

## Agenda

### HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. December 7, 2023

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



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

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

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

#### 2. Commission's mission statement

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

#### 3. Agenda changes

#### 4. Minutes review and approval

Approve minutes from regular meeting on November 1, 2023

#### 5. Written decisions review and approval

Approve written decisions from regular meeting on November 1, 2023

#### 6. New business

- A. Certificate of Appropriateness Application: **203 St. Mary's Road** – Applicant is requesting approval to repair and replace the front porch in kind (PIN 9874167661)
- B. Certificate of Appropriateness Application: **100 S. Churton Street** – Applicant is requesting approval to replace the existing side entrance facing W. King Street (PIN 9874064291)

- C. Certificate of Appropriateness Application: **122 W. Union Street** – Applicant is proposing a rear addition with decks, a roof over the existing front stoop, removal of the existing western stoop, and replacement of existing vinyl windows with wood windows (PIN 9864988200)

**7. Amend Historic District Design Standards**

- A. Amend standards for Historic vs. Non-Historic, Masonry, Windows, Sustainability and Energy Retrofit, Utilities, Site Features and Plantings, Fences and Walls, Walkways Driveways and Off-Street Parking, and Art
- B. Amend Ordinary Maintenance and Repair and Minor Works
- C. Amend Compatibility Matrix
- D. Amend Definitions

**8. Elect officers**

**9. Adopt 2024 regular meeting schedule**

**10. General updates**

**11. 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. Nov. 1, 2023

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



Present: Chair Will Senner, Vice Chair Mathew Palmer, and members Elizabeth Dicker, G. Miller, Hannah Peele and Sara Riek

Absent: Member Bruce Spencer

Staff: Planner Joseph Hoffheimer and Town Attorney Bob Hornik

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

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

### 2. Commission's mission statement

Senner read the statement.

### 3. Agenda changes

There were no changes to the agenda.

### 4. Minutes review and approval

Minutes from regular meeting on Oct. 4, 2023.

Motion: Member Sara Riek moved to eliminate the redundant language in the three motions on Item 5, Page 2, of the minutes from the regular meeting on Oct. 4, 2023. Member Hannah Peele seconded.

Vote: 6-0.

Miller moved, Riek seconded to approve with modifications

Motion: Member G. Miller moved approval of the Oct. 4, 2023, minutes with the modification. Member Mathew Palmer seconded.

Vote: 6-0.

### 5. Written decisions review and approval

Written decisions from regular meeting on Oct. 4, 2023.

Planner Joseph Hoffheimer said there was a minor correction to be made to the paragraph numbering in the written decisions. This item was discussed before Item 4.

Motion: Miller moved to modify the written decisions from the regular meeting on Oct. 4, 2023, by renumbering Paragraph 4 as Paragraph 3; and renumbering Paragraph 5 as Paragraph 4. Member Elizabeth Dicker seconded.

Vote: 6-0.

Motion: Miller moved approval of the written decisions from the regular meeting on Oct. 4, 2023, with the modification. Dicker seconded.

Vote: 6-0.

## 6. New business

### A. Certificate of Appropriateness Application: 418 W. King St.

Applicant is requesting approval for a 24 feet x 26 feet detached garage at the rear of the property (PIN 9864763236)

Senner opened the public hearing and asked for conflicts of interest or bias among the commissioners. Peele disclosed that she is a neighbor of the applicant.

Motion: Miller moved to recuse Peele from consideration of the 418 W. King St. application. Dicker seconded.

Vote: 5-0.

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

Hoffheimer was sworn in. David Cates, speaking on behalf of the applicants, was sworn in.

Hoffheimer presented the staff report and noted the inventory information, application materials, and applicable design standards would be entered into the record as evidence. He provided the staff comments: Alley garages are uncommon in the Historic District, but staff find the location of the garage to be in keeping with the traditional relationship between garages and houses in the district. Because the existing shed is likely nonconforming, demolition or removal of the shed would be considered ordinary maintenance and would not need to be reviewed. The fence is not historic, and its removal would be approvable as a minor work.

Senner asked if Cates would like to add any comments before discussion of the application. Cates said he had nothing to add.

Senner asked whether all trees will remain in place. Cates said that when the application was initially submitted the plan was to leave all trees in place. However, after discussion with staff, the plan was modified to accommodate the setback for the right-of-way of the alley. The adjusted plan has the garage sited further away from the alley, which may require the removal of a small tree (below 24 inches in diameter) close to the existing shed. Hoffheimer and Cates confirmed that the plan submitted in the agenda packets is the current, updated plan.

There was discussion of the dripline of the larger tree adjacent to the existing shed. Cates said the garage will be built on a slab, so there will be no digging of a foundation. The commissioners reviewed some site images to evaluate the dripline of the tree and determined that the footprint of the new structure will encroach on the dripline by only a couple of feet at most. Cates assented that a tree protection fence can be installed. Senner reminded Cates that a tree protection fence should extend as near to the tree's dripline as possible because it is meant to protect the root system as well as the portion of the tree above ground. Senner noted that some tree protection fences in the district have been set closer to the tree's trunk than is ideal for full root system protection.

There was discussion of the proposed materials. Dicker inquired about the reason for choosing a fiberglass pedestrian door. Cates said the applicant chose fiberglass for ease of maintenance. Cates confirmed that the Hardie board siding will be smooth side out. Cates said that the garage doors will be metal.

Becky Cicale, the applicant, was sworn in. She added that the metal garage door will be painted to match the color of the house.

Senner noted that the site is relatively compact and invited discussion about the massing of the garage compared to the house. He added that he does not find the massing incongruent with the rest of the district. It was mentioned that the mass of the structure is mostly hidden from public view by the slope of the lot and the trees.

Miller read from Design Standard 2 for New Outbuildings and Garages, which says that roofs should be compatible with the primary building. Cates mentioned they attempted to keep the pitch of the roof slight to minimize vertical mass and avoid competition with the main building. Miller referred to a note on the application that stated that because the structure was under 12 feet in height it could be sited closer to the lot line. There was discussion of the zoning and massing reasons for the roofline being a lower pitch compared to the primary structure's roofline. There was discussion of the language in the design standards and the meaning of the term "compatible" in the context of roof pitch. It was acknowledged that the proposed structure is minimally visible from the street and therefore allows for some flexibility regarding compatibility.

Palmer inquired why the roofing material chosen was different from that of the house itself. Cates said the reason was based on the cost differences between metal and asphalt.

There was discussion of the existing shed. Cates did not know its age but shared that it was not site-built. Hoffheimer stated that his research shows that it is not old and there is no record that it received any staff or commission approval.

Cates said that the garage doors face north.

Senner raised the fact that although the house has a King Street address, it is valid for the commission to consider the public visibility of the garage from North Hillsborough Avenue because of the street right-of-way through the alley. He noted that it is logical that this public view doesn't warrant the same weight as the character-defining view of the house from King Street, but that the structure's siting at the rear of the lot does not fully occlude it from public view. The commissioners clarified that the lot is not a corner lot but is situated two lots west of North Hillsborough Avenue.

Palmer mentioned finding nothing inappropriate about the application and noted that the proposed structure appears to be a larger, nicer version of the existing shed.

There was discussion of the location of the lighting on the structure. Cates confirmed that one light fixture would be placed directly over each of the center of the garage doors and the pedestrian door.

Palmer pointed out that the house has had additions over the years and that the pitch of the main house is a shallower pitch than that of the subsequently added ell in the rear. Cates added that the porch also has a very slight pitch.

Senner summarized the discussion by stating that the commissioners were in agreement that nothing in the application is incongruent with the Historic District.

Senner closed the public hearing.

Motion: Riek moved to find as fact that the 418 W. King St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: New Construction of Outbuildings and Garages. Dicker seconded.

Vote: 5-0.

Motion: Dicker moved to approve the application with conditions. Palmer seconded.

Vote: 5-0.

Conditions: Installation of a tree protection fence around the existing tree being saved, 10-15 feet from the trunk, or as large a distance from the trunk as can be accommodated.

Senner reminded the applicants that all changes, no matter how small, should be discussed with staff.

B. Certificate of Appropriateness Application: 319 N. Churton St.

Applicant is requesting approval for moveable LED spotlights in front of the Burwell School (PIN 9874072965)

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

Senner swore in the applicants: Mayor Pro Tem Matt Hughes, speaking in his role as chair of the Historic Hillsborough Commission; and Steve Peck, former chair of the Historic Hillsborough Commission. Stan Morris, a member of the public in attendance to speak in support of the application, was also sworn in.

Hoffheimer introduced the staff report. He stated that the inventory information would be entered into the record. He said that spotlights that up-light a character-defining feature on a historic structure are considered a major change and are not approvable at the staff level. There is no record of this type of lighting having been approved by the commission in the past. The lights in the example photo of the 401 N. Churton St. condo building are permanent light fixtures that the commission and/or staff found to be appropriate for the district. Hoffheimer mentioned that the commissioners had had some questions about the spotlights at Town Hall that were referenced in the application. He shared photos of the spotlights, which illuminate the sign on East Orange St. and the flagpole but do not appear to be in use. Staff were not aware of them, and there appears to be no record of staff or commission approval for those lights. It is possible that they have been in place for over 18 years. They do not illuminate the Town Hall structure itself. Other lights at Town Hall used for security purposes are not spotlights or up-lighting.

Hoffheimer added that the commission would have to determine whether moveable light fixtures that operate all night are effectively permanent. He also noted that staff have allowed the moveable fixtures for special events under the conditions that the fixtures are temporary and only used for those events. He added that the commission would need to evaluate the lights solely on appropriateness for the district because the commission does not regulate nuisances or light pollution. The commission typically does not make decisions based on safety and security unless warranted by external requirements related to a substantial change. The purchase of a product prior to approval does not have any impact on the commission's final decision.

Senner asked Hughes if there was anything he would like to note about the application before the commissioners discussed. Hughes stated that there is a desire amongst the applicant group to illuminate the house beyond special events. Further, they would like to provide illumination of the large, uneven yard is during nighttime events and meetings.

There was discussion of whether and how illuminating the house will provide safety to people walking in the yard. Peck stated that the lights are small and easily moveable, so they can be turned out toward the yard to illuminate the walkway. They can also be physically relocated into the yard to broaden their effect.

Peck mentioned that the house is very dark at night and that its existing porch light does not provide much illumination. There is currently no illumination to provide security for the valuables in the house during the evening when no one is present. He added that providing this illumination also shows off the character of the house to the public at night.

Hughes and Peck acknowledged that there have been no break-ins during their tenure that they know of that would lead to a need for security lighting. Commissioners wondered whether there might be other ways of providing security for the house besides lighting, and if a different type of lighting might be more effective in providing safety for people walking in the yard. Peck confirmed that there is an interior security system in place.

Dicker asked for clarification that the applicants want to use the lights to both illuminate the ground and the building for different situations. Peck assented that they are asking for approval to use the lights in both ways.

There was discussion of whether the material of the proposed light fixtures is compatible with the historic character of the building. Peck acknowledged that the Historic Hillsborough Commission did not consider the congruity of the materials with the historic character of the building, and he said that the organization had mainly focused on what it viewed as safety, security, and beauty provided by the illumination. Peele asked about the visibility and placement of the fixtures. Peck said they are placed within the vegetation at the front of the house, and that they would likely be visible in the daylight. Peele mentioned that she would feel more concerned about the congruity of fixtures that are more prominently visible.

The commissioners mentioned examples of lighting within the district that shines down to illuminate walkways, such as footlights and human-scale post lights.

There was no fixture dimension listed in the product information, only packaging dimensions.

Dicker inquired about the coach lights on the neighboring condos. Hoffheimer noted that those lights are entry lights that were approved by the commission as part of the approval of the condo building. Additional fixtures were approved as a minor work because they were found to be compatible with the district and the visual effect is just to light the entryway, not to illuminate the architectural features of a historic building.

Hoffheimer added that illuminating the porch from sunset to sunrise has not been done for any other historic institutional structures in the district. He mentioned that however this application was ruled upon could have an impact on up-lighting of other public buildings.

Palmer remarked that the application is attempting to achieve dual goals of illuminating a building and illuminating walkways, and he reminded the applicant that one of the objectives of the commission is to be consistent, leading the commissioners to think through the future implications of the decision on the rest of the Historic District.

There was discussion of the applicants' use of the fixtures for special events. Hoffheimer noted that temporary use of lights for special events is typically handled as ordinary maintenance. There were no objections from the commission regarding temporary use for special events.

Morris, who lives next door to the property, spoke in support of the application. He said that the property is very dark and that it would be nice to have lighting. He mentioned that neighboring porches have lights lit at night and that illuminating the Burwell school would have safety implications not just for people visiting the site, but for the entire community and neighborhood.

Hoffheimer mentioned that there are many ways of lighting the property that could be approved as a minor work. He reminded the commission that the application up for consideration is about the up lighting of the building.

Senner agreed that there are many examples of lighting of porches and fronts of properties that is congruent with the district, such as footlights and down lights. He explained that the commission was struggling reconciling the proposed up-lighting approach with other applications more congruent with the district.

Palmer said that this application was a good start in thinking through the lighting of the site. Senner added that there is likely a thoughtful way to provide permanent lighting that meets the goals of the Historic Hillsborough Commission and is congruent with the district. Palmer added that the commission would be hesitant to set a precedent by approving the application.

Senner remarked that the Burwell School is a treasured architectural landmark, and that there is a degree of care and sensitivity that warrants that the commission consider those properties in a particularly sensitive way.

Senner summarized the conversation: The commission is fully supportive of opportunities for lighting the property, but there is concern that these fixtures and their application are incongruent with the character of the district, particularly for a property as significant as the Burwell School.

Senner closed the public hearing.

**Motion:** Miller moved to find as fact that the 319 N. Churton St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Exterior Lighting. **There was no second.**

Miller confirmed that his motion was made for discussion purposes, following procedures discussed at the Oct. 26 special meeting. There was discussion of the procedures for finding an application incongruent with the standards.

Riek clarified for the applicant that the commission finds the proposed lighting to be incongruous with the district, but that they welcome proposals for lighting the site that are more congruous.

The commission asked the applicants if they would like to table the application with an intent to bring a new plan for permanent lighting, or if they would prefer to submit a new application if a new lighting plan is designed in the future. Hughes said they would prefer a binary vote on the application. Hoffheimer



mentioned that a clear yes or no answer will provide clearer direction if similar applications come in in the future. He also mentioned that if a subsequent application were submitted by the Hillsborough Historic Commission, it is possible that it would be considered a minor work and would not need commission approval.

Town Attorney Bob Hornik confirmed with the commission that based on the discussion, using the lights for special events would be appropriate.

**Motion:** Senner moved to find as fact that the 319 N. Churton St. application is not in keeping with the overall character of the Historic District and does not comply 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 inconsistent with the Historic District Design Standards: Exterior Lighting, in particular because of their permanent nature and the up-lighting of the building, and because of the material of the lights. But the Historic District Commission would love to see an alternate approach to site lighting in the future, that could potentially be approved by staff as minor works. Dicker seconded.

**Vote:** 6-0. Abstained: Miller.

There was discussion about the procedural process of allowing time for discussion between a motion and second, and then a vote.

**Motion:** Miller moved to find as fact that the 319 N. Churton St. application is not in keeping with the overall character of the Historic District and does not comply 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 inconsistent with the Historic District Design Standards: Exterior Lighting, in particular because of their permanent nature and the up-lighting of the building, and because of the material of the lights. But the Historic District Commission would love to see an alternate approach to site lighting in the future, that could potentially be approved by staff as minor works. Dicker seconded.

**Motion:** Miller moved to reconsider the finding of fact. Senner seconded.

**Vote:** 6-0.

**Motion:** Miller moved to find as fact that the 319 N. Churton St. application is not in keeping with the overall character of the Historic District and does not comply 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 inconsistent with the Historic District Design Standards: Exterior Lighting, in particular because of their permanent nature and the up-lighting of the building, and because of the material of the lights. Dicker seconded.

In response to the previous motion, Hoffheimer clarified that if the Burwell School were to bring an application for minor works such as footlights, it would be looked at solely based on that application; what was discussed at this meeting or as part of a motion would not be considered as part of that process.

There was additional discussion about procedural process.

**Vote:** 6-0.

Motion: Dicker moved to deny the application as submitted. Senner seconded.

Vote: 6-0.

**7. General updates**

Subcommittee updates will be moved to next month.

Re-election of officers was not included in the agenda and can be moved to next month.

Next month's meeting is not on a Wednesday but on the Thursday of the following week because of a staff conflict.

The design standards modifications coming out of the subcommittee will be presented next month. The draft will be sent out further in advance than usual. The hope would be for approval or approval with conditions, and staff would make any changes prior to late December. The modifications would go through the Planning Board before going to the joint public hearing in February.

There was discussion and clarification of the procedural processes discussed at the Oct. 26 special meeting.

A member of the public asked for advice about a renovation process in the district and a potential application to remove a structure. Senner mentioned that the commission cannot legally comment on an application in this forum, but he recommended discussing the specifics with staff.

**8. Adjournment**

Senner adjourned the meeting at 7:57 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  
) 418 West King Street  
)

This application for a Certificate of Appropriateness (“COA”) proposing a detached garage at the rear of the property (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on November 1, 2023. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 6-0 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 418 W. King Street in the Town of Hillsborough. The Owners and Applicants are Michael Cicale and Becky Cicale (the “Applicants”).

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

a. Construct a 24’ by 26’ detached garage at the rear of the property;

The existing rear shed will be removed; No major trees will be removed;

Portions of the existing fence will be removed only as necessary to construct

the garage; Two lights over each garage door and one over the pedestrian door are proposed; The siding will be Hardieboard painted to match the existing house; The garage doors will be steel carriage style doors as shown on the elevations; The garage doors and pedestrian door will be painted white to match the existing house doors; The proposed windows are double hung Marvin Fiberglass six over six (to match existing house windows closest to the garage) SDL painted white to match the existing house; The roof shingles will be Landmark in weathered wood; The pedestrian door will be ThermaTru 6 panel fiberglass S210 smooth star and will not be visible from the street (painted white); All trim will be Miratec and will be painted white.

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

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

- a. The massing is mostly hidden from public view by the slope of the lot and the trees, and the massing is not incongruous with the rest of the District.
- b. The small tree to the south of the proposed garage, small section of fencing, and noncontributing shed are all minor and can be removed.

c. The materials are consistent with the Design Standards.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission. This witness presented the written staff report. He said that alley garages are uncommon in the Historic District, but staff find the location of the garage to be in keeping with the traditional relationship between garages and houses in the district. Because the existing shed is likely nonconforming, demolition or removal of the shed would be considered ordinary maintenance and would not need to be reviewed. The fence is not historic, and its removal would be approvable as a minor work.
- b. David Cates, Presenter for the Applicants. This witness presented the application and responded to questions from the commissioners. He confirmed that a small tree (below 24 inches in diameter) may need to be removed. He confirmed that the garage will be built on a slab, so there will be no digging of a foundation. He assented that a tree protection fence can be installed.
- c. Becky Cicale, Applicant. This witness said that the metal garage door will be painted to match the color of the house.

### **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. A tree protection fence shall be installed around the existing tree being saved, 10-15 feet from the trunk, or as large a distance from the trunk as can be accommodated.

This the 7th day of December, 2023.

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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  
) 319 South Churton Street  
)

This application for a Certificate of Appropriateness (“COA”) proposing moveable LED spotlights in front of the Burwell School (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on November 1, 2023. The HDC held a quasi-judicial hearing and, based on the competent, material, and substantial evidence presented at the hearing, voted 6-0 to deny 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 319 N. Churton Street in the Town of Hillsborough. The Owner and Applicant is the Historic Hillsborough Commission (the “Applicant”).

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

- a. Install moveable spotlights in front of the Burwell School; the lights have been used for special events; the brightness can be adjusted; the lights are

mounted close to the ground; the lights would up-light the front porch of the building; the lights would operate on a timer from dark until dawn.

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

- a. The lights would up-light the front of the building in a way inconsistent with the overall character of the Historic District.
- b. Footlights, coach lights, and other downward-facing light fixtures are more appropriate for security lighting in the District, and approval of up-lighting would set a precedent for other up-lighting around the District.
- c. The lighting is effectively permanent if it operates every night, and the material of the lights is inconsistent with the design standards.
- d. Continued temporary use of the lights during special events is different from nightly up-lighting of the building.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission. This witness presented the written staff report. He said that spotlights that up-light a character-defining feature on a historic structure are considered a major change and are not approvable at the staff level. He said there is no record of this type of lighting having been approved by the commission in the past. Hoffheimer added that the commission would have to determine whether moveable light fixtures that operate all night are effectively permanent. He also noted that staff have allowed the moveable fixtures for special events under the conditions that the fixtures are temporary and only used for those events. Hoffheimer mentioned that a clear yes or no vote will provide clearer direction if similar applications come in in the future. He also mentioned that if a subsequent application for a different type of lighting were submitted by the Hillsborough Historic



- Commission, it is possible that it would be considered a minor work and would not need commission approval.
- b. Matt Hughes, Chair of the Historic Hillsborough Commission. This witness stated that there is a desire amongst the applicant group to illuminate the house beyond special events. Further, he stated that they would like to provide illumination of the large, uneven yard during nighttime events and meetings. Hughes said he would prefer a binary vote on the application.
  - c. Steve Peck, Former Chair of the Historic Hillsborough Commission. This witness stated that the lights are small and easily moveable, so they can be turned out toward the yard to illuminate the walkway. They can also be physically relocated into the yard to broaden their effect. Peck said that the Historic Hillsborough Commission is asking for approval to use the lights to both illuminate the ground and the building for different situations. Peck acknowledged that the Historic Hillsborough Commission did not consider the congruity of the materials with the historic character of the building, and he said that the organization had mainly focused on what it viewed as safety, security, and beauty provided by the illumination.

### **CONCLUSIONS OF LAW**

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

1. The Application is incongruous with the special character of the Hillsborough Historic District. Therefore, the COA is hereby denied.

This the 7th day of December, 2023.

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

## **APPEALS**

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

**ITEM #6. A:****Address:** 203 St. Mary's Road**Year Built:** c. 1910, 1993**Historic Inventory Information (2013)**

Sited on a triangular lot with St. Mary's Road to the east, South Cameron Street to the west, and North Tryon Street to the north, this one-and-a-half-story, side-gabled house was built as the rectory for St. Matthew's Episcopal Church. The house, which faces south, is three bays wide and double-pile with a wide, shed-roofed dormer on the façade. The house has plain weatherboards, two-over-two wood-sash windows, and an interior brick chimney. The six-panel door, centered on the façade, has three-light-over-two-panel sidelights and a three-part transom. It is sheltered by a full-width, shed-roofed porch supported by Tuscan columns. The porch was enlarged to wrap around the right (east) elevation, where it was enclosed with windows in 1993 [HDC]. There is a single window in each side gable and a small, shed-roofed dormer on the rear elevation. Two one-story, gabled ells project from the rear with a narrow, shed-roofed section between them. A brick retaining wall extends along North Cameron Street and St. Mary's Road and an original early twentieth-century picket fence with spear top motif surrounds rear of house. This lot was owned by numerous individuals from the late 18th century to 1869, when it was acquired by St. Matthews, located directly opposite on St. Mary's Road. Since rectors have lived on this site since 1869, there must have been an earlier rectory here. Bellinger dates the current structure to 1910.

**Contributing Structure?** Yes**Proposed work**

- Repair and replace the front porch in kind

**Application materials**

- COA application
- Introduction
- Photos of failing curtain wall, failing pier, incorrect repair of porch flooring, and failing front steps
- Project narrative
- Site plan

**Applicable Design Standards**

- Masonry: 1, 2, 3, 6, 7
- Wood: 1, 2, 3, 4, 5, 6, 7, 9
- Architectural Metals: 1, 2, 3, 5, 7, 8
- Paint and Exterior Color: 1, 2
- Exterior Walls: 1, 2, 3, 4, 5
- Porches, Entrances, and Balconies: 1, 2, 3, 4, 5

**Staff Comments**

- Everything aside from the restoration of the flooring to its original direction is an in-kind replacement.
- Full replacement of a historic porch exceeds the threshold for ordinary maintenance or minor works.
- The subject section of the porch is likely original to the building and not the 1993 extension (although the materials may be newer).
- Restoration of columns and railings is a minor work, but replacement requires HDC approval. Staff recommends a condition that accommodates their replacement if they cannot be restored.
- The red details on the site plan are from a past landscaping minor work that is not part of this proposal.

