

## Agenda

### HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. March 4, 2026

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



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

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

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

#### 2. Commission's mission statement

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

#### 3. Agenda changes

#### 4. Minutes review and approval

Approve minutes from regular meeting February 4, 2026

#### 5. Written decisions

Approve minutes from regular meeting February 4, 2026

#### 6. New business

A. COA Application: **306 N. Churton St.**-move house from 409 N. Wake St. to the property; add pool and fence (PIN 9874076891)

#### 7. Review proposed updates to Rules of Procedure

## **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. Feb. 4, 2026

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



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

Staff: Planner Joseph Hoffheimer

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

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

### 2. Commission's mission statement

Senner read the statement.

### 3. Agenda changes

Planner Joseph Hoffheimer clarified that the description under Item 5 on the agenda should say, "Approve written decisions from regular meeting...."

### 4. Minutes review and approval

Minutes from regular meeting on Dec. 3, 2025.

Motion: Member G. Miller moved to approve the minutes from the regular meeting on Dec. 3, 2025, as submitted. Senner seconded.

Vote: 5-0.

### 5. Written decisions

Written decisions from regular meeting on Dec. 3, 2025.

Motion: Miller moved to approve the written decisions from the regular meeting on Dec. 3, 2025, as submitted. Senner seconded.

Vote: 5-0.

### 6. Old business

- A. Certificate of Appropriateness Application: 420 Calvin St.  
Request for after-the-fact approval for second-floor window replacement (PIN 9864753302).

Senner opened the public hearing.

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

Hoffheimer was sworn in. Christine Roth, the property owner, was sworn in to speak on behalf of the application.

Hoffheimer provided the staff comments:

- This application is being continued from the December regular Historic District Commission meeting.
- In October, 2025, vinyl windows were installed (without any permits) to replace historic steel windows which were likely original to the building and are somewhat unique, as they were part of a commercial building.
- The applicant has also proposed installing wood frame windows with wood interiors as an alternative to vinyl.

Roth apologized for not seeking approval in advance. She explained that the windows had been leaking and that Baker Roofing Company had installed the current windows. She requested guidance on how to remediate the situation. Hoffheimer said he could provide resources to help find appropriate replacements.

Senner emphasized that the ideal scenario would be an in-kind replacement with comparable steel windows that are as close a match to the original ones as possible. He said that if in-kind replacement is not feasible, it would be reasonable to look into replacement with another compatible material, using the photographs as a guide. It was noted that it is important that the windows on the second story match those on the first floor, including their framing and style.

There was discussion of procedure in this situation, including discussion of what constitutes feasibility. The commissioners agreed to defer to staff to make a judgment about what is reasonably feasible.

Senner closed the public hearing.

Senner summarized the commissioners' discussion: The design standards provide guidance on the process for handling deteriorating existing windows with a clear preference on restoring existing windows. If that is not feasible, they recommend replacing in-kind. If replacing in-kind is not feasible, they recommend replacing with windows of an alternate, compatible material based on the design standards and the compatibility matrix.

Motion: Member Sara Riek moved to find as fact that the 420 Calvin 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, once modified, are consistent with the Historic District Design Standards: Windows. Senner seconded.

Vote: 5-0.

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

Vote: 5-0.

Condition: Windows will be replaced in-kind, matching the previous original version. If in-kind replacement is not feasible, the reasons will be communicated to staff, and an alternate material meeting guidance in the design matrix will be chosen, with staff's discretion on returning to the commission for review.

## 7. New business

- A. Certificate of Appropriateness Application: 406 W. Margaret Lane  
Add rear addition to garage (PIN 9864756428).

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

David Cates, draftsman for the proposed plans, was sworn in to speak on behalf of the application. James (Jim) Tomberg, a next-door neighbor, was sworn in to provide public comment.

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

- The design standards do not directly address additions to existing outbuildings.
- A rear addition to the existing house and minor changes to the existing garage were approved by the Historic District Commission in 2024.
- The garage was built 5 or 6 years ago, too recently to be included in the inventory.

The commissioners reviewed the site plan. It was noted that the addition is located to the rear of the existing garage and is sited to minimize visibility from the street. Cates added that the addition is being built on an already developed area, so there will be no change to the pervious area or the driveway.

Dan Johnson, the property owner, was sworn in to speak on behalf of the application. Johnson said that landscaping would replace the existing asphalt in the back where the driveway wraps around the proposed garage.

It was noted that the materials match the existing, and that the massing of the addition differentiates it from the original garage, in accordance with the design standards. Cates confirmed that all materials match the existing and added that the door will be white.

The commissioners reviewed the east elevation.

The commissioners reviewed the north elevation.

Cates said the roof slope on the addition to the garage will be similar but might not be exactly the same, as it is a function of the width of the geometry of the structure.

The commissioners reviewed the west elevation.

The commissioners reviewed the south elevation. They noted that the addition is not visible from the street.

Cates confirmed that the existing light on the wall would be relocated to the new garage door.

Cates explained that the proposed windows will be aluminum-clad, simulated divided lites to replace the existing windows, which are grille-between-glass, but that the geometry of the windows will match the existing.

Hoffheimer said he could not find documentation of the construction of the garage as-is.

Cates said the new back door will be aluminum-clad wood with glazing to match the one that was approved two years ago.

Senner summarized the commissioners' discussion: The garage addition is consistent with the design standards. It is a rear addition to the garage, sited and massed in a way that makes it a clear addition to the existing garage, minimizing its visibility from the street. All of the materials are consistent with the compatibility matrix and generally compatible with the existing garage.

Senner closed the public hearing.

Senner re-opened the public hearing.

Tomberg provided public comment. He said the garage is not visible from the street, but it is visible from his yard. He said the project fits with the renovation of the house over the past couple years without changing the character of it and will be an improvement to that area and is aligned with the design standards.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 406 W. Margaret Lane application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Outbuildings and Garages. Riek seconded.

Vote: 5-0.

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

Vote: 5-0.

B. Certificate of Appropriateness Application: 104 S. Hillsborough Ave.

Rear addition; renovation of the previous second and third rear additions by adding a northern shed dormer, a southern shed dormer, and a western gable dormer; new second-story wood porch; and rebuilding the existing rear shed into a new shed and screened porch room (PIN 9864763058)

Senner opened the public hearing. He asked whether there were any conflicts of interest or bias among the commissioners. Vice Chair Hannah Peele disclosed that she worked on a project for the property which causes her to hold a fixed opinion on the application.

Motion: Senner moved to recuse Peele from the review based on her disclosed conflict. Miller seconded.

Vote: 4-0.

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

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

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

Cates introduced the application by saying that the photos and elevations of the existing house show that the existing additions are awkward and sub-standard. However, he noted that the existing floor joists are pristine. He observed that the front door is not centered and suspected the house may have originally been a duplex. Cates said the building's massing is similar to 109 N. Wake St. and noted that the proposed shed dormers are similar to those at 211 N. Churton St., which has fairly high visibility from the street. He clarified that these dormers would be added onto the second and third additions, rather than directly onto the original structure.

Cates noted that the shed in the rear appears to have shifted or was built off the property line and would be relocated back onto the property.

There was discussion of the renovation of the shed. Cates said the shed will be renovated in place, with some existing walls being replaced. He said not much of the original shed will remain, though they will retain and reuse the footings and studs. Hoffheimer confirmed that the shed was built circa 1990, according to the inventory.

The commissioners reviewed the site plan.

Cates explained that only the south wall of the shed is encroaching on the property line and will be moved back or partially reused, while the west wall will remain since those setbacks have been met. Hoffheimer noted that a shed of that era could likely be demolished as a minor work.

There was discussion of the size of the shed, and it was observed that the shed is on the larger side relative to the primary structure. Cates noted that it is similar in size and proportion to other sheds in the district and is also half shed and half screened porch.

There was a discussion about the meaning of yellow areas on the site plan.

Miller said that the size of the shed did not appear to be problematic given its location. Cates added that the massing of it does not change much as viewed from the street. Senner noted that while siting a new shed of this size might be problematic, the existence of the current shed provides some flexibility. Cates noted that because the house sits on a hill, the structure is even less visible from the street.

The commissioners reviewed the front elevation and perspective.

The commissioners reviewed the left elevation.

Cates explained that the homeowner intends to remove the existing aluminum siding on the original house to return it to wood siding, while the addition will have Hardie board, smooth side out, which will help distinguish the addition from the original structure.. He noted that the shadow lines on wood siding

are deeper than those on Hardie board. He also said the windows on the new addition will have muntins, while the existing windows do not have them.

Cates explained that the vertical trim piece to the left of the third window from the right is an attempt to reintroduce the original corner of the house at that location. Senner said that would be logical if the original corner existed and were known. He asked Cates about the degree of confidence with which the original corner can be identified, beyond conjecture. Cates said he had a high degree of confidence based on structural evidence visible from the attic. He added that there has to be a transition from wood to Hardie board, and the vertical trim element helps make that transition.

Cates confirmed that the roof overhang will be the same on both sides and that the apparent difference on the elevation is a drafting error.

Cates confirmed that the existing wall at the joint will be rebuilt, and that everything to the left of the joint will be removed and rebuilt.

Hoffheimer said that he does not have specific dates for the past additions, but that they are over 50 years old. Cates said the house directly to the north had an almost identical rear addition.

Cates said the head height is very low in the back of the house.

Cates explained that the house is small and the chimney must be removed to accommodate adding a bathroom in the older section. He clarified that the chimney is no longer functional and is fairly small and less architecturally significant than others in the district.

It was noted that the roofline of the addition is set below the peak of the existing structure to help identify it as subordinate to the original house.

Cates clarified that the darker lines on the drawings are software glitches and don't indicate anything.

Cates confirmed the Hardie board would be smooth side out.

The commissioners reviewed the rear elevation.

Senner noted that changes to additions are problematic when they modify elements that add historic character to the home, but that in this case, the additions are not changing character-defining elements of the home, even if they are historic because of the 50-year designation.

The commissioners discussed the proposed stone chimney. Member Daniel Widis expressed concern about stone as a choice of material for the chimney. Senner added that stone chimneys were typically built in this area during only a short period of time in the late 18th century. He said a stone chimney in this context may bring conjectural elements into the mix which may not be most appropriate.

Bridget Booher, the property owner, was sworn in. Booher proposed removing the stone chimney from the plans and instead having continuous siding with a fireplace vent out the back instead of a chimney. There was agreement to this amendment.

Cates said the material of the small, flat roof to the right of the chimney depends on the manufacturer's warranty and the final slope of the roof, which they won't know until it is constructed. He said that the

goal is to have it be standing seam, but if the slope is too low, it will have to be membrane. He stated that the final decision would be coordinated with staff. Cates said the interior ceiling height and the porch floor serve are the primary constraints for the roof slope.

The commissioners reviewed the right elevation.

Cates said the vertical separation shown in the renderings is a software glitch. He confirmed the design has an unbroken volume stretched out, with no indentation.

Cates confirmed that the windows being repurposed are the two on the left elevation, and everything else is new or existing and remaining in place.

The commissioners reviewed the shed elevations.

Cates said the panels on each corner, flanking the door, on the front elevation would be solid Hardie board between trim. He said the door is a screen door, and the rendering is showing the vertical siding behind it, through the screen.

Cates confirmed that the finish on all elements will match existing.

Cates confirmed that grading will be necessary to backfill against the brick foundation due to the existing slope.

Senner summarized the commissioners' discussion: The proposed larger shed and substantial removal of the existing shed is massed in a way that, although is probably on the larger size relative to the size of the house and the size of the lot, is not incongruous with massing of other outbuildings in the district; is sited in the rear of the property that is consistent with the rest of the district; and is using materials that are compatible with the primary home and consistent with the compatibility matrix. The renovation to the existing home includes effective removal of the second and third renovations to the home. However, those additions are not providing character-defining elements to the original home, and as such, the proposed work is not inconsistent with the design standards. The work being proposed as an addition or reenvisioning of the previous additions, in and of its own right, is consistent with the design standards; it is being added to the rear of the home; it is subordinate to the primary structure and its massing; its materials are consistent with the compatibility matrix, with elements that visually differentiate it as an addition from the primary home, as is the intent of the design standards, with care taken to reuse and preserve existing windows wherever possible.

Tomberg provided public comment. He said he lives across the street from the house in question and is familiar with the design standards. He said he feels this project is exemplary in its adherence to the design standards. He addressed the commissioners' concern about how much of the rear of the structure is being removed, and whether portions of it could be reused. He said these types of additions built on the ground are structurally problematic and subject to termites and water damage. He said the materials are not typically sound enough to reuse them as part of new construction.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 104 S. Hillsborough Ave. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards

of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Additions to Residential Buildings; Outbuildings and Garages; Exterior Walls; Paint and Exterior Color; Roofs; and Exterior Lighting. Riek seconded.

Vote: 4-0.

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

Vote: 4-0.

C. Certificate of Appropriateness Application: 108 N. Hillsborough Ave.

Remove shed from front porch and expose original front porch; replace existing front porch columns; change existing sliding door to single window; create sliding glass door and window combination on back ell (PIN 9864765460).

Senner opened the public hearing. He asked whether there were any conflicts of interest or bias among the commissioners. Peele disclosed that she holds a fixed opinion that would prevent her from hearing the application in a non-biased manner. All commissioners disclosed that they had visited the site in preparation for reviewing the application.

Motion: Senner moved to recuse Peele from the review based on her disclosed conflict. Miller seconded

Vote: 4-0.

Joyanna Livingston and Brad Lessler, the property owners, were sworn in to speak on behalf of the application.

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

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

Livingston clarified that the window to the left of the front entrance is not actually wood. She offered to provide photos as evidence.

The commissioners discussed removing the shed addition from the front porch.

It was agreed that the shed addition was not original to the house and that the original porch would have extended along the entire width. It was agreed that this is not a conjectural modification. Livingston added that from the inside of the shed the exterior wood siding and concrete slab floor from the original front porch still remain. She said it is obvious that it was originally a full porch.

There was discussion of the existing columns. It was agreed that they are a character-defining element of the front elevation. Livingston said that she had trouble finding columns the same width as the existing ones, as the originals are three inches wide and options that are currently available start at four inches. The commissioners said that obtaining custom matching columns would be the ideal solution. Lessler

noted that the columns appear to be small from a structural standpoint. Senner suggested that a letter from a structural engineer stating that the columns are not adequate under current building codes would be reasonable justification for not replacing the columns in-kind.

The commissioners emphasized that the most appropriate solution would be to replicate the existing columns, but that the style and design of the columns and the reclamation of the porch are greater influences to the house's character than whether the columns are three or four inches wide. There was discussion of custom millwork as an approach to obtaining columns with matching detailing.

The commissioners discussed the reclaiming of the original southern window, which would involve removing an existing sliding door and installing a new window. Livingston said the new windows would be fiberglass and said the intent was for all windows facing the street to match. She said the front left window is a non-functional aluminum window that is not original to the house. She added that very few windows in the house are functional. She proposed replacing all three front windows with four-pane, double-hung fiberglass windows. Lessler added that the windows on the rest of the house are currently vinyl replacement windows.

Lessler confirmed they planned to replace the existing vinyl-over-wood siding with matching cedar.

The commission discussed adding a sliding door to the rear of the house. It was noted that this side of the house is protected from the view from the street. Lessler confirmed that the windows and door will all be fiberglass, including the window to the right of the new sliding door.

There was further discussion of the columns on the front porch. The commissioners expressed that the design standards would prefer matching the two existing columns rather than replacing all four or having mismatched sizes. During discussion, the applicants stated that the existing columns are deteriorating at their base. Senner referenced Porches Standard 5, which recommends replacing deteriorating or damaged elements in-kind, with a preference for preserving original materials. Lessler proposed replacing the bottom few inches of the posts with matching material.

Senner summarized the commissioners' discussion: Reclaiming the existing front porch intends to bring the porch back to its original design intent. Although there is a lack of photographic evidence, the design intent is evident based on the design of the home, investigation of the interior, and other comparable homes in the district. This project would be returning the front porch to its original state, which is not incompatible with the design standards or the district. The replacement of the windows, given that they are not the original windows, is not inconsistent with the design standards. The proposed materials are listed in the compatibility matrix. The modifications on the side and rear of the home are not inconsistent with the design standards. They are not on the character-defining elevations, and the materials are consistent with the design standards. The one item of question was around the two existing and potential two new columns for the porch. The consensus was that the preferred approach would be to introduce two new columns to match the original columns and, if possible, to repair the existing columns in place. If there are problems repairing the existing columns or procuring new matching columns to fill in where the shed was removed, the applicants will contact staff to discuss how to move forward.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 108 N. Hillsborough Ave. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards

of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Windows; Doors; Porches, Entrances, and Balconies; Exterior Walls. Riek seconded.

Vote: 4-0.

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

Vote: 4-0.

Conditions:

- All new windows and the sliding door will be fiberglass.
- Applicant will investigate procuring matching columns for the front porch. If unable to get custom or off-the-shelf matching columns, applicant will contact staff with evidence and provide alternative solutions.

#### **8. Elect vice chair**

Senner opened the floor to nominations.

Motion: Miller nominated Peele for vice chair. Riek seconded.

There was discussion of Peele's nomination and procedures for absences of chair and vice chair.

Vote: 5-0. Abstention: Peele.

#### **9. General updates**

There was discussion of amending the definition of quorum in the Unified Development Ordinance to account for vacancies and recusals.

#### **10. Adjournment**

Senner adjourned the meeting at 8:24 p.m. without a vote.

Respectfully submitted,



Joseph Hoffheimer  
Planner  
Staff support to the Historic District Commission

Approved: Month X, 202X

**BEFORE THE HILLSBOROUGH HISTORIC DISTRICT COMMISSION**

) Application for  
) Certificate of Appropriateness  
) 420 Calvin St.  
)

This request for an after-the-fact Certificate of Appropriateness (“COA”) for second-floor window replacement at 420 Calvin St. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on February 4, 2026. 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 420 Calvin St. in the Town of Hillsborough. The Owner and Applicant is Christine Roth (the “Applicant”).

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

a. Approve two second-floor vinyl windows that were installed without permits in October 2025 to replace historic 1946 steel windows.

All work will be in accordance with the drawings and plans submitted to staff after the hearing.

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

a. The design standards provide guidance on the process for handling deteriorating existing windows with a clear preference for restoring existing windows. If that is not feasible, they recommend replacing the windows in kind. If replacing in kind is not feasible, the standards recommend replacing with windows of an alternate, compatible material based on the design standards and the compatibility matrix.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission, presented the staff report and comments.
- b. Christine Roth, the Applicant, appeared to present testimony and evidence in support of the Application and requested guidance on how to remediate the situation.

### **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. Windows will be replaced in-kind, matching the previous original version. If in-kind replacement is not feasible, the reasons will be communicated to staff, and an alternate material meeting guidance in the design matrix will be chosen, with staff's discretion on returning to the commission for review.
- b. All necessary permits required by law must be obtained before work may commence. Town staff must be consulted prior to making any alterations to the approved plans. Any unapproved changes observed on a final inspection will be subject to additional fees and must be resolved prior to Town sign-off on the Certificate of Occupancy.

This the 4th day of March, 2026.

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Will Senner, Chair  
Hillsborough Historic District Commission

### **APPEALS**

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

**BEFORE THE HILLSBOROUGH HISTORIC DISTRICT COMMISSION**

) Application for  
) Certificate of Appropriateness  
) 406 W. Margaret Ln.  
)

This request for a Certificate of Appropriateness (“COA”) to add a rear addition to the garage at 406 W. Margaret Ln. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on February 4, 2026. 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 406 W. Margaret Ln. in the Town of Hillsborough. The Owner and Applicant is Dan Johnson (the “Applicant”).

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

a. Construct a garage addition to the rear of the existing garage; The addition is proposed to have wood German siding to match as well as a metal roof to match the

existing metal roof; Miratec trim is proposed for the fascia, rake, and window casing; A new aluminum-clad simulated divided lite (SDL) window is proposed on the west elevation to match and be adjacent to the existing window; Similar twin windows are proposed for the west end of the new garage addition; All trim and siding will be painted to match the existing garage colors; A new aluminum garage door with no lites is proposed for the east elevation of the garage addition.

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

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

- a. The garage addition is consistent with the design standards. It is a rear addition to the garage, sited and massed in a way that makes it a clear addition to the existing garage, minimizing its visibility from the street.
- b. All of the materials are consistent with the compatibility matrix and generally compatible with the existing garage.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission, presented the staff report and comments.
- b. David Cates, presenter for the Applicants, appeared to present testimony and evidence in support of the Application.
- c. Dan Johnson, Applicant, appeared to present testimony and evidence in support of the Application.
- d. James Tomberg, immediate neighbor, appeared to present testimony in support of the Application.

## **CONCLUSIONS OF LAW**

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

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

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

This the 4th day of March, 2026.

\_\_\_\_\_  
Will Senner, Chair  
Hillsborough Historic District Commission

## **APPEALS**

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

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

**BEFORE THE HILLSBOROUGH HISTORIC DISTRICT COMMISSION**

) Application for  
) Certificate of Appropriateness  
) 108 N. Hillsborough Ave.  
)

This request for a Certificate of Appropriateness (“COA”) to remove the shed from the front porch and expose the original front porch; replace the existing front porch columns; change the existing sliding door on the south side to a single window; and create a sliding glass door and window combination on the rear ell at 108 N. Hillsborough Ave. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on February 4, 2026. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 4-0 to approve the Application with conditions. In support of that decision, the HDC makes the following Findings of Fact and Conclusions of Law:

**FINDINGS OF FACT**

1. The property at issue (the “Property”) is located at 108 N. Hillsborough Ave. in the Town of Hillsborough. The Owners and Applicants are Joyanna Livingston and Brad Lessler (the “Applicants”).

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

a. Reclaim the original front porch; A previous owner enclosed part of the original porch to create a walk-in closet off the south bedroom of the house; The window that would have been there, mirroring the other window to the left of the front door, was changed into an interior door; This modification is evident due to the slab floor of the porch matching the slab floor inside the walk in closet and the exterior wood siding of the home continuing in the walk in closet; The Applicants would like to restore the house to the facade typical of area mill houses, with two windows flanking the front door.

b. Replace the support columns with a similar style to what is currently there, only a bit wider and sturdier, as the current columns are only 3"; The Applicants propose to use 4" columns instead.

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

d. Replace the current exterior door on the south side of the rear ell with a 6' sliding glass door and replace the adjacent aluminum slider window with a same-sized fiberglass slider window; The current exterior door there is disintegrated; The proposed sliding door does not face the road and so will not be visible; The current window to the left of the door will be mostly incorporated into the double sliding glass of the new doors, and the window to the right (currently an aluminum slider window) will remain a slider window of the same size; The result is that a single door and two slider windows will become one sliding door and one slider window.

e. Replace the existing window to the left of the front door to match the new windows; This will be in a style that is common in houses of this era-either three lites over one or two lites over two.

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

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

a. Reclaiming the existing front porch intends to bring the porch back to its original design intent. Although there is a lack of photographic evidence, the design intent is evident based on the design of the home, investigation of the interior, and other comparable homes in the district. This project

- would return the front porch to its original state, which is not incompatible with the design standards or the district.
- b. The replacement of the windows, given that they are not the original windows, is not inconsistent with the design standards. The proposed materials are listed in the compatibility matrix.
  - c. The modifications on the side and rear of the home are not inconsistent with the design standards. They are not on the character-defining elevations, and the materials are consistent with the design standards.
  - d. The one item of question was around the two existing and potential two new columns for the porch. The consensus was that the preferred approach would be to introduce two new columns to match the original columns and, if possible, to repair the existing columns in place. If there are problems repairing the existing columns or procuring new matching columns to fill in where the shed was removed, the applicants will contact staff to discuss how to move forward.
4. The following individual(s) testified during the evidentiary hearing:
- a. Joseph Hoffheimer, Staff Support to the Historic District Commission, presented the staff report and comments.
  - b. Joyanna Livingston, Applicant, appeared to present testimony and evidence in support of the Application.
  - c. Brad Lessler, Applicant, appeared to present testimony and evidence in support of the Application.

### **CONCLUSIONS OF LAW**

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

1. The Application is not incongruous with the special character of the Hillsborough Historic District. Therefore, the COA is hereby approved with the following conditions:
  - a. All new windows and the sliding door will be fiberglass.

- b. The Applicants will investigate procuring matching columns for the front porch. If unable to get custom or off-the-shelf matching columns, the Applicants will contact staff with evidence and provide alternative solutions.
- c. All necessary permits required by law must be obtained before work may commence. Town staff must be consulted prior to making any alterations to the approved plans. Any unapproved changes observed on a final inspection will be subject to additional fees and must be resolved prior to Town sign-off on the Certificate of Occupancy.

This the 4th day of March, 2026.

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Will Senner, Chair  
Hillsborough Historic District Commission

### **APPEALS**

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

**BEFORE THE HILLSBOROUGH HISTORIC DISTRICT COMMISSION**

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

This request for a Certificate of Appropriateness (“COA”) for a rear addition; renovation of the previous second and third rear additions by adding a northern shed dormer, a southern shed dormer, and a western gable dormer; a new second-story wood porch; and reconstruction of the existing rear shed into a new shed and screened porch room at 104 S. Hillsborough Ave. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on February 4, 2026. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 4-0 to approve the Application. 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 104 S. Hillsborough Ave. in the Town of Hillsborough. The Owner and Applicant is Bridget Booher (the “Applicant”).

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

a. Construct a rear addition and renovate the previous second and third rear additions by adding a northern shed dormer, a southern shed dormer, and a western gable dormer.

b. Add a new second-story wood porch.

c. Rebuild the existing rear shed into a new shed and screen porch room.

d. Remove the aluminum siding to expose the original wood siding, remove the non-functioning small chimney, and replace the existing asphalt shingles with new shingles to match the new addition's new shingles.

e. Stain the new front door and paint the metal porch roof silver to match the new standing seam metal roofs of the shed dormers and bracketed roofs over the side and rear doors.

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

3. The Property is in the Hillsborough Historic District, designated by Ordinance No. 4.3.1.2. The Hillsborough Historic District Design Standards, specifically the standards for *Additions to Residential Buildings; Outbuildings and Garages; Exterior Walls; Paint and Exterior Color; Roofs; and Exterior Lighting*, were used

to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. The proposed larger shed and substantial removal of the existing shed is massed in a way that, although probably on the larger size relative to the size of the house and the size of the lot, is not incongruous with massing of other outbuildings in the district; is sited in the rear of the property that is consistent with the rest of the district; and is using materials that are compatible with the primary home and consistent with the compatibility matrix.
- b. The renovation to the existing house includes effective removal of the second and third renovations to the house. However, those additions do not provide character-defining elements to the original house, and as such, the proposed work is not inconsistent with the design standards.
- c. The work being proposed as an addition or reenvisioning of the previous additions, in and of its own right, is consistent with the design standards. It is being added to the rear of the house; it is subordinate to the primary structure and its massing; and its materials are consistent with the compatibility matrix, with elements that visually differentiate it as an addition from the primary house, as is the intent of the design standards, with care taken to reuse and preserve existing windows wherever possible.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission, presented the staff report and comments.
- b. David Cates, presenter for the Applicant, appeared to present testimony and evidence in support of the Application.
- c. Bridget Booher, Applicant, appeared to present testimony and evidence in support of the Application. She proposed removing a rear stone chimney from the plans and instead having continuous siding with a fireplace vent instead of a chimney.
- d. James Tomberg, immediate neighbor, appeared to present testimony in support of the Application.

## CONCLUSIONS OF LAW

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

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

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

This the 4th day of March, 2026.

\_\_\_\_\_  
Will Senner, Chair  
Hillsborough Historic District Commission

## APPEALS

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

Court are in the nature of certiorari and the court shall determine such appeals based on the record generated before the Commission.

**ITEM #6. A:**

**Address:** 306 N. Churton St. (see also 103 E. Queen St. and 409 N. Wake St.)

**Year Built:** NA (c. 1786, c. 1840 for 103 E. Queen St.; c. 1956 for 409 N. Wake St.)

**Historic Inventory Information (2013)**

*306 N. Churton St.*

NA (vacant lot)

*103 E. Queen St.*

This rambling house late eighteenth-century house faces East Queen Street with an ornate c. 1840 Italianate-style addition facing North Churton Street. The earlier two-story structure is two bays wide and single-pile with a massive stone chimney with brick stack in the east gable end. The building has plain weatherboards with flush sheathing under the hip-roofed porch, which is supported by octagonal porch posts with a geometric railing between the posts. It has two-over-two wood-sash windows on the first floor and six-over-six windows at the second-floor level. The four-panel door retains original hardware and six-light-over-one-panel sidelights. The first floor interior retains six-panel doors, raised panel wainscot and one decorative Federal style mantel with reeded pilasters and an egg-and-dart molding. In the late nineteenth century, a two-story, side-gabled triple-A-roofed wing was added to the left (west) elevation of the original house, perpendicular to the original house and facing North Churton Street. This section of the house is five bays wide and single-pile with weatherboards, two interior corbelled brick chimneys, and four-over-four wood-sash windows with wide segmental-arched Italianate surrounds. The decorative center-bay entrance has double-leaf arched one-light-over-one-panel doors within a round-headed decorative surround similar to those found at the Parks-Richmond House on West King Street. The entrance is sheltered by a single-bay, hip-roofed porch supported by square columns with a wood railing at the roofline and a double-leafed arched door at the second-floor level that opens to the porch roof. There are paired brackets along the roofline and two one-over-one windows with pointed-arch upper sashes in each gable. There is a two-story, hip-roofed porch at the northeast within the ell created by the two wings. The metal-roofed porch has been enclosed at the second-floor level with weatherboards and nine-over-nine windows. The first floor porch is supported by square columns. The original owner was William Whitted. Noted Kernersville designer Jules Körner, who remodeled the Parks-Richmond House and a number of other houses in Hillsborough, may have been responsible for the Italianate-style addition. Mrs. Eliza Beaty operated a well-known boarding house here in the late nineteenth century and the addition may have been added for her. Early twentieth-century owners were James M. Hedgpeth and Edward M. Harris, and in the 1940s it became the local American Legion Post. It is now a private residence again.

*409 N. Wake St.*

This one-story, hip-roofed Minimal Traditional-style house is three bays wide and single-pile with projecting, hip-roofed wings on the left (south) end of the façade and on the left elevation. The house has a concrete-block foundation, vinyl siding, and an interior concrete block chimney.

There is a pair of French doors centered on the façade and a large, sixty-light wood picture window on the right (north) end of the façade. An uncovered concrete terrace extends across the right two bays of the façade. An entrance on the left elevation is accessed by a wood stair with wood railing. County tax records date the building to 1956.

#### **Proposed work**

- Move house from 409 N. Wake St. to the property
- Add pool and fence

#### **Application materials**

- COA application
- Narrative
- Project
- Existing conditions and proposed work
- Material matrix
- Fence example
- Photos of house to be moved
- Site plan
- Front elevation

#### **Applicable Design Standards**

- *Relocation: 1-6*
- *Site Features and Plantings: 10*
- *Fences and Walls: 9*

#### **Staff Comments**

- The structure in question is being relocated to a vacant lot at 306 N. Churton St. Although the proposed location of the structure is unique for a lot on N. Churton St., staff find that the proposed siting on the lot reads as subordinate to the house at 103 E. Queen St.
- The current location of the structure in question is 409 N. Wake St. (although it is accessed from W. Orange St.). Demolition of the structure was approved at the December 2025 HDC meeting, and a 180-day delay in demolition went into effect when the written decision was approved on February 4, 2026.
- Due to the uniqueness of this situation, *Relocation* standard 4 may be difficult to meet in its entirety. Staff have not received any other proposals to relocate the structure in question, and the structure's current hilltop location is impossible to feasibly replicate within the historic district. Staff find that the proposed relocation is preferable to demolition and that it meets (or will meet) the other *Relocation* standards.
- The only elevation included in the application is for the front. However, staff find the photos of the existing building to be a sufficient depiction of the structure (which will retain its current appearance).
- The proposed landscaping and fencing can be approved at the staff level.



TOWN OF  
HILLSBOROUGH

# APPLICATION Certificate of Appropriateness and Minor Works

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

Orange County Parcel ID Number

Zoning District

Address of Project

Kate & Will Senner

Applicant Name

Property Owner (if different than applicant)

103 E Queen St

103 E Queen St

Applicant's Mailing Address

Property Owner's Mailing Address

Hillsborough NC 27278

Hillsborough NC 27278

Description of Proposed Work: Move home at 409 W Orange St to Property, Add Pool and Fence

Estimated Cost of Construction: \$ 200,000

*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.

2/10/26

Applicant's Signature (Optional)

Date

2/10/26

Property Owner's Signature (Required)

Date

## Submittal Requirements

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

All applications must include the following documents and plans:

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

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

**Staff Use Only:**

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

After-the-fact application (\$500): Amount: \$ \_\_\_\_\_

Demolition request review (\$50): Amount: \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

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

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

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

This application meets public space division requirements.

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

**Historic Architectural Inventory Information**

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

Description of the Property:

Applicable Design Standards:

Other reviews needed?

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

**Minor Works Certificate of Appropriateness Application Decision**

Approved  Referred to HDC

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

**Certificate of Appropriateness Decision**

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

Conditions or Modifications (if applicable):

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

\_\_\_\_\_  
Date

## **PROJECT NARRATIVE**

The proposed project supports the preservation goals of the Hillsborough Historic District by **reusing and relocating an existing historic-era structure**, thereby avoiding demolition and maintaining historic building stock.

The relocated pool house will retain its **original one-story scale, modest massing, simple roof forms, and exterior materials**, ensuring it remains clearly **subordinate to the primary residence**. No changes are proposed that would alter the structure's historic character. The pool house will be sited to the rear of the primary home, consistent with other accessory structures in the district. The pool house is being sited as far to the east as possible to minimize visibility from Churton St. No modifications to the exterior of the pool house are proposed. The pool will be placed on a new concrete foundation with painted CMU foundation walls. No new lighting is proposed at this time but will be reviewed with staff if deemed necessary. New landscaping will be reviewed with staff later as required.

The pool house, pool, and fence are located entirely within the **rear yard**, with **limited to no visibility from the primary home elevation along Queen St**. Existing topography and mature vegetation further reduce visual impact from Queen St. From Churton Street, existing vegetation along Churton St provides screening from view. Further, there is a significant elevation change with the pool and pool house significantly higher than the road, further limiting direct visibility.

The proposed pool enclosure fence is a **traditional wood privacy fence with wood lattice**, consistent the compatibility matrix. The fence is intentionally designed to **terminate at the pool house corners**, minimizing enclosure and preserving the open character of the site. The fence will be **painted white, matching the existing fence**.

### **POOL DESCRIPTION**

- **Type:** Fiberglass
- **Dimensions:** Approximately 35 feet long by 15.5 feet wide
- **Location:** Rear yard, fully enclosed by fencing
- **Visibility:** Not visible from public streets

The pool is subordinate in scale and location to the primary residence and does not alter the historic streetscape. It will be fully screened from view by the fence and pool house structure. The hardscapes around the pool will be concrete, consistent with the compatibility matrix.

## **PROJECT**

Relocation of an existing one-story residential structure from **409 N. Wake Street** to **103 E Queen Street**, to be repurposed as a **detached pool house accessory structure**, along with installation of a swimming pool and wood pool enclosure fence.

### **Scope of Work Includes:**

- Relocation and placement of an existing one-story structure as a pool house
- Installation of a fiberglass swimming pool (approx. 35' x 15.5') with hardscapes
- Installation of a wood pool enclosure fence enclosing the pool, connecting to the pool house corners

No alterations are proposed to the primary residence.

## **EXISTING CONDITIONS & PROPOSED WORK**

### **Existing Conditions**

- Property contains a primary historic residence and large rear yard which is generally cleared with trees around the perimeter. The lot is generally enclosed by a wood picket fence.
- There is an existing shed accessory structure to the rear and east of the main house
- The total site is approximately 1 acre (essentially a double lot) allowing adequate space for the proposed new work.

### **Proposed Work**

- Move existing one-story pool house (409 N Wake St) & place in rear yard.
- Fence encloses only the pool area and terminates at pool house corners. This fencing is required by code for the pool. It will replace the existing wood picket fence (which doesn't meet code requirements for a pool enclosure) along the 3 sides as noted.

Minimal site disturbance limited to pool & home installation footprint. Any trees to be removed are under 24"

**Material Matrix**

<b>Item</b>	<b>Proposed Material(s)</b>	<b>Color</b>
Fence	Wood	White
Pool	Fiberglass	
Pool Hardscape	Poured Concrete	
Front Stoop	Concrete Pad	
Foundation Wall	Concrete Pad	



*Proposed Fence  
(painted white)*



*409 W Orange St house to be moved  
View from Northeast*



*409 W Orange St house to be moved  
View from Northwest*

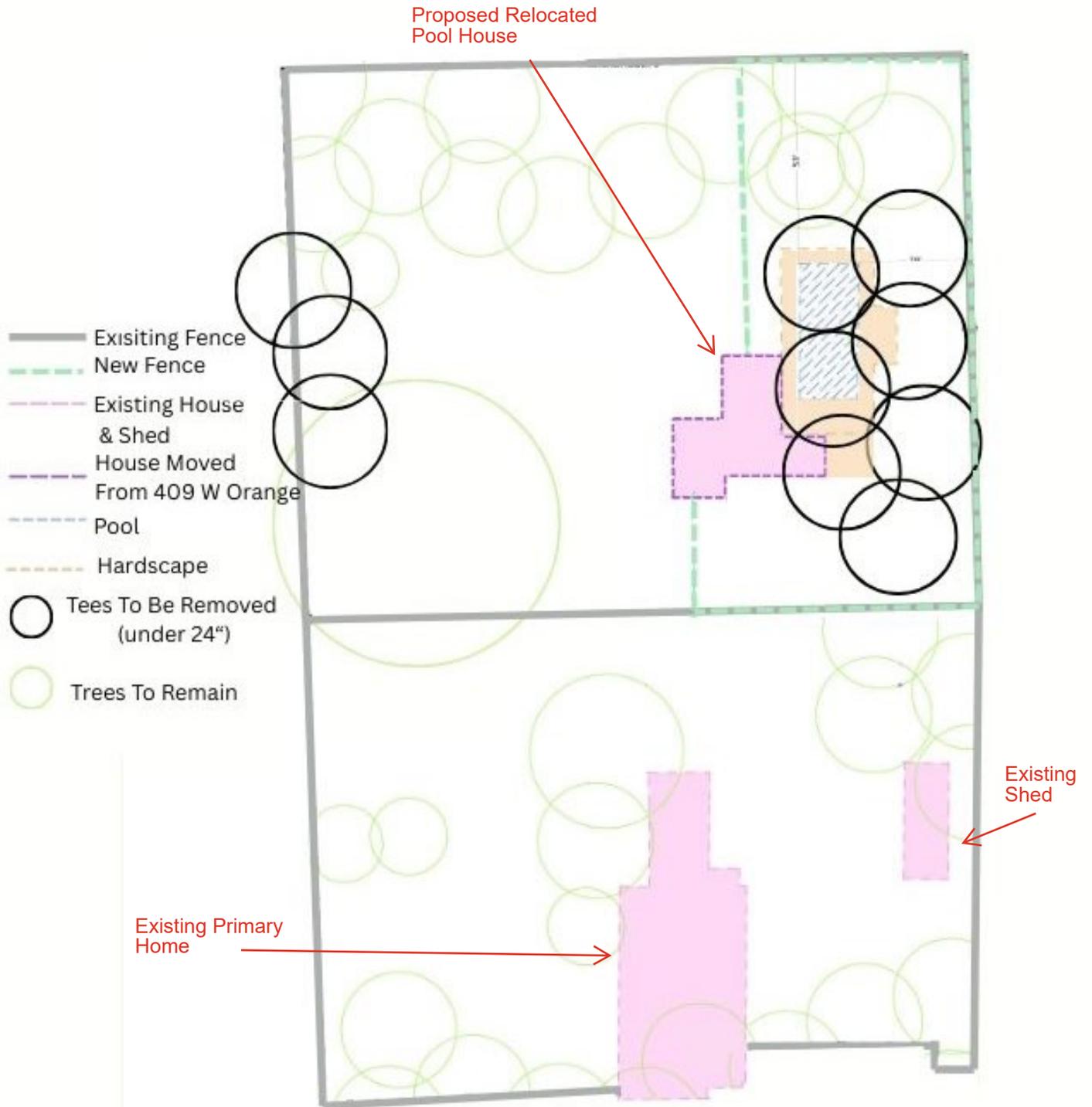


*409 W Orange St house to be moved  
View from Southwest*



*409 W Orange St house to be moved  
View from Southeast*

# SITE PLAN





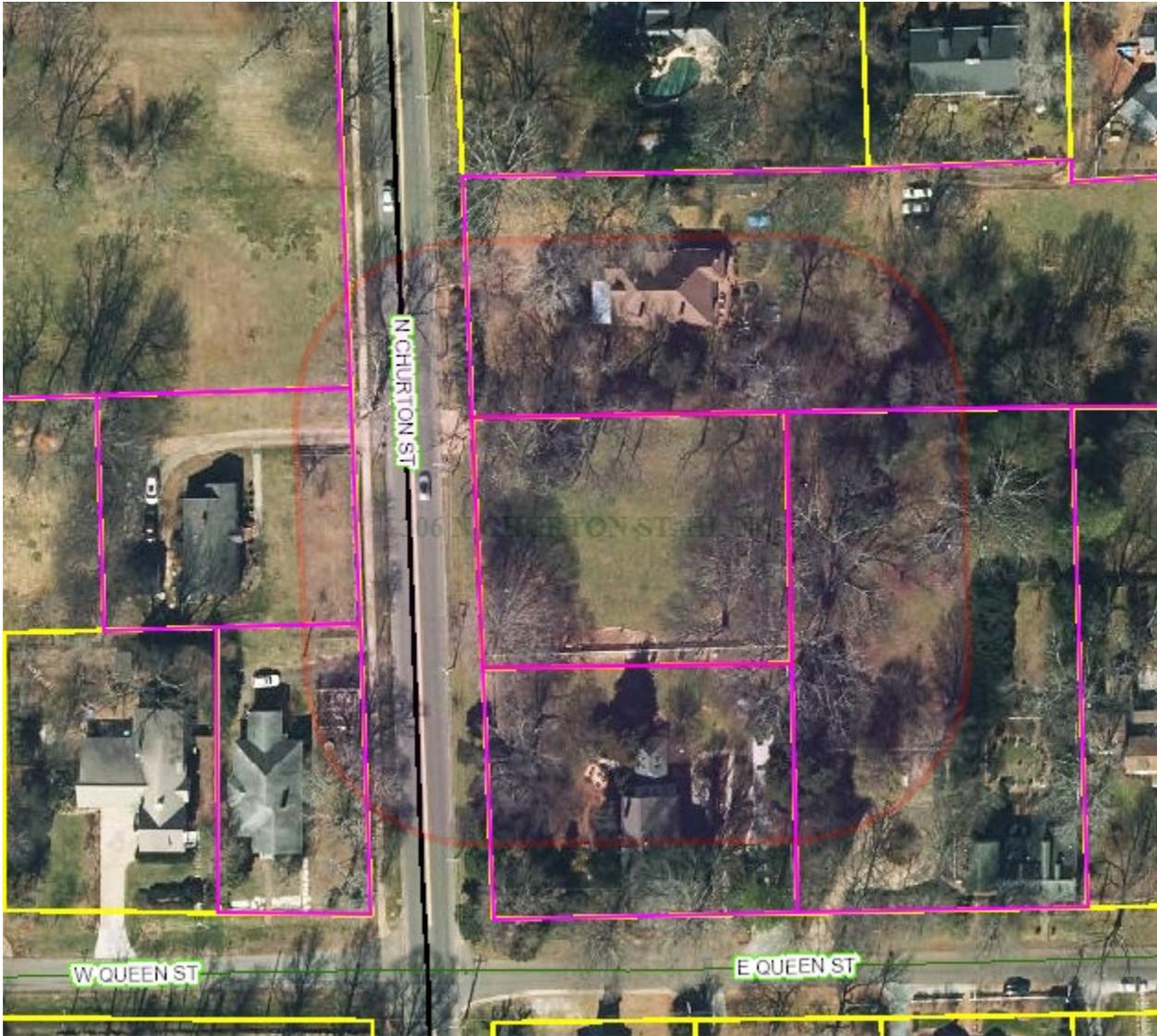
Proposed Elevation - Front

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

2/18/2026  
Date

Joseph Hoffheimer  
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRST	OWNER2_LAST	OWNER2_FIRST	ADDRESS1	CITY	STATE	ZIPCODE
9874072965	HISTORICHILLSE				319 N CHURTON ST	HILLSBOROUGH	NC	27278
9874073693	SHIPP	SUSAN COOK			102 W QUEEN ST	HILLSBOROUGH	NC	27278
9874073765	VANDEMARK	AARON B	VANDEMARK	AIMEE C	309 N CHURTON ST	HILLSBOROUGH	NC	27278
9874076697	SENNER	WILLIAM B	SENNER	KATHRYN M	103 E QUEEN ST	HILLSBOROUGH	NC	27278
9874076891	SENNER	WILLIAM B	SENNER	KATHRYN M	103 E QUEEN ST	HILLSBOROUGH	NC	27278
9874077669	MORRELL	TODD	MORRELL	ELISABETH	115 E QUEEN ST	HILLSBOROUGH	NC	27278
9874077859	BELLINGER	DWIGHT ALLEN	BELLINGER	SUSAN AILEEN	312 N CHURTON ST	HILLSBOROUGH	NC	272782125



## Historic District Commission Rules of Procedure

### 1.0 Purpose

To establish procedures for organizing the business of the Hillsborough Historic District Commission, hereafter termed "Commission", and processing applications for Certificate of Appropriateness for (1) Changes in the exterior appearance of existing structures and/or streetscapes: (2) the design of new structures and additions to existing structures: and (3) for demolition of existing structures within the Hillsborough Historic District, hereafter called "District", and to establish procedures for the Commission's review of potential "landmarks" and applications for certificates of appropriateness for such "landmarks".

1.1 *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.

1.2 *Public Charge.* The Hillsborough Historic District Commission pledges to the citizens 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 citizens. At any time should any member of the commission or any citizen 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.

### 2.0 General Rules

The Commission shall be governed by the terms of the Town of Hillsborough Unified Development Ordinance (UDO), the Hillsborough Historic District Design Standards, and by the terms of G.S. 160D-940 through 160D-949, as they may be amended or revised. For procedures not covered by these rules, the Commission shall follow the rules contained in the current edition of Robert's Rules of Order.

### 3.0 Jurisdiction

The Commission's jurisdiction for requiring Certificates of Appropriateness is mandated by the Town of Hillsborough Historic District Section 4.3.1 of the Unified Development Ordinance ("UDO") in accordance with the Zoning Map. In addition, The Commission's jurisdiction with respect to "landmarks" is established by Section 2.5 and Section 3.12 of the UDO.

### 4.0 Members, Officers, and Duties

The Commission shall be composed of seven members, whose terms of office are set by the Hillsborough Board of Commissioners

- 4.1 *Chair.* A chairperson shall be elected by the members of the Historic District Commission. The chair shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Commission in session at a time. The chair shall appoint any committees found necessary to investigate any matters before the Commission.

## Historic District Commission Rules of Procedure

- 4.2 *Vice-Chair.* A vice-chairperson shall be elected by the Commission from among its members in the same manner as the chair. The vice-chair shall serve as acting chair in the absence of the chair, and at such times shall have the same powers and duties as the chair. Should both the chair and the vice-chair be absent, any member may serve as chair with the consent of the majority of those members present.
- 4.3 *Secretary/Staff Support.* A member of the staff designated by the Hillsborough Board of Commissioners or the Zoning Officer shall serve as ~~secretary-staff support~~ to the Commission. The ~~secretary-staff support~~, subject to the direction of the chairman of the Commission, shall keep records, conduct all correspondence of the Commission, and generally supervise the clerical work of the Commission. The ~~secretary-staff support~~ shall not be eligible to vote upon any matter.
- 4.4 *Elections.* Whenever practical, election of officers shall be held at the first regular meeting in October. The ~~secretary-staff support~~ shall make the election of officers a standing agenda item for the first regular meeting in October. The ~~Secretary-staff support~~ shall assume the chair for the purpose of administering the election of the chair. The ~~Secretary-staff support~~ shall open the floor to nominations for the chair by Board members. Nominees must be present at the organizational meeting in order to be eligible for nomination. The ~~Secretary-staff support~~ shall then entertain a motion to close the floor to nominations. After the motion has been seconded, but before the Board acts on the motion, any nominee may decline a nomination. Election of the chair shall be by roll call vote. A majority of the quorum of the Board present at the organizational meeting shall be required for election of the chair. Once a chair has been elected, the newly elected chair of the Board shall assume the duties of the chair and shall proceed immediately to the election of the vice chair. The election of the vice chair shall follow the same procedure as set forth above for the election of the chair.
- 4.5 *Disqualification of a voting member.* Pursuant to G.S. 160D-109 "A member of any board exercising quasi-judicial functions pursuant to this Chapter shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible conflicts include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection." For the purposes of this section, a close familial relationship means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.
- 4.6 *Qualification to vote.* No Commission member shall vote on any matter deciding an application or a request to reconsider unless that member shall have attended the Commission's previous deliberations on such application, or shall have read the minutes

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of the meetings at which the application was discussed and is thoroughly familiar with the facts and details of the proposal.

- 4.7 *General Knowledge.* Each member of the Commission shall be thoroughly familiar with all statutes, laws, ordinances, and rules of procedure relating to the District and the Commission as time and circumstance permit.
- 4.8 *Required Training.* Each member of the Commission shall be thoroughly familiar with all statutes, laws, ordinances, and rules of procedure relating to the District and the Commission as time and circumstance permit. At least two members per fiscal year shall attend required training to meet the Town's Certified Local Government (CLG) training requirements at the direction of staff.
- 4.9 *Vote.* The majority of those members present or a concurring vote of at least three (3) members of the Board, if only 5 or less members are present, shall be necessary in order to decide in favor of the applicant or any matter upon which it is required to pass by this Ordinance. A tie vote on the Findings of Fact does not halt procedure deliberation on an application. A tie vote on a Motion does not constitute a majority of the board members present and therefore the Motion fails.
- 4.10 *Member Conduct.* Membership on the Commission is a privilege in service to the Town of Hillsborough and shall be treated as such. All members of the Commission shall at all times:
- A. Provide leadership to the Commission and the Town of Hillsborough, by personal example, in support of the Commission's mission statement.
  - B. Respect others and not bully, insult, threaten, or attempt to bully, insult, or threaten any member of staff, the Commission, or the General Public.
  - C. Respect the confidentiality of information which you receive as a member by not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so; and not obstructing third parties' legal rights of access to information.
  - D. Conduct themselves in a manner which will prevent the Commission from being held in disrepute.
  - E. Use their position as a member acting only in the public interest, and not for personal advantage, including financial gain.
  - F. Apply the Commission's Design Standards, where any deviation from the adopted Design Standards shall be based on sound reasoning in accordance with the Commission's mission statement.
  - G. Exercise independent judgement, making decisions only for the public good, and making no decisions that would knowingly jeopardize the Town's Certified Local Government status or put the Town in a legally indefensible position.

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H. Do nothing that causes the Commission to act unlawfully.

I. Take no action that would be incongruous with the special character of Hillsborough's historic district.

4.11 *Violation of Rules of Procedure.* Members found to be in violation of one or more of the Rules of Procedure outlined in Sections 1.2, 4.5, 4.6, and/or 4.10, shall be, at the discretion of the Planning Director, Mayor, and/or Town Board, subject to either counseling, coaching, probation (with a final opportunity to correct the adverse action), or dismissal from the Commission. The severity of the violation as it relates to carrying out the duties of the Commission, shall determine the appropriate action to be taken by the Town.

4.12 *Reappointment and Resignation of Members.* Members in good standing desiring to serve a second consecutive term on the Commission shall notify staff a minimum of 60 calendar days prior to the expiration date for their current term. Staff will then consult with the Chair and the Planning Director to determine whether a second term will be recommended. Among the factors to be considered in making this determination will be the Member's attendance record, regular participation in discussion at meetings, member conduct at meetings, and whether the Town has other applicants seeking to serve on the Commission. Should a member be recommended for reappointment, he or she will be permitted to serve a second consecutive three-year term in accordance with Town ordinance. Should a member in good standing voluntarily decide not to serve a second term, he or she will be permitted to re-apply after a one-year period lapses between terms. Should a member voluntarily resign prior to completion of his or her term without providing staff proper notice, he or she will be ineligible for reappointment for a period of no less than 1 year following the date of resignation. Finally, should a member not be recommended for reappointment for any reason, he or she may serve the rest of his or her current term, after which a new appointee shall begin his or her service to the Commission.

**5.0 Meetings**

5.1 *Regular meetings.* Regular meetings of the Commission shall be held on the first Wednesday of each month at 6:30 pm at the Town Annex Board Meeting Room; provided, that meetings may be held at some other convenient place and/or time if directed by the chair, if proper notification is given in advance to both the Commission and the public, and if posted at the scheduled meeting place.

5.2 *Special meetings.* Special meetings of the Commission may be called at any time by the chair. At least 48 hours' notice of time and place of special meetings shall be given by the secretary or chairman to each member of the Commission, and the public as required by NCGS. Evidentiary hearings cannot be conducted without the statute required notice.

5.3 *Cancellation of meetings.* If there are no quasi-judicial cases to be heard or other business before the Board, if there is a weather emergency or similar situation, or if so many members indicate that they will not be able to attend that a quorum will not be available, the staff support may cancel a regular meeting by giving written or oral notice to all Board members. If feasible, notice of cancellation shall be made not less than 24

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~~hours before the time set for the meeting. The staff support shall post a notice of the meeting cancellation at the regular meeting location. Whenever there is no business for the Commission, the secretary may dispense with a regular meeting by the giving of notice to all members and the public not less than 24 hours prior to the time set for the meetings.~~

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- 5.4 *Quorum.* If the meeting has not been cancelled per Section 5.3 and no quorum is present after the Secretary-Chair does the roll call, then the Chair may call for adjournment of the meeting.
- 5.5 *Conduct of meetings.* 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. The order of business for regular meetings shall generally be as follows unless otherwise modified: (1) Call to order; (2) Roll call; (3) Confirmation of a quorum; (4) Mission statement; (5) Agenda changes; (6) Minutes review and approval; (7) Old business items; (8) New business items; (9) Election of officers (if applicable); (10) Updates; and (11) Adjournment.
- 5.6 *Agenda.* The Secretary shall prepare the agenda for the meeting consistent with the order of business listed above. The agenda shall include complete application materials submitted for review and other supporting material for discussion items. Each member shall receive a copy of the agenda, and it shall be available for public inspection and/or distribution when it is distributed to the Commission members. The Commission may, by majority vote or consensus, add an item that is not on the agenda, but cannot add evidentiary hearing items that have not been properly noticed.

**6.0 Landmarks**

From time to time, the Commission may be asked to consider recommending to the Town Board the adoption of an ordinance designation of a building, structure, site, area or object, as a landmark, or that such landmark designation be revoked or removed for cause. The following rules shall guide the Commission in the process.

- 6.1. When a building, structure, site, area or object is proposed for designation as a landmark, the Commission shall cause an investigation to be made concerning the historical, architectural, pre-historical, educational or cultural significance thereof. The investigation may include review of existing written reports, assessments, analyses and other similar documentation concerning the building, structure, site, area or object.
- 6.2. The results of the investigation conducted pursuant to paragraph 6.1 above shall be compiled into a report, which shall be reviewed by the Commission and, upon the Commission's approval, shall be forwarded to the Office of Archives and History, North Carolina Department of Cultural Resources, for its review and comment.
- 6.3. The Commission shall conduct a public hearing either jointly with the Town Board or separately, on the proposed ordinance. Notice of the public hearing shall be mailed to the owner(s) of the building, structure, site, area or object at least ten (10) but not more than twenty-five (25) days prior to the public hearing, and notice shall also be mailed to adjoining or nearby property owners as stated in paragraph 7.3 below.

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- 6.4 After the public hearing, and after either (a) receipt and consideration of comments from the State Historic Preservation Officer in response to the report submitted pursuant to paragraph 6.2 above, or (b) the expiration of 30 days from submission of the report by the Commission without any response or comments by the State Historic Preservation Officer, the Commission shall make a recommendation to the Town Board concerning the adoption of an ordinance designating the building, structure, site, area or object as a landmark.

### 7.0 Application Procedures

- 7.1 *Filing of Application.* A complete application must be filed with the secretary on forms provided at least 15 working days prior to the next meeting of the Commission, accompanied by all submittal requirements as deemed necessary by the staff, including but not limited to site plans, elevations, a narrative, and an exterior materials list. The application must comply with the requirements of the Unified Development Ordinance and the Hillsborough Historic District Design Standards. Applications shall be accompanied by the required fees and supporting information. Review and permits needed from other Boards should be secured before an application is heard by the Commission unless otherwise determined by staff. If the other Board(s) tables an application, the Commission should also table any such application until approval is received unless the Commission feels as though a decision can still be made on the item without concurrence from another Board. If the permit(s) are denied, the application to the Commission shall be considered withdrawn.
- 7.2 *Agenda Scheduling.* Applicants are encouraged to submit complete application packages as early as possible, as the Commission allows a maximum of four major certificate applications on each agenda, unless otherwise approved by staff. Any applications that are incomplete or received after the first four deemed complete by staff may be moved to the next agenda with available space. Complete applications for work deemed to be minor, but which still requires commission review, will be added to agendas as space is available at staff's discretion.
- 7.3 *Notice to Neighboring Property.* The secretary shall notify all of the property owners within 100 feet on all sides of the subject property by mail, which shall bear postmarks not less than 10 days prior to the date of the meeting at which the application is to be heard.
- 7.4 *Pre-application Meetings.* It shall be the policy of the Commission in regard to applications involving extensive new structures or alterations or additions to existing structures that the Commission shall be available to meet with the applicant and or representative at some early stage in the design process in order to advise them informally concerning the Commission's standards and guidelines, the nature of the area where the proposed construction is to take place, and other relevant factors. The Commission, collectively and individually, shall refrain from any indication of approval or disapproval, but shall not, for this reason, be barred from reasonable discussion of the applicant's proposals. No advice

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or opinion given, or reported as having been given, by any member of the Commission at such informal meeting shall be in any official or binding upon the Commission at any future time. Notice of the need for such a conference shall be given to applicants by the secretary at the earliest possible time. Such conferences may also be requested by the applicant.

- 7.5 *Decision Timeline.* All applications for certificates of appropriateness shall be reviewed and acted upon within a reasonable time, not to exceed 180 days from the date that a complete application for a Certificate of Appropriateness is filed, unless an extension of time is agreed to by the applicant.
- 7.6 *Approved Application.* If the application is approved, the secretary shall transmit a Certificate of Appropriateness clearly describing the nature of the work which has been approved within 7 business days from the date of approval.
- 7.7 *Denied application.* If the application is denied, a letter describing the reasons for denial shall be sent to the applicant by the secretary within 7 business days from the date of denial. The minutes of the meeting shall also be made available at the Planning Department.
- 7.8 *Revocation of Certificate of Appropriateness.* The Zoning Officer shall revoke any Certificate of Appropriateness where the project is not completed in the same manner as approved by the Commission. Revocation of a Certificate of Appropriateness constitutes a violation of the Unified Development Ordinance and shall be handled as such.

### **8.0 Consideration of Applications**

Any party may appear in person or by agent or attorney at the meeting. All persons addressing the Commission shall be sworn in.

The order of business for consideration of applications for Certificates of Appropriateness shall be as follows:

1. The secretary shall give a presentation of the application including all supporting material submitted.
2. The applicant shall present additional information in support of the application.
3. Statements or arguments in favor or in opposition of the application will be entered into the record by sworn testimony.
4. The chair, or such person as he or she directs, shall summarize the evidence which has been presented, giving all parties an opportunity to make objections or corrections.
5. The Commission shall thereafter proceed to deliberate whether to grant the Certificate or deny the application.

The Commission may, at its discretion, view the premises and obtain additional facts concerning the application before arriving at a decision. All decisions of the Commission shall be supported by appropriate findings of fact, and where necessary, shall be accompanied by such conditions and or recommendations as it may determine to be reasonable under the circumstances.

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In considering an application, witnesses may be called, and factual evidence may be submitted, but the Commission shall not be limited to considerations of such evidence as would be admissible in a court of law.

### **9.0 Reconsideration of Applications which have been denied**

The order of business for reconsideration of applications for Certificates of Appropriateness which have been denied shall be as follows:

1. Notice of possible reconsideration shall be given to the Secretary in advance of the meeting so that the item can be researched and included in the agenda packet. Notifications required in Section 7.3 shall also be made prior to Commission reconsideration.
2. The chair shall entertain a motion from a member of the Commission that the applicant be allowed to present new evidence in support of the request for reconsideration. Such evidence shall be limited to that which is necessary to enable the Commission to determine whether or not there has been a substantial change in the facts, evidence, or conditions relating to the application; provided, however that the applicant shall be given the opportunity to present any other additional supporting evidence, if the Commission decides to reconsider his or her application.
3. After receiving the evidence, the Commission shall proceed to deliberate whether or not there has been a substantial change in the facts, evidence, or conditions relating to the application which would warrant reconsideration. If the Commission finds that there has been such a change, it shall thereupon treat the request as a new application received at that time.
4. Staff shall provide written notice of the Commission's decision on reconsideration to the applicant within 7 business days of the date of the meeting at which the decision was made.

### **10.0 Modifications of Applications**

A pending application for a Certificate of Appropriateness may be modified during the Commission's deliberation. Such modifications shall be accompanied by elevations, plans, and sketches where necessary. If the Commission finds that the modification constitutes a substantial change which might affect surrounding property owners, it shall request the Secretary notify affected owners following the procedure set out in Section 7.3 before acting on the application. The Commission shall thereupon treat the request in the same manner as any other application as outlined in Section 7.0.

An approved Certificate of Appropriateness may be modified upon consultation with the Zoning Officer. If he/she finds that the modification constitutes a substantial change which might affect surrounding property owners, he/she shall request that a new application be made to the Commission. Upon re-application, the project shall be treated in the same manner as any other application as outlined in Section 7.0.

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### 11.0 Extensions and Re-Applications

The Certificate of Appropriateness is valid for a period of twelve months from the date of issuance. If the work approved by the issuance of a Certificate of Appropriateness has not commenced within twelve months, the Certificate becomes inactive. A new Certificate of Appropriateness may be issued by the Zoning Officer if he/she can determine that there have been no changes to the application or significant changes in the neighborhood or regulations during the past twelve months. If the Zoning Officer cannot make this determination, the applicant shall re-apply for a new Certificate of Appropriateness with notification and review procedures the same as a new application.

If the work approved by the issuance of a Certificate of Appropriateness has not been complete within twelve months, the Certificate expires, and the applicant shall apply for an extension to the original application. This extension may be approved by the Zoning Officer if he/she can determine that there have been no changes to the application or significant changes in the neighborhood or regulations in the past twelve months. If this determination cannot be made, the application will be considered with the standard notification and review procedures by the Commission. This review is to ensure that no significant changes have taken place in the neighborhood or regulations in the past twelve months that would make the project unacceptable or incompatible.

A new Certificate of Appropriateness requires payment of a new application fee; however, an extension issued by the Zoning Officer does not require payment of the standard fee.

### 12.0 Design Standards

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

12.1 *Amending the Design Standards.* Any member of the Commission wishing to propose an amendment to the Design Standards shall, at any regularly scheduled meeting, ask the Chair if he or she will call for a motion and a vote to direct staff to research and draft said amendment. Upon a majority vote in favor in the presence of a quorum, staff shall prepare any amendments as directed by the Commission and shall consult with the Town attorney prior to presenting the amendments to the Commission for adoption. Upon review and approval of the language by the Town attorney, the Commission shall act upon the proposed amendment at its next regularly-scheduled meeting. A majority vote of the Commission in favor of adoption in the presence of a quorum shall ~~pass the amendment forward~~ the amendment for consideration under Section 3.7 of the Town of Hillsborough Unified Development Ordinance.

### 13.0 Appeals Procedure (per Section 3.12.12 of the Unified Development Ordinance)

A decision of the Commission on an application for a Certificate of Appropriateness may be appealed on procedural grounds to the Orange County Superior Court by an aggrieved party. Such an appeal shall be made within 30 days of the filing of the decision in the Planning Department or the delivery of the notice required in Section 3.12.11 of the Unified Development Ordinance, 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.

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**14.0 Amendments to the Rules of Procedure**

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than four members of the Commission, provided that such amendment shall first have been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote was taken.

Initially approved by the Commission on the 2nd day of December 1982.

Revised and readopted by the Commission the ~~3rd~~<sup>1st</sup> day of ~~May~~April

202~~6~~<sup>3</sup>.

Amended:

- November 7, 1989
- June 6, 1990
- July 18, 1990
- March 20, 1991
- January 15, 1992
- July 17, 1996
- September 5, 2007
- July 3, 2013
- August 6, 2014
- November 5, 2014
- January 7, 2015
- November 1, 2017
- April 4, 2018
- May 2, 2018
- August 22, 2018
- December 6, 2018
- September 6, 2019
- December 4, 2019
- May 5, 2021
- April 5, 2023
- May 3, 2023
- April 1, 2026

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*Will Senner*

4/1/2026~~5/3/2023~~

Chair, Historic District Commission

Date