUGH	NC	27278





**ITEM #6. D:**

**Address:** 114 W. Queen Street

**Year Built:** c. 1969 (House), c. 1837, c. 1960 (Strudwick Kitchen)

**Historic Inventory Information (2013)**

House: This two-story, gambrel-roofed, Dutch Colonial Revival-style house is two bays wide and double-pile with two gabled dormers on the façade. The house has a brick veneer and nine-over-nine wood-sash windows on the first floor with plain weatherboards and six-over-six windows in the gables and flush sheathing and six-over-six windows in the dormers. The entrance, on the left (west) end of the façade, has one-light-over-one-panel sidelights and a narrow transom and there is a dentil cornice on the façade. A one-story, side-gabled wing on the left elevation has plain weatherboards and six-over-six wood-sash windows. The house stands on the site of the Haralson-Studwick House, which was razed in 1960; the associated antebellum brick kitchen remains standing in the rear yard. County tax records date the house to 1969.

Strudwick Kitchen: One-story, side-gabled brick building was constructed as a kitchen for the Haralson-Studwick House, which originally stood on this site. The building has a one-to-five common-bond brick exterior with gable-end brick chimneys. It has nine-over-nine wood-sash windows and a double-leaf three-panel door with flat brick arches. The kitchen is thought to have been built by Dr. Edmund Strudwick, who purchased the property from Archibald Haralson in 1837 and enlarged the main house at that time. The house was destroyed in 1960 and the kitchen was enlarged to serve as a residence. However, the additions have since been removed and the kitchen has been restored to its original form. A new house was constructed on the site in 1969.

**Contributing Structure?** Yes

**Proposed work**

- Add porches to the main house.
- Add an accessory dwelling unit to the brick kitchen structure in the backyard.
- Construct two sheds in the northeast corner of the property.

**Application materials**

- COA application
- Porches narrative
- Porches elevations and existing photos
- Porches site plan
- Porches materials list
- Accessory dwelling unit addition narrative
- Accessory dwelling unit addition elevations and existing kitchen photos
- Accessory dwelling unit addition floor plan
- Accessory dwelling unit addition site plan
- Accessory dwelling unit addition materials list
- Sheds narrative
- Sheds floor plans
- Sheds elevations
- Sheds site plan
- Sheds materials list

### **Applicable Design Standards**

- Porches, Entrances, and Balconies: 8, 10, 11
- Additions to Residential Buildings: 1 – 11
- Walkways, Driveways, and Off-Street Parking: 8 – 10
- New Construction of Accessory Dwelling Units: 1 – 12
- New Construction of Outbuildings and Garages: 1 – 7, 10

### **Staff Comments**

- Staff are not aware of any similar porches in the historic district that have a wall matching the existing structure on one side and screens on the other two. Due to the appearance of the porches, the *Additions* standards may also apply.
- If the porch walls are approved, staff do not necessarily see a conflict with adding new false shutters, since the section would be entirely new and match the existing structure.
- The commission has recently approved new roof overhangs over existing stoops, but the proposed front porch is larger than those.
- The rear elevation for the main house includes a shed dormer addition that is not shown in the existing photo, and the dormer roof does not appear to be inset from the ridgeline of the existing structure.
- The materials for the pathways will need to be clarified.
- Staff are not aware of any similarly sited sheds in the historic district and recommend paying particular attention to *New Construction of Outbuildings and Garages* Standards 1 – 4.



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

9874071780

Orange County Parcel ID Number

Zoning District

114 W QUEEN ST

Address of Project

STANFORD MORRIS

Applicant Name

STANFORD MORRIS

Property Owner (if different than applicant)

114 W. QUEEN ST

Applicant's Mailing Address

Property Owner's Mailing Address

HILLSBOROUGH, NC.

City, State ZIP

City, State ZIP

919.904.9045

Applicant Phone Number

Property Owner's Phone Number

STAN. MORRIS #1 @GMAIL.COM

Applicant's Email

Property Owner's Email

Description of Proposed Work: PORCHES ON MAIN HOUSE, ACCESSORY DWELLING UNIT, SHEDS

Estimated Cost of Construction: \$ 35,000

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.

Stan Morris  
Applicant's Signature (Optional)

12/18/23  
Date

Stan Morris  
Property Owner's Signature (Required)

12/18/23  
Date

**Submittal Requirements**

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

All applications must include the following documents and plans:

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

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

**Staff Use Only:**

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

Amount: \$ 35.00

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

Amount: \$ \_\_\_\_\_

Total Due: \$ 35.00

Receipt #: 060261

Received by: Joseph Hottelmer

Date: 12/19/23

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

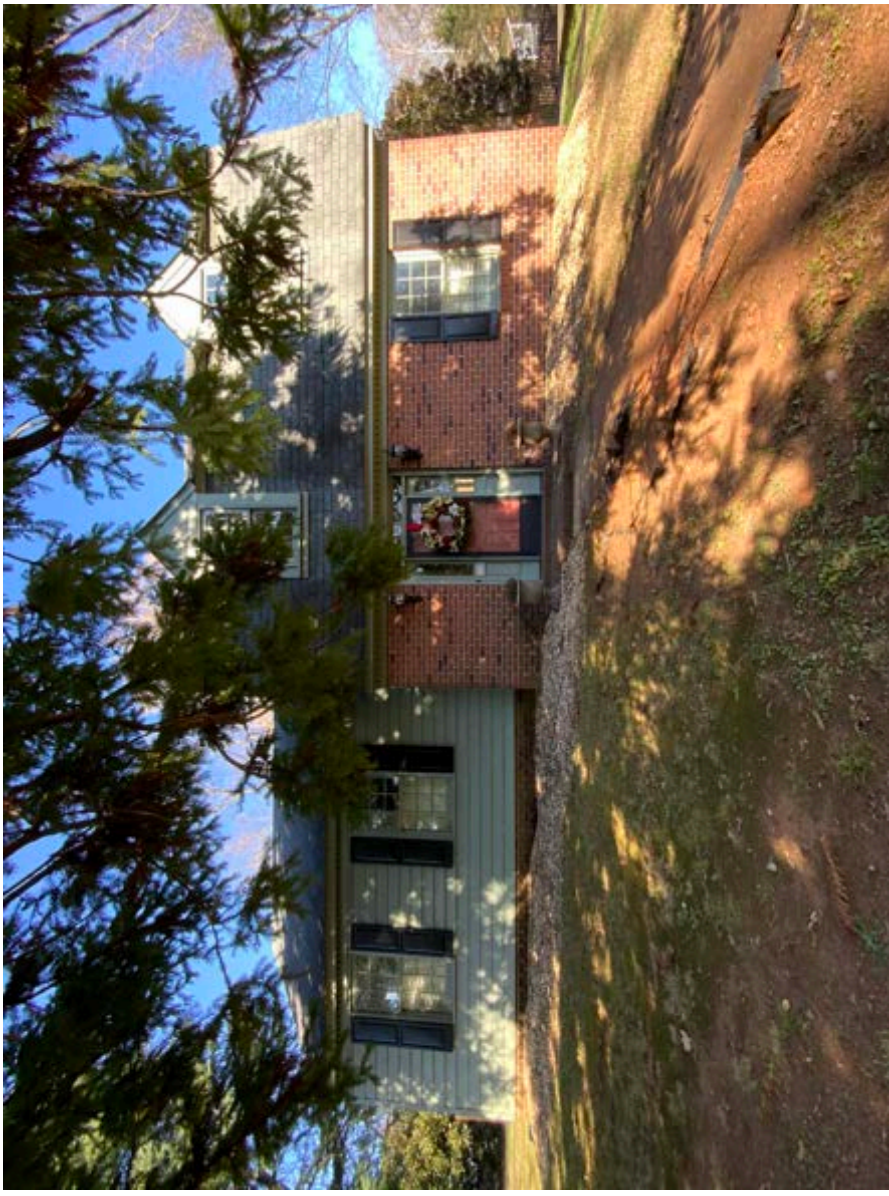
Commission Vote: \_\_\_\_\_

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

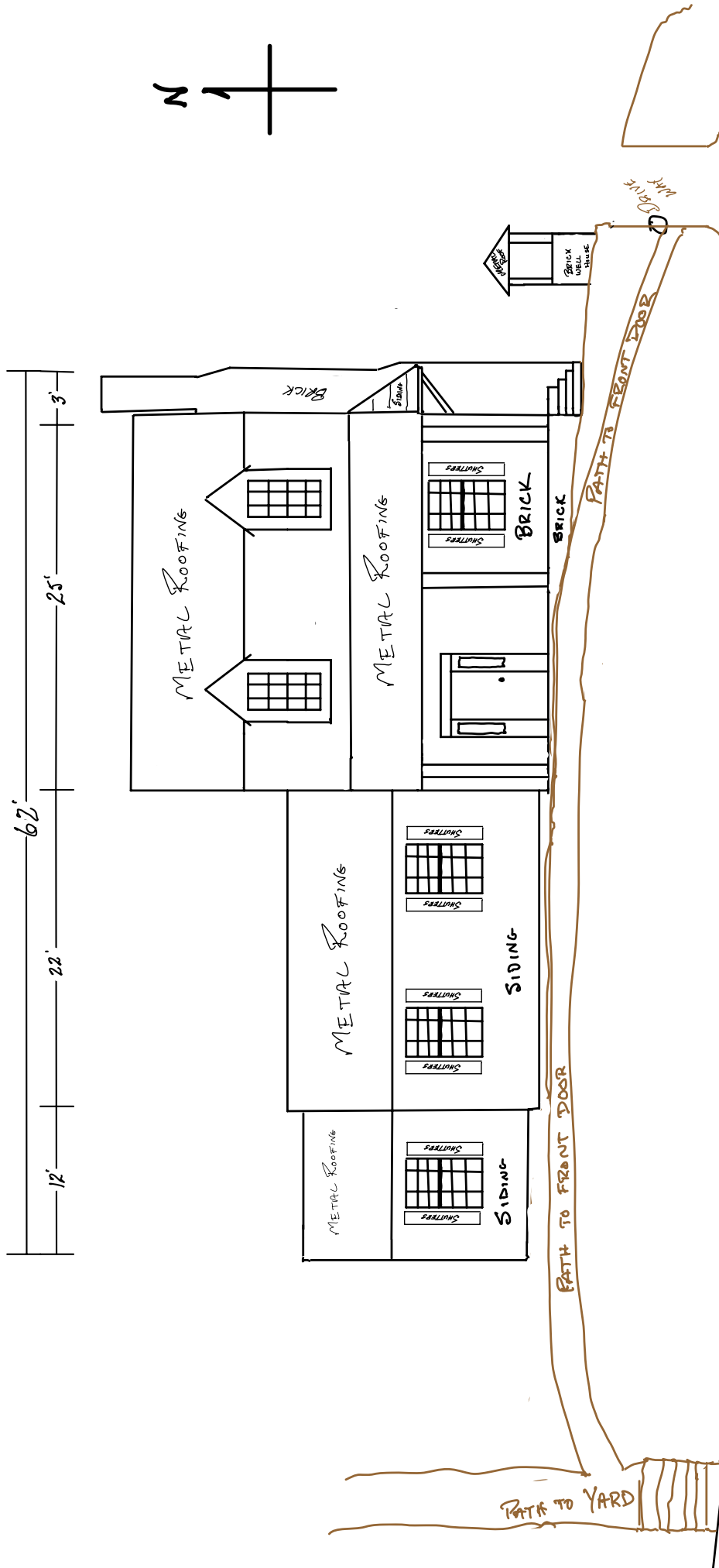
\_\_\_\_\_  
Historic District Staff Signature

\_\_\_\_\_  
Date

The porches are being added to move drainage away from the foundation of the house. The house had to be lifted and the bands and floor system replaced. The porches will allow for access to the first two floors without the need for stairs. The side and back porch will also provide emergency exits from bedrooms. The porches will have a poured concrete floor with a brick border matching the house. The side and back porches will be screened.

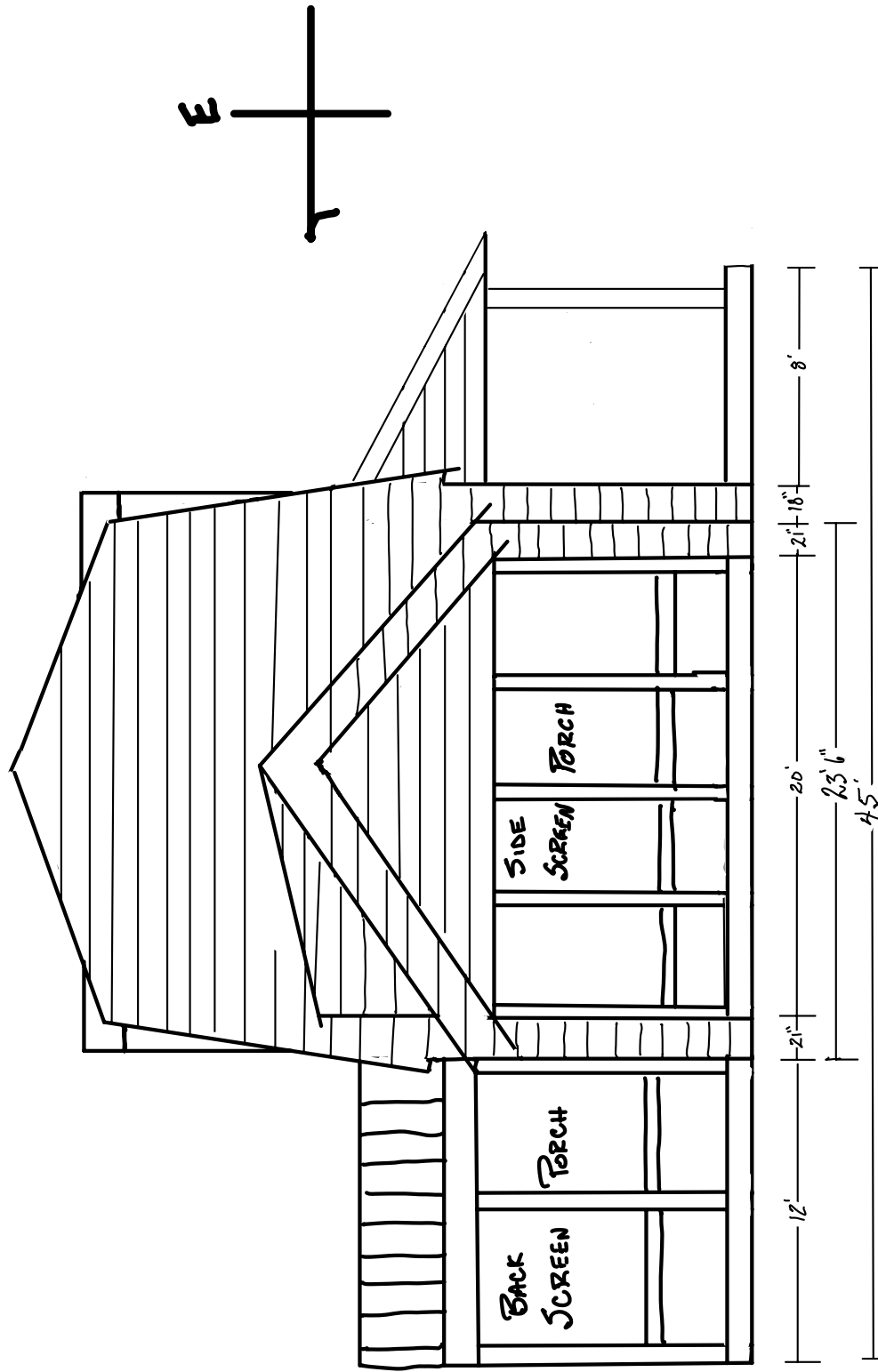














*NORTH SIDE OF HOUSE*

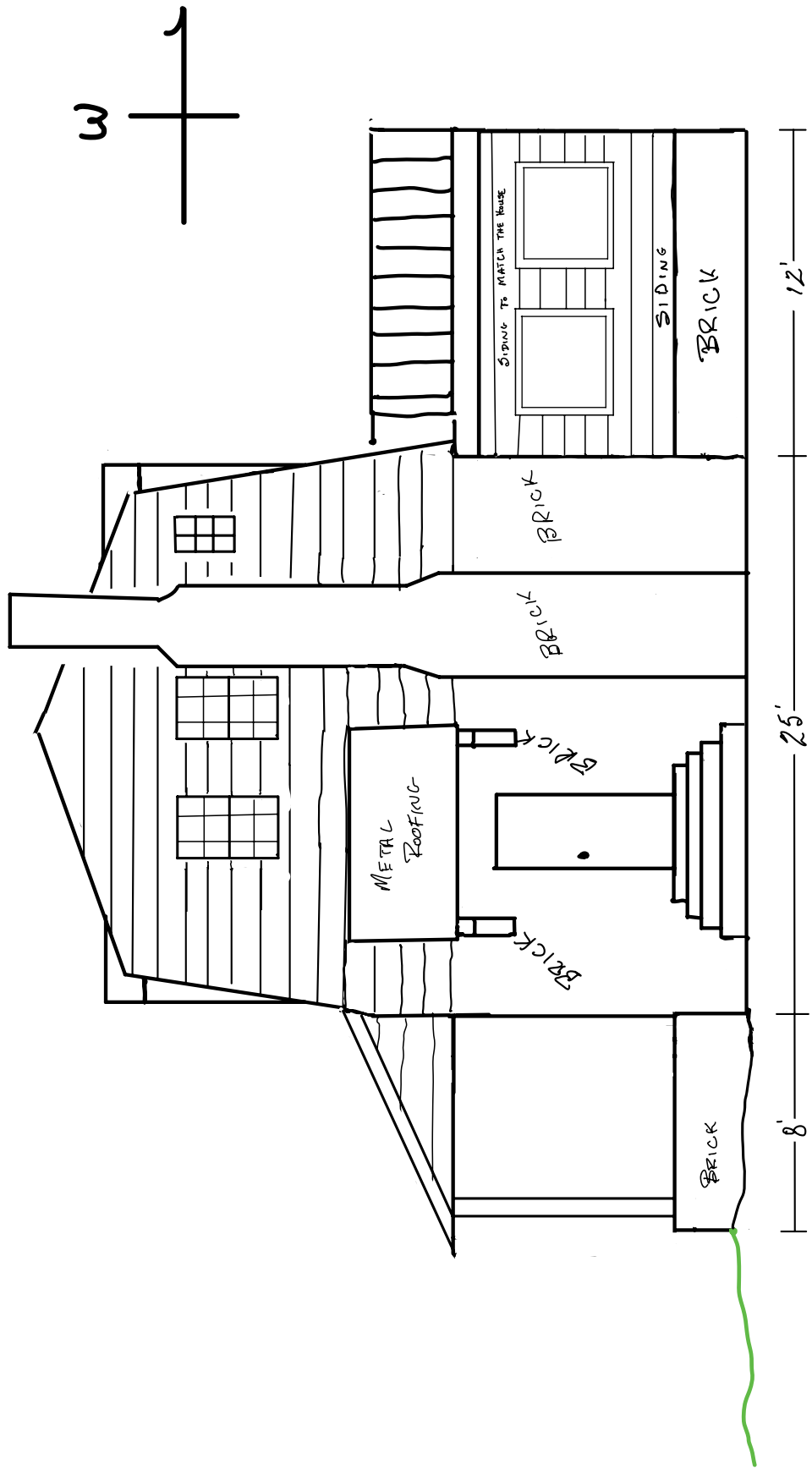


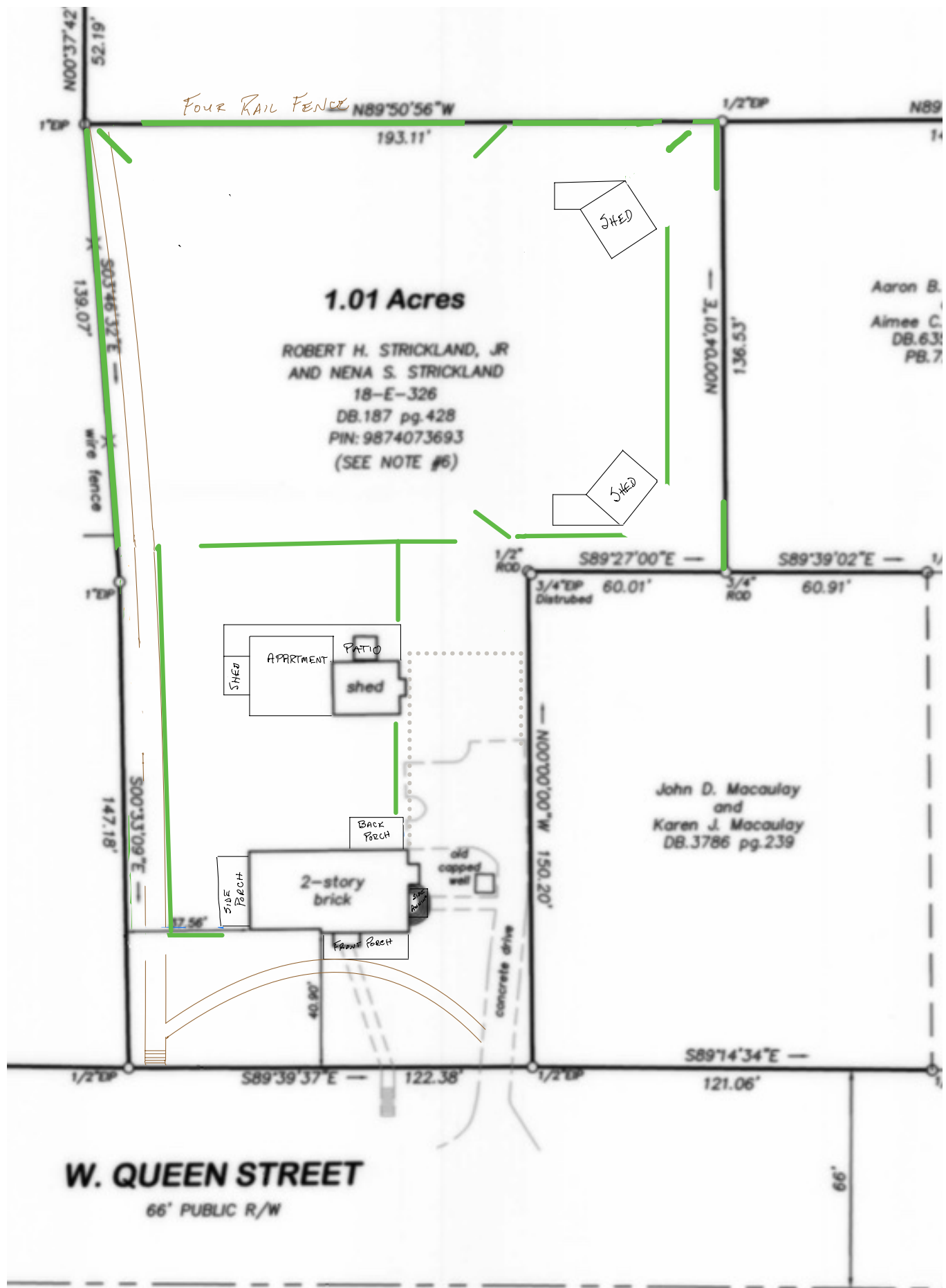




VIEW OF EAST SIDE





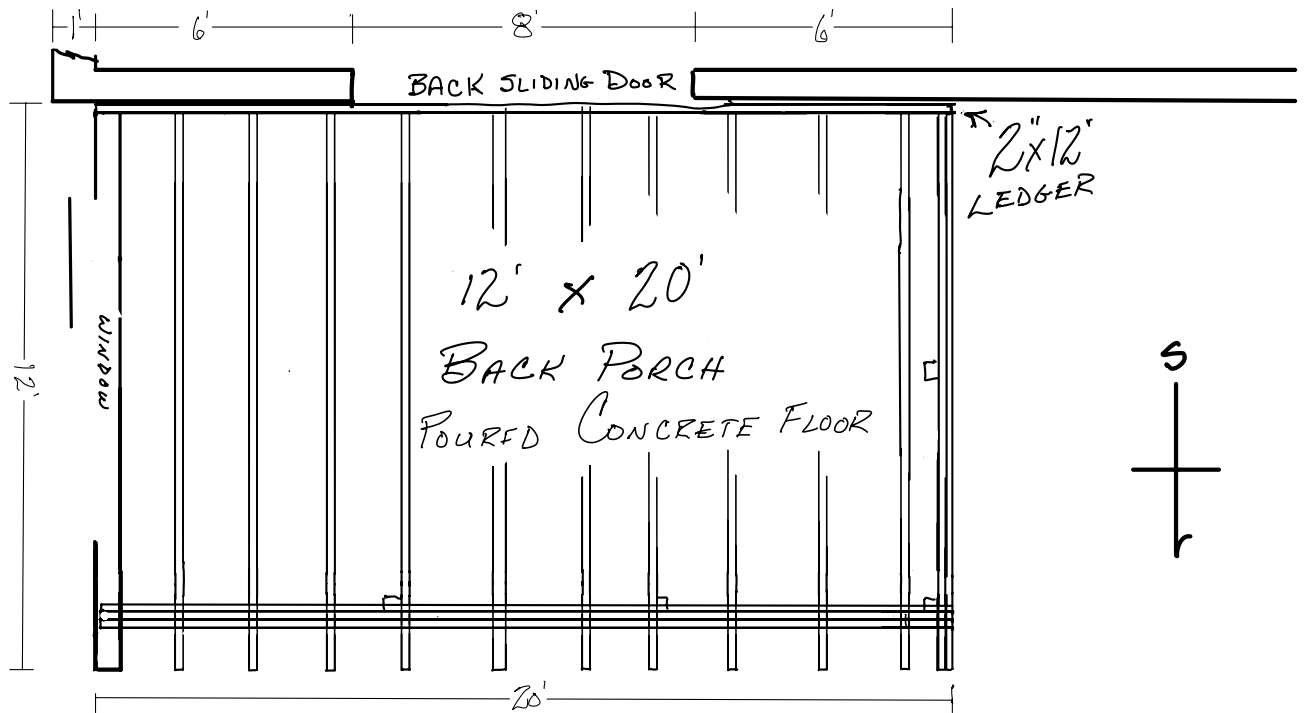




# Materials list

1. Siding - Fiber Cement and Screen
2. Windows - Wood (repurposed)
3. Doors - Screened Wood
4. Trim - Wood
5. Shutters - Match Existing
6. Roofing - Standing Seam Metal
7. Porch Floors - Poured Concrete with Brick borders
8. Porch Railings - Metal
9. Post/Columns - Wood

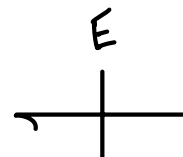
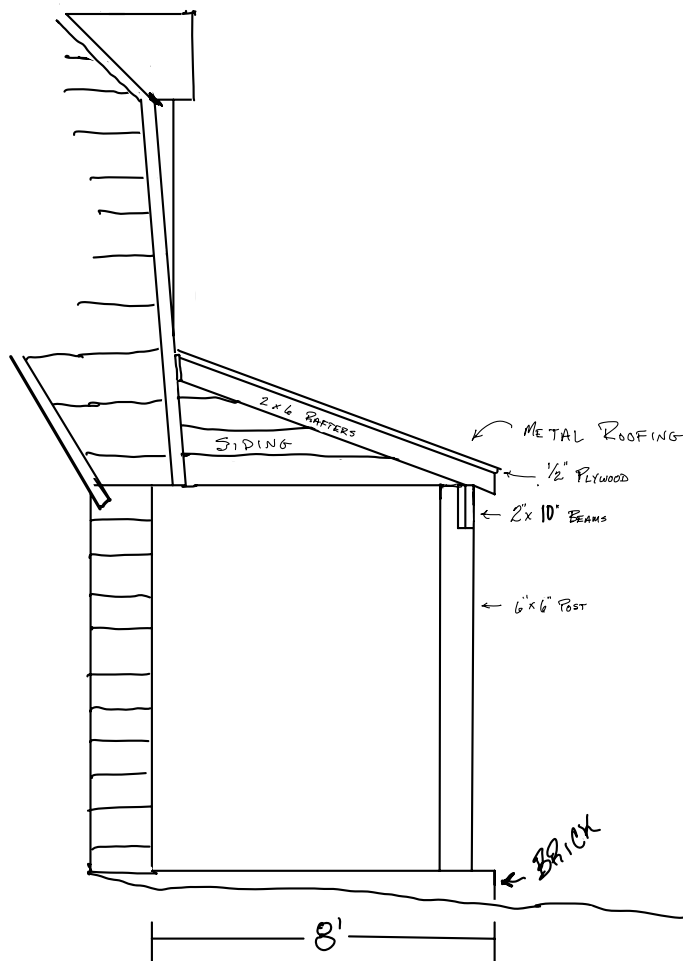
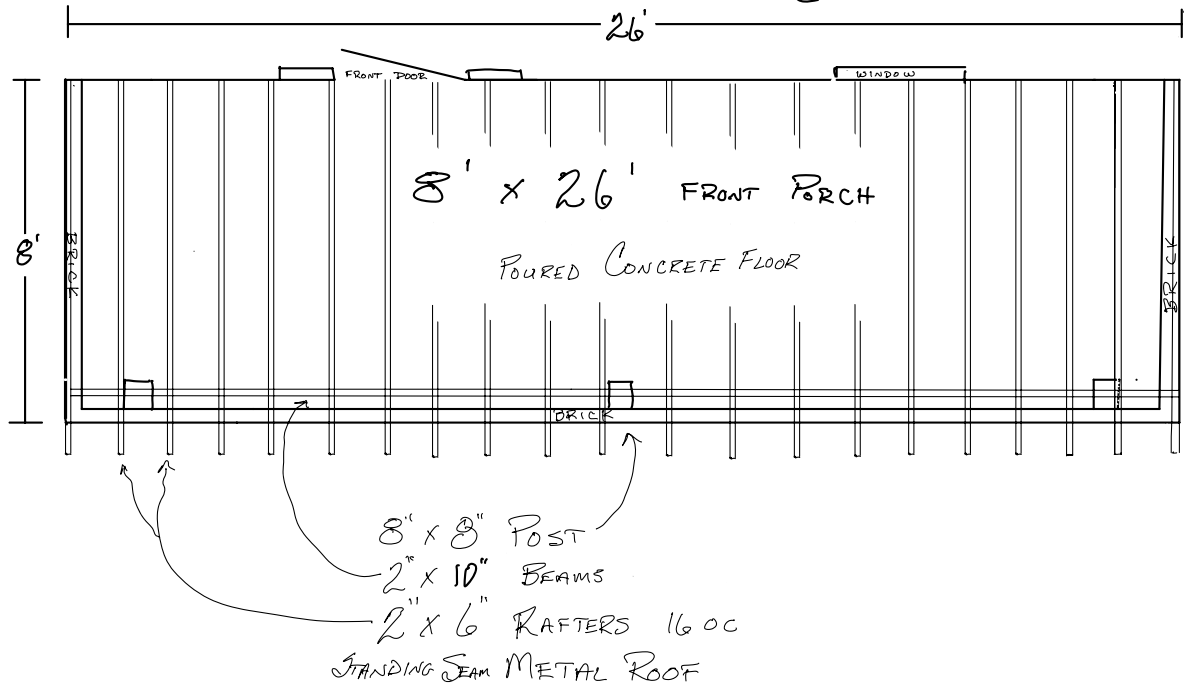
# NORTH SIDE OF HOUSE



6" x 6" POST  
2" x 10" BEAM (x3)  
2" x 8" CEILING JOIST 16" OC  
FLAT ROLLED ROOF



# FRONT OF HOUSE (South Side)









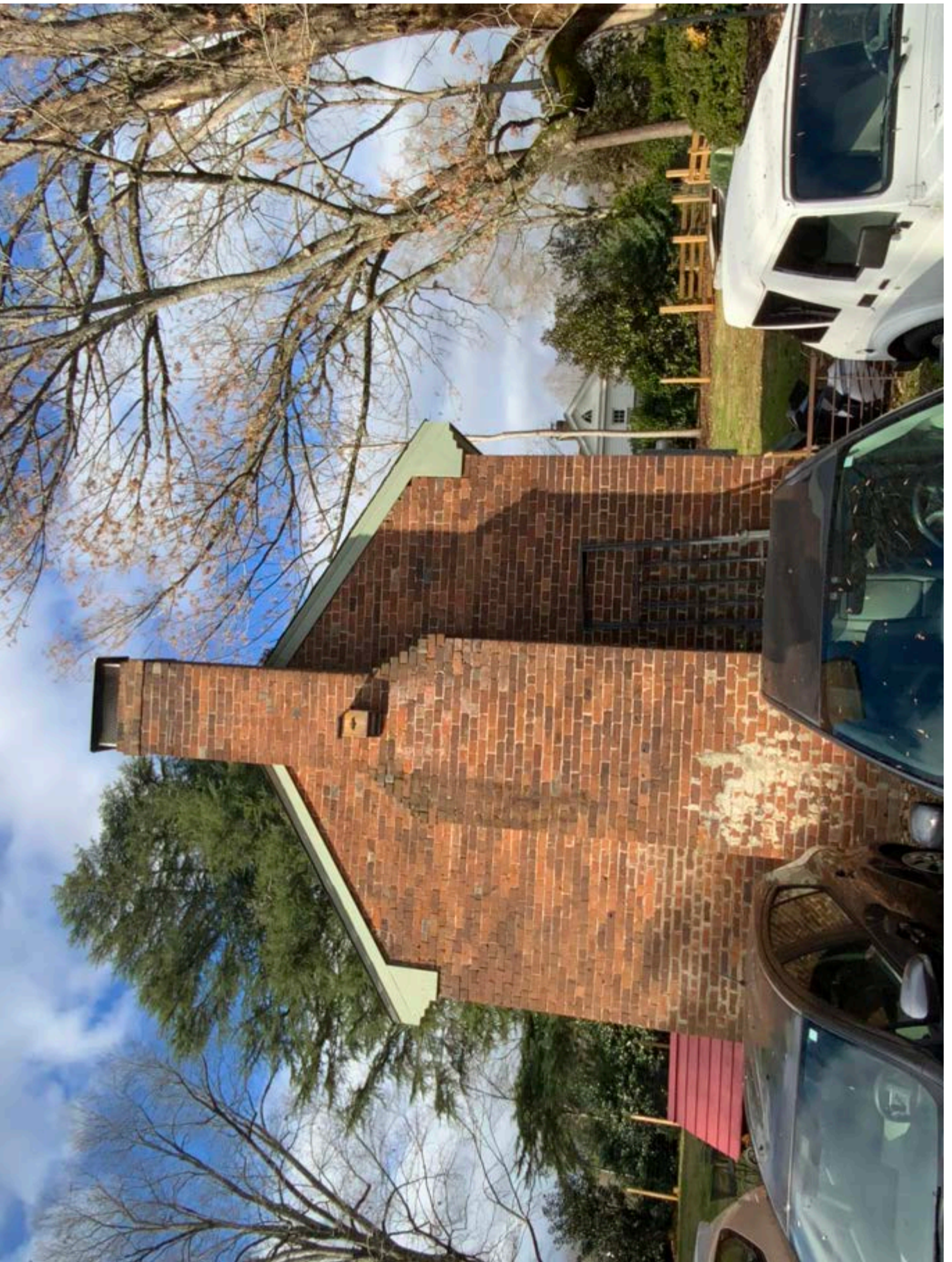






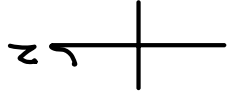
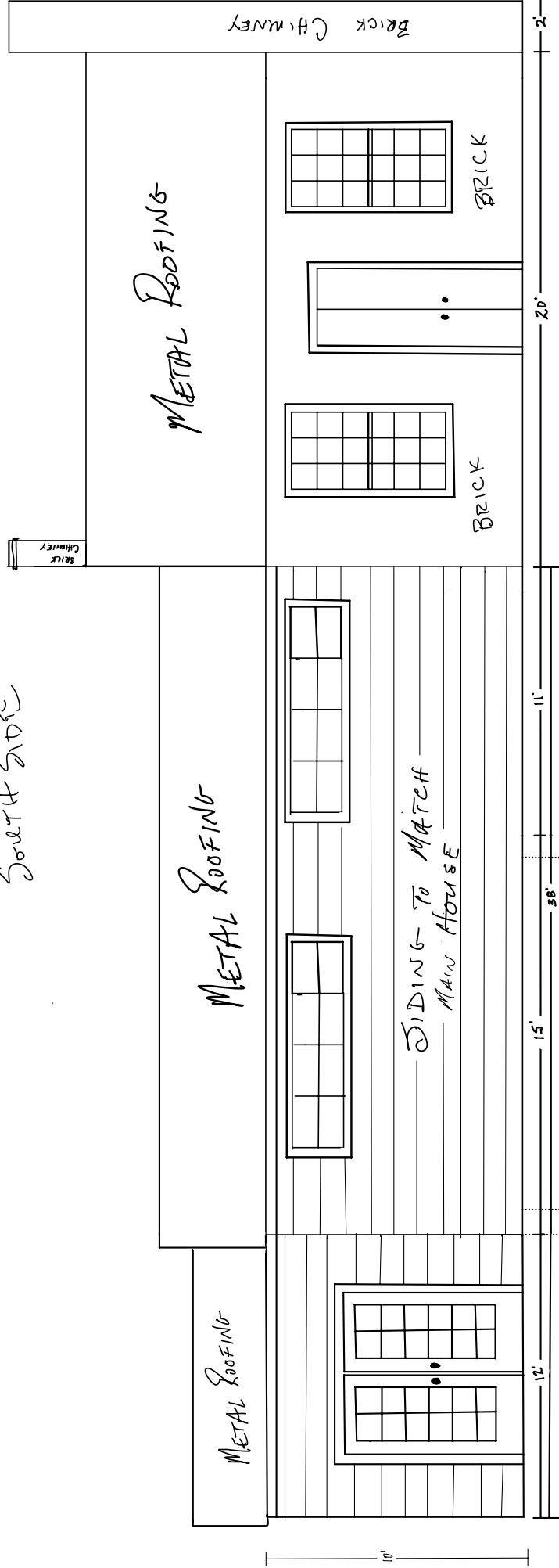




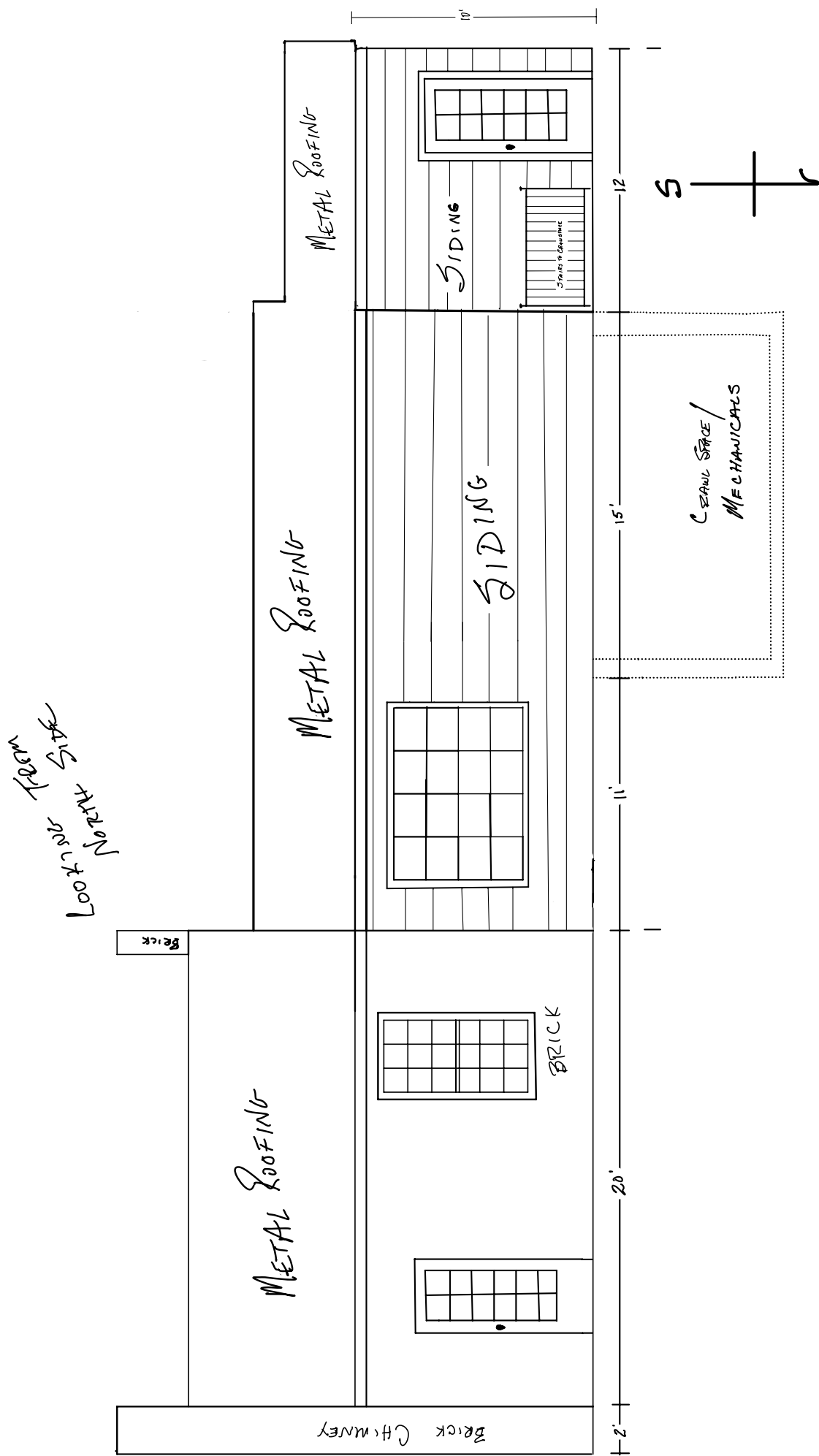


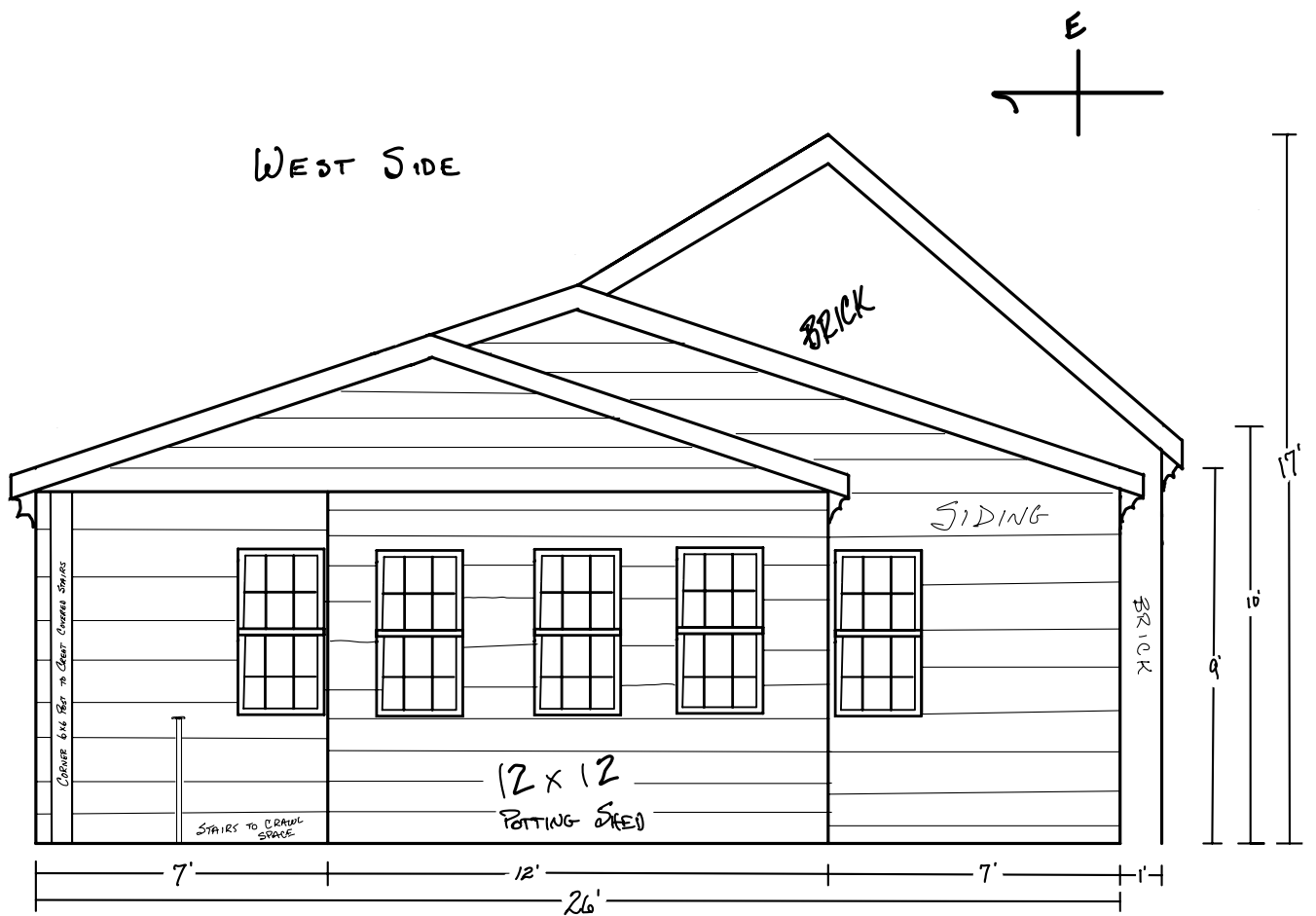
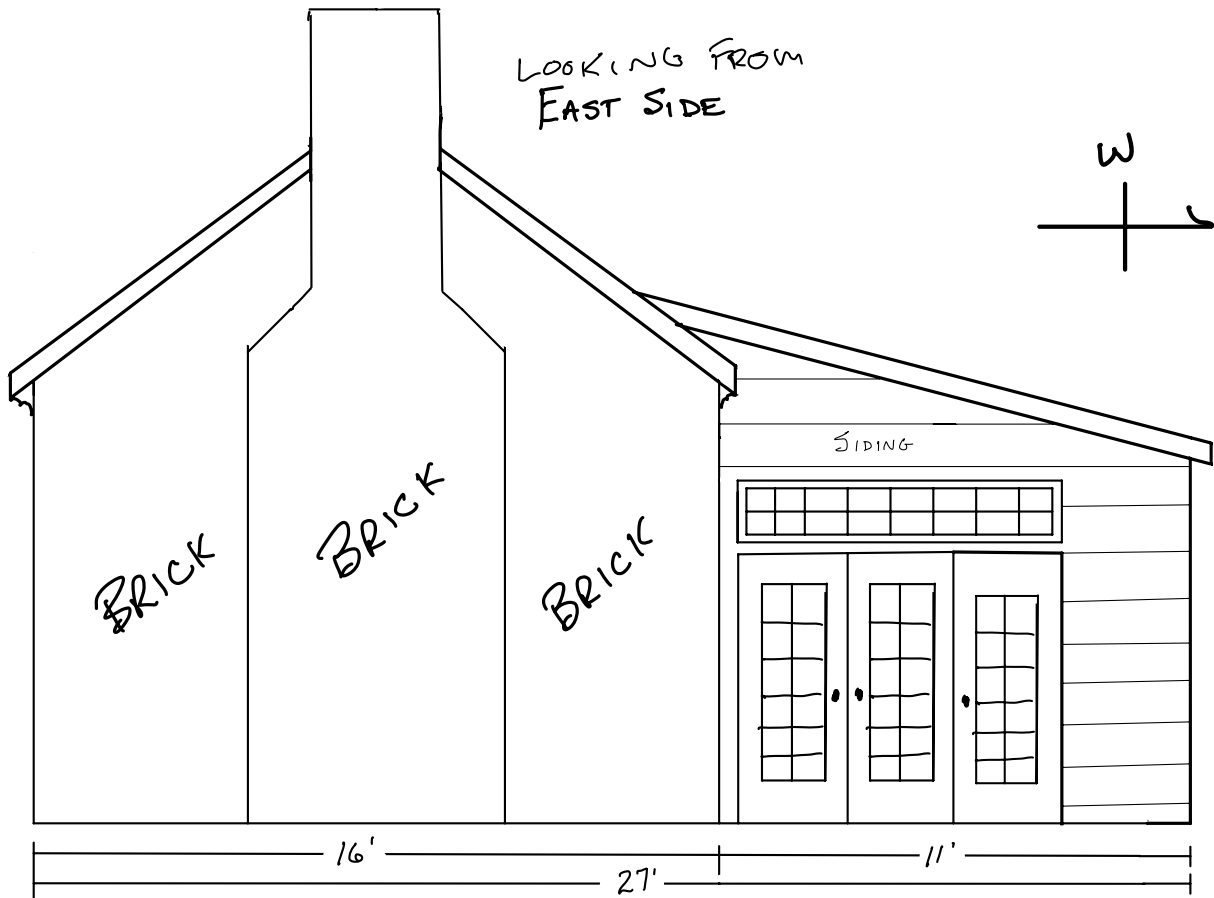
The proposed Accessory Dwelling Unit will be rebuilding a dwelling that used to be attached to the Strudwick Brick Kitchen. Plumbing connections still exist under the main house. The main house has a heated square footage of 1865 sq/ft. The proposed ADU would be 676 sq/ft (approx 37% of Main House). It will have a 144 sq/ft storage shed attached. Because of aging family, both sets of parent in their 80's, and planning for our future, we are proposing to build accommodations all on one floor. The Brick Kitchen is in need of stabilizing due to years of poor drainage around the structure. Poured concrete patios are proposed for the front and rear hold the foundation in place. The patios and the ADU will have brick borders/foundations matching the brick of the original Kitchen as close as possible.

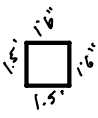
Looking From  
South Side



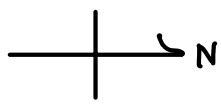
CENOS SPACE / MECHANICALS



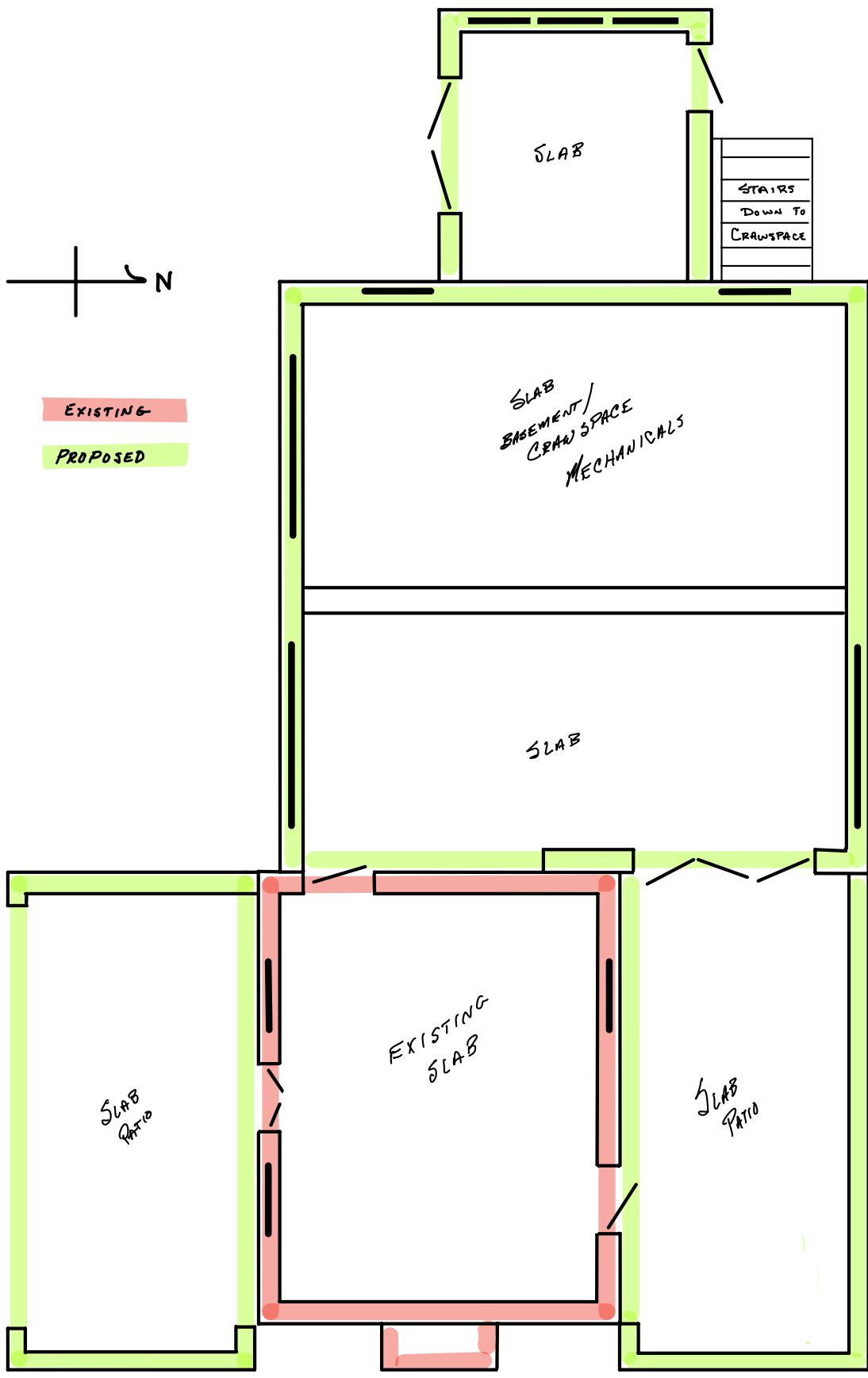




26'  
7' 12' 7'



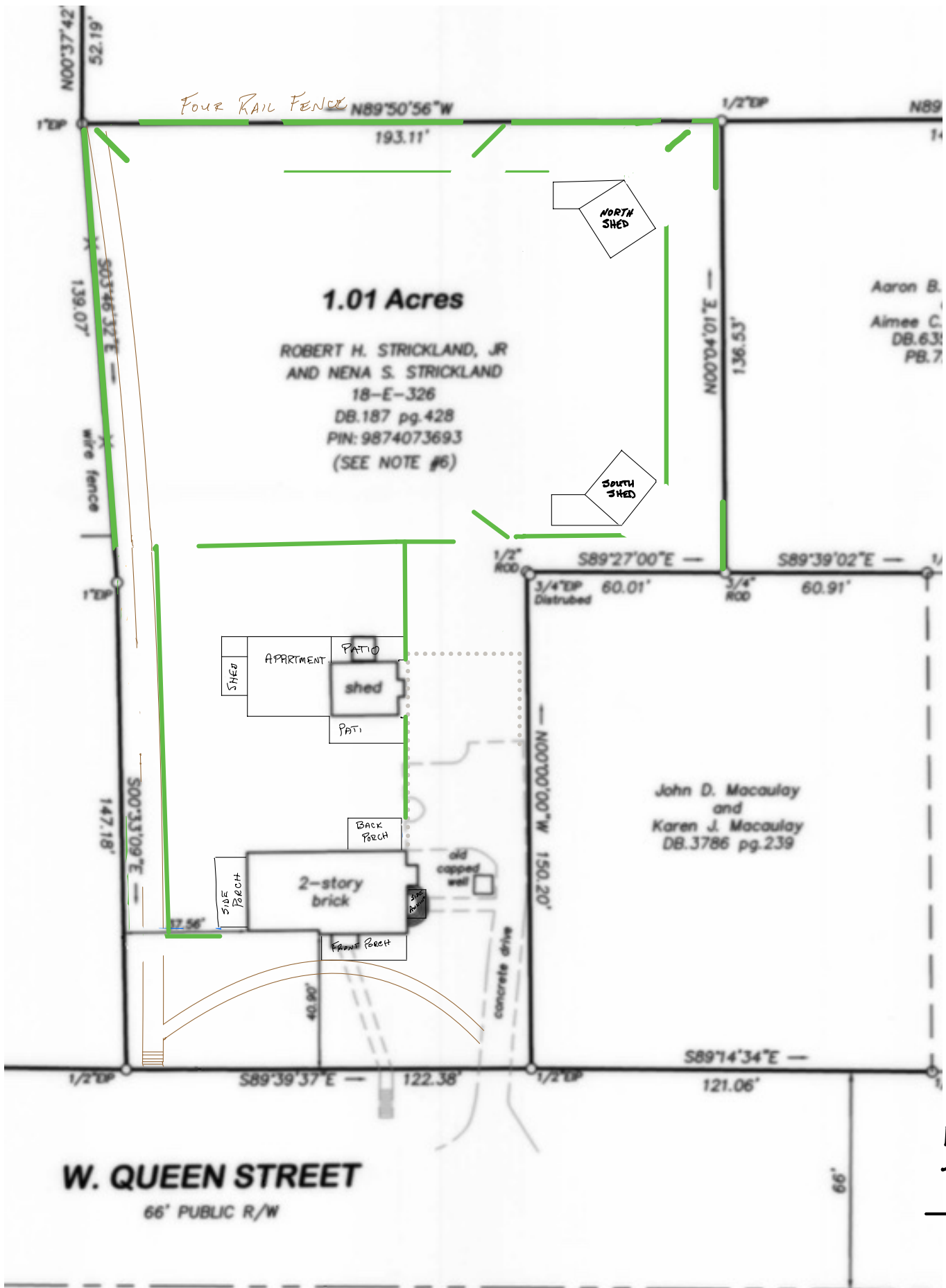
EXISTING  
PROPOSED



12'  
26'  
60'  
20'  
2'

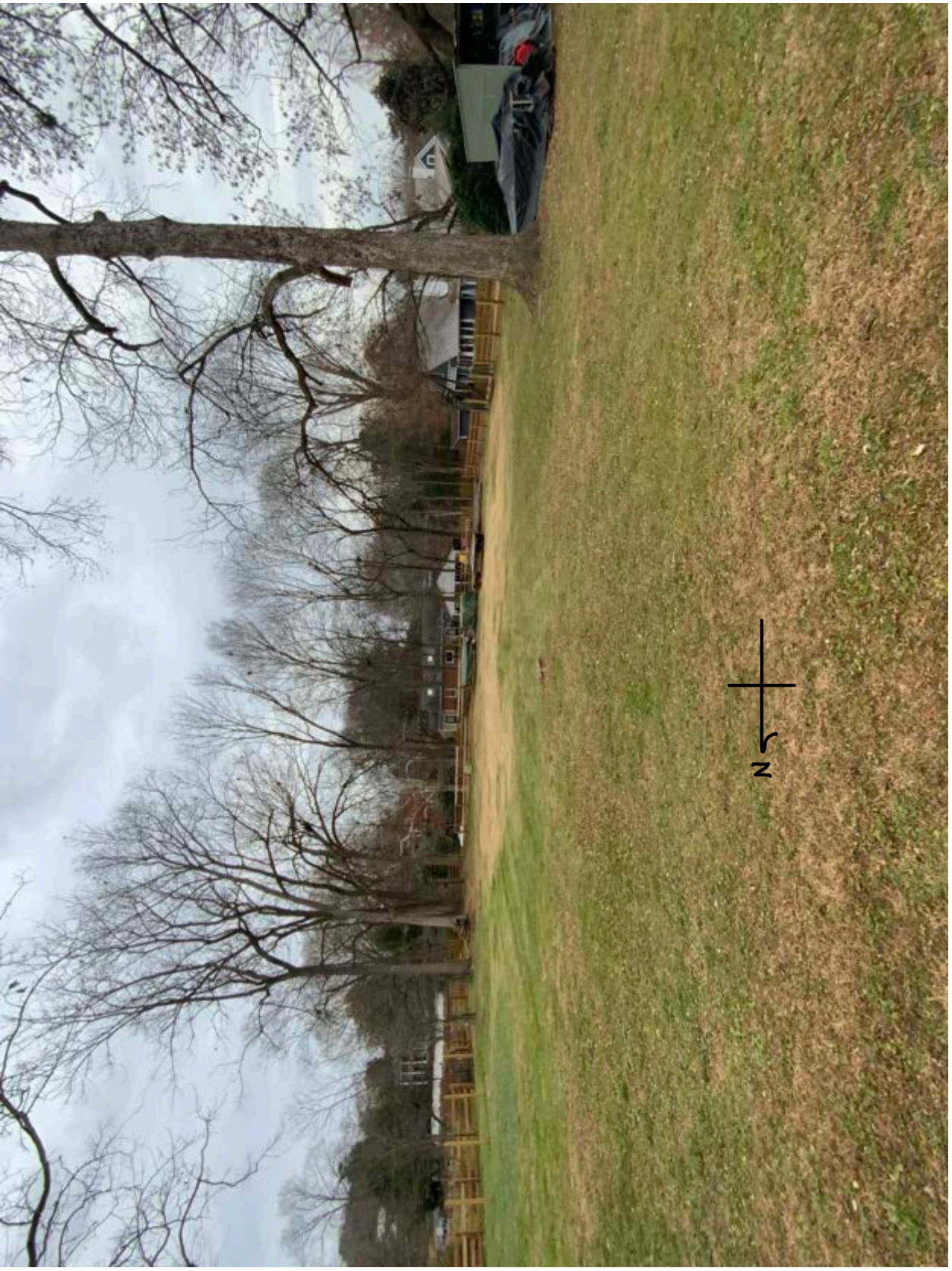
DRIVEWAY



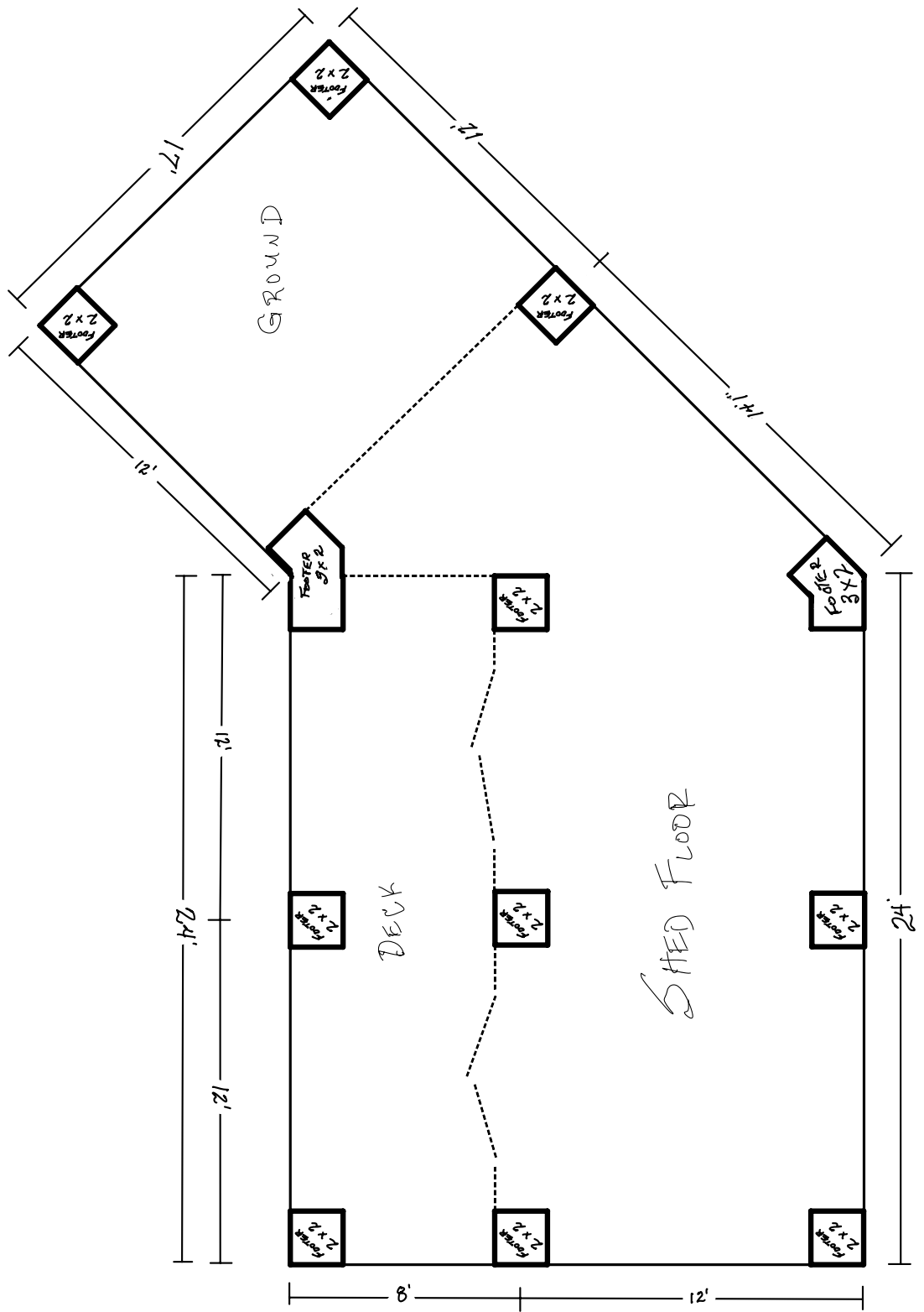


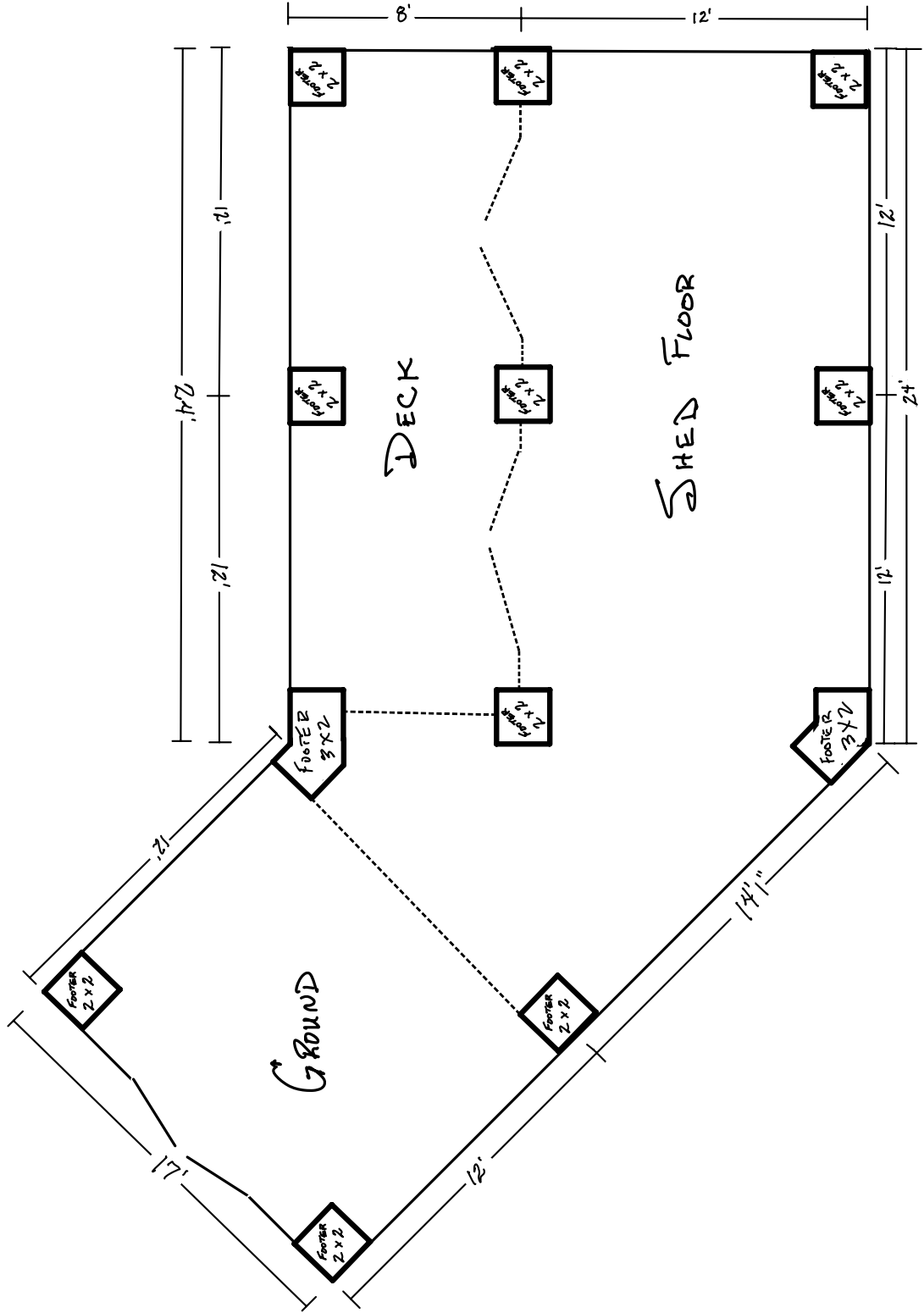
## Materials list

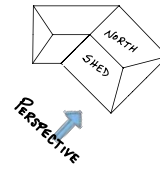
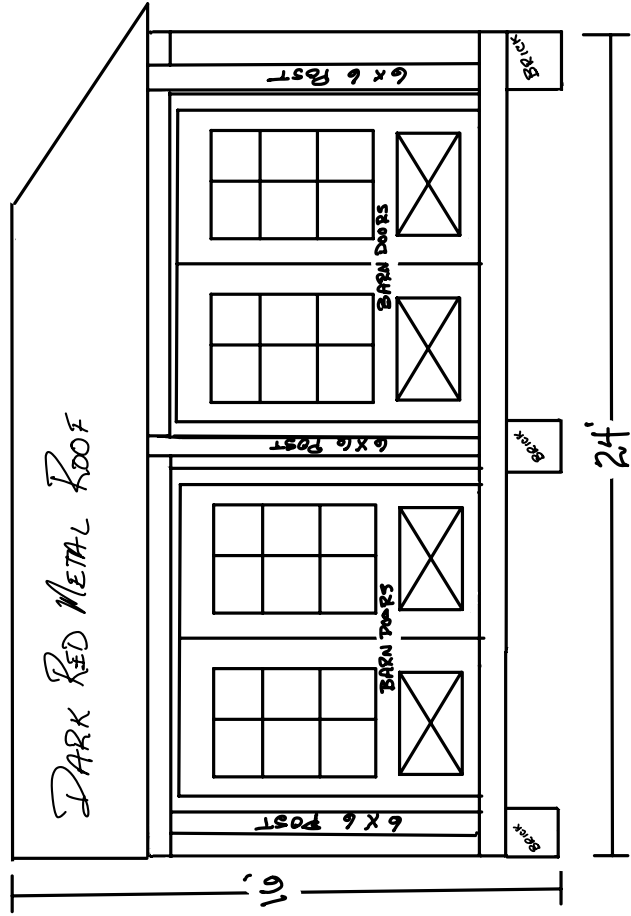
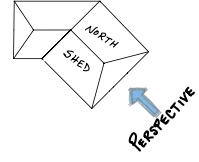
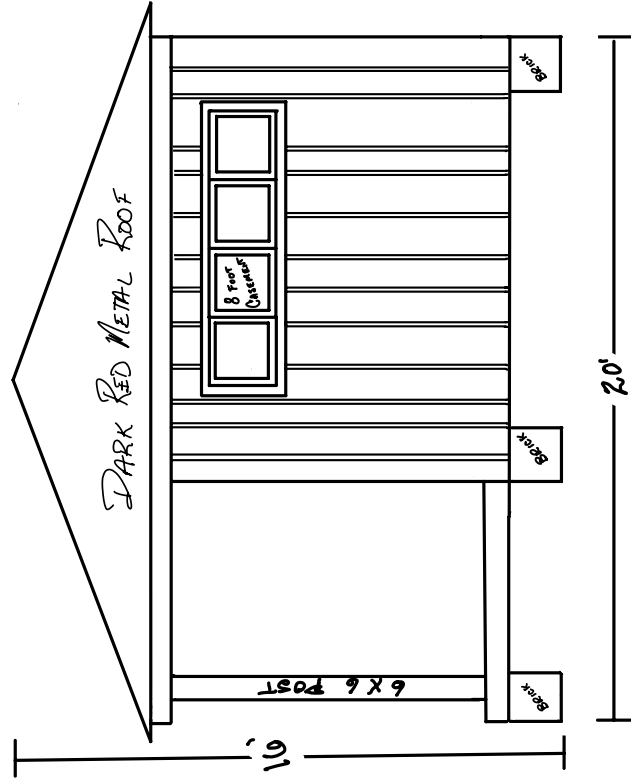
1. Siding - Fiber Cement to match Main House
2. Windows - Wood (repurposed)
3. Doors - Wood
4. Trim - Wood
5. Roofing - Standing Seam Metal
6. Floors - Poured Concrete



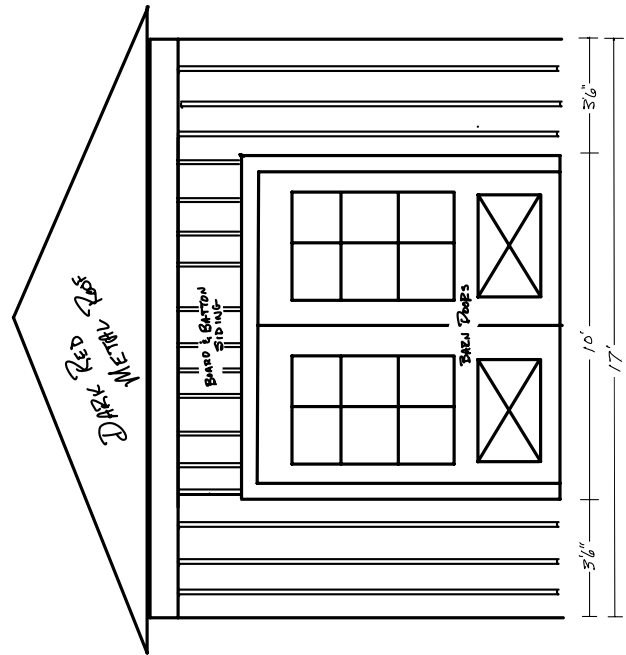
The sheds are to provide storage for furniture, tools, and yard implements. They are being located in the Northeast corners of the property. They have a ground level for lawnmowers, bikes, wheelbarrows and camping equipment. The floored area will be for storage and workshop/gardening. Their placement provides for the deadening of traffic noise from Churton Street and optimizes the view from the house. It still provides access across the back yard to the Burwell property for special event setup and parking.



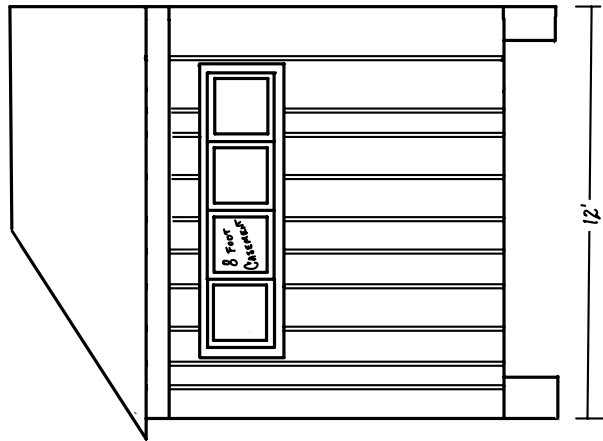
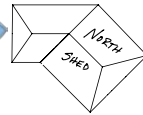




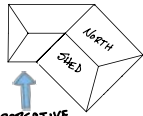


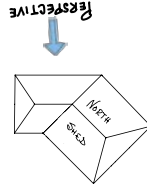
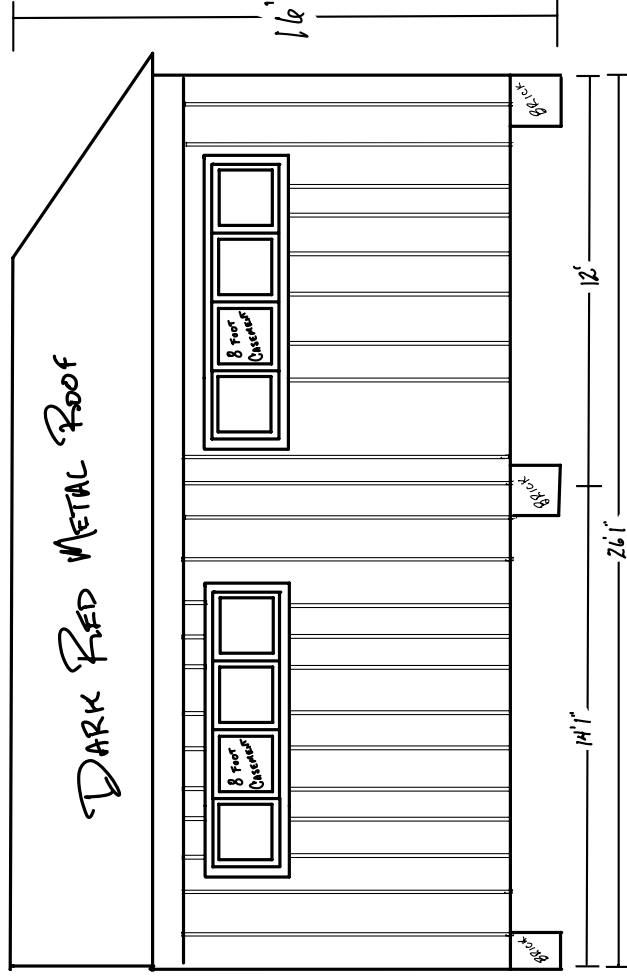


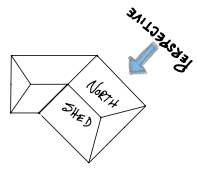
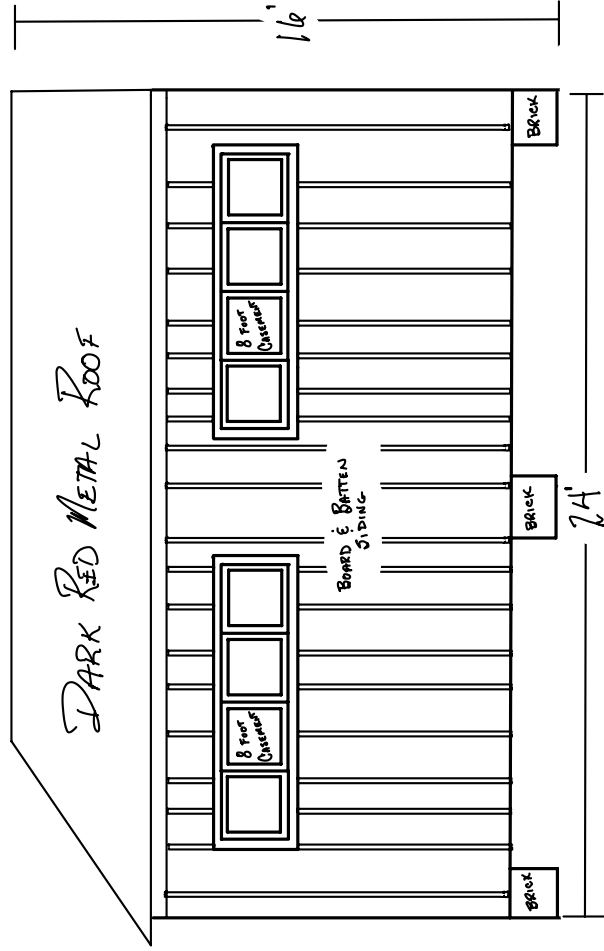
PERSPECTIVE

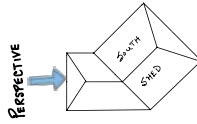
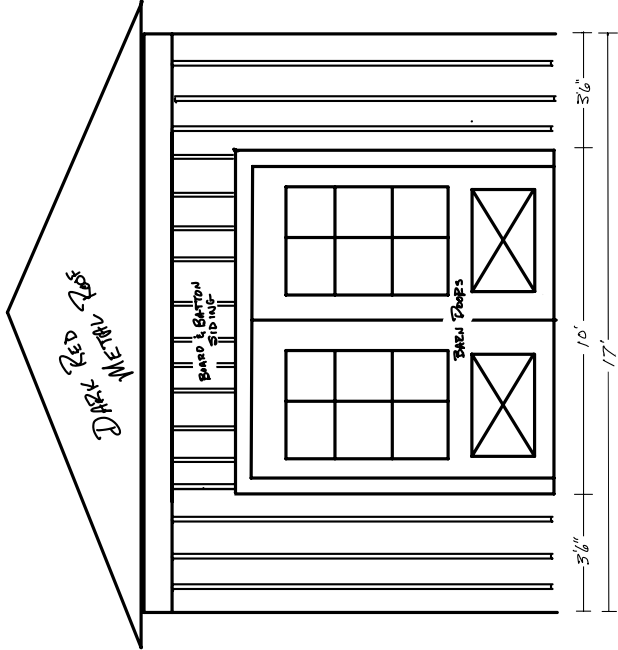
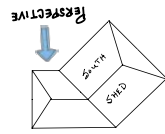
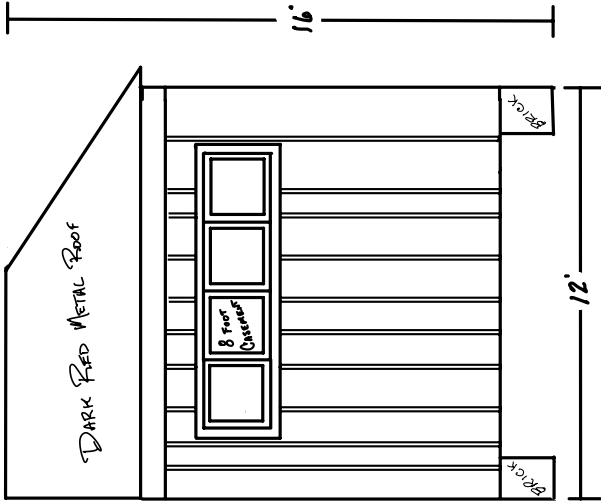


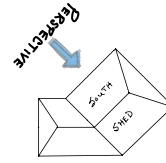
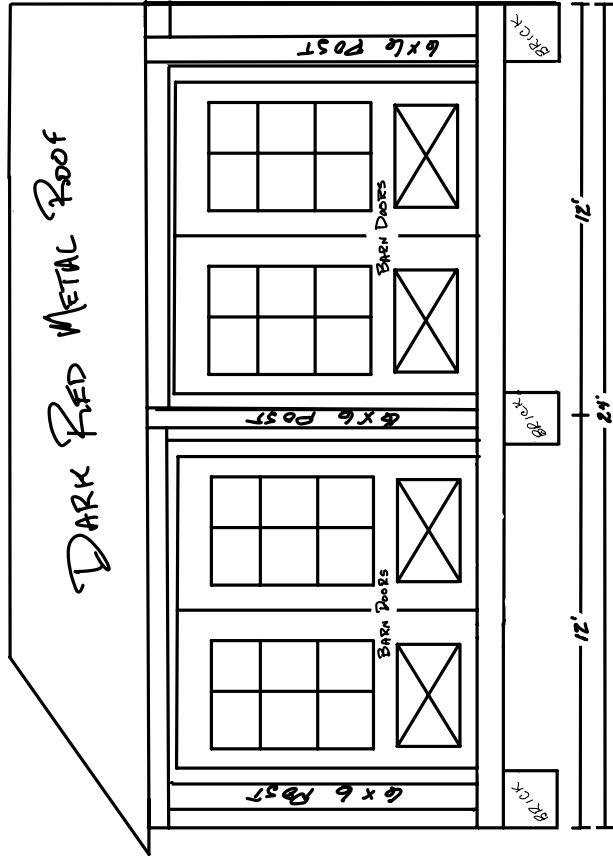
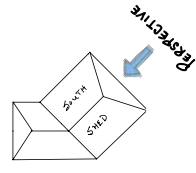
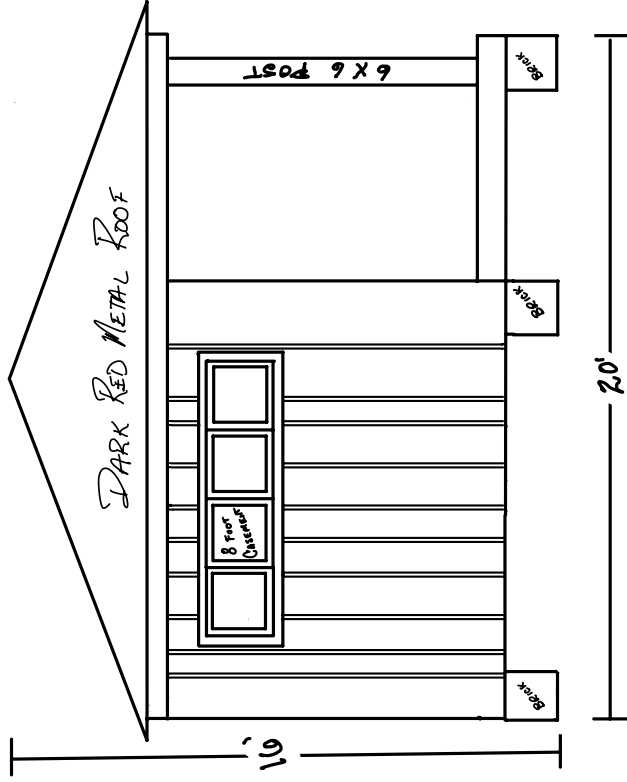
PERSPECTIVE

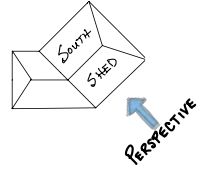
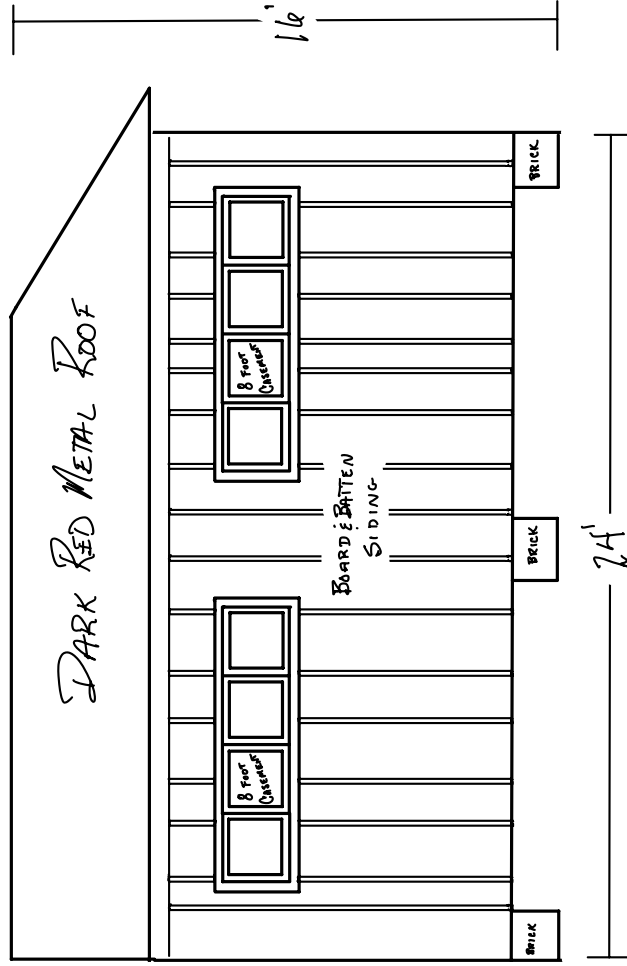




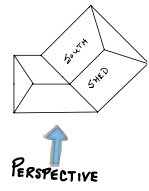
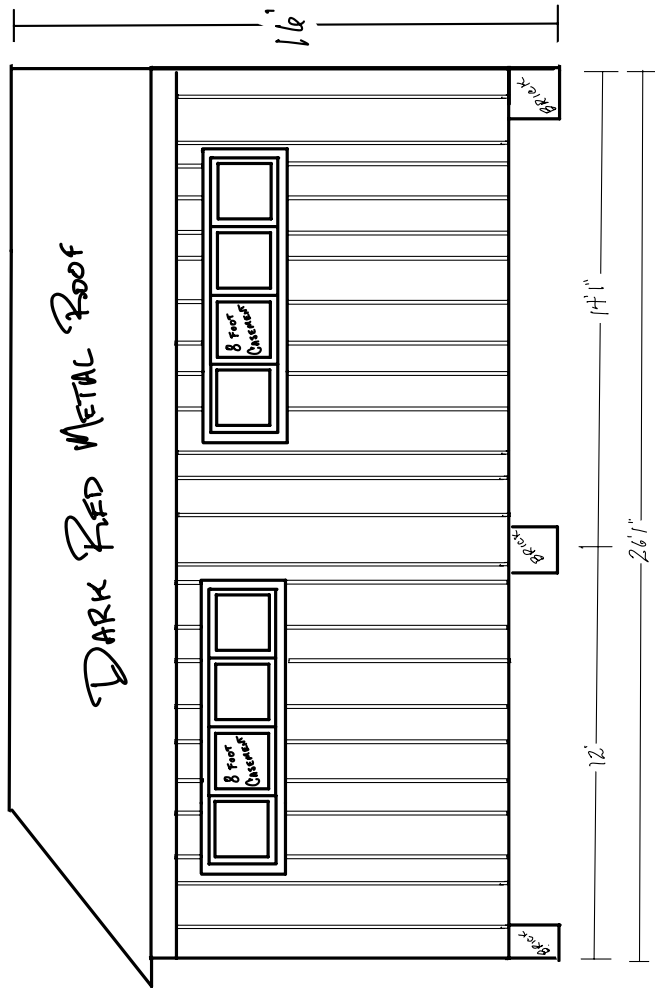


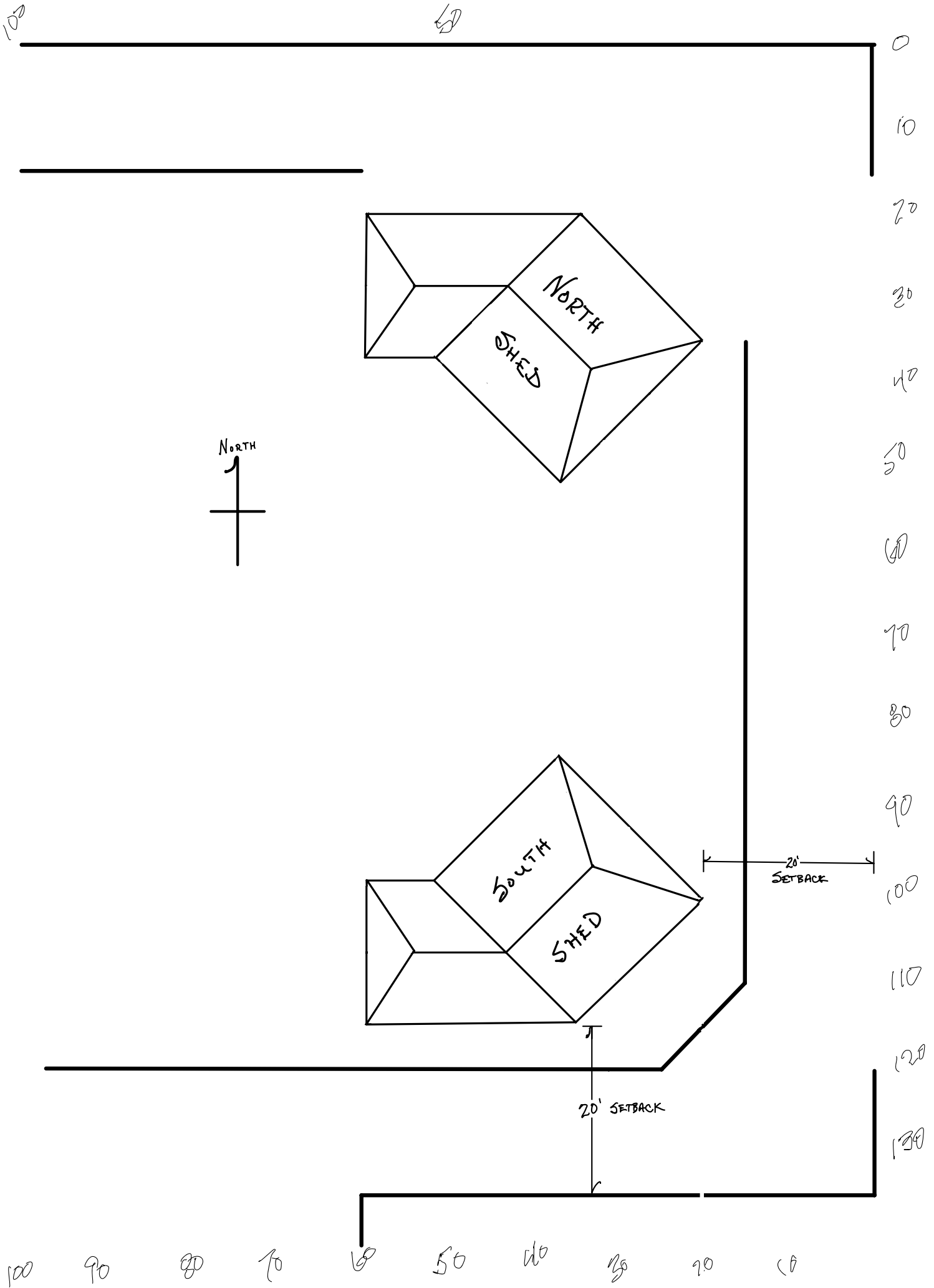


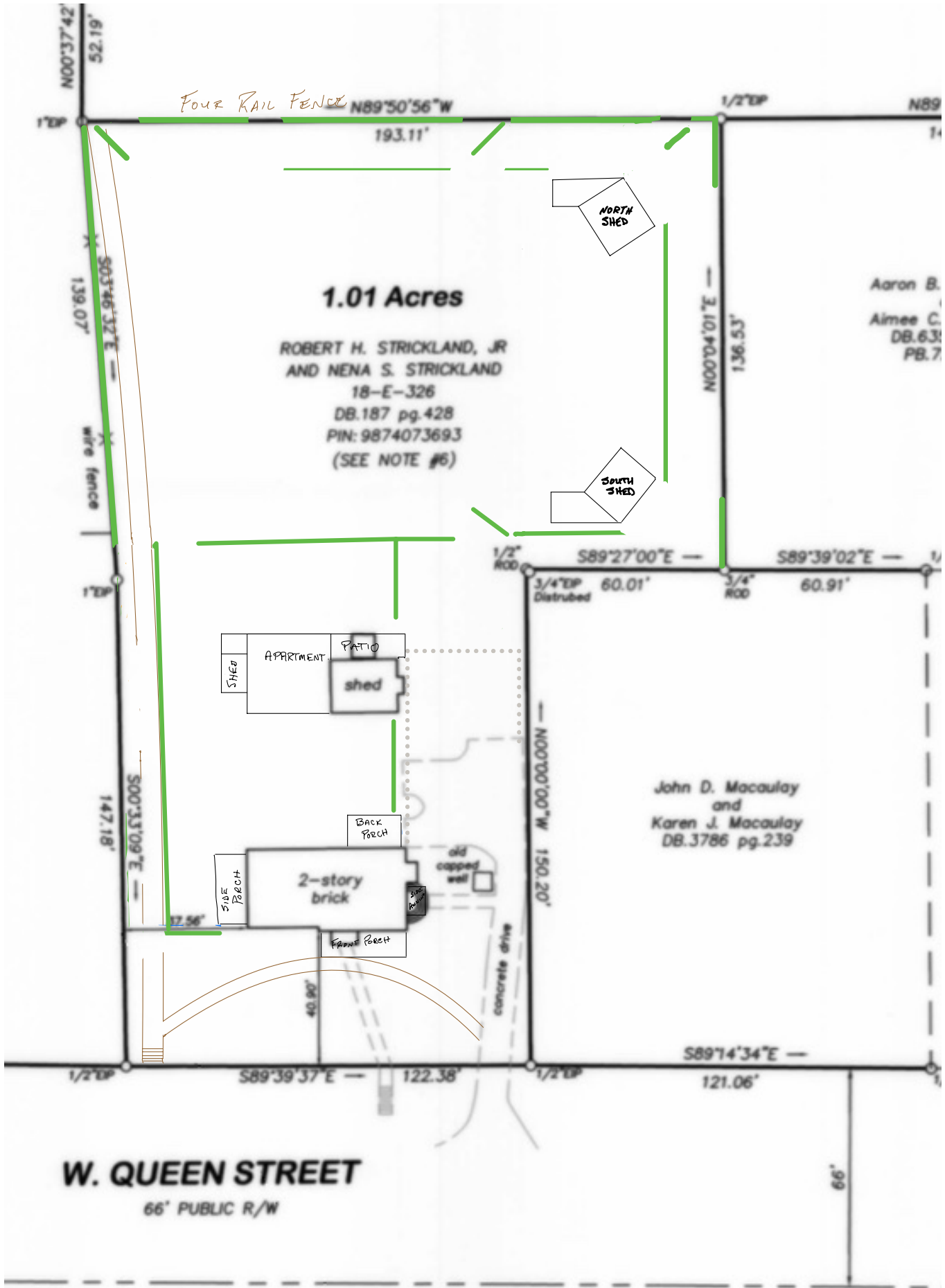












Four Rail Fence

1.01 Acres

ROBERT H. STRICKLAND, JR  
AND NENA S. STRICKLAND  
18-E-326  
DB.187 pg.428  
PIN: 9874073693  
(SEE NOTE #6)

NORTH SHED

SOUTH SHED

SHED  
APARTMENT  
PATIO  
shed

Back Porch

Side Porch

2-story brick

Front Porch

old capped well

concrete drive

John D. Macaulay  
and  
Karen J. Macaulay  
DB.3786 pg.239

W. QUEEN STREET

66' PUBLIC R/W

# Materials list

1. Siding - Wood board and batten painted/stained tan
2. Windows - Wood (repurposed)
3. Doors - Wood
4. Trim - Wood (painted sage to match Brick Kitchen and House)
5. Shutters - Match Existing
6. Roofing - Standing Seam Metal (with hipped corners)
7. Floors - Ground and Wood for workshop portion

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9874071780 (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.

12/27/2023  
Date

Joseph Hoffheimer  
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_F	OWNER2_	OWNER2_	ADDRESS1	CITY	STATE	ZIPCODE
9864979792	KNECHTLE	STUART J	KNECHTLE	MARY B	116 W QUEEN ST	HILLSBOROUGH	NC	27278
9864979986	JACOBS	TIMOTHY J	JACOBS	JULIE A	117 W UNION ST	HILLSBOROUGH	NC	27278
9874071780	MORRIS	CLAIR E	ETA MORRIS	BARBARA	114 W QUEEN ST	HILLSBOROUGH	NC	27278
9874072378	SMITH	LEE	CROWTHE	HAROLD B	219 N CHURTON ST	HILLSBOROUGH	NC	272782535
9874072692	MACAULAY	JOHN D	MACAULA	KAREN J	104 W QUEEN ST	HILLSBOROUGH	NC	27278
9874072965	HISTORIC HILLSE				PO BOX 922	HILLSBOROUGH	NC	27278
9874073693	SHIPP	SUSAN COC			102 W QUEEN ST	HILLSBOROUGH	NC	27278
9874073765	VANDEMARK	AARON B	VANDEMA	AIMEE C	309 N CHURTON ST	HILLSBOROUGH	NC	27278