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

COA Fee: \$1 per \$1,000 of total construction costs, or a minimum of \$10, payable when the application is submitted  
 Minor Works COA fee: \$10 flat fee payable when the application is submitted  
 After-the-Fact Application Fee: \$100 fee in addition to the required COA fee or COA fees will be doubled (whichever is higher)  
 Additional permit fees: Additional fees may be required for a Zoning Compliance Permit and Orange County Building Permit.

<u>9874167661</u> Orange County Parcel ID Number	<u>R-20</u> Zoning District	<u>203 St Mary's Road</u> Address of Project
<u>St Matthews Episcopal Church Rectory</u>		
<u>Applicant Name</u> <u>P.O. Box 628</u>	<u>Property Owner (if different than applicant)</u>	
<u>Applicant's Mailing Address</u> <u>HILLSBOROUGH, NC 27278</u>	<u>Property Owner's Mailing Address</u>	
<u>City, State, Zip</u> <u>(919) 730-6837</u>	<u>City, State, Zip</u>	
<u>Applicant's Phone Number</u> <u>jehopperconstruction.com</u>	<u>Property Owner's Phone Number</u>	
<u>Applicant's Email</u>	<u>Property Owner's Email</u>	

Description of Proposed Work: Front porch repair

Estimated Cost of Construction: \$ 40,000.00

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

### Applicant and Owner Acknowledgment and Certification

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

<u>Jeff Hopper</u> <u>11-16-23</u> Applicant's Signature (Optional) Date	<u>Jeff Hopper, MEMBER</u> <u>11-16-23</u> 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. The Historic District Commission will not accept incomplete applications. Planning staff will determine when all submittal requirements have been met. Only the first FOUR major COA applications submitted by the required deadline will be heard on any HDC agenda if deemed complete by staff. Minor COAs are added based on available agenda space at the discretion of planning staff.

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

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

**STAFF USE ONLY:**

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

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

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

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

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

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

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

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

N/A                       Yes

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

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

N/A                       Yes

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

**Historic Architectural Inventory Information:**

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

Description of property:

Applicable Design Guidelines:

Other reviews needed?

Hillsborough Zoning Compliance Permit

Orange County Building Permit

Other: \_\_\_\_\_

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

Approved

Referred to HDC

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

**Certificate of Appropriateness Decision:**

Approved

Denied

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

Conditions or Modifications (if applicable):

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

\_\_\_\_\_  
Date

### Introduction

The proposed project is for the repair of the front porch of St Matthews Episcopal Church rectory. The subject property is sited on a triangular lot with St. Mary's Road to the east, South Cameron Street to the west, and North Tryon Street to the north, this one-and-a-half-story, side-gabled house was built as the rectory for St. Matthew's Episcopal Church. The house, which faces south, is three bays wide and double-pile with a wide, shed-roofed dormer on the façade. The house has plain weatherboards, two-over-two wood-sash windows, and an interior brick chimney. The six-panel door, centered on the façade, has three-light-over-two-panel sidelights and a three-part transom. It is sheltered by a full-width, shed-roofed porch supported by Tuscan columns. The porch was enlarged to wrap around the right (east) elevation, where it was been enclosed with windows in 1993. There is a single window in each side gable and a small, shed-roofed dormer on the rear elevation. Two one-story, gabled ells form the rear with a narrow, shed-roofed section between them. A brick retaining wall extends along North Cameron Street and St. Mary's Road and an original early twentieth-century picket fence with spear top motif surrounds rear of house. This lot was owned by numerous individuals from the late 18th century to 1869, when it was acquired by St. Matthews, located directly opposite on St. Mary's Road. Since rectors have lived on this site since 1869, there must have been an earlier rectory here. Bellinger dates the current structure to 1910. Please see existing conditions pictures below:



Photo showing failing curtain wall



Photo showing failing curtain wall



Photo showing failing curtain wall





Photo showing failing curtain wall



Photo showing failing curtain wall and failing pier



Photo showing incorrect repair of porch flooring



Photo showing failing front steps

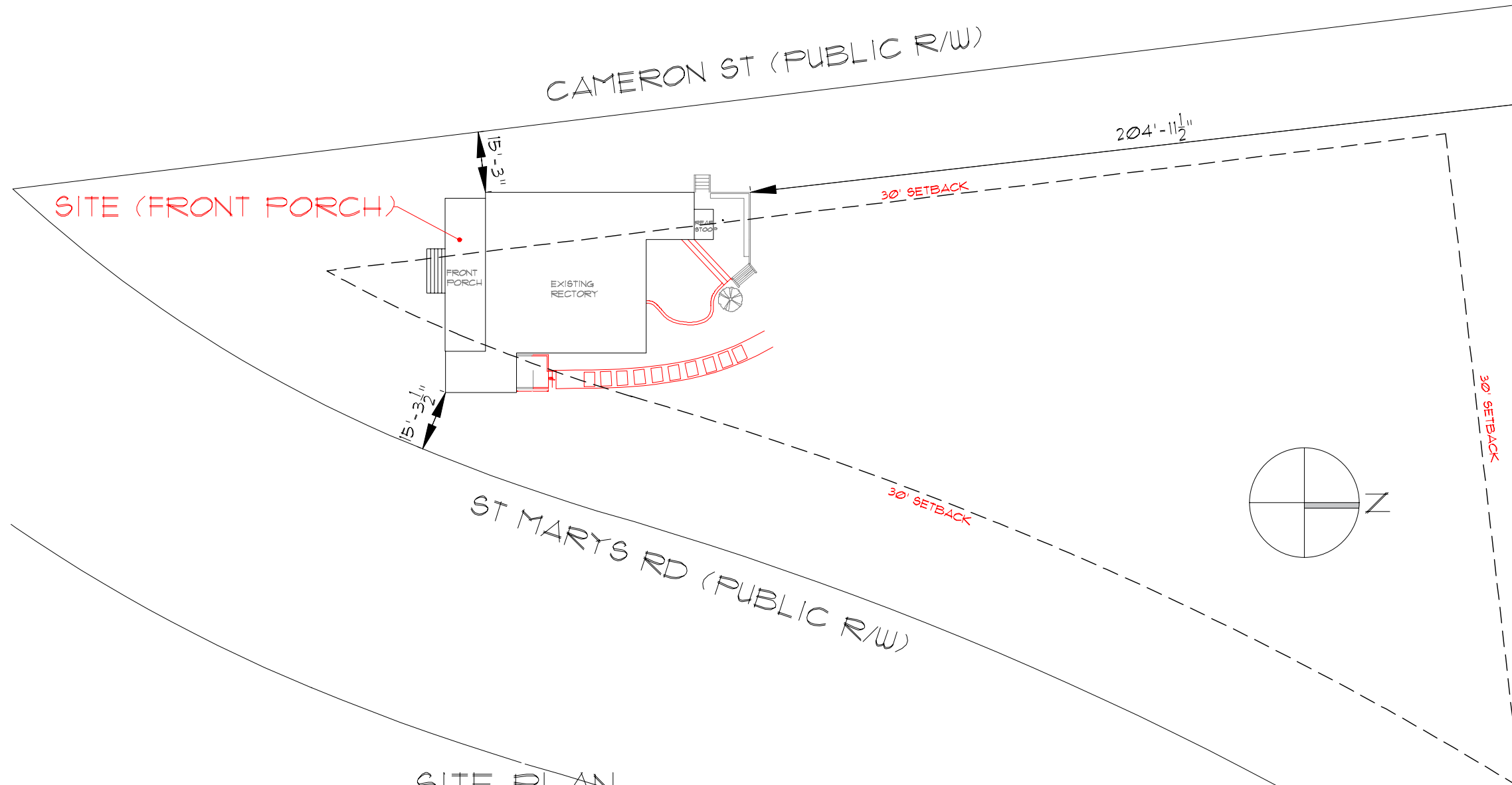


Photo showing failing curtain wall

Project

As stated above the proposed project is to repair/replace the porch in kind. The porch floor will be replaced with wood to match the original direction (the section closest to the front door). The pier and curtain wall will be replaced with brick to match. The brick steps will be replaced with brick steps to match. The wood columns will be reused if possible if they have to be replaced, they will be replaced with matching wood columns. The porch railings and balustrades will be replaced (if necessary) with wood to match. Lastly the metal stair railings will be retained. All colors will be matched to the existing colors. No new landscaping, lighting or hardscape is proposed at this time.

Item	Proposed Material(s)	Color
Foundation	Brick to match	Match existing
Trim	Wood to match	Match existing
Porch floor	Wood to match	Match existing
Porch Columns	Wood to match (if necessary)	Match existing
Porch steps	Brick to match	Match existing
Porch railings/balustrades	Wood to match (if necessary)	Match existing
Stair railings/balustrades	Metal to match	Match existing



SITE PLAN

ST MATTHEWS EPISCOPAL CHURCH RECTORY

SCALE:  $\frac{1}{16}$ " = 1'-0"

OWNER: ST MATTHEWS EPISCOPAL CHURCH  
 PIN: 9874167661  
 ZONING: R-20



**November 21, 2023**

**NOTICE OF HISTORIC DISTRICT COMMISSION MEETING**

Dear Property Owner,

The Rules of Procedure of the Town of Hillsborough Historic District Commission require that all property owners within 100 feet of any proposed exterior alteration, addition, major landscaping, or signs be notified before a Certificate of Appropriateness is granted.

The Historic District Commission (HDC) is concerned primarily with preserving the historic character and appearance of the Historic District and reviews only the appropriateness of the proposed project. The Commission does not mediate any type of dispute between neighbors. Issues such as Unified Development Ordinance or Town Code requirements are not considered during deliberations. Questions or concerns about ordinance compliance should be asked of the Planning Department before the Commission meets.

Applicant/Property Owner: Jeff Hopper/St. Matthews Episcopal Church

Property Address: 203 St. Mary's Rd. (PIN: 9874167661)

Proposal: Applicant is requesting approval to repair and replace the front porch in kind.

This proposal will be discussed at the HDC meeting to be held on **Thursday, December 7, 2023, at 6:30 pm** in the **Town Barn Human Resources Training Room at 101 East Orange Street**. Please enter the Town Hall/Ruffin Roulhac House parking lot from East Corbin Street. If you wish to have more information about this application, have any comments on the proposal, or if you would like to see the plans, please contact staff as packets are not prepared until a week before the meeting. Packets with more information are available on the town's website a week prior to the meeting.

You may attend this meeting as a member of the general public. If you have factual evidence to present in favor of or in opposition to this proposal, then you may request permission from the Chair to speak at the meeting.

Sincerely,

Joseph Hoffheimer  
Planner  
Town of Hillsborough

101 E. Orange St., Hillsborough, North Carolina  
Joseph.Hoffheimer@hillsboroughnc.gov | 919-296-9472

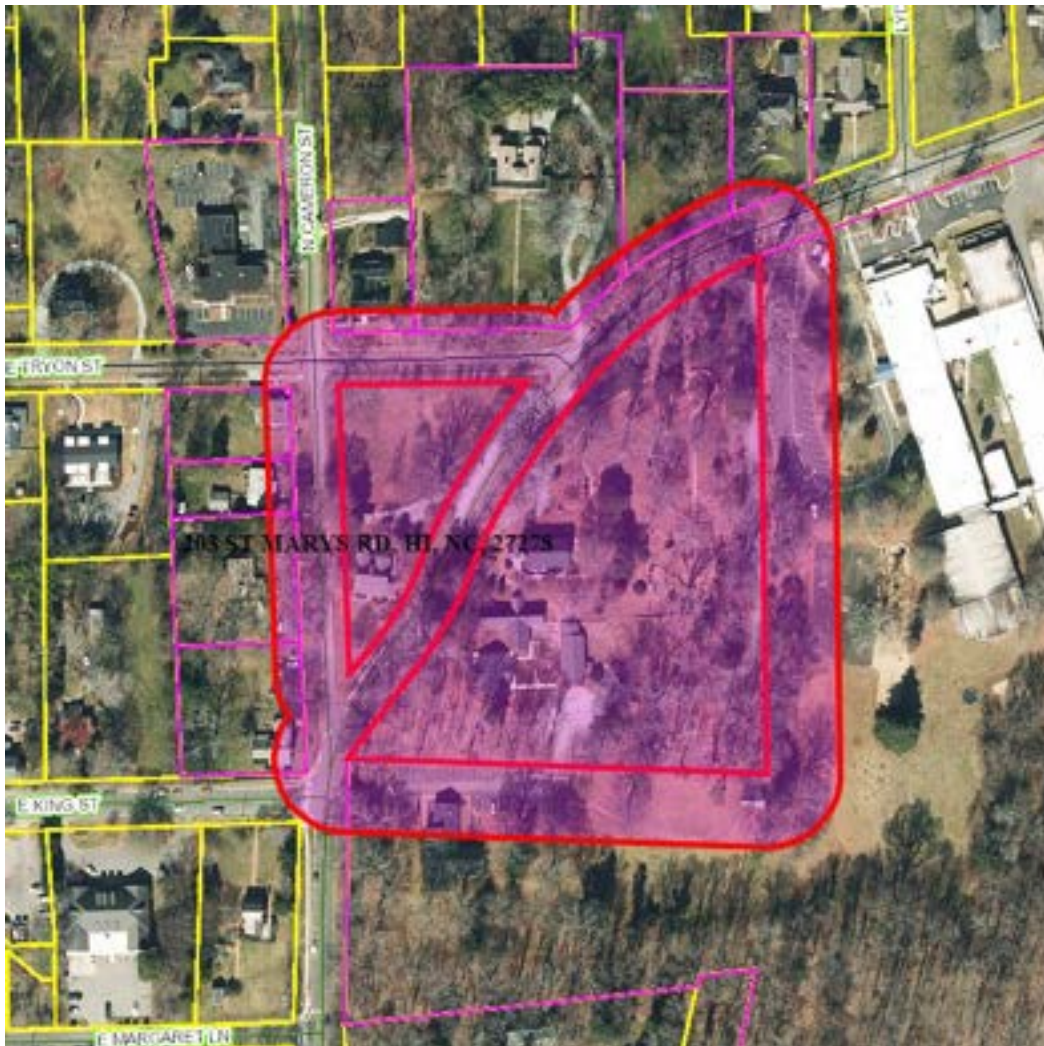


I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9874167661 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

11/21/2023  
Date

Joseph Hoffheimer  
(for Hillsborough Planning Department)

OWNER1_LAST	OWNER1_FIRS	OWNER2_L	OWNER2_FI	ADDRESS1	CITY	STATE	ZIPCODE
HIGHLEY	JONATHAN R	HIGHLEY	LOUISE L	157 E KING ST	Hillsborough	NC	27278
MAHALEY	STEPHEN M	MAHALEY	ALLISON E	109 N CAMERON ST	HILLSBOROUGH	NC	272782501
STRIEGLER	ROBERT P			113 N CAMERON ST	HILLSBOROUGH	NC	27278
GATES	BONNIE M			P O BOX 399	HILLSBOROUGH	NC	27278
ST MATTHEWS				PO BOX 628	HILLSBOROUGH	NC	27278
CMR VENTURES				PO DRAWER 1529	HILLSBOROUGH	NC	27278
GARDNER	STEPHEN D	HEILMAN	CAROLYN J	201 EAST TRYON ST	HILLSBOROUGH	NC	27278
HARRIS	ERYN COOPER	CORRIGAN	XAVIER MOI	209 E TRYON ST	HILLSBOROUGH	NC	27278
ORANGE COUN	EDUCATION			200 EAST KING ST	HILLSBOROUGH	NC	27278
HISTORIC PRESI	OF NORTH CAR			P O BOX 27644	RALEIGH	NC	27611
SANFORD	KELLY J			221 ST MARYS RD	HILLSBOROUGH	NC	27278



**ITEM #6. B:****Address:** 100 S. Churton Street**Year Built:** c. 1920**Historic Inventory Information (2013)**

This two-story commercial building has a clipped northeast corner to take advantage of its location at the prominent intersection of South Churton and West King streets. The building is two bays wide and one-bay deep with the same façade treatment given to the east and north elevations. The brick building is laid in a one-to-six common bond and has a flat roof behind a brick parapet with bands of header- and soldier-course bricks. There are thirty-six-light display windows at the first-floor level and grouped six-over-six wood-sash windows at the second-floor level, each with arched transoms composed of four three-light Craftsman-style windows in a segmental-arched brick surrounds. The corner entrance bay features a replacement one-light wood door with one-light sidelights and a wide transom with dentil molding. A three-part arched transom with three-light Craftsman-style windows is located above and slightly in front of the recessed entrance and has a segmental-arched brick surround. There is decorative mousetooth brickwork at the corners, a soldier course at the cornice and dividing the first and second floors, and double-hung windows with arched transoms and segmental-arched brick surrounds at the basement level of the east elevation, now largely obscured by the sidewalk. A building with a different footprint is shown on Sanborn maps from 1911 and earlier. This building was likely constructed in the early 1920s as it appears on the 1924 Sanborn map.

**Contributing Structure?** Yes**Proposed work**

- Replace the existing side entrance facing W. King Street

**Application materials**

- COA application
- Introduction
- Historical photos
- Project narrative
- Elevation
- Proposed materials

**Applicable Design Standards**

- Storefronts: 7

**Staff Comments**

- The location of the transom window and doors is somewhat unique, and staff did not find many standards that directly apply to upfitting a non-contributing commercial entryway. Commissioners are welcome to apply other standards if needed.
- The location of the transom window and doors appears to have once been part of the building at 103-105 W. King Street but is now part of 100 S. Churton Street, as confirmed by Orange County GIS.
- The location of the door/transom appears to be below the Coca-Cola sign on the leftmost side of the 103-105 W. King Street storefront in the 1968 photo. The white band above the transom window may have been the location of the Coca-Cola sign to the left of "Minnis," but the transom window and doors were added later and are not contributing.
- A pent roof was added to the remaining 103-105 W. King Street storefront around 1985, which made the building noncontributing and further disconnects it from the subject section at 100 S. Churton.





TOWN OF HILLSBOROUGH

Certificate of Appropriateness (COA) & Minor Works Application

Application form fields including: Orange County Parcel ID Number (987-406-4291), Zoning District (CC), Address of Project (100 S Churton St.), Applicant Name (Daniel Brown, Will Perschon), Applicant's Mailing Address (310 Eastwood Rd, Charles Woods Builder LLC), City, State, Zip (Chapel Hill, NC 27514), Applicant's Phone Number (919-454-9203), Applicant's Email (Will@charleswoodsbuilder.com), Property Owner (King and Churton LLC), Property Owner's Mailing Address (8 The Green, Ste. B, Dover, DE 19901), Property Owner's Phone Number ((919) 454-9203), Property Owner's Email (all@theoldnorth.org), Description of Proposed Work (Restoration of King Street entrance).

Estimated Cost of Construction: \$ ~~3000~~ 30,000

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

Applicant and Owner Acknowledgment and Certification

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

Signature and Date fields for Applicant's Signature (Optional) and Property Owner's Signature (Required). Applicant's Date: 18SEP23, Property Owner's Date: 18SEP23.

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

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

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

**STAFF USE ONLY:**

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

Amount: \$ 30.00

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

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

Total due: \$ 30.00

Receipt #: 674XNCNMGX

Received by: Joseph Hoffheimer Date: 11/17/23

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

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

This application meets public space division requirements.

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

**Historic Architectural Inventory Information:**

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

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

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

Other reviews needed?

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

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

Approved                       Referred to HDC

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

**Certificate of Appropriateness Decision:**

Approved                       Denied

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

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

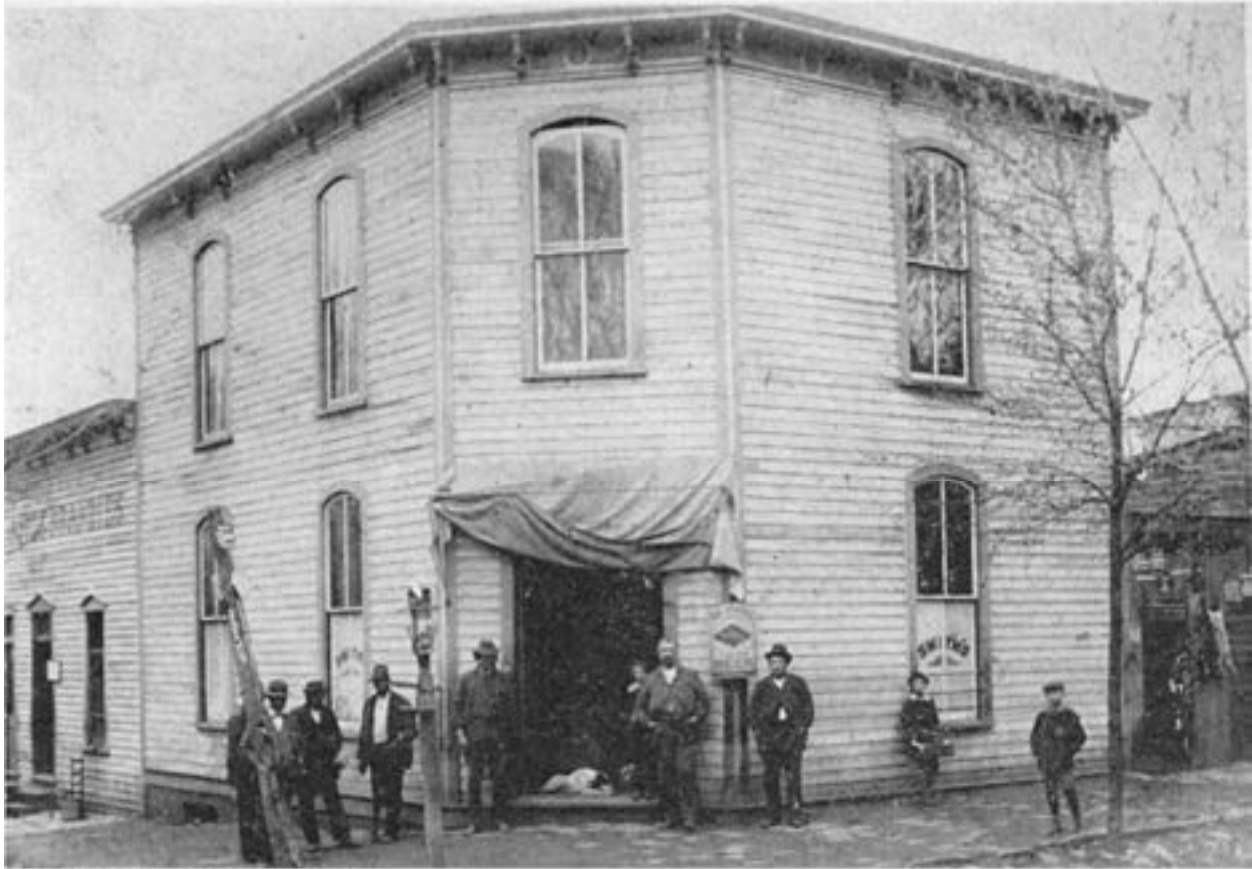
\_\_\_\_\_  
Zoning Officer's Signature

\_\_\_\_\_  
Date

### Introduction

The proposed project is for the replacement of the side entry along West King Street for 100 South Churton Street property (main entrance is at the corner of the building). Following is a description of the existing house from the Town Historic District inventory. This two-story commercial building has a clipped northeast corner to take advantage of its location at the prominent intersection of South Churton and West King streets. The building is two bays wide and one-bay deep with the same façade treatment given to the east and north elevations. The brick building is laid in a one- to-six common bond and has a flat roof behind a brick parapet with bands of header- and soldier-course bricks. There are thirty-six-light display windows at the first-floor level and grouped six-over-six wood-sash windows at the second-floor level, each with arched transoms composed of four three-light Craftsman-style windows in a segmental-arched brick surrounds. The corner entrance bay features a replacement one-light wood door with one-light sidelights and a wide transom with dentil molding. A three-part arched transom with three-light Craftsman-style windows is located above and slightly in front of the recessed entrance and has a segmental-arched brick surround. There is decorative mousetooth brickwork at the corners, a soldier course at the cornice and dividing the first and second floors, and double-hung windows with arched transoms and segmental-arched brick surrounds at the basement level of the east elevation, now largely obscured by the sidewalk. Please see the following pages for photos of the existing conditions as well as some historical photos:





Smith's Bar -1900 - from the History of Orange County

The frame building on the southwest corner of Churton and King pictured above, home of "Smith's Bar" per the History of Orange County, was likely built around 1890; the 1888 Sanborn maps portrays this entire corner as empty, with the text "Ruins of Fire."



1968 (Hillsborough, NC General Development Plan, 1966-1968)

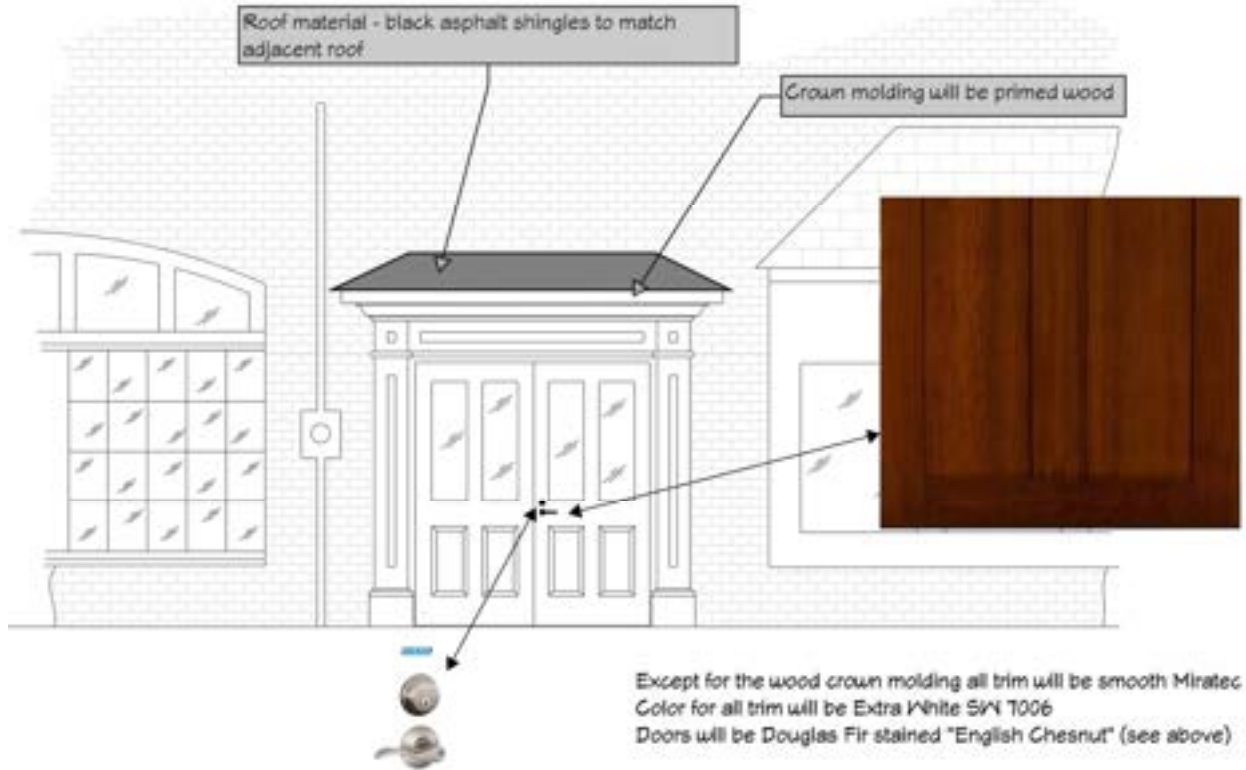




### Project

As stated above and shown below the proposed project is to replace the existing side entrance with a more appropriate entrance. As you can see from the 1968 photo there was no door/transom at this location originally. In many ways it could be considered non-contributing. Proposed is a more sympathetic and congruent wood door style with a short roof overhang (asphalt shingles to match the adjacent roof) as well as applied trim. The crown molding will be primed wood and the remaining trim will be Miratec and all will be painted white. The current doors to be removed are fiberglass. The area where the current transom is will be filled with brick to match existing.

### 100 South Churton Proposed North Entry



Item	Proposed Material(s)	Color
Siding	Brick	Match existing
Foundation	No change	n/a
Crown molding	Wood	Extra white SW 7006
Trim (fascia, door surround)	Miratec	Extra white SW 7006
Roof	Asphalt shingles	Black to match adj. roof
Windows	No change	n/a
Window trim	No change	n/a
Awnings	none proposed	n/a
Doors	Douglas fir	Stained "English Chestnut"
Shutters	None proposed	n/a
Walkways	no change	n/a
Driveways	no change	n/a
Fences	no change	n/a



**November 21, 2023**

**NOTICE OF HISTORIC DISTRICT COMMISSION MEETING**

Dear Property Owner,

The Rules of Procedure of the Town of Hillsborough Historic District Commission require that all property owners within 100 feet of any proposed exterior alteration, addition, major landscaping, or signs be notified before a Certificate of Appropriateness is granted.

The Historic District Commission (HDC) is concerned primarily with preserving the historic character and appearance of the Historic District and reviews only the appropriateness of the proposed project. The Commission does not mediate any type of dispute between neighbors. Issues such as Unified Development Ordinance or Town Code requirements are not considered during deliberations. Questions or concerns about ordinance compliance should be asked of the Planning Department before the Commission meets.

Applicant/Property Owner: Will Perschau (Charles Woods Builders LLC)/King and Churton LLC

Property Address: 100 S. Churton St. (PIN: 9874064291)

Proposal: Applicant is requesting approval to replace the existing side entrance.

This proposal will be discussed at the HDC meeting to be held on **Thursday, December 7, 2023, at 6:30 pm** in the **Town Barn Human Resources Training Room at 101 East Orange Street**. Please enter the Town Hall/Ruffin-Roulhac House parking lot from East Corbin Street. If you wish to have more information about this application, have any comments on the proposal, or if you would like to see the plans, please contact staff as packets are not prepared until a week before the meeting. Packets with more information are available on the town's website a week prior to the meeting.

You may attend this meeting as a member of the general public. If you have factual evidence to present in favor of or in opposition to this proposal, then you may request permission from the Chair to speak at the meeting.

Sincerely,

Joseph Hoffheimer  
Planner  
Town of Hillsborough

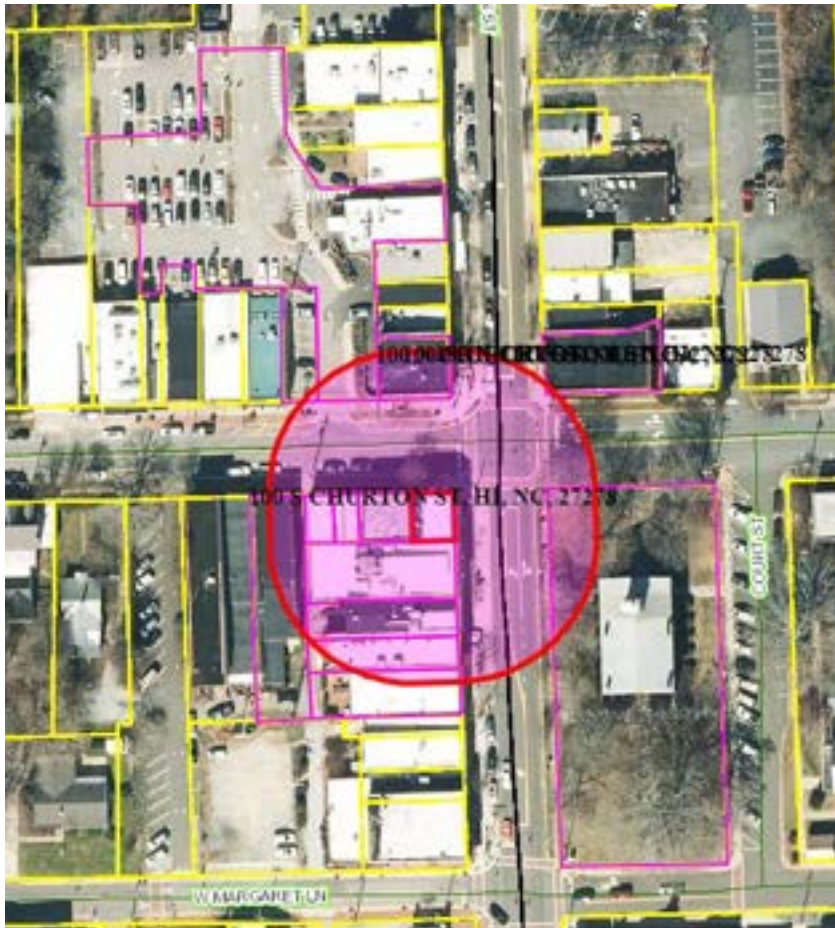
101 E. Orange St., Hillsborough, North Carolina  
Joseph.Hoffheimer@hillsboroughnc.gov | 919-296-9472

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9874064291 (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.

11/21/2023  
Date

Joseph Hoffheimer  
(for Hillsborough Planning Department)

OWNER1_LAST	OWNER1_F	OWNER2	OWNER3	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE
WOODS	WESLEY DA	WOODS	ALICE	115 W KING ST		HILLSBOROUGH	NC	27278
106 CHURTON LLC				106 S CHURTON ST		HILLSBOROUGH	NC	27278
113 NORTH CHURTON				320 EXECUTIVE CT		HILLSBOROUGH	NC	27278
112 114 SOUTH CHURTON				320 EXECUTIVE CT		HILLSBOROUGH	NC	27278
SEELYE	ALICE H			PO BOX 1207		HILLSBOROUGH	NC	27278
VANDY ENTERPRISES L				PO BOX 459		HILLSBOROUGH	NC	272780459
MURPHY	COLLEEN			108 S CHURTON ST		HILLSBOROUGH	NC	27278
106 CHURTON LLC				106 S CHURTON ST	STE 200	HILLSBOROUGH	NC	27278
BALLARD	JOHN DAVI			PO BOX 939		HILLSBOROUGH	NC	27278
BALLARD	JOHN DAVI			PO BOX 939		HILLSBOROUGH	NC	272781559
KING AND CHURTON L				8 THE GREEN	STE B	DOVER	DE	19901
ARMADILLO	ASSOCIATE			PO BOX 1329		CHAPEL HILL	NC	27514
ORANGE	COUNTY			PO BOX 8181		HILLSBOROUGH	NC	27278
TAYLOR HALL LLC				209 S OCCONEECH		HILLSBOROUGH	NC	27278



**ITEM #6. C:**

**Address:** 122 W. Union Street

**Year Built:** c. 1966

**Historic Inventory Information (2013)**

Similar in form to the neighboring house at 118 West Union Street, this one-story, side-gabled Ranch house is four bays wide and double-pile. It has vinyl siding and windows, including vinyl windows flanking a picture window on the left (west) end of the façade. The three-panel door is accessed by an uncovered brick stoop. County tax records date the building to 1966.

**Contributing Structure?** Yes

**Proposed work**

- 21'4" x 14'8" rear master bedroom addition
- 14' x 6' rear deck off the master bedroom to the north
- Relocation of the existing west side door to the new left rear entrance
- Replacement of existing vinyl windows with wood windows
- Replacement of existing west stoop with small 5' x 9'1.5" wood deck stoop
- Small asphalt shingled roof with wood columns over existing stoop

**Application materials**

- COA application
- Introduction
- Photos of existing conditions
- Project narrative and paint samples
- Proposed materials
- Site plan
- Existing and proposed elevations

**Applicable Design Standards**

- Porches, Entrances, and Balconies: 8
- Additions to Residential Buildings: 1-14
- Decks: 1-8

**Staff Comments**

- The HDC has allowed new roof overhangs above existing stoops in the past if they are removable.
- The design standards for windows do not directly address replacement with higher-quality materials, but replacing vinyl with wood would be an automatic staff approval as a minor work.
- Replacement windows are supposed to retain the same muntin configuration, but the standards and minor works do not provide guidance for replacing grilles between glass, which are not permitted in the district. Staff find the proposed wood windows without grids to be an appropriate replacement that is in keeping with the rest of the house.
- The vinyl siding and inoperable vinyl shutters on the existing structure can be retained and do not have to be replaced.

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

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

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

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

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

<u>9864988200</u>	<u>R-20</u>	<u>122 West Union St</u>
Orange County Parcel ID Number	Zoning District	Address of Project
<u>Steve Roberts</u>		
Applicant Name		Property Owner (if different than applicant)
<u>2008 Davis Rd</u>		
Applicant's Mailing Address		Property Owner's Mailing Address
<u>Hillsborough, NC 27278</u>		
City, State, Zip		City, State, Zip
<u>(919) 201-6188</u>		
Applicant's Phone Number		Property Owner's Phone Number
<u>swrlwr@gmail.com</u>		
Applicant's Email		Property Owner's Email

Description of Proposed Work: The project proposed is a 14'8" x 21'4" rear addition w/ (2) decks, porch over existing stoop, remove exist. stoop on west side and replace existing vinyl windows with wood windows.

Estimated Cost of Construction: \$ 40,000.00

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

### Applicant and Owner Acknowledgment and Certification

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

Stephen Roberts 11-10-23  
Applicant's Signature (Optional) Date

Stephen Roberts 11-10-23  
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. The Historic District Commission will not accept incomplete applications. Planning staff will determine when all submittal requirements have been met. Only the first FOUR major COA applications submitted by the required deadline will be heard on any HDC agenda if deemed complete by staff. Minor COAs are added based on available agenda space at the discretion of planning staff.

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

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

**STAFF USE ONLY:**

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

Amount: \$ 40.00

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

Amount: \$ ~~40.00~~

Total due: \$ 40.00

Receipt #: 0251

Received by: Kelsey Caron

Date: 11/13/23

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

N/A  Yes

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

This application meets public space division requirements.

N/A  Yes

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

**Historic Architectural Inventory Information:**

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

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

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

Other reviews needed?

Hillsborough Zoning Compliance Permit

Orange County Building Permit

Other: \_\_\_\_\_

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

Approved  Referred to HDC

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

**Certificate of Appropriateness Decision:**

Approved  Denied

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

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

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

\_\_\_\_\_  
Date

### Introduction

The subject house is located at 122 West Union Street and is similar in form to the neighboring house at 118 West Union Street, this one-story, side-gabled Ranch house is four bays wide and double-pile. It has vinyl siding and windows, including vinyl windows flanking a picture window on the left (west) end of the façade. The three-panel door is accessed by an uncovered brick stoop. County tax records date the building to 1966. Please see existing conditions pictures below:



Front/South (facing W Union St) – proposed replace vinyl windows with wood windows, existing vinyl siding/trim to remain and new wood columned stoop with asphalt shingles, Hardie siding/Miratec trim





Right Side/East– proposed replacing vinyl windows with wood windows, new rear addition with asphalt shingles and brick foundation to match, wood windows, Hardie siding, Miratec trim and wood deck



Left Side/West- existing stoop and door to be removed, proposed rear addition with asphalt shingles and brick foundation to match, wood windows, Hardie siding, Miratec trim and wood decks



Rear/North- proposed rear addition with asphalt shingles and brick foundation to match, wood windows, fiberglass patio door, Hardie siding, Miratec trim and wood decks

Project

The project is mainly an asphalt shingled (to match) addition to the rear of the existing house with a 21'-4" by 14'-8" master bedroom with a 14' by 6' rear deck off the master bedroom to the north. The addition will have a brick foundation to match the existing house. The existing west side door will be relocated to the new left rear entrance. A fiberglass clad door is proposed on the north side of the proposed master bedroom. The existing vinyl windows are proposed to be replaced with wood windows and the windows of the addition are proposed to be wood as well. It's important to note that four of the vinyl windows on the front have grids between the glass but all the windows on the other three sides have no grids, therefore, all the replacement windows are proposed without grids so they will all match. Additionally, the existing west stoop will be removed and replaced with a small 5' by 9'-1.5" wood deck stoop at the left rear. Lastly a small asphalt shingled (to match) roof with wood columns is proposed over the existing stoop.

Landscaping

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

Lighting

No new lighting is proposed

Paint samples

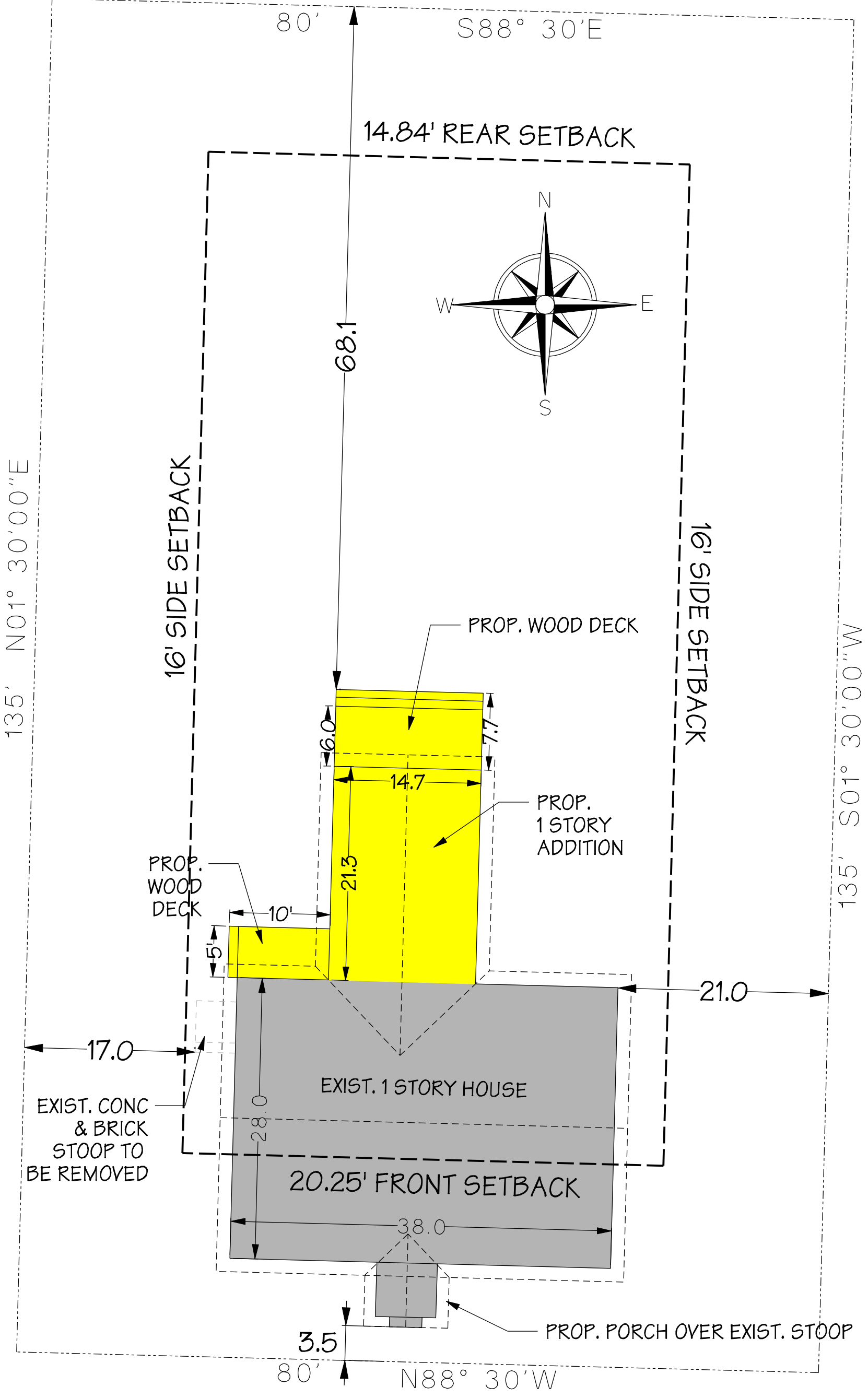


Shingle sample (GAF Timberline NS "charcoal")



Material matrix

Item	Proposed material(s)	Color
siding	New=Hardie siding, (vinyl exist. to remain)	SW Colonnade Gray
trim	New=Miratec (vinyl existing to remain)	SW Pure White
fascia	New=Miratec (vinyl existing to remain)	SW Pure White
roof (existing & prop.)	asphalt shingles (asphalt existing)	GAF Timberline NS "charcoal"
foundation materials	Brick existing, new=brick	To match existing
windows	Wood (exist. vinyl-->wood, new=wood)	SW Pure White
shutters	None proposed	Prop. Urbane Bronze for existing
awnings	None proposed	N/A
front door	No change	Prop. SW Underseas for existing
french doors (rear)	Fiberglass clad wood	SW Underseas
front porch flooring	No change	N/A
deck flooring	Wood	natural
handrails/pickets	N/A	N/A
columns	Wood	SW Pure White
patios	None proposed	N/A
front steps	No change	N/A
walkways	No change	N/A
driveways	No change	N/A
fences	N/A	N/A

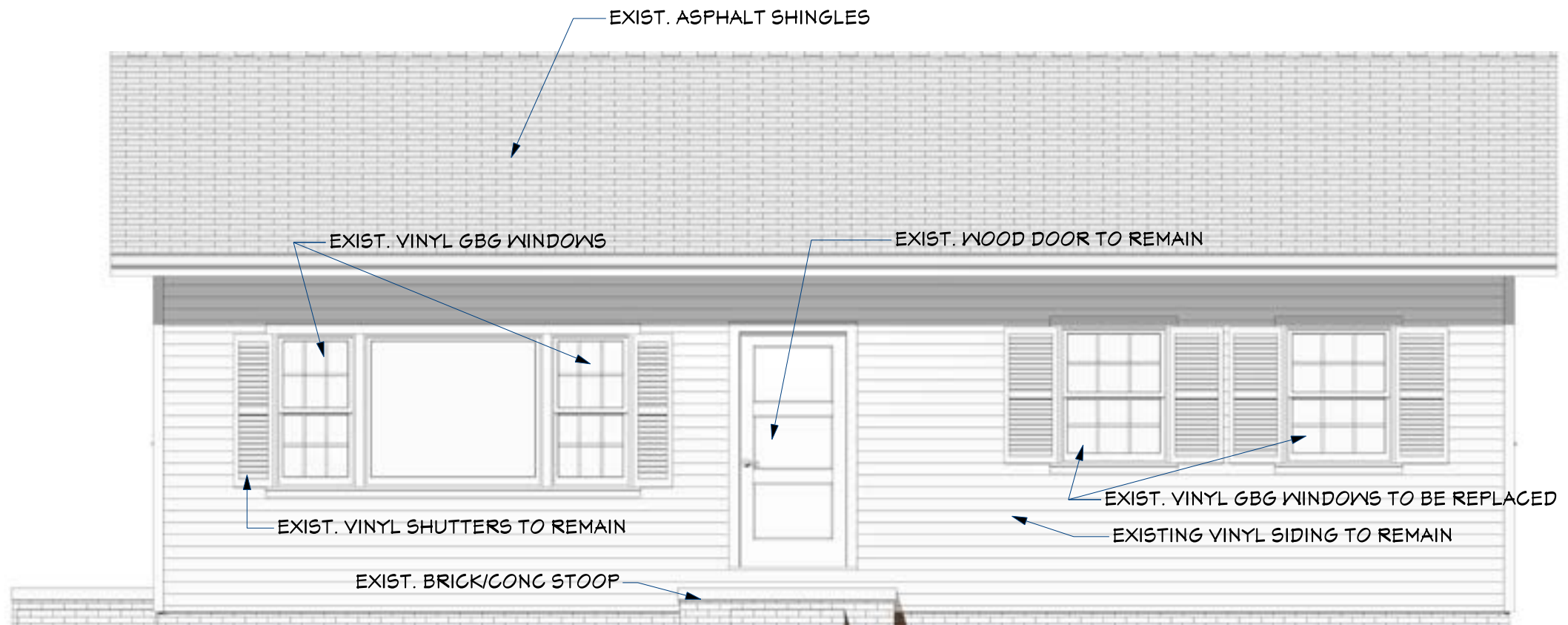


EXISTING  
 PROPOSED

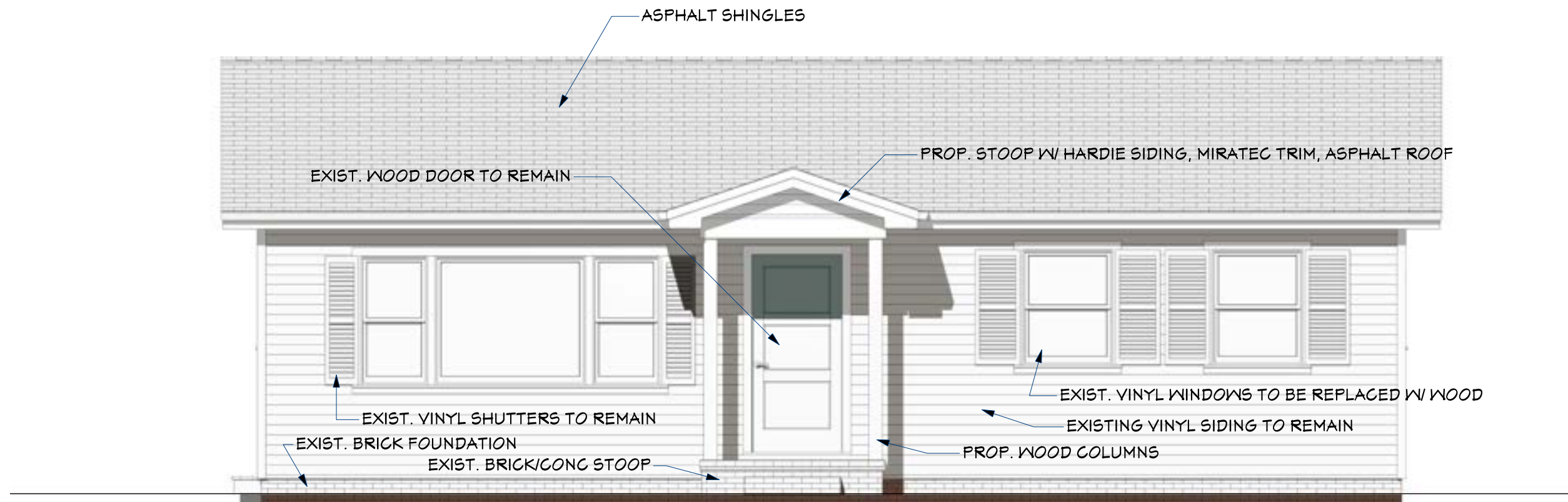
NOTE: R-20 SETBACK WERE REDUCED PER UDO  
 SIDE YARD = 40% OF LOT WIDTH DIVIDED BY 2  
 REAR = 11% OF LOT DEPTH  
 FRONT = 15% OF LOT DEPTH

**SITE PLAN**  
1"=10'

**W UNION STREET**      **EXISTING 33' PUBLIC R/W**



Existing Front Elevation



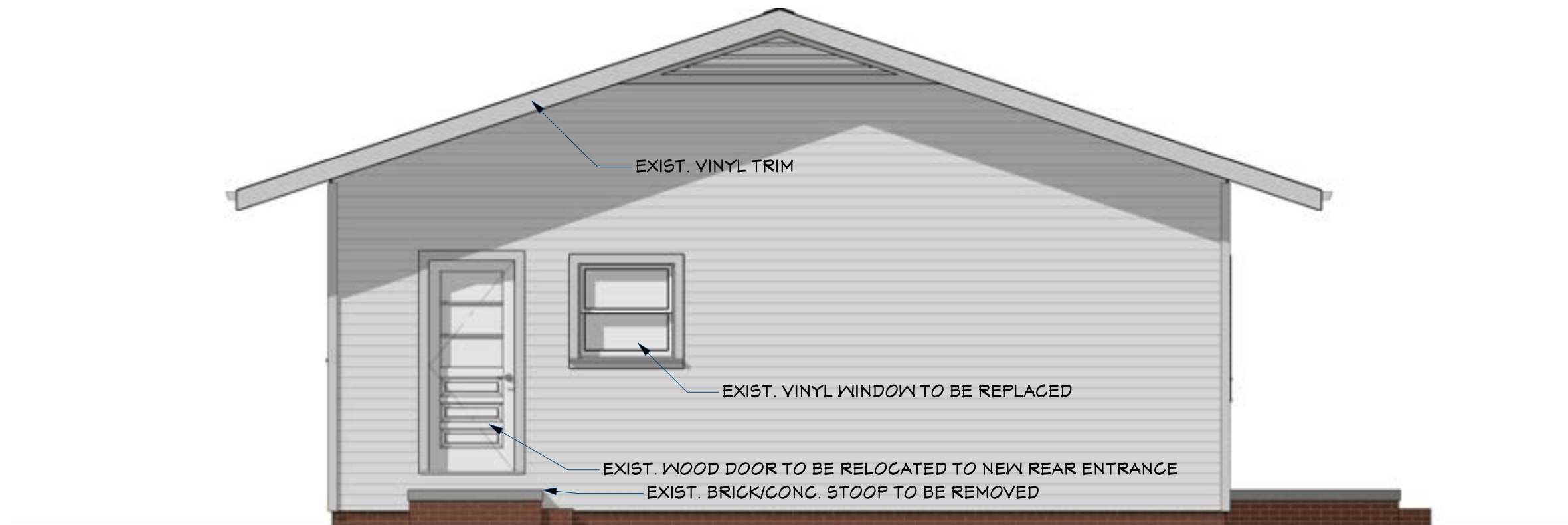
Proposed Front Elevation



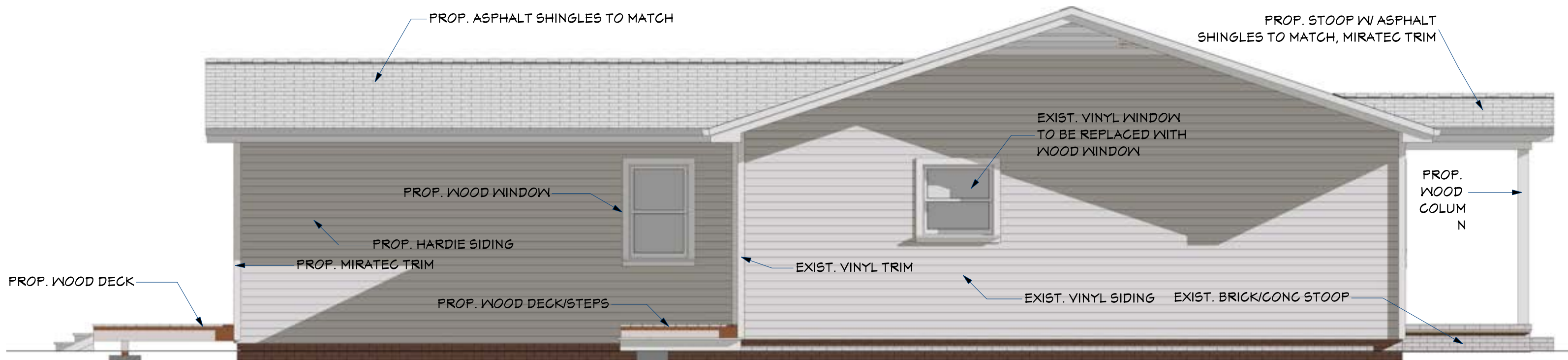


Perspective looking northeast

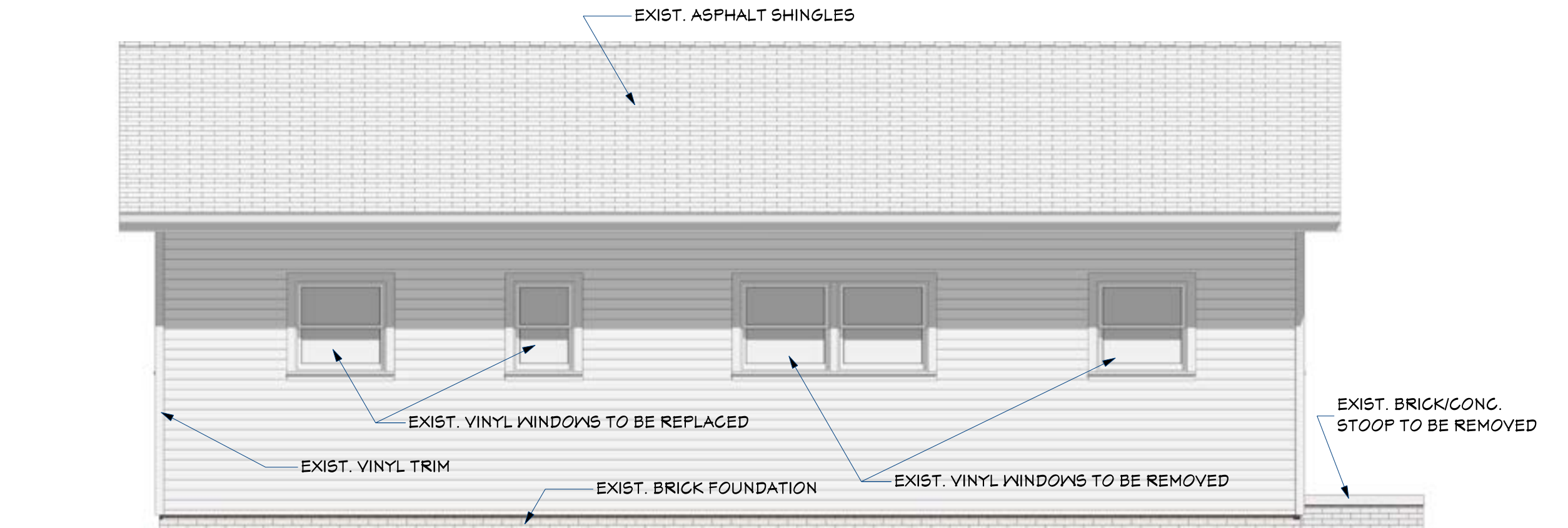




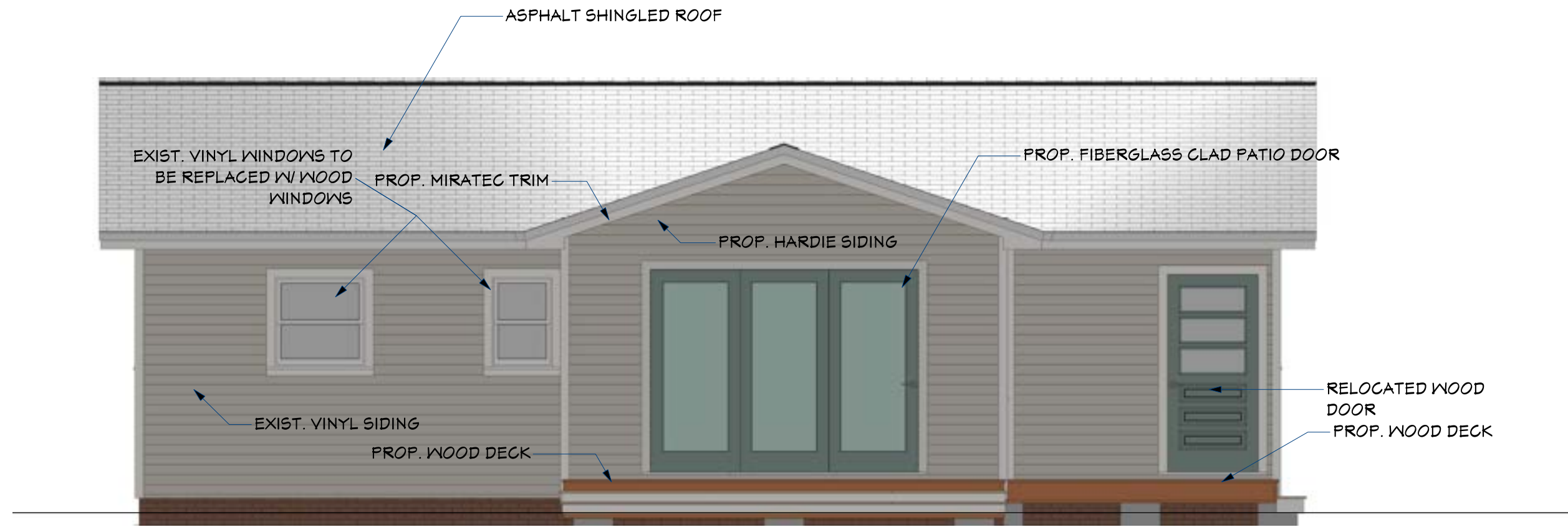
Existing Left Elevation



Proposed Left Elevation



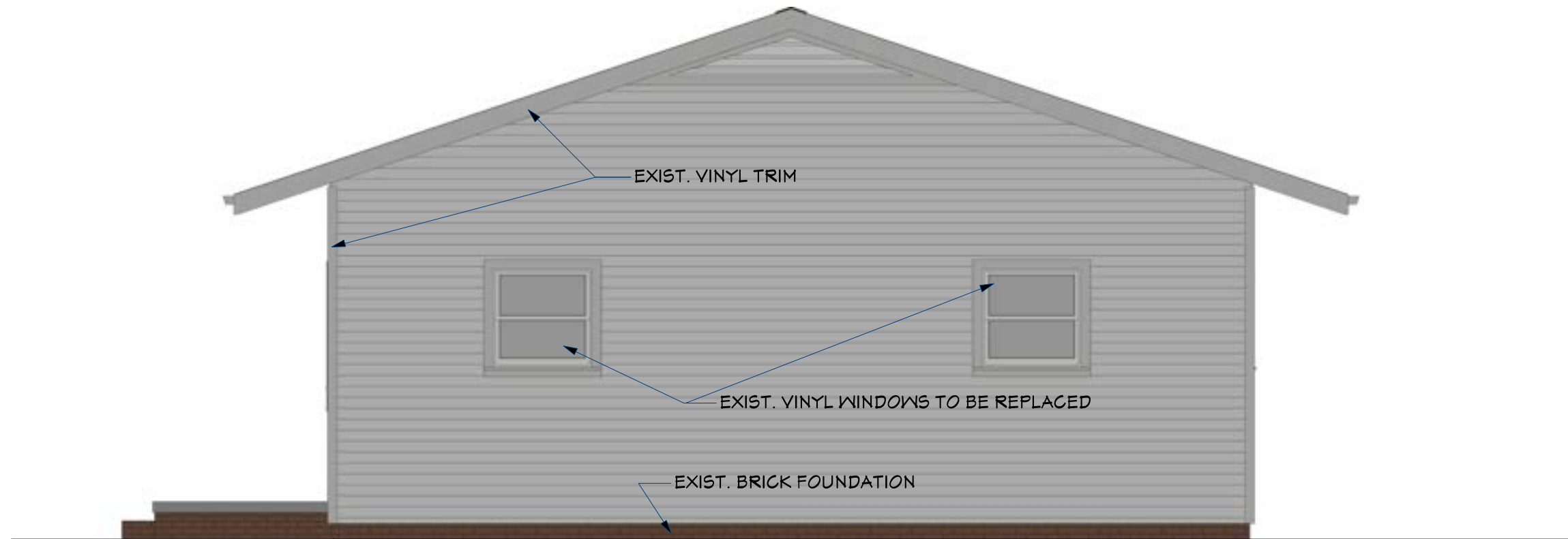
Existing Rear Elevation



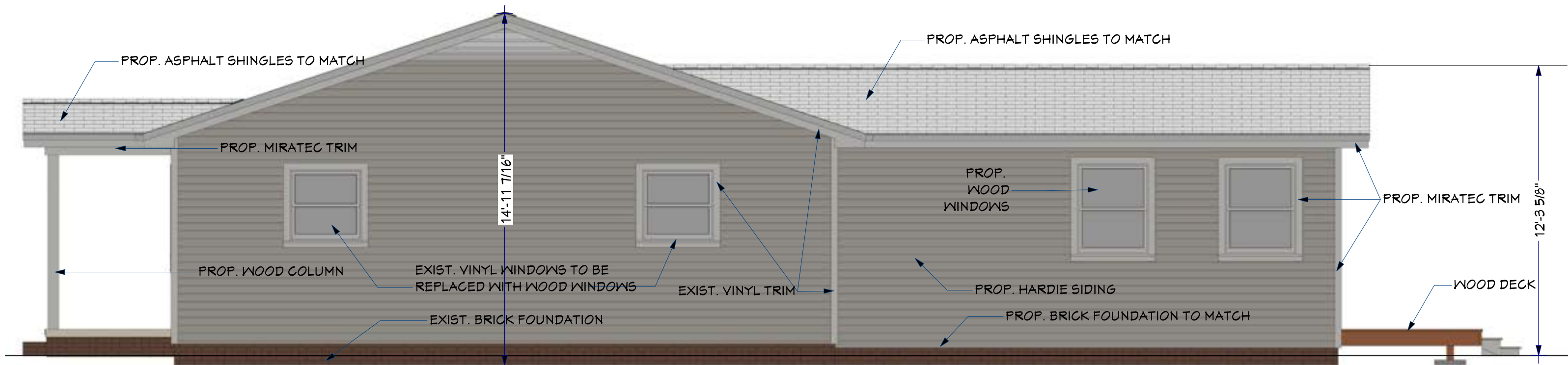
Proposed Rear Elevation



Perspective looking southeast



Existing Right Elevation



Proposed Right Elevation





**November 21, 2023**

**NOTICE OF HISTORIC DISTRICT COMMISSION MEETING**

Dear Property Owner,

The Rules of Procedure of the Town of Hillsborough Historic District Commission require that all property owners within 100 feet of any proposed exterior alteration, addition, major landscaping, or signs be notified before a Certificate of Appropriateness is granted.

The Historic District Commission (HDC) is concerned primarily with preserving the historic character and appearance of the Historic District and reviews only the appropriateness of the proposed project. The Commission does not mediate any type of dispute between neighbors. Issues such as Unified Development Ordinance or Town Code requirements are not considered during deliberations. Questions or concerns about ordinance compliance should be asked of the Planning Department before the Commission meets.

Applicant/Property Owner: Steve Roberts/Mercy Land Group LLC

Property Address: 122 W. Union St. (PIN: 9864988200)

Proposal: Applicant is proposing a rear addition with decks, a roof over the existing front stoop, removal of the existing western stoop, and replacement of existing vinyl windows with wood windows

This proposal will be discussed at the HDC meeting to be held on **Thursday, December 7, 2023, at 6:30 pm** in the **Town Barn Human Resources Training Room at 101 East Orange Street**. Please enter the Town Hall/Ruffin Roulhac House parking lot from East Corbin Street. If you wish to have more information about this application, have any comments on the proposal, or if you would like to see the plans, please contact staff as packets are not prepared until a week before the meeting. Packets with more information are available on the town's website a week prior to the meeting.

You may attend this meeting as a member of the general public. If you have factual evidence to present in favor of or in opposition to this proposal, then you may request permission from the Chair to speak at the meeting.

Sincerely,

Joseph Hoffheimer  
Planner  
Town of Hillsborough

101 E. Orange St., Hillsborough, North Carolina  
Joseph.Hoffheimer@hillsboroughnc.gov | 919-296-9472

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864988200 (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.

11/21/2023  
Date

Joseph Hoffheimer  
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIF	OWNER2	OWNER2_FIF	ADDRESS1	CITY	STAT	ZIPCODE
9864976982	LINVILL	ANNA M	LINVILL	BRIAN E	310 N WAKE STREET	Hillsborough	NC	27278
9864977974	COOLEY	GAIL H			424 STONE CURRIE DR	HILLSBOROUGH	NC	27278
9864978849	BAKER	NANCY C			123 W UNION ST	Hillsborough	NC	27278
9864979986	JACOBS	TIMOTHY J	JACOBS	JULIE A	117 W UNION ST	HILLSBOROUGH	NC	27278
9864986149	WHITTED	KIMBERLY AN			44 ARBOR CREST LN	LILLINGTON	NC	27546
9864987220	SENNER	KATHRYN M	SENNER	WILLIAM B	103 E QUEEN ST	HILLSBOROUGH	NC	27278
9864988200	MERCY LAND GROUP I				122 E UNION ST	HILLSBOROUGH	NC	27278
9864988280	REAMES	MATTHEW F			118 W UNION ST	HILLSBOROUGH	NC	27278
9864988349	CATES	DIANNE V			119 W ORANGE ST	HILLSBOROUGH	NC	27278
9874081323	CATES	DIANNE V			119 W ORANGE ST	HILLSBOROUGH	NC	27278





## NAVIGATING THE HISTORIC DISTRICT COMMISSION REVIEW PROCESS

The design review process provides a system for the required approval of proposed exterior changes in a timely manner before the work is begun. The Historic District Commission reviews the proposed changes to determine if they are consistent with the character of Hillsborough's historic district and thus appropriate to undertake. Property owners are advised to contact commission staff early in the planning stages to obtain the Design Standards and an application for a Certificate of Appropriateness. Staff supports equity within the historic district by providing assistance and guidance to property owners in planning for their projects and in navigating the review process.

A complete application typically includes the Certificate of Appropriateness application, fee, scaled site plans and elevation drawings to illustrate existing and proposed conditions, a detailed materials list, a narrative of the proposal, renderings, photographs, and material samples. Since projects vary in complexity and scale, staff will advise property owners on information and drawings necessary for the proposed change and for deeming the application complete. The commission reviews complete applications at its monthly meetings.

Approved applications are issued Certificates of Appropriateness. For proposed work requiring a building or zoning permit, the certificate must be obtained before a permit can be issued. Sometimes the certificate is required even when a permit is not required. Application forms for the certificate can be obtained from the Hillsborough Planning and Economic Development Division and from the [town website](#).

### Historic vs. Non-Historic

The period of significance for the local historic district continues into the recent past to encompass the evolution of the district and to include changes that took place at least 50 years ago.

#### **DEFINITION OF HISTORIC:**

A property is considered historic, *or contributing*, in the local historic district if it is 50 years old or older. Additionally, any exterior addition or feature constructed at least 50 years prior to the current date is considered *historic or contributing*.

All exterior work and new construction in the Hillsborough Historic District requires a Certificate of Appropriateness regardless of whether the property is classi-

fied as historic or non-historic. The Historic District Commission reviews non-historic properties as products of their time, allowing alterations and materials compatible

with both the design of the building and the character of the surrounding historic district.

A property's contributing status in regard to the National Register of Historic Places is relevant to the tax credit program and has no bearing on commission review.

### Ordinary Maintenance and Repair and Minor Works

All exterior work and new construction in the Hillsborough Historic District or to a locally designated landmark requires a Certificate of Appropriateness regardless of whether a building permit is required. To expedite the review process, some less substantial exterior work items are categorized as "minor works" and are reviewed by the commission staff, eliminating the need for commission review unless staff feels the proposed work warrants full review. Certain limited actions of regular maintenance or of a temporary nature are exempted from obtaining a certificate but still require a proposal and staff review. Contact the commission staff to determine what exterior changes are classified as ordinary maintenance and repair and minor works. The nominal fee for

minor works review by staff can be found on the [town website](#).

**Ordinary Maintenance and Repair:** Certain limited actions of ordinary maintenance or those of temporary nature are exempt from obtaining a Certificate of Appropriateness. Proposals should be submitted to staff for review to verify the work qualifies for exemption.

**Minor Works:** These are works of a minor nature that typically do not require commission approval unless referred by staff. Minor works may be approved through issuance of a minor works permit by the zoning officer if the proposed work meets certain criteria and is appropriate to the historic district or landmark as determined by staff. All requests deemed not approvable by staff under the minor works review shall be referred to the commission for review.

**Major Works:** These are exterior works of a substantial nature and new construction that require review.

The table on the following pages provides an abbreviated list of [Ordinary Maintenance and Repair and Minor Works](#) projects. The full list of projects and all applicable criteria to qualify as ordinary maintenance and repair or minor work is included in the appendices.

## MASONRY

Masonry plays a prominent role in the Hillsborough Historic District through such features as foundations, chimneys, exterior walls, parapets, retaining walls, steps, walkways, and driveways. In addition, brick and rubble stone retaining walls and foundations are distinctive features of the district. Historic masonry materials also include granite, limestone, slate, concrete, concrete block, terra cotta, clay tile, and stucco. These masonry materials contribute texture, color, scale, and pattern to buildings and sites throughout the district.

### Considerations

The color, texture, pattern, and mortar joint profile of masonry help express a building's architectural style and character. Thus, insensitive alterations to masonry features can negatively impact the character of a historic building or site.

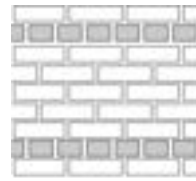
Masonry materials are quite durable and require minimal maintenance. Their surfaces do not require cleaning except to remove the buildup of heavy soils, graffiti or a stain that retains moisture and results in accelerated deterioration of the masonry surface. Harsh cleaning methods like sandblasting can permanently damage masonry surfaces and should be avoided.

The most common masonry repair is repointing masonry joints. Repointing is necessary when deteriorated mortar allows moisture to penetrate the wall. The process involves carefully removing damaged or cracked mortar with hand tools and replacing the mortar with mortar that matches the original in strength, color, texture, and composition as well as joint width, profile, and tooling.

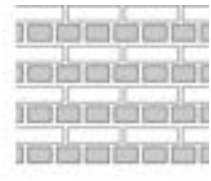
Historic mortar is composed of a mixture of lime and sand, which allows for expansion and contraction of mortar joints as temperatures change. Modern Portland cement is stronger than traditional mortar and does not allow for expansion and contraction, which can cause damage to masonry units if used in place of traditional mortar.

Painting previously unpainted masonry can trap moisture and impact the masonry's ability to breathe. Painted masonry also requires additional maintenance. In general, painting unpainted masonry is not appropriate and is not permitted under the design standards.

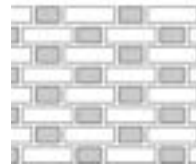
### Common Brick Bond Patterns



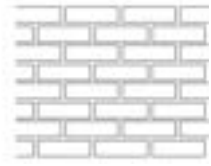
American Bond



English Bond



Flemish Bond



Stretcher Bond



Sandblasting brick permanently damages masonry surfaces.

### MORE INFORMATION

[Preservation Brief No. 1  
Cleaning and Water-Repellent Treatments](#)

[Preservation Brief No. 2  
Repointing Mortar Joints](#)

[Preservation Brief No. 6  
Dangers of Abrasive Cleaning](#)

[Preservation Brief No. 15  
Concrete](#)

[Preservation Brief No. 22  
Stucco](#)

## Masonry Standards

- 1) Retain and preserve masonry features that contribute to the overall historic character and form of a district building or site, including their functional and decorative features and details.
- 2) Retain and preserve masonry materials and surfaces that contribute to the overall historic character of a building or site, such as brick, stone, granite, limestone, slate, concrete, concrete block, terra cotta, clay tile, and stucco.
- 3) Maintain and protect masonry features, materials, surfaces, and details through appropriate methods.
  - > *Inspect surfaces routinely for signs of deterioration due to moisture damage, structural cracks or settlement, vegetation, missing or loose masonry units, and deteriorated mortar joints.*
  - > *Ensure drainage of surfaces is adequate to prevent water from collecting along foundation walls and on horizontal masonry surfaces or decorative elements.*
- 4) Clean masonry surfaces using the gentlest effective method when necessary to stop deterioration or to remove heavy soiling.
  - > *Use low-pressure washing with detergents, and scrub with natural bristle brushes.*
  - > *Consider the use of chemical strippers only if low-pressure wash is ineffective.*
  - > *It is not appropriate to use destructive stripping or cleaning methods, such as sandblasting, power washing, high-pressure water blasting, or any other abrasive method that may cause deterioration (i.e., chipping, eroding, or wearing away) or change the color of the masonry or the mortar.*
  - > *Pretest any paint-removing or cleaning technique on an inconspicuous sample area first.*
- 5) Repaint masonry surfaces that were previously painted in colors appropriate to the building or site. It is not appropriate to paint, seal, or coat historic masonry surfaces that were not previously painted, sealed, or coated, with historic defined as 50 years of age or older.
  - > *Masonry surfaces in new, ground-up construction may be painted, sealed, or coated.*
- 6) Repair masonry features, surfaces, and details using appropriate repair methods, including re-pointing, consolidating, piecing in, and patching.
  - > *Carefully remove damaged or cracked mortar with hand tools.*
  - > *Repoint deteriorated mortar joints by matching the original mortar in strength, composition, color, and texture.*
  - > *Finish the mortar joint to match the width and profile of the original joint.*
- 7) Replace in kind any portion of a masonry feature that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, pattern, detail, texture, and color.
  - > *Limit replacement to the damaged area if possible and leave sound mortar intact.*
- 8) Substitute compatible materials for the original only if it is not feasible to replace in kind. Compatible materials must respect the design, dimension, pattern, detail, texture, and color of the original material. Refer to the [Historic District Compatibility Matrix](#) in the appendices for more information.
- 9) If a masonry feature no longer exists or has been inappropriately altered, replace it with a new feature that is based upon accurate documentation of the original or that is a new design compatible in scale, material, size, color, and detail with the historic character of the building and district.
- 10) It is not appropriate to create a false sense of historical development by making changes to masonry features, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.

## WINDOWS

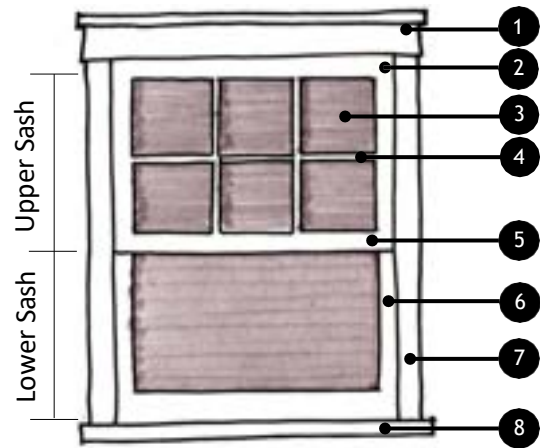
Windows contribute to the architectural style and character of buildings within the Hillsborough Historic District through their location, size, proportion, shape, and pattern of placement. Windows visually connect the interior and exterior, providing opportunities for views, daylight, and ventilation. The proportion and sash subdivisions of the prevalent double-hung wood windows vary according to the style and era of construction. Commercial buildings expand the vocabulary of window types to include large storefront display windows below bands of smaller upper story windows.

### Considerations

Improvements to the energy efficiency of windows are strongly encouraged. The U.S. Department of Energy reports that windows account for less than 25% of the total air loss in a residential building. While replacing windows will not result in major energy savings, there are many ways to improve the performance of historic windows, including weatherstripping, caulking and re-glazing and installing storm windows. As windows are character-defining features, their replacement should only be considered after completing performance upgrades. The retention and improvement of historic windows are environmentally responsible as they avoid the addition of this material to the local landfill. Historic wood windows can also have a longer performance life than replacement windows, some of which cannot be easily repaired or recycled. Some buildings have had original windows replaced with windows that are neither energy efficient nor compatible with the design or materials of the structure or district. When replacement is determined to be the best option, the replacement windows should be energy efficient, compatible with the architectural style of the building, and consistent with the [Historic District Compatibility Matrix](#).

The pattern and rhythm of window openings on any elevation of a historic building — but especially the façade — are important components of the building's architectural character. Consequently, adding or removing window openings on a prominent exterior elevation is not appropriate. Historic window openings that have been infilled may be restored based on historic photographs or physical evidence. If new openings are necessary, they should be located discreetly on rear elevations or other locations that are not visible from the street.

Components of a Double-Hung Window



- |                 |                 |
|-----------------|-----------------|
| 1. Head/Cap     | 5. Meeting Rail |
| 2. Top Rail     | 6. Stile        |
| 3. Window Light | 7. Casing       |
| 4. Muntin       | 8. Sill         |



*The internal grilles of the vinyl replacement windows (bottom) appear flat in comparison to the wood muntins of the original 5/1 windows (top). Thus, they are incompatible with the special character of the district.*

### MORE INFORMATION

[Preservation Brief No. 9](#)  
[Wooden Windows](#)



## Window Standards

- 1) Retain and preserve windows that contribute to the overall historic character and form of a district building, including their functional and decorative features and details.
- 2) Retain and preserve window materials that contribute to the overall historic character of the building.
- 3) Maintain and protect window features, material surfaces, and details through appropriate methods.
  - > *Inspect units routinely for signs of moisture damage, deterioration, paint film failure, air infiltration, mildew or other fungi, termites or other insect infestation, and corrosion.*
  - > *Reglaze and re-caulk units as necessary.*
  - > *Increase the energy efficiency of units by installing weatherstripping.*
  - > *Clean units regularly using the gentlest effective method.*
  - > *Repaint units as necessary to maintain a protective paint film.*
- 4) Repair window features, material surfaces, and details using repair methods appropriate to the specific material, including patching, splicing, consolidating, weatherstripping, caulking, and replacing missing glass.
- 5) Replace in kind any portion of a window that is damaged or deteriorated beyond repair. Provide evidence on the condition, including a restoration expert's opinion, to justify replacement. Match the original feature in design, material, dimension, sash configuration, detail, texture, and color. Retain as much original fabric as possible.
  - > *Consider sash replacement as a less costly alternative to full window replacement.*
- 6) Substitute compatible materials for the original window only if it is not feasible to replace the window in kind. If the original window was previously replaced, the new replacement should be energy efficient and must be compatible with the architectural style of the building and district. Replacement windows must respect the dimension, texture, color, detail, pattern, and other visual qualities of those original to the building and/or architectural style. Refer to the [Historic District Compatibility Matrix](#) in the appendices for more information. Historic single-pane windows may be replaced with contemporary double-pane ones only when other methods to assure energy efficiency are unfeasible.
- 7) If a window no longer exists, replace it with a new window that is consistent with the architectural style of the building. The appropriateness of the new window is based upon accurate documentation of the original or its consistency with the architecture in terms of design, dimension, muntin profile, pane configuration, finish, and material. Use true or simulated divided lites for replacement windows. It is not appropriate to use a grille pattern that does not resemble the historic grille pattern. It is not appropriate to use internal, flat, removeable, or applied exterior grilles.
- 8) It is not appropriate to compromise a building's architectural integrity by introducing or eliminating historic window openings on character-defining elevations. Select an inconspicuous location for new window openings, such as a rear or side elevation, that is not easily visible from the street and will not change the building's character. It is not appropriate to change the size of a historic window opening to accommodate a larger or smaller window. Where necessary, limit this practice to rear or side elevations that are not visible from the street.
  - > *Retain or match the general size and alignment of original window openings when modifying or adding an opening on non-character-defining elevations.*
- 9) It is not appropriate to conceal or remove material surfaces or details of historic windows, including shutters, beveled glass, art glass, and architectural trim.
- 10) It is not appropriate to create a false sense of historical development by making changes to windows, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.
- 10)11) New shutters should be added only if they are operable, typical for the style of building and are sized to cover the entire window opening.

## SUSTAINABILITY AND ENERGY RETROFIT

Traditional energy-conserving features of historic buildings and their sites are found throughout the Hillsborough Historic District. Mature shade trees provide welcome relief from the intensity of the direct summer sun for some buildings. Projecting porches accommodate shady outdoor living, mediating the difference in outdoor and indoor temperatures. Double-hung windows and operable transoms allow for the exchange of fresh air and the opportunity to pull cool breezes inside. Awnings or hinged shutters also allow some property owners to control the penetration of sunlight. Raised foundations with ventilated crawl spaces, tall attics, gable vents, and high ceilings are other traditional features of historic buildings that reflect an understanding of the local climate.

### Considerations

Prior to implementing measures to improve the thermal performance of a historic building, consider an energy audit by an independent professional. An energy audit can identify deficiencies of the building envelope or mechanical systems and establish a baseline for current energy use. An energy audit also provides recommendations for improvements, cost estimates, and anticipated energy savings and payback periods. It supplies owners with the information needed to make informed energy retrofit decisions for their building.

When retrofitting a building to improve energy efficiency, it is important to consider the entire building envelope. Most heat is lost and gained through roofs, attics, and crawl spaces due to rising hot air and the large expanse of exposed surface to the sun. The proper installation of insulation in roofs, attics, and crawl spaces is effective in reducing heat gain or loss with no visual impact. Insulating exterior walls is more difficult and not as effective in improving energy efficiency. Blown-in insulation can cause moisture problems that are difficult to detect and that can cause damage to historic fabric. The use of spray foam insulation is also not recommended as it is an irreversible treatment that adheres permanently to historic fabric.

While windows and doors are a source of air infiltration, they are minimal in the overall context of the building envelope and their replacement alone will not result in major improvements to energy efficiency. Basic maintenance to ensure the weather tightness of doors and windows — including replacing deteriorated weatherstripping, caulking joinery, and reglazing loose window panes — can substantially improve their energy performance. The addition of storm windows and doors can

further reduce air infiltration. Properly designed and installed, storm windows and doors can have minimal visual impact and prevent damage to historic frame materials.

Contemporary sustainable technologies, such as solar panels, are encouraged and can be installed in the Hillsborough Historic District with consideration by the commission when the physical and visual impacts of the technologies are consistent with the historic and architectural character of the property and the district.



*The frames and panes of the storm windows at 216 S. Hillsborough Ave. match the divisions of the window underneath.*

*Sustainable technology is a rapidly evolving field. The Historic District Commission encourages the appropriate use of these new technologies and recognizes the importance of enhancing energy efficiency. The commission commits to regularly review these standards to assure they reflect best practices when proposed for installation in the historic district.*

### MORE INFORMATION

[Preservation Brief No. 3  
Improving Energy Efficiency](#)

[The Secretary of the Interior's Standards  
Illustrated Guidelines on Sustainability](#)

## Sustainability and Energy Retrofit Standards

- 1) Retain and preserve the inherent energy-conserving features of historic buildings and their sites.
- 2) Improve the energy efficiency of historic buildings by following appropriate maintenance practices, including weather-stripping openings, caulking, and reglazing loose window panes.
- 3) Install narrow-profile storm windows so they do not obscure or damage the historic window sash and frame. Minimize their visual impact by aligning the meeting rails of the operable sash with the existing sash division of double-hung windows and select painted or enamel finishes that are compatible with the color of the sash. It is not appropriate to install storm windows with a bare aluminum finish in the historic district.
- 4) Install wooden or metal screen/storm doors so they do not obscure or damage the historic door and frame. Relate openings for screen or glass panels to the proportions of the main door. Minimize their visual impact by selecting painted, stained, or baked enamel finishes that are compatible with the color of the existing door. It is not appropriate to install bare aluminum storm doors on district properties that predate 1945.
- 5) Replace deteriorated or missing wooden shutters with new wooden shutters that match the originals in design, are sized to fit the openings and are mounted so they can be operated. It is not appropriate to install shutters in locations where they were not used historically.
- 6) Install fabric awnings, if desired, in historically appropriate locations such as over window, door, storefront, or porch openings. Install awnings with care to ensure that historic features and details are not obscured or damaged.
- 7) Install low-profile ridge vents only if they will not destroy historic roofing materials and details. Roof ridge vents must match roof materials.
- 8) It is not appropriate to replace operable windows and transoms with fixed glazing, to replace clear glazing with tinted glazing, or to replace multiple paned doors or windows with a single thermal sash with flat, applied muntins.
- 9) It is not appropriate to install solar panels and skylights ~~on roof slopes or building elevations that are easily visible from the street or~~ in locations that compromise the architectural integrity of a building. Install these features on secondary non-contributing structures or non-character-defining elevations of historic structures ~~to minimize visibility from the street and away from roof edges and ridges. Set solar panels and skylights back from the front edge of flat roofs to minimize visibility.~~ Green roofs can be installed on roofs in visible locations with evidence that they will not negatively impact the structure or integrity of the building. Solar panels can be installed on a secondary building, such as a garage or shed, ~~that is not easily visible from the street.~~
- 10) Place low-profile solar panels flush with the roof and in a complementary color with the roof finish. Install solar panels in a manner that will not damage historic materials and that will be reversible.
- 11) Site freestanding solar panels and wind turbines away from the building. Screen related mechanical equipment from public view ~~with appropriate wood fencing or ever-green landscaping.~~
- 12) Install wind-powered equipment in a minimally visible location on the site or on a non-historic addition or secondary building. Wind-powered equipment should not be taller than the primary historic building.
  - ~~Consider on-site wind power technology only after implementing all other appropriate treatments to improve energy efficiency.~~
  - ~~Evaluate whether wind power technology will benefit the historic building without compromising the character of the historic building and the historic district.~~
- 13) Install geothermal heat pumps in locations that will not negatively impact the building.
- 14) Install cisterns, rain barrels, and other water collection devices in side and rear yards when possible. Screen from public view with fencing or landscaping.

14) —

## UTILITIES

Most historic buildings were constructed with minimal utilities. However, as technology swiftly developed over the 20<sup>th</sup> and 21<sup>st</sup> centuries, both new construction and historic building have been introduced to modern air conditioning, heating, communication, and electrical equipment. These amenities of modern technology and mechanical systems are now considered indispensable to the continued use of historic buildings as they provide a basic quality of life for occupants who live and work in in the district.

### Considerations

Contemporary site appurtenances — such as overhead wires, utility poles and meters, antennae and satellite dishes, HVAC units, backflow preventers, and trash containers — can detract from the appearance of a historic property or the entire district if not sensitively placed. Property owners can minimize the visual impact of site appurtenances through inconspicuous siting in rear or side yard locations and through screening with plantings or fencing. Public utilities can also be sensitively placed and screened to minimize impact on historic streetscapes. As mechanical equipment, transformers, power lines, and various utility structures can generate visual clutter, it is crucial to consider siting of these both holistically and on an individual basis. The consolidation of old and new utility and communication lines wherever possible will minimize the number of poles and overhead wires in the historic district.



*Flat roofs and high parapets of commercial buildings provide an opportunity for the discreet placement of mechanical units.*



*HVAC units and trash containers are screened from view through the use of fencing and plantings at this commercial building at 101 N. Churton St.*

## Utilities Standards

~~1)~~ Minimize the visual impact of new utility enclosures (“hot boxes”), mechanical and communication equipment, electric vehicle charging stations, and utilities by locating them along secondary elevations or inconspicuously in areas not visible from the street and by screening them from view with plantings or fencing when possible. ~~A site plan showing the location of proposed equipment, plantings, and/or fencing must be provided and approved in advance.~~

9) It is not appropriate to install window air conditioning units on front and conspicuous side elevations.

~~9)~~

- 1)
- 2) When site space is limited, place mechanical units and communication equipment on flat sections of commercial building roofs that are not visible from the public right of way. It is not appropriate to place mechanical equipment on roofs of residential buildings.
- 3) Install mechanical equipment, such as heating and air conditioning units, in areas and spaces that require the least amount of alteration to the appearance and materials of the building.
- 4) Utilize existing openings for utility connections where possible. Consolidate and neatly organize utility connections. Locate new utility connections and vents on secondary elevations where they are not visible from public view.
- 5) Paint or install meter boxes, vents, electric vehicle charging stations, and other utility connections that cannot be screened in colors that will blend in with the historic building or the site.
- 6) Locate new utility lines underground wherever possible. When trenching new lines, avoid damaging landscape, critical tree roots, and archaeological resources. Bore utilities under streets, sidewalks, and landscape features to minimize visual clutter.
- 7) It is not appropriate to install condensers, ventilators, and mechanical or communication equipment on roof slopes or building elevations that are visible from the street or in locations that compromise the architectural integrity of a building.
- 8) It is not appropriate to place satellite dishes in the front yard or in a prominent location at the front of a building. Place the satellite dish in an inconspicuous location on a side elevation or on a south-facing post or pole in the rear yard if the building faces south.

## SITE FEATURES AND PLANTINGS

The setting created by the plantings, topography, and constructed site features of the Hillsborough Historic District provides an essential context for its historic architecture, warranting the ongoing preservation of that setting. Mature trees, gardens, hedges, fences, retaining walls, terraces, hills, streets, walkways, and vistas are all a part of that setting. Of course, plantings continue to grow and landscapes evolve; they cannot be maintained at a specific size and age like built site features. However, they can be maintained through routine pruning, fertilizing, and treatment for disease. Although grassy front yards with prolific foundation plantings have become the typical residential landscaping treatment in the historic district, yards in earlier times were dirt or more sparsely landscaped.

### Considerations

Protecting site features and plantings is essential in preserving the historic character of the district. The district's mature trees are one of its most distinguishing features, and many are older than the human-built structures with which they share the landscape. The character of the district can be significantly diminished with the removal of a mature tree or hedge. Removal of rehabilitable mature trees can only occur after all efforts to preserve them have failed and the removal has been approved by the Historic District Commission. Replacement in kind or with a like species is preferred unless evidence is presented or the property has other factors that call for a different treatment.

Removal of any rehabilitable mature deciduous tree larger than 24 inches in diameter or any evergreen tree larger than 30 inches in diameter at 4 feet above the ground (breast height) requires a Certificate of Appropriateness to be issued by the Historic District Commission.

Requests to remove unhealthy or severely damaged mature trees will be reviewed and may be permitted by staff, subject to the Ordinary Maintenance and Repair and Minor Works requirements. Evidence in the form of a tree health or risk assessment must be presented.

Removal of trees with diameters smaller than the thresholds above are considered ordinary maintenance and repair. Removal plans should be reviewed with town staff prior to beginning work, but the plans do not require a Certificate of Appropriateness.

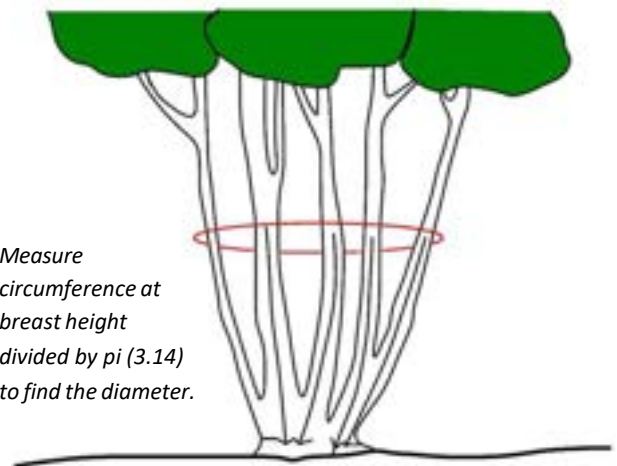
If town staff determines through field verification that a tree poses a clear and immediate threat to public safety or private property, it can be removed immediately.



*The trees at 112 N. Hasell St. visually enhance the property.*



*The hedges at 131 E. Queen St. define the entrance walkway.*



*Measure circumference at breast height divided by pi (3.14) to find the diameter.*

*Measure tree diameter — whether single trunk, multi-stemmed, or multi-trunk — using the aggregate circumference of all trunks or stems at breast height divided by pi (3.14).*

### Site Features and Plantings Standards

- 1) Retain and preserve site features and plantings that contribute to the overall historic character of a district property or the district.
- 2) Retain and preserve the historic site features and plantings that relate the buildings to their settings, such as site topography, retaining walls, healthy mature trees, hedges, paths of circulation, and foundation plantings, where appropriate.
- 3) Maintain and protect functional and decorative built and landscape site features through appropriate maintenance as well as pruning of plants and trees. Prune or trim trees in a manner that preserves the existing tree canopy. It is not appropriate to radically change the shape of mature trees by removing whole tops of trees — “topping” them.
- 4) Repair the features, material surfaces, and details of deteriorated site features using repair methods appropriate to the specific material.
- 5) Replace in kind any portion of a built site feature that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, configuration, detail, texture, and color. Retain as much original fabric as possible. Substitute compatible materials for the original only if it is not feasible to replace in kind.
- 6) If a built site feature is missing, replace it with a new feature that is based upon accurate documentation of the original or that is a new design compatible in scale, material, and detail with the historic character of the building and district.
- 7) Replace significant site plantings — such as a mature tree, a hedge, or foundation plantings — that are not rehabilitable with new plantings similar in species. Select replacement plantings that will create a similar appearance and size to the originals when they mature. It is not appropriate to remove a planting that contributes to the overall character of the historic district unless it is not rehabilitable
- 8) Introduce new site features or plantings, if necessary, in traditional locations that do not compromise or diminish the overall historic character of the building, site, or district.
- 9) Protect significant site features — including mature trees and known archeological resources — from damage during or as a result of construction with tree protection fencing and careful grading and land clearance practices.
- 10) Introduce contemporary site features — such as swimming pools, dumpsters, mechanical units, solar panels, electric vehicle charging stations, storage buildings, playground equipment, and telecommunication equipment — only in locations that are not visible from the street to the maximum extent possible and where they do not compromise the historic character of the building, site, or district. Screen contemporary site features from public view with landscaping or appropriate fencing.

## FENCES AND WALLS

Fences and walls are important constructed features of the landscape that help give definition to building sites and green spaces. They serve utilitarian and decorative functions. In Hillsborough, front yard fences are rare but are made of wood pickets, cast iron, or wrought iron when present. Split rail and post and rail fences have been used to accent property boundaries and garden spaces. Numerous rock or brick retaining walls have been used to maintain the integrity of the street plan despite Hillsborough's varied topography. Wood privacy fences and stone or brick walls have been used to enclose rear and rear side yards in the district.

### Considerations

Ongoing maintenance and repair is essential to preserving existing fences and walls. The life span of wood and iron fences can be extended if the fences are protected by a sound coat of paint and if the bottom edges can be protected from ground moisture. Stone or brick walls should be maintained and repaired following the standards for masonry in Section 4: Exterior Changes to Buildings. Retaining walls can begin to lean, crack, or settle if they are not properly supported and drained.

In the historic district, proposals for new fences or walls to enhance the site, improve security, or increase privacy are reviewed in terms of location, material, dimension, and design. The compatibility of proposed materials, height, configuration, scale, detail, and finish with other fences and walls in the district is reviewed as is the proposed configuration for the specific site. Refer to the [Historic District Compatibility Matrix](#) in the appendices for more information on appropriate materials.



*This wood picket fence encloses the rear yard at 211 E. Corbin St.*



*This retaining wall at 131 E. Queen St. is constructed from stone from the Duke quarry and is typical of retaining walls found throughout the historic district.*



*This historic wrought iron fence at 168 W. King St. contributes to the historic house and the overall character of the streetscape.*



*Examples of 6-foot privacy fences for rear or rear side yards.*



## Fences and Walls Standards

- 1) Retain and preserve fences and walls that contribute to the overall historic character of a district property, including their functional and decorative features and details.
- 2) Retain and preserve materials that contribute to the overall historic character of fences and walls.
- 3) Maintain and protect the features, material surfaces, and details of fences and walls through appropriate methods. Protect wood and iron fences with a sound coat of paint or an opaque stain. For iron fences, remove loose paint and rust with a wire brush, prime immediately with an appropriate metal primer, and paint a traditional dark green, black, or brown.
- 4) Repair the features, material surfaces, and details of fences and walls using repair methods appropriate to the specific material.
- 5) Replace in kind any portion of a fence or wall that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, configuration, detail, texture, and color. Retain as much original fabric as possible.
  - > *Consider salvaging materials from a less prominent location for a more prominent location where possible.*
- 6) Substitute compatible materials for the original only if it is not feasible to replace in kind. Refer to the [Historic District Compatibility Matrix](#) in the appendices for more information.
- 7) If a fence or wall is missing, replace it with a new feature that is based upon accurate documentation of the original or that is a new design compatible in scale, material, and detail with the historic character of the building and district.
- 8) Site new fences or walls, if necessary, in locations that are compatible with the traditional relationship of fences or walls to district properties of similar architectural style and to sites of similar size. ~~It is not appropriate to locate new~~ New fences or walls in front yards are allowed on a case-by-case basis and require HDC approval.
- 9) Design new fences or walls to be compatible in materials, height, configuration, scale, detail, and finish with other fences and walls in the district. It is not appropriate to introduce vinyl or chain link fences or manufactured stone or exposed block walls. It is not appropriate to use solid privacy fences or fences that exceed 4 feet in height in front yards or side yards on corner lots where they obscure views of a building from the street.

## WALKWAYS, DRIVEWAYS, AND OFF-STREET PARKING

Circulation paths for pedestrians and automobiles help define the character of the Hillsborough Historic District. Stone or brick steps and concrete or brick walkways lead from the sidewalk to many front porches. Narrow driveways lead to parking behind or beside most homes. Driveways are surfaced in different materials including gravel, concrete runners, and asphalt.

### Considerations

Regular maintenance and repair of deteriorated walkway and driveway surfaces help preserve the historic character of the historic district. Proposals for new walkways, driveways, and curb cuts should be designed to enhance the existing neighborhood character and complement other historic site features.

Off-street parking areas — resulting from the growing need to accommodate more automobiles — can have a significant impact on the residential areas of the historic district. When located as inconspicuously as possible and screened through the use of plantings and fences or walls, new parking areas can sometimes be successfully integrated into larger rear yards.

Existing trees should be protected whenever possible, and new trees can diminish the impact of glare, heat, and noise. The use of planting islands or medians can reduce the visual impact of large paved areas.

Refer to the [Historic District Compatibility Matrix](#) in the appendices for more information on appropriate materials for walkways, driveways, and off-street parking areas.



*The brick walkway at 108 S. Hillsborough Ave. is in keeping with the character of the house and the historic district.*



*To help reduce visual impact on adjacent properties, new off-street parking can be screened with perimeter plantings, fences, walls, or hedges and subdivided with interior planting islands.*

## Walkways, Driveways, and Off-Street Parking Standards

- 1) Retain and preserve walkways, driveways, and off-street parking areas that contribute to the overall historic character of a district property, including their functional and decorative features and details.
- 2) Retain and preserve materials that contribute to the overall historic character of walkways, driveways, and off-street parking areas.
- 3) Maintain and protect the features, material surfaces, and details of walkways, driveways, and off-street parking areas through appropriate methods.
- 4) Repair the features, material surfaces, and details of walkways, driveways, and off-street parking areas using repair methods appropriate to the specific material.
- 5) Replace in kind any portion of a historically significant walkway, driveway, or off-street parking area that is damaged or deteriorated beyond repair. Match the original feature in design, material, dimension, configuration, detail, texture, and color. Retain as much original fabric as possible.
- 6) Substitute compatible materials for ~~the original~~ historically significant features only if it is not feasible to replace in kind. More permanent materials are allowed as replacement materials for dirt and gravel walkways, driveways, and off-street parking. Refer to the Historic District Compatibility Matrix in the appendices for more information.
- 7) If a walkway, driveway, or off-street parking area is missing, replace it with a new feature that is based upon accurate documentation of the original or that is a new design compatible in scale, material, and detail with the historic character of the building and district.
- 8) Site new walkways, driveways, and off-street parking areas, if necessary, in locations that are compatible with the traditional relationship of walkways, driveways, and off-street parking areas to district properties of similar architectural style and to sites of similar size. In residential areas, it is not appropriate to site new off-street parking areas in locations that are visible from the street, especially if the paving will abut the primary building or if the ratio of built or paved area to green space will be significantly altered.
- 9) Design new walkways, driveways, and off-street parking areas to be compatible in materials, scale, and configuration with the specific site, the building, and the district. Pave new parking areas with appropriate materials such as crushed stone, gravel, brick, or asphalt.
- 10) Design new walkways, driveways, and off-street parking areas so the general topography of the site and significant site features are not altered, damaged, or lost. Protect significant site features — including mature trees and known archaeological resources — from damage during or as a result of construction.
- 11) Screen new off-street parking areas in residential and commercial areas of the district from view and minimize their visual impact on adjacent properties through the use of perimeter plantings, fences, walls, or hedges.
- 12) Subdivide large parking areas with interior planting medians or islands to lessen their visual impact.
- 13) Site new parking pads away from the street right of way. It is not appropriate to site parking pads adjacent to a street right of way.

## ART

The installation of artwork creates community focal points and can vitalize landscaped areas, pedestrian corridors, parks, and other public spaces. Art takes many forms. Art can be cast, carved, built, assembled, or painted. In addition to sculpture and murals, art may take a functional form, such as landscaping, interpretative signage, or artistic amenities. Through its presence, art can challenge a community to heighten awareness and question assumptions.

Public art is any work of art or design that is created by an artist specifically to be sited in a space intended for public use or public viewing. It invites interaction with the surroundings and has the power to reflect or contribute to a community's character. Public art helps define the community's identity and reveal the unique nature of a specific neighborhood. Private art that is installed outdoors also affects the character of the historic district.

### Considerations

The subject or meaning of a piece of art can be interpreted in many ways. Thus, review of public and private art installations within the Hillsborough Historic District is intended to be content-neutral. The Certificate of Appropriateness review is meant to ensure that the location, mass and scale, materials, durability, and manner of installation of the art piece are compatible with the character of the district.

The Historic District Commission is not responsible for reviewing the content or subject matter of a piece of art. Artwork should be cared for and refurbished as required by the nature of the materials to maintain the appropriate appearance and safety of the piece. Artwork should also be installed in a manner that considers safety of the general public.



*The mural at 226 S. Churton St. is located on a stuccoed building.*



*This public art is at the Orange County Public Library, 137 W. Margaret Lane.*



*The private art at 109 N. Cameron St. does not obstruct the view of the historic house.*

## Art Standards

- 1) Introduce artwork only in locations that do not compromise or diminish the character of the building, site, or district.
- 2) Introduce artwork only in locations that do not obstruct the view of historic structures or vistas.
- 3) Introduce artwork in locations that provide for safe pedestrian access and circulation.
- 4) Introduce wall-mounted art — such as murals, mosaics, or metal installations — only in locations that do not compromise or diminish the overall design or architectural rhythm or pattern of the building, site, or district. Introduce new artwork on stucco, wood, or previously painted masonry surfaces on non-character-defining elevations. It is not appropriate to paint murals or similar art installations on unpainted masonry surfaces that were not historically painted.
- 5) Install artwork so that it does not conceal or result in damage to or the removal of character-defining details or features.
- 6) Introduce artwork that has appropriate massing in relation to the building, site, or district. Scale artwork appropriately for the intended space.
- 7) Fabricate artwork from traditional materials — including wood, stone, masonry, or metal — that are durable for exterior installation and compatible with the character of the building, site, or district. It is not appropriate to introduce artwork in contemporary materials, such as plastics and resins.
- 8) Introduce materials for associated pedestals that are typical of those found in the district — such as wood, stone, brick, or metal — unless the artwork suggests an alternate but compatible material.
- 9) Utilize methods of stabilization or attachment that are fully reversible and do not cause damage to historic buildings, sites, or materials.
- 10) Install accessories to the artwork — such as signage, mounting hardware, or lighting — that are constructed from compatible materials and installed to be unobtrusive and screened from view as much as possible.



## ORDINARY MAINTENANCE AND REPAIR AND MINOR WORKS

**Ordinary Maintenance and Repair:** Certain actions of regular maintenance or of a temporary nature. These are exempted from obtaining a Certificate of Appropriateness. Any proposal should still be submitted to staff for review to verify that the work proposed qualifies for this exemption.

**Minor Work/Staff-Issued Certificate of Appropriateness:** Some works of a minor nature typically do not require Historic District Commission approval unless referred by staff. They may be approved through issuance of a minor works permit by the zoning officer if they meet the criteria listed below and are appropriate to the district or the landmark as determined by staff.

**Historically Significant/Period of Significance:** a feature, architectural element, or structure that is older than 50 years from present date.

### I. Section 4: Exterior Changes to Buildings

#### A. Masonry:

##### 1. Ordinary Maintenance and Repair

- i. Clear coat treatment to brick on the exterior of a historic mill recognized as a local landmark, provided that the brick was formerly an interior wall and now requires treatment with clear coat sealer to keep the softer brick from degrading
- ~~ii.~~ Minor repointing and other minor masonry and stone repairs such as spot repairs or restoration of loose or deteriorated masonry.

##### 2. Minor Work

- ~~i.~~ Cleaning of masonry surfaces provided that the applicant demonstrates there will be no change in design, material, dimension, pattern, detail, texture, and color of the masonry or mortar. Painting or staining brick requires Historic District Commission approval.

#### B. Wood:

##### 1. Ordinary Maintenance and Repair

- i. Replacement or repair of wood building materials in kind with no change in shape or dimension so long as no more than 25% of the materials require replacement in-kind.
- ~~i.~~ Not applicable

##### 2. Minor Work

- i. Replacement of wood posts or columns that are not historically significant with wood posts or columns of a design and scale appropriate to the architecture of the house. Changes to or replacement of decorative exterior wood features on a historic building require Historic District Commission approval.

#### C. Architectural Materials:

##### 1. Ordinary Maintenance and Repair

- i. Replacement or repair of architectural metal building materials in kind with no change in shape or dimension so long as no more than 25% of the materials require replacement in-kind.
- ~~i.~~ Not applicable





2. **Minor Work**

i. Replacement or removal of non-historic or non-original architectural metal columns, posts, railings, and other features with wood features consistent with the architectural style of the home. For properties within the period of significance, evidence that the metal feature to be replaced is not original to the structure must be provided before staff can approve replacement. Replacement or removal of original, historic architectural metal features requires Historic District Commission approval.

**D. Paint and Exterior Colors:**

**1. Ordinary Maintenance and Repair**

i. Painting with the same color as existing paint, including slight variations in shade of the same base color as determined by the zoning officer

**2. Minor Work**

i. Painting of previously painted surfaces and unpainted cinderblock with traditional colors found in the district. When the request entails a new color combination for an entire structure, the main body and the trim shall be a traditional dark color/light color combination with no more than two accent colors to receive staff approval. Requests to paint a structure in a non-traditional color or scheme — such as pinks, pastels, and vivid colors — or more than three colors require Historic District Commission approval if staff determines the color(s) or color combinations incompatible for the district.

**E. Exterior Walls:**

**1. Ordinary Maintenance and Repair**

- i. Installation of house numbers and mailboxes outside the right of way. Mailboxes affixed to a building in such a way to avoid damaging the exterior walls of a building.
- ii. Replacement or repair of natural building materials in kind with no change in shape or dimension

**2. Minor Work**

i. Removal of artificial siding when the original siding is a natural material and is to be replaced or repaired and painted or stained

**F. Windows:**

**1. Ordinary Maintenance and Repair**

i. Not applicable

**2. Minor Work**

i. Replacement of windows that are not historically significant, provided that the muntin configuration remains the same as the windows being replaced, unless evidence is produced showing the original muntin configuration was something different, in which case that original configuration shall be used. Replacement windows shall be constructed of wood or material consistent with the [Historic District Compatibility Matrix](#) with true or simulated divided lights consistent with the [Historic District Compatibility Matrix](#) and with mullion and frame profiles that are the best approximation of the original

windows.

- ii. Replacement of original, historically significant windows on historic structures if the replacement material is wood and the muntin configurations

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match exactly those of the windows being replaced. Replacement of deteriorated wood windows with substitute materials that comply with the Historic District Compatibility Matrix may be permitted on side and rear elevations. Replacements require Historic District Commission approval when the materials are to be something other than wood on a character-defining elevation and/or when replacement window muntin configurations do not match those of original windows.

- iii. Repair, replacement, or installation of windows at historic mill properties recognized as local landmarks when the new windows are sized and configured to match the historic wood windows, typically double-hung sash windows, and are aluminum frame with simulated divided lights per the Historic District Compatibility Matrix and have mullion and frame profiles that are the best approximation of the historic windows.

### G. Doors:

#### 1. Ordinary Maintenance and Repair

- i. Not applicable

#### 2. Minor Work

- i. Replacement of doors that are not historically significant to a historic structure, which are designed to closely match the door being replaced, unless evidence shows the original door design is different, in which case that configuration shall be used. Replacement ~~front doors shall be constructed of solid wood, and replacement side or rear~~ doors shall be a material consistent with the Historic District Compatibility Matrix. Replacement of historically significant doors requires Historic District Commission approval.

### H. Roofs:

#### 1. Ordinary Maintenance and Repair

- i. Replacement or alteration of roofing materials if the shape, dimensions, and color are the same as those previously existing, including slight variations in materials and colors as determined by the zoning officer
- ii. Installation, addition, or removal of gutters and downspouts
- iii. Repair or replacement in kind of missing portions of existing chimneys

#### 2. Minor Work

- i. Replacement of an asphalt shingle roof with non-striated standing seam or 5V metal roof in an appropriate color as determined by staff. Requests for Master Rib and other alternative metal roofing crimps, striations, or non-traditional colors require Historic District Commission approval.
- ii. Removal of non-historic rear elevation chimneys that are not visible from the front of the house and are not connected to an interior feature (such as a wood-burning stove or fireplace requiring ventilation through the chimney to be removed). Removal of functioning or historic chimneys or chimneys on front or side elevations that would potentially alter the character of the building requires Historic District Commission approval.

~~ii.~~

I. ~~Porches, Entrances, and Balconies~~ **Stairs and Steps:**

1. **Ordinary Maintenance and Repair**

- i. ~~Minor repointing and other minor masonry and stone repairs to steps. Not applicable~~

## 2. Minor Work

- i. New steps that are made of wood, brick, stone, or other natural materials and are located in front of a house or primary building and do not conceal a historic porch, entrance, or balcony
- ii. New steps located behind the front line of a house or primary building made of brick, stone, wood, or other natural materials and do not conceal a historic porch, entrance, or balcony. Concrete is an acceptable material for steps for landmark properties. Black steel steps are also an appropriate replacement material for side and rear egress staircases for multi-story commercial or multi-family buildings in the historic district.
- iii. Replacement/removal of or alteration/addition to existing stairs and steps that ~~are located behind the front line of the structure and~~ are not historically significant. Natural materials shall be replaced in kind, and artificial materials shall be replaced with natural materials appropriate to the house or primary structure. Concrete is an appropriate material for steps for landmark properties. Black steel steps are also an appropriate replacement material for side and rear egress staircases for multi-story commercial or multi-family buildings in the historic district.

## J. Storefronts:

### 1. Ordinary Maintenance and Repair

- i. Not applicable

### 2. Minor Work

- i. Removal of inappropriate or conjectural architectural features, such as faux façades or decorative door trim, that were added to a historic façade and which conceal the original architectural features of a historic commercial building. Removal of such features requires either repair or restoration of the underlying, original features that they concealed. Photographic or expert proof shall be provided to staff to verify the original condition of the feature being restored or repaired.

## K. Outbuildings and Garages:

### 1. Ordinary Maintenance and Repair

- i. Not applicable

### 2. Minor Work

- i. Replacement of missing, damaged, or deteriorated residential garage doors with materials listed in the [Historic District Compatibility Matrix](#).
- ii. Replacement of overhead doors on commercial, industrial, or institutional properties when the replacement materials comply with the [Historic District Compatibility Matrix](#) and where the design, scale, and material are appropriate to the design of the building and the historic district as determined by staff.

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### L. Accessibility and Life Safety:

#### 1. Ordinary Maintenance and Repair

- i. Not applicable

#### 2. Minor Work

- i. Installation, alteration, and/or replacement of handrails on existing steps, porches, decks, and stairs. New or replacement railings shall have materials that comply with the [Historic District Compatibility Matrix](#) and be compatible in design, scale, finish, and material with the building to the greatest extent possible.
- ii. Removal of existing railings that are not historically significant to a structure as determined by staff and that are not required for ADA accessibility.
- iii. Installation, alteration, or removal of black wrought iron guardrails not exceeding 48 inches in height that are required for non-residential buildings or sites to meet ADA requirements. Railing designs must closely match those installed by the town along Churton Street and be approved by the town public space and sustainability manager and/or N.C. Department of Transportation prior to being constructed if located in the public right of way. Any major deviation in design, materials, or color from the town's Churton Street railings and any height above 48 inches requires Historic District Commission approval.

### M. Sustainability and Energy Retrofit:

#### 1. Ordinary Maintenance and Repair

- i. In-kind repair or replacement of awnings or canopies made of fabric, metal, or canvas. Existing awnings or canopies made of synthetic materials, such as plastic or vinyl, may not be replaced under this Ordinary Maintenance and Repair item.

ii. Removal of storm windows or storm doors.

iii. Installation of solar panels not facing the street, so long as the panels are not attached to a character-defining roofing material and so long as panels match the roof color and project no more than four inches above the finished roof surface. All associated equipment shall be attached to the rear or side of the structure.

iv. Installation of solar panels on non-contributing structures if the panels match the roof color and project no more than four inches above the finished roof surface. Any associated mechanical equipment shall be located at the rear or side of the structure.

ii.v. Installation of electric vehicle charging stations and related equipment in any existing or proposed driveway or off-street parking area and located behind the front line of the primary structure on site. Signage identifying the unit as a charging station may be painted onto the charging station or shall meet the requirements of Section 6: Setting and Site/Signage below. No off-site signage is permitted, and all on-site signage other than what is located in these standards requires Historic District Commission approval. Electric vehicle charging stations that are located behind only one front line of a corner lot are permitted if staff determine that they comply with the above requirements and Historic District Design Standards.

## 2. Minor Work

- i. Installation or replacement of foundation vents on side and rear elevations only, wood or metal soffit and roof vents, low profile roof ridge vents consistent with roof materials and that do not impact historic roofing materials and details, gable end vents with materials matching siding, and wood foundation access doors that cannot be easily seen from the street
- ii. Reinstallation of above ground fuel tanks (such as propane and oil) for residential use when not located in the Number 1 fire district, when not located in a front yard, and when screened from general public view using a wood privacy fence and/or evergreen plantings. New installations of these tanks must also comply with all conditions of the N.C. State Building Code.
- iii. Installation or alteration of full-lite storm doors and storm windows that comply with the [Historic District Compatibility Matrix](#). Aluminum storm doors are not permitted to be placed on structures that were constructed prior to 1945.

- iv. Commercial, full-lite storm doors that comply with the Historic District Compatibility Matrix and that do not conceal an existing storefront door and sit within the depth of the original door jamb. Storm doors that would conceal an existing storefront door or that would extend beyond the existing door jamb require Historic District Commission approval.
- ~~v. Installation or removal of awnings and, canopies, and operable shutters that match the width of the windows next to which they are located with materials and features that comply with the Historic District Compatibility Matrix, provided that the new structures do not obscure or conceal significant architectural features of a structure.~~
- ~~v.vi. Installation, removal, or replacement of operable shutters that are in a location where they were used historically and match the width of the windows next to which they are located with materials and features that comply with the Historic District Compatibility Matrix. Installation of inoperable shutters or shutters in places where they were not used historically require Historic District Commission approval.~~
- ~~vi. New installation/alteration/removal of low profile, photovoltaic solar panels, skylights, ventilators, or mechanical equipment that are placed on roof slopes which are not easily visible from the street, are screened from view of adjacent properties, are located on non-character defining elevations, and do not compromise the architectural integrity of a building. Features proposed to be located in a yard or on an elevation that fronts on a public or private street require Historic District Commission approval.~~
- ~~vii. Installation of electric vehicle charging stations and related equipment in any existing or proposed driveway or off-street parking area and located behind the front line of the primary structure on site. Signage identifying the unit as a charging station may be painted onto the charging station or shall meet the requirements of Section 6: Setting and Site/Signage below. No off-site signage is permitted, and all on-site signage other than what is located in these standards requires Historic District Commission approval.~~

**N. Utilities:**

**1. Ordinary Maintenance and Repair**

- i. All window-mounted HVAC units on inconspicuous side or rear elevations. Window-mounted HVAC units on front elevations require Historic District Commission review and approval.
- ii. Installation, alteration, or removal of antennae for public utilities that are regulated by the North Carolina Utilities Commission, do not change the appearance of the streetscape, and are not visible from public rights of way and are screened from general public view.
- iii. Installation of satellite dishes, 20 inches or fewer in diameter, that are not attached to the front of the structure and not easily visible from the street.
- iv. Installation of mechanical equipment, including, but not limited to, such items as heating and air conditioning units or generators, that are screened from general public view (required setbacks must be met).
- ~~iii.~~



## 2. Minor Work

~~i. Installation of mechanical equipment, including, but not limited to, such items as heating and air conditioning units or generators, that are screened from general public view (required setbacks must be met).~~

ii.i. Installation, alteration, and/or removal of communications equipment (excluding antennae exempt under the Ordinary Maintenance and Repair list above) that are less than 6 feet in height, are placed on roof slopes or non-character-defining elevations screened from view of adjacent properties and the general public and are placed in locations which do no conceal

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or compromise the integrity of the architectural features of a structure. Requests to locate such equipment in a front yard or on a character-defining elevation of a building shall require Historic District Commission approval.

### **N. Disaster Preparedness and Planning:**

#### **1. Ordinary Maintenance and Repair**

- i. Not applicable

#### **2. Minor Work**

- i. Not applicable

## II. Section 5: New Construction and Additions

### **A. New Construction of Primary Commercial Buildings:**

#### **1. Ordinary Maintenance and Repair**

- i. Not applicable

#### **2. Minor Work**

- i. Not applicable. All new primary commercial building construction shall be reviewed and approved by the Historic District Commission.

### **B. New Construction of Primary Residential Buildings:**

#### **1. Ordinary Maintenance and Repair**

- i. Not applicable

#### **2. Minor Work**

- i. Not applicable. All new primary residential building construction shall be reviewed and approved by the Historic District Commission.

### **C. New Construction of Multi-Family Buildings:**

#### **1. Ordinary Maintenance and Repair**

- i. Not applicable

#### **2. Minor Work**

- i. Not applicable. All new primary multi-family building construction shall be reviewed and approved by the Historic District Commission.

### **D. New Construction of Outbuildings and Garages:**

#### **1. Ordinary Maintenance and Repair**

- ~~i. Not applicable~~ Construction of utility structures, excluding accessory dwellings, that are less than 80 square feet in area, are located in the rear of non-contributing properties, and are screened from the public right of way.

#### **1. Minor Work**

- ~~i. Not applicable~~ Construction of detached outbuildings or garages, excluding garages over 144 square feet and accessory dwellings, that are less than 144 square feet in area, are located in the rear of historic properties and are screened from the public right of way.

~~i.~~ All materials and features shall comply with those permitted in the Historic District Compatibility Matrix. ~~If asphalt shingles are used, they shall be in a col-~~

~~ii. or closely matching the primary structure's roof. The peak of the accessory building roof shall not exceed 12 feet in height measured from adjacent ground level, and the location shall meet all applicable setbacks for the property. Any proposed design details or materials that do not meet these standards shall require Historic District Commission approval.~~

**E. New Construction of Accessory Dwelling Units:**

**1. Ordinary Maintenance and Repair**

i. Not applicable

**2. Minor Work**

i. Not applicable. All new accessory dwelling units shall be reviewed and approved by the Historic District Commission.

**F. Additions to Commercial Buildings:**

**1. Ordinary Maintenance and Repair**

i. Not applicable

**2. Minor Work**

i. Not applicable. All new construction of additions to commercial buildings shall be reviewed and approved by the Historic District Commission.

**G. Additions to Residential Buildings:**

**1. Ordinary Maintenance and Repair**

i. Not applicable

**H. Porches**

**1. Ordinary Maintenance and Repair**

i. Replacement or repair of porch materials in kind with no change in shape or dimension so long as no more than 25% of the materials require replacement in-kind.

~~ii.~~

**2. Minor Work**

i. Conversion of existing decks that are less than 400 square feet in area to porches or screened porches that are located in the side or rear of historic properties and are not easily visible and/or are screened from public right of way. All materials and features shall comply with those permitted in the Historic District Compatibility Matrix. The peak of the screened porch roof shall not extend above the existing house. Any proposed design details or materials that do not meet these standards shall require Historic District Commission approval.

ii. Conversion of existing porches screened porches if located in the side or rear of properties and not easily visible from the public right of way.

## **H.I. Decks:**

### **1. Ordinary Maintenance and Repair**

- i. Replacement of deck flooring with wood or with Trex on decks that are beyond the front line of the primary structure. Trex cannot be used for porch flooring and cannot be used for porch, deck, or walkway railings or posts.

### **1. Minor Work**

- i. Alteration of, addition to, and/or removal of existing decks that are located behind the front line of the house. For additions to existing decks, the total combined square footage of the original deck with the addition shall not exceed 400 square feet. Decks shall not be easily visible from the street,

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and/or they shall be screened from view with evergreen plantings ~~proportional in height to the height of the deck, including any railings, at the time of planting~~ to provide adequate screening.

- ii. Construction of new decks composed of materials that comply with the Historic District Compatibility Matrix, are less than 4 feet tall, are located behind the front line of the primary structure and are less than 400 square feet in area. Decks shall not be easily visible from the street, and/or they shall be screened from view with evergreen plantings ~~proportional in height to the height of the deck, including any railings, at the time of planting~~ to provide adequate screening.

### III. Section 6: Setting and Site

#### A. Site Features and Plantings:

##### 1. Ordinary Maintenance and Repair

- i. Play equipment (not exceeding 300 square feet in area) and tree houses or movable playhouses when located in the back yard
- ii. Movable outside furniture, such as deck boxes, umbrellas, or patio furniture
- iii. All minor landscaping that includes but is not limited to maintenance trimming, removal of unhealthy shrubs and perennials, garden accents, and creation of new landscaped areas which do not feature hardscaping and do not obscure major architectural features or details of a historic structure. Removal of healthy, historically significant landscape plantings and features shall require Historic District Commission approval.
- iv. Installation of post-mounted metal or wooden mailboxes on wood or metal posts that meet United States Postal Service requirements for size, location, and design and that do not exceed 6 feet in height above grade
- v. Removal of any deciduous trees that are 24 inches diameter at breast height (4 to 4.5 feet above ground) or smaller or any evergreen trees that are smaller than 30 inches diameter at breast height, where a circumferential measurement of all trunks and stems of the same tree divided by pi (3.14) shall be used to calculate the diameter
- ~~vi. Removal of trees of any size if town staff determines through field verification that the trees pose a clear and immediate threat to public safety or private property~~
- ~~vii. A single metal flagpole not exceeding 25 feet in height from ground level or a single flagpole base made of metal, concrete, stone, brick, or other natural materials and not exceeding 25 square feet in area~~
- ~~viii. Construction of "Little Free Libraries" in the front, side, or rear yard located outside of the public right of way that are painted or stained a single muted color, are constructed of wood or metal only, and are mounted on a single wood post painted or stained to match the color of the box, with total height not to exceed 6 feet from ground to top of the box and with box dimensions not to exceed 2 feet in length, width, or height. The handles/knobs shall be made of wood or metal only, and the front window shall be limited to plexiglass or a similar safety glass product. Roofing materials shall~~

~~be limited to wood or metal. Any proposed deviation in design or materials from these standards shall require Historic District Commission approval.~~

~~ix. Non-fixed elements that can be moved without the use of heavy equipment such as rain barrels, planters, dog houses, bird baths, and similar decorative or functional items~~

~~vi.~~

## 2. Minor Work

- i. Construction of patios made of materials that comply with the Historic District Compatibility Matrix, are located behind the front line of the structure and are smaller than 400 square feet for historic district properties or 3,000 square feet for historic mill properties recognized as local landmarks. Patios shall be located and designed in a manner to retain as much of the existing site features, plantings, and topography as possible.
- ii. Removal of existing patios that are located behind the front line of the primary structure

iii. Alterations or additions to existing patios located behind the front line of a primary structure, provided that the total square footage does not exceed 400 square feet and the materials match the existing materials as closely as possible in both color and composition and are compliant with the Historic District Compatibility Matrix

iv. Removal of mature single, multi-stem, or multi-trunk deciduous trees 24 inches in diameter or larger or evergreen trees 30 inches in diameter or larger, using a circumferential measurement of all trunks or stems of the same tree divided by pi (3.14) to calculate the diameter at breast height (measured at 4 to 4.5 feet above ground), that have been severely damaged due to extreme weather or need to be removed due to severe disease or deterioration of the tree. A signed tree health or tree risk assessment from an arborist certified by the International Society of Arboriculture must be submitted to staff to verify the deterioration of the tree and its need for removal. Evidence presented to staff shall include, at a minimum, the diameter at breast height and species of the tree, a detailed analysis of its root, trunk, and canopy, and specific reasons the arborist professionally believes that the tree cannot or should not be retained. In all cases, a condition to replace the removed tree(s) in kind or with a similar species is required unless evidence is presented or other factors present on the property call for a different treatment.

~~v.i. A single metal flagpole not exceeding 25 feet in height from ground level or a single flagpole base made of metal, concrete, stone, brick, or other natural materials and not exceeding 25 square feet in area~~

~~vi.i. Construction of "Little Free Libraries" in the front, side, or rear yard located outside of the public right of way that are painted or stained a single muted color, are constructed of wood or metal only, and are mounted on a single wood post painted or stained to match the color of the box, with total height not to exceed 6 feet from ground to top of the box and with box dimensions not to exceed 2 feet in length, width, or height. The handles/knobs shall be made of wood or metal only, and the front window shall be limited to plexiglass or a similar safety glass product. Roofing materials shall be limited to wood or metal. Any proposed deviation in design or materials from these standards shall require Historic District Commission approval.~~

vii.v. Installation of wood or metal pergolas, garden trellises, ~~or~~ ~~or~~ arbors not exceeding 8 feet in height that are located behind the front line of the primary structure

viii.vi. \_\_\_\_\_ Installation, alteration, and/or removal of temporary features that are necessary to ease difficulties associated with a medical condition and which are made of materials that comply with the Historic District Compatibility Matrix. Such features must be removed when they are no longer necessary to ease the difficulties related to accessibility due to physical disability or other limitations.

ix.vii. Grading of a lot for stormwater control and soil stabilization, including adding swales, French drains, or other drainage features. Any proposed tree removal shall be submitted to staff for review as a part of the application, and any removal of healthy single, multi-stem, or multi-trunk deciduous trees 25 inches in diameter or larger at breast height or healthy



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evergreen trees over 30 inches diameter at breast height due to grading work shall require Historic District Commission approval. A tree of similar size and species at maturity shall be replanted for each tree over 12 inches diameter at breast height permitted to be removed. Soil shall be seeded and/or replanted with native vegetation after the grading work is completed.

viii. Hardscaping that is made of natural materials and does not obscure major architectural features or details of a historic structure.

### B. Fences and Walls:

#### 1. Ordinary Maintenance and Repair

i. Removal of synthetic fencing materials and chain link fencing

ii. Spot repairs and completion of missing sections of existing fences

iii. Removal or replacement of existing fences that are not historically significant, as determined by staff, and no taller than 6 feet.

iv. Temporary utilitarian or light-gauge wire fencing constructed as necessary to keep animals out of gardens, side, and rear yards.

#### 2. Minor Work

i. Installation of fences located behind the front line of the structure that are made of materials and have styles which comply with Historic District Compatibility Matrix. Privacy fences may be no taller than 6 feet, but garden enclosures may extend to 7 feet only if the final foot is wire. Fences made of wood post and welded wire must include a top and bottom rail if located in the front yard but do not require rails if located in the side or rear yard. Picket and post and rail fences may be no taller than 4 feet. Wood privacy fences 5 feet or less in height may have an additional one foot of square-patterned wood lattice on top, but the total fence height shall not exceed 6 feet measured from ground level. Split rail fences require full Historic District Commission review and approval.

~~ii. Removal or replacement of existing fences that are not historically significant, as determined by staff, and no taller than 6 feet. Replacement fences shall be wood or wood with welded wire meeting the design requirements in Fences and Wall Minor Work i above. Replacement of existing non-historic fences with any material besides wood or wood with welded wire requires full Historic District Commission approval.~~

~~iii.~~ii. Construction of new walls made of wood, natural stone, brick, parged masonry block with rowlock or basket weave brick cap, poured concrete wall with rowlock or basket weave brick cap, or masonry block faced and capped with brick that are no taller than 6 feet above grade and are located behind the front line of the primary structure. Use of any materials that do not comply with these standards requires full Historic District Commission approval.

iii. Removal or replacement of existing walls that are not historically significant, as determined by staff and are no taller than 4 feet. Replacement walls shall be made of wood, natural stone, brick, parged masonry block

with rowlock or basket weave brick cap, poured concrete wall with rowlock or basket weave brick cap, or masonry block faced and capped with brick. Use of any materials that do not comply with these standards requires full Historic District Commission approval.

~~iv.~~

iv. ~~New p~~Pet enclosures of any non-opaque wood or metal fencing material that are not attached to the house, enclose less than 25% of the lot, and are located behind the rear line of the house.

**C. Walkways, Driveways, and Off-Street Parking:**

**1. Ordinary Maintenance and Repair**

- i. Minor alterations to existing private drives and public streets, such as resurfacing or repair of existing driveway surfaces with in-kind materials.

**2. Minor Work**

- i. New or replacement walkways with materials that comply with the [Historic District Compatibility Matrix](#). For replacement of historic stone or brick walkways, the original materials must be repaired and/or replaced in kind. Existing dirt or gravel walkways may be replaced with concrete, brick, natural stone or asphalt paving, provided the width does not exceed 5 feet on historic properties. For landmark properties, new or replacement sidewalks may not exceed 8 feet in width without Historic District Commission approval.

~~ii. Replacement of existing non-historic driveways and off-street parking areas with materials that comply with the [Historic District Compatibility Matrix](#). For replacement of historic stone or brick driveways, the original materials must be repaired and/or replaced in kind. Existing dirt or gravel driveways may be replaced with concrete, brick, natural stone or asphalt paving. such as dirt, crushed stone, or natural stone driveways. The use of other materials as replacement surface materials requires Historic District Commission approval. Historic brick or stone driveways shall be replaced in kind.~~

- ~~iii.~~ii. Minor alterations to existing private drives and public streets, such as maintenance grading or realignment of existing impervious driveway surfaces.

**D. Public Right of Way:**

**1. Ordinary Maintenance and Repair**

- i. Street, sidewalk, and underground utility work that does not substantially change the appearance of the streetscape. This includes but is not limited to the burial of overhead lines, replacement of water and sewer lines, replacement of sidewalks, and the replacement and/or installation of meters for gas, water, electricity, and the like. This shall not apply to wireless facilities or antennae.

**2. Minor Work**

- i. Removal, replacement, and installation of streetscape amenities proposed by the Hillsborough Public Space and Sustainability Division, including but not limited to street furniture, bus shelters, planters, signage, waste receptacles, benches, bicycle racks, pavers, and railings that are very similar or identical in design to amenities previously approved by the Historic District Commission and located on town property or within public rights of way.
- ii. Installation of new or replacement utility boxes above grade located in the side or rear of a property. Utility boxes shall be screened from view by evergreen vegetation equal in height to the unit being screened at time of planting. Utility boxes, hotboxes, and other equipment proposed in the right of way or a front yard shall require HDC approval.

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### E. Archaeological Features:

#### 1. Ordinary Maintenance and Repair

- i. Not applicable

#### 2. Minor Work

- i. Not applicable. All proposed change to, disturbance of, or removal of archaeological features shall require Historic District Commission review and approval.

### F. Exterior Lighting:

#### 1. Ordinary Maintenance and Repair

- i. ~~Not applicable~~ Temporary seasonal, hanging, and special event lighting.

#### 2. Minor Work

- i. Installation, alteration, or removal of exterior commercial light fixtures, including security and egress lighting required by building or fire code, that are made of metal and hung in traditional locations which do not compromise the architectural integrity of a building. The design and location of all lighting proposed shall be submitted to and approved by staff prior to approval for installation and shall meet all regulations in Section 6.11 of the Unified Development Ordinance.
- ii. Installation, alteration, or removal of exterior residential light fixtures that are made of wood or metal and hung in traditional locations which do not compromise the architectural integrity of a building. The design and location of all lighting proposed shall be submitted to and approved by staff prior to approval for installation.
- iii. Installation of metal light fixtures on painted or stained wood or metal poles on private property that are installed in traditional locations for the district and do not exceed 8 feet in height measured at ground level. This is not intended to apply to lights installed within the public right of way.

### G. Signage:

#### 1. Ordinary Maintenance and Repair

- i. Temporary signs and flags listed as exempt in Section 6.18.5 of the Zoning Ordinance.
- ii. One residential occupant sign per lot not exceeding 4 square feet in area that does not advertise a business or commercial goods or services. These signs shall be constructed of wood, shall be painted or stained white, may not exceed 6 feet in height and shall be located outside the public right of way.

~~iii.~~—Historical markers placed by the Historical Society or the State of North Carolina

iii. Removal of signs, sign posts, and bases that are not historically significant

#### 2. Minor Work

- i. Commercial projecting and hanging wall signage of painted solid wood or compatible painted or printed non-wood materials as shown on the [Historic](#)

District Signage Matrix that also complies with the requirements of the Unified Development Ordinance regarding size and location and is a minimum of 0.10 inches thick. Signs must be installed in traditional locations in such a way as to not damage or conceal architectural features or details on a historic building or property. All hanging or projecting signs must be hung parallel or perpendicular to the building face.

- ii. Installation of campus, suite, tenant, or wayfinding signage that complies with the requirements of the Unified Development Ordinance, is made only from painted solid wood or from compatible non-wood materials as shown on the Historic District Signage Matrix and is a minimum of 0.10 inches thick. Signs must be installed in traditional locations in such a way as to not damage or conceal architectural features or details on a historic building or property. All hanging or projecting signs of this type must be hung parallel or perpendicular to the building face.
- iii. Wall signage mounted flush against a building façade, installed in traditional locations in such a way as to not damage or conceal architectural features or details on historic structures and is made of painted, torched, or sandblasted solid wood or only compatible materials as shown on the Historic District Signage Matrix. Signage shall comply with the requirements of the Unified Development Ordinance regarding size and location and must be a minimum of 0.10 inches thick.
- iv. Installation of new freestanding signs meeting the size and location requirements in Section 6.18 of the Unified Development Ordinance. Signs shall be made of materials that comply with the Historic District Signage Matrix with a minimum 0.10 inch thickness (or its gauge or metric equivalent) and suspended between two posts, poles, or columns of equal height or hanging from a single post or pole. Monument signs shall only be permitted to be installed above a monument base without side posts or columns with Historic District Commission approval. Posts, when used, shall be solid wood, painted white. Columns, when used, shall be constructed of stucco, unpainted solid brick, natural solid stone, stained, painted, or natural solid wood, or a combination of no more than two of the preceding materials as approved by staff. Hollow core columns and veneers shall not be permitted for brick, wood, or stone columns. Final colors chosen for stains or paints are to be submitted to staff for approval along with the minor works application for the sign. Any deviations in design or materials from these standards shall require Historic District Commission approval.
- v. Durable commercial signage made of materials that comply with the Historic District Signage Matrix, is a minimum of 0.10 inches thick and is mounted flat to the face of an existing wood or metal non-historic freestanding commercial sign. Because the existing sign will become the sign backing material under this provision, the height and width of the proposed durable printed metal sign to be used shall match exactly the dimensions of the existing underlying sign face unless otherwise prohibited by the Unified Development Ordinance.

## ORDINARY MAINTENANCE AND REPAIR AND MINOR WORKS

- vi. Printed metal signs not exceeding 4 square feet in area mounted on metal U-channel posts not exceeding 6 feet in height that are exempt under sections 6.18.4.2 and 6.18.4.7 to be erected on private property for safety, wayfinding, or to restrict unauthorized use of or access to private property. Staff must approve the location and orientation of the signs, which must be located behind the right of way line entirely on private property and oriented so as to not be confused with public signage.
- vii. Individually cut and mounted vinyl letters or logos with no background material, whether clear or otherwise, that are mounted to the front-facing window or door glass on commercial buildings and are visible from the public right of way or pedestrian areas in the historic district.
- viii. Installation of a sandwich board sign only displayed during open hours of business, that is of A-frame construction, has a maximum of 6 square feet per side, does not exceed 4 feet in height, and has a wood or metal frame that is elevated by the use of feet or legs. Materials shall comply with the [Historic District Signage Matrix](#).
- ix. Installation of a temporary, single-side solid painted wood or metal-framed sign for businesses that have permitted outdoor seating in the public right of way. The sign shall be hung with metal hooks or hangers from the approved barrier installed to separate outdoor seating from the clear pedestrian path. The sign must meet all of the requirements in Section 6.18.6.1 for both size and materials and must receive the same permits as a sandwich board. Materials shall comply with the [Historic District Signage Matrix](#). Materials not shown as compatible in the [Historic District Signage Matrix](#) shall not be permitted for any portion of the sign; however, a chalkboard face is permitted. Signage must have a minimum 0.10 inch thickness (or its gauge or metric equivalent), shall be removed at close of business each day and may not be illuminated in any way.
- ix.x. Illumination of signs with directional lighting fixtures that are top mounted, so lighting is aimed down. Ground mounted signs with a height of five (5) feet or less may be ground lit, provided that the lights are shielded so as to illuminate the sign only, and the light shall not exceed 10 foot candles at the sign surface. Light fixtures must comply with Minor Works Section 6.F, and internally lit signage is not permitted in the Historic District.

### ~~H. Awnings and Canopies:~~

#### ~~1. Ordinary Maintenance and Repair~~

- ~~i. Not applicable~~

#### ~~2. Minor Work~~

- ~~i. Not applicable~~

### H. Art:

#### 1. Ordinary Maintenance and Repair

- i. Installation of common seasonal decorations, sculptures, and other art installations that do not exceed eight feet above grade and that are intended for temporary use and are are not permanently affixed to a historic building or site

## **2. Minor Work**

- i. Installation or alteration of artwork made of wood or metal that is mounted on a paved surface and is located in a side or rear yard, is behind the front line of a primary structure, does not exceed 8 feet above grade, and is not visible from the public right-of-way. This work shall not apply to artwork attached to any primary or accessory structure. It also shall not apply to



murals painted on any building or surface or to any artwork displayed on public property.

**J.I. Outdoor Dining Areas:**

**1. Ordinary Maintenance and Repair**

- i. Not applicable

**2. Minor Work**

- i. Installation, alteration, or removal of affixed commercial street furniture with screening demarcations that are 3 to 4 feet tall, made of wood, stone, concrete, brick, glass, and/or metal, and meet all Hillsborough Code of Ordinances requirements. ~~All design proposals shall include a full-color, scaled architectural elevation of the front of the building showing the proposed seating areas with the designs as they will look from the street at grade once constructed.~~ Each proposed demarcation design must provide a minimum of 50% transparency to maintain the visibility of the building. ~~The subtle use of greenery in addition to any hardscaping is encouraged to enhance the streetscape.~~ Any proposal not meeting these standards shall require Historic District Commission approval.

**K.J. Parks and Public Spaces:**

**1. Ordinary Maintenance and Repair**

- i. Not applicable

**2. Minor Work**

- i. Not applicable

**L.K. Cemeteries:**

**1. Ordinary Maintenance and Repair**

- i. Not applicable

**2. Minor Work**

- i. Not applicable

**IV. Section 7: Relocation and Demolition**

**A. Relocation:**

**1. Ordinary Maintenance and Repair**

- i. Not applicable

**2. Minor Work**

- i. Relocation of existing outbuildings or garages that do not fall within the period of historic significance from a side or rear location to a different side or rear yard location on the same property. Structures proposed to be relocated shall be less than 144 square feet in area and shall require zoning approval. Structures proposed to be relocated that do not meet these criteria shall require Historic District Commission approval.

## ORDINARY MAINTENANCE AND REPAIR AND MINOR WORKS

### **B. Demolition:**

#### **1. Ordinary Maintenance and Repair**

- i. Demolition or removal of existing accessory structures, site features, or buildings that were built or erected illegally outside the period of significance without an approved Certificate of Appropriateness

#### **2. Minor Work**

- i. Demolition of existing outbuildings and garages, building features, or buildings that are not architecturally or historically significant and are less than 144 square feet in area for a district property or 1,500 square feet in area for historic mill properties recognized as local landmarks. Demolition of primary buildings or those not meeting these criteria require Historic District Commission approval.

## V. Post-Certificate of Appropriateness Approval

### **A. Changes to Approved Certificate of Appropriateness:**

#### **1. Ordinary Maintenance and Repair**

- i. Not applicable

#### **2. Minor Work**

- i. Changes to previously approved Certificates of Appropriateness deemed by staff not to be substantial.
- ii. Exterior changes to buildings or sites within the historic district or on local landmark properties that are deemed by staff to clearly be minor in nature, such as slight variations on existing minor works and other types of minor exterior changes, including items such as replacement of synthetic materials on building features when replaced with wood or metal in the same configuration as the feature being replaced, and other items for which there have historically been consistent, recurring approval by the Historic District Commission. Staff will refer minor work proposals to the Historic District Commission for review if the changes proposed involve alterations, additions, or removal of features that will, in staff's determination based on the Design Standards, significantly alter the character or setting of a building or site, do not meet intent of the Design Standards, or are of a precedent-setting nature in the historic district.

### **B. Renewal to Approved Certificate of Appropriateness:**

#### **1. Ordinary Maintenance and Repair**

- i. Not applicable

#### **2. Minor Work**

- i. Renewal of expired Certificates of Appropriateness, provided there are no changes from the originally approved plans and no substantial changes in any applicable regulations or in the surrounding built environment in the last 12 months that would affect the original approval.





## HISTORIC DISTRICT COMPATIBILITY MATRIX

**DISCLAIMER:** Compatibility and appropriateness is determined based on this chart and the Design Standards as adopted. This chart offers guidance for materials and treatment selections based on historic rulings by the Historic District Commission and the standards listed in the Design Standards. Materials listed in the chart as incompatible will typically not be approved by the commission. Items listed as “case-by-case” may be approved if determined to be appropriate based on sworn testimony of applicants and based on commission deliberation. For any proposed materials not listed in the chart, a material sample shall be submitted to the commission for review as part of a Certificate of Appropriateness application.

✓	✓ match existing/ original	✓ commercial/ institutional only	case-by-case	X	X if visible
compatible	compatible if new material matches existing or original material	compatible for commercial and institutional buildings only	may be allowed as a new or replacement material but is determined on a case-by-case basis	always incompatible	incompatible if visible from street

Material Category	Material	Common Manufacturers	Changes to Existing Buildings	Additions to Existing Buildings	New Construction	Notes
Siding	Wood		✓ match existing/original	✓	✓	
	Brick		✓ match existing/original	✓	✓	Existing brick is difficult to match, and mortar should be carefully matched.
	Natural Stone		✓ match existing/original	✓	✓	
	Fiber Cement	James Hardie, Nichiha, Plycem	case-by-case	✓	✓	Fiber cement is a mixture of wood fibers, sand, and cement. HardiePlank is the most widely recognized product. Fiber cement siding has only been approved in the district with the smooth side facing outward.
	Stucco		case-by-case	✓ match existing/original	✓	
	EIFS/Synthetic Stucco		X	X	X	
	Ply or Wood Composite Lap Products		X	X	X	
	Engineered Wood	LP SmartSide	case-by-case	✓	✓	Preferred for use in accessory buildings over primary buildings.
	T1-11		X	X	X	
	Cast Stone		✓ commercial/institutional only	✓ commercial/institutional only	✓ commercial/institutional only	
	Concrete Block		X	X	X	Cinderblock
	Aluminum		X	X	X	
	Vinyl		X	X	X	
	Masonite		X	X	X	May be replaced with fiber cement hung smooth side out or wood siding if the reveal matches the original.
	Asbestos Shingle		X	X	X	Asbestos shingles were a common siding material in the 1920s-1980s before its use in building materials was outlawed by the EPA.
	Corrugated Steel		X	✓	✓	
Exterior Trim	Wood		✓	✓	✓	
	Fiber Cement	James Hardie, Nichiha, Plycem	✓	✓	✓	
	Composite and Engineered Wood	MiraTEC	✓	✓	✓	Typically wood bonded with glue.
	Aluminum		X	X	X	Case-by-case only as a reveal.
	Vinyl		X	X	X	
	PVC	Azek	X	✓	✓	PVC trim expands and contracts at a much greater rate than wood. Care should be taken during installation to accommodate this movement and prevent unsightly gaps or bulges.

Material Category	Material	Common Manufacturers	Changes to Existing Buildings	Additions to Existing Buildings	New Construction	Notes
Roofing	Asphalt Shingle — 3 Tab	GAF, Owens Corning, Certaineed, Tamko	✓ match existing/original	✓ match existing/original	✓	3-tab asphalt shingles are flat, square edge shingles with three tabs on each shingle. They often carry a shorter warranty than more expensive architectural shingles.
	Asphalt Shingle — Architectural	GAF, Owens Corning, Certaineed, Tamko	✓ match existing/original	✓ match existing/original	✓	Architectural shingles are much thicker and longer lasting than 3-tab shingles and come in a wide variety of colors and patterns. Often referred to as laminate shingles.
	Wood Shingle		✓ match existing/original	✓	✓	Wood shingles are made of naturally durable woods like cedar and are available as shingles (regular dimensions) or shakes (rougher with inconsistent dimensions and thicknesses). Wood shingle roofs are found on Colonial, Shingle-style, and Arts and Crafts buildings.
	Metal Shingle		✓ match existing/original	✓ match existing/original	✓	Metal shingle roofs are increasingly rare. They are commonly found on Victorian houses and bungalows.
	Slate Shingle		✓ match existing/original	✓ match existing/original	✓	Slate is one of the most durable roofing materials available. It is extremely expensive and requires stout roof framing to support its substantial weight. Match original if possible.
	Standing Seam Metal	Union Corrugating, Fabral, McElroy, Pac-Clad	✓ match existing/original	✓	✓	Standing seam panels are available painted or galvanized. The panels are attached with hidden clips. Striations between crimps are not permitted. <a href="#">Standing seam is allowed a replacement material for asphalt shingles.</a>
	5V metal		✓ match existing/original	✓ match existing/original	✓	5V panels are used as a less expensive alternative to standing seam metal. 5V roofs are attached with exposed fasteners. Striations between crimp is not allowed. <a href="#">5V is allowed as a replacement material for asphalt shingles.</a>
	MasterRib		X	case-by-case	X	
	Corrugated Metal		X	case-by-case	case-by-case	
	Tesla Roofing	Tesla	case-by-case	✓	✓	
	Copper Metal		✓ match existing/original	✓ match existing/original	✓	Copper roofs are formed as standing seam panels or as flat, seamed and soldered panels on low slope roofs.
	Clay Tile		✓ match existing/original	✓ match existing/original	✓ commercial/institutional only	Clay tiles are durable and long-lasting, but their use is typically limited to Spanish Colonial style architecture.
	Single Ply Membrane (TPO, EPDM)		✓ match existing/original	✓ match existing/original	✓ commercial/institutional only	Membrane roofs are most often used on flat roof commercial and institutional buildings and are typically white or black. *OK on residential flat roofs if not visible.

Material Category	Material	Common Manufacturers	Changes to Existing Buildings	Additions to Existing Buildings	New Construction	Notes
Chimneys	Brick		✓ match existing/original	✓	✓	
	Natural Stone		✓ match existing/original	✓	✓	
	Stucco		case-by-case	✓ match existing/original	✓	
	Stainless Steel		case-by-case	case-by-case	X if visible	Stainless steel is typically incompatible if visible from the right of way or proposed on character-defining elevations.
	Wood/Composite Siding		X	X	X	

Foundations	Brick		✓ match existing/original	✓	✓	Brick may only be painted or stained if new construction on a new building or if repainting previously painted or stained brick surface. It is not permitted to paint or stain previously unpainted or unstained brick surfaces.
	Brick Piers		✓ match existing/original	✓ match existing/original	✓	Brick may only be painted or stained if new construction on a new building or if repainting previously painted or stained brick surface. It is not permitted to paint or stain previously unpainted or unstained brick surfaces.
	Natural Stone		✓ match existing/original	✓ match existing/original	✓	
	Stone Piers		✓ match existing/original	✓ match existing/original	✓	
	Concrete		✓ match existing/original	✓ match existing/original	✓	
	Concrete Block (CMU)		✓ match existing/original	✓ match existing/original	✓	
	Stucco		✓ match existing/original	✓ match existing/original	✓	

Windows	Wood		✓ match existing/original	✓	✓	
	Aluminum Storefront		✓ commercial/ institutional only case-by-case	✓ commercial/ institutional only case-by-case	✓ commercial/ institutional only case-by-case	<u>Aluminum storefront windows are only allowed on commercial and institutional structures. Other aluminum windows are case-by-case.</u>
	Aluminum-Clad Wood		✓ match existing/original	✓	✓	<u>Allowed as a replacement material for windows are not character-defining historic windows</u>
	Fiberglass-Clad Wood		X	✓	✓	<u>Allowed as a replacement material for windows are not character-defining historic windows</u>
	Fiberglass		X	✓	✓	<u>Allowed as a replacement material for windows are not character-defining historic windows</u>
	Vinyl		X	X	X	
	Vinyl-Clad Wood		X	X	X	
	Steel		✓ match existing/original	✓ match existing/original	✓ commercial/ institutional only	
	MDO Veneers	Simpson Waterbarrier	X	X	X	
	Composite or Engineered Wood	Fibrex, CompositWood	case-by-case	case-by-case	case-by-case	Wood/plastic polymer hybrid. Must be smooth side out if permitted. <u>Allowed as a replacement material for windows are not character-defining historic windows</u>
	Glass Block		case-by-case	case-by-case	case-by-case	





Material Category	Material	Common Manufacturers	Changes to Existing Buildings	Additions to Existing Buildings	New Construction	Notes
Window and Door Glass Applications	True/Full Divided Lights (TDL)		✓ match existing/original	✓	✓	True/full divided lights have actual muntins and mullions separating individual panes of glass.
	Simulated Divided Lights (SDL)		✓ match existing/original	✓	✓	Grilles on simulated divided lights are permanently affixed to the glass's exterior and interior and typically are at least 7/8 inches deep. A spacer bar should be installed between panes.
	Permanent Grilles Between Glass (GBG)		X	X	X	
	Snap-In External Grilles		X	X	X	
	Flat Applied Muntins		X	X	X	A thin strip of plastic or other materials adhered to the outside of glass.
	Removable Grilles Between Glass		X	X	X	
	Mirrored or Reflective Glass		X	X	X	The reflective coating of mirrored glass is applied like hardcoat Low-E through spraying (Pyrolytic process) during the float glass manufacturing process.
	Etching and Frosting	Obscured, Reed, Gluechip	case-by-case	case-by-case	case-by-case	
	Tinting		case-by-case	case-by-case	case-by-case	Tinting may not be opaque if allowed.
	Laminated or Tempered		✓	✓	✓	Produces highly desirable conditions of induced stress, which result in additional strength, resistance to thermal stress, and impact resistance.
	Low-E		✓	✓	✓	Coated with microscopically thin, optically transparent layers of silver sandwiched between layers of anti-reflective metal oxide coatings.
	Patterned	Rain Glass	case-by-case	case-by-case	case-by-case	
	Stained Glass or Leaded Glass		✓	✓	✓	Stained or leaded glass is typically found in churches, where plexiglass is placed over it to protect the window.

Window Pane Materials	Glass		✓ match existing/original	✓	✓	
	Plexiglass		X	case-by-case	case-by-case	Acrylic-based product. Typically only permitted for use in solar panels or skylights, not as an actual window pane.
	Polycarbonate	Lexan	X	case-by-case	case-by-case	Polymerized plastic. Typically only permitted for use in solar panels or skylights, not as an actual window pane.
	Plastic		X	X	X	

Shutters*  (*size of shutters must fully cover window openings when closed)	Wood		✓ match existing/original	✓	✓	
	Vinyl/PVC		X	X	X	
	Aluminum		X	X	X	
	Composite Wood		✓ match existing/original	✓	✓	
	Plastic		X	X	X	Existing plastic may not be replaced once removed.
	Fiberglass		X	X	X	

Material Category	Material	Common Manufacturers	Changes to Existing Buildings	Additions to Existing Buildings	New Construction	Notes
Awnings — Commercial	Canvas		✓ match existing/original	✓	✓	
	Metal		✓ match existing/original	✓	✓	Can be replaced without a Certificate of Appropriateness if matching existing material.
	Vinyl		X	X	X	
Awnings — Residential	Canvas		✓	X	case-by-case	Allowed as a replacement material if an existing awning is being replaced.
	Metal		✓	X	case-by-case	Allowed as a replacement material if an existing awning is being replaced.
	Vinyl		X	X	X	
Main Entry Doors	Wood		✓ match existing/original	✓	✓	
	Steel		✓ match existing/original	✓ commercial/ institutional only	✓ commercial/ institutional only	
	Aluminum-Clad Wood		✓ match existing/original	X	✓ commercial/ institutional only	<u>Allowed as a replacement material for doors that are not character-defining historic doors</u>
	Fiberglass-Clad Wood	Marvin Integrity	X	X	✓	Newer prototype for a main entry door. Very unlikely to be used as a replacement material.
	Fiberglass		X	X	case-by-case	
	Vinyl		X	X	X	
	Vinyl-Clad Wood		X	X	X	
	Aluminum Storefront		✓ commercial/ institutional only	X	✓ commercial/ institutional only	
	All Glass, Non-Metal Frame		✓ commercial/ institutional only	X	✓ commercial/ institutional only	
Side and Rear Doors	Wood		✓ match existing/original	✓	✓	
	Steel		✓ match existing/original	✓	✓	<u>Allowed as a replacement material for doors that are not character-defining historic doors</u>
	Aluminum-Clad Wood		✓ match existing/original	✓	✓	<u>Allowed as a replacement material for doors that are not character-defining historic doors</u>
	Fiberglass-Clad Wood		✓ match existing/original	✓	✓	<u>Allowed as a replacement material for doors that are not character-defining historic doors</u>
	Fiberglass		✓ match existing/original	✓	✓	<u>Allowed as a replacement material for doors that are not character-defining historic doors</u>
	Vinyl		X	X	X	
	Vinyl-Clad Wood		X	X	X	
	Aluminum Storefront		✓ commercial/ institutional only	✓ commercial/ institutional only	✓ commercial/ institutional only	

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

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

Material Category	Material	Common Manufacturers	Changes to Existing Buildings	Additions to Existing Buildings	New Construction	Notes
Exterior Posts, Railings, Columns	Wood		✓ match existing/original	✓	✓	
	Wrought Iron		✓ match existing/original	✓	✓	
	Aluminum		✓ match existing/original	X	X	
	Fiberglass		case-by-case	case-by-case	case-by-case	No visible seams and must be paintable.
	Vinyl/PVC		X	X	X	
	Glass/Resin Panel		case-by-case	case-by-case	case-by-case	Glass treatments also subject to case-by-case review.
	Metal Cable/Pipe		case-by-case	case-by-case	case-by-case	
	Fiber Cement		case-by-case	case-by-case	case-by-case	Smooth side out always (no wood grain).

Patio	Brick Pavers		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis.
	Natural Stone		✓ match existing/original	✓	✓	
	Poured Concrete		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis.
	Concrete Pavers		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis.
	Chip and Tar		✓ match existing/original	✓	✓	
	Decorative Gravel		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis.

Walkways	Brick Pavers		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis. <u>Also allowed as replacement material for dirt or gravel.</u>
	Natural Stone		✓ match existing/original	✓	✓	<u>Also allowed as replacement material for dirt or gravel.</u>
	Poured Concrete		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis. <u>Also allowed as replacement material for dirt or gravel.</u>
	Concrete Pavers		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis. <u>Also allowed as replacement material for dirt or gravel.</u>
	Gravel		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis.
	Chapel Hill Gravel		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis.
	Chip and Tar		✓ match existing/original	✓	✓	
	Asphalt		✓ match existing/original	✓	✓	Riverwalk is an example. <u>Also allowed as replacement material for dirt or gravel.</u>
	Stamped Concrete		case-by-case	case-by-case	case-by-case	Has been used as crosswalk for N.C. Department of Transportation right of way.



Material Category	Material	Common Manufacturers	Changes to Existing Buildings	Additions to Existing Buildings	New Construction	Notes
Driveways and Off-Street Parking Areas	Gravel		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are on a case-by-case basis. No gravel is to be located on the portion of the driveway in the right of way.
	Asphalt		✓ match existing/original	✓	✓	<u>Also allowed as replacement material for dirt or gravel.</u>
	Concrete		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis. <u>Also allowed as replacement material for dirt or gravel.</u>
	Concrete Pavers		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis. <u>Also allowed as replacement material for dirt or gravel.</u>
	Brick Pavers		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis. <u>Also allowed as replacement material for dirt or gravel.</u>
	Chapel Hill Gravel		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are on a case-by-case basis. No gravel is to be located on the portion of the driveway 10 feet behind the edge of the right of way.
	Chip and Tar		✓ match existing/original	✓	✓	
	Permeable Pavers		✓ match existing/original	✓	✓	Typically concrete with a diamond or square pattern and grass growing in the openings. <u>Also allowed as replacement material for dirt or gravel.</u>
Fences	Wood		✓	✓	✓	<del>No split-rail.</del> May be privacy, picket, or post and welded wire. Other designs not listed are on a case-by-case basis.
	Split Rail		<u>case-by-case</u> X	<u>case-by-case</u> X	<u>case-by-case</u> X	<del>Not appropriate in Hillsborough's historic district.</del>
	Wrought Iron/Painted Steel		✓ match existing/original	✓	✓	
	Woven Wire with Wood Posts		✓ match existing/original	✓	✓	<del>Top and bottom rails are required.</del>
	Chain-link		X	X	X	
	Aluminum		case-by-case	case-by-case	case-by-case	Typically used for pool fencing. May have other applications. Approved only on a case-by-case basis.
	Barbed Wire		X	X	X	
	Painted Steel		case-by-case	case-by-case	case-by-case	
	Vinyl/PVC		X	X	X	
Screening	Wood Fencing		✓	✓	✓	Appropriate for any type of screening. Should be equal in height to tallest item to be screened and opaque. Friendly side out.
	Evergreen Plants		✓	✓	✓	Appropriate for rooftop gardens or any ground screening. Must be equal in height to tallest item to be screened at time of planting and opaque.
	Corrugated Metal Panels		case-by-case	case-by-case	case-by-case	Typically appropriate for rooftop mechanical screening when not visible from the front elevation. May be aluminum, steel, or other types of metal.
	Horizontal Wooden Louvres		case-by-case	case-by-case	case-by-case	Typically appropriate to screen items below a raised front porch or elsewhere on site.

	Horizontal Steel Louvres		case-by-case	case-by-case	case-by-case	Typically appropriate for commercial or industrial rooftop screening when not visible from the front elevation.
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Material Category	Material	Common Manufacturers	Changes to Existing Buildings	Additions to Existing Buildings	New Construction	Notes
Signage	Printed Metal		✓	✓	✓	Must be at least 0.10 inches thick. Only for flat-mounted wall signs or replacement over existing freestanding wood sign faces. Not for use on new freestanding signs.
	Wood		✓	✓	✓	Solid wood of any species. May be used for all signage.
	Plastic	Coroplast	X	X	X	Corrugated or non-corrugated polypropylene. Typically used in yard signs.
	Acrylic	Plexiglass	Case-by-Case	Case-by-Case	Case-by-Case	OK as an overlay on a metal sign. Acrylic sheets are produced from a methyl methacrylate monomer. Similar to plastic.
	T1-11 or Plywood		X	X	X	Thin layers of wood called plies are glued together in alternating, perpendicular directions to create a cross-graining pattern. Not durable.
	Vinyl		Case-by-Case	Case-by-Case	Case-by-Case	Only approved for use as an interior, glass-mounted option on storefront windows or doors or as a paint on wood signs. No backing material allowed on clings.
	Alumalite		✓	✓	✓	Alumalite is a strong, aluminum composite panel with a high density, corrugated polyal-lomer (CPA) core. Must be at least 0.10 inches thick. Not for use on new freestanding signs.
	Alumicore		✓	✓	✓	A corrugated/fluted polypropylene copolymer between two sheets of aluminum. Must be at least 0.10 inches thick. Not for use on new freestanding signs.
	Aluminum Composite	Alcadex, Aluco-Sun, Dibond	✓	✓	✓	Comprised of sheet printed aluminum bonded to a polyethylene core. Must be at least 0.10 inches thick. Not for use on new freestanding signs.
	MDO		✓	✓	✓	Exterior plywood panels that have a resin impregnated fiber overlay and that has been fused to the surface of the panel. Must be at least 0.10 inches thick. Not for use on new freestanding signs.
	Banner		X	X	X	Nylon-reinforced vinyl material. Prohibited sign type.
	PVC		X	X	X	High impact polystyrene sheet is produced from high grade extrusion type monomers. Similar to plastic.
	Sho-Card		X	X	X	A cheap polysignboard typically used for posters and indoor signage. Not durable.
	Cardboard		X	X	X	Thick, often corrugated paper product. Not suitable for exterior use.
	Fiberglass		Case-by-Case	Case-by-Case	Case-by-Case	Usually composed of plastic reinforced with glass fibers. Typically appropriate only for parking lot and wayfinding/directional signage. Not for use on new freestanding signs.
Non-Printed Metal	Cor-Ten steel, Alum., Steel, etc.	✓	✓	✓	Metal is painted, allowed to weather naturally, or cut out rather than sheet printed. No vinyl paint on metal. May be used for all signage.	

## HISTORIC DISTRICT SIGNAGE MATRIX

**DISCLAIMER:** This table is meant as a reference only. Consult with staff prior to hanging or changing any signage in the Historic District.

### Key

	✓ = generally permitted	X = generally not permitted	N/A = generally not applicable		
SIGN TYPE					
	Flat Wall	Projecting	Hanging	Awning (sign lettering only)	Sandwich Board (temp)
MATERIAL					
Printed Metal	✓	✓	✓	N/A	✓
Non-Printed Metal	✓	✓	✓	N/A	✓
Solid Wood	✓	✓	✓	N/A	✓
Plastic	X	X	X	X	X
Acrylic (as an overlay on metal signs only)	✓	✓	✓	X	X
T1-11 or Plywood	X	X	X	X	X
Vinyl Sheets	X	X	X	X	X
Vinyl Lettering or Logos (no backing material and full cut out)	X	X	X	✓	X
Alumalite	✓	✓	✓	N/A	X
Alumicore	✓	✓	✓	N/A	X
Aluminum Composite	✓	✓	✓	N/A	X
MDO	✓	✓	✓	N/A	X
PVC	X	X	X	X	X
Sho-Card	X	X	X	N/A	X
Cardboard	X	X	X	N/A	X
Fiberglass	X	X	X	X	X
Chalkboard	X	X	X	N/A	✓

✓ = generally permitted

X = generally not permitted

N/A = generally not applicable

**SIGN TYPE**

Outdoor Dining (Temporary)	Freestanding Commercial (New Only)	Freestanding Commercial (Re-face Existing)	Residential Historic Marker	Wayfinding and Campus	Parking Lot	Banner (Only as temporary sign per Unified Development Ordinance)	Window or Door Glass
✓	X	✓	X	✓	✓	X	X
✓	✓	✓	X	✓	✓	N/A	N/A
✓	✓	✓	✓	✓	✓	N/A	N/A
X	X	X	X	X	X	✓	✓
✓	X	✓	X	✓	✓	X	X
X	X	X	X	X	X	X	X
X	X	X	X	X	X	✓	X
X	X	X	X	X	X	✓	✓
✓	X	✓	X	✓	✓	N/A	X
✓	X	✓	X	✓	✓	N/A	X
✓	X	✓	X	✓	✓	N/A	X
✓	X	✓	X	✓	✓	N/A	X
X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X
✓	X	X	X	✓	✓	X	X
✓	X	X	X	X	X	X	X

## GLOSSARY OF ARCHITECTURAL TERMS

**Archaeological Resources:** archaeological artifacts or features; objects made by people or materials altered by human activity; usually recovered from or found at a historic or prehistoric site.

**Architectural Character:** the overall appearance of the architecture of a building, including its construction, form, and ornamentation.

**Architectural Integrity:** a measure of the authenticity of a property's architectural identity. For example, a building with high architectural integrity would not have been altered much over the years.

**Architrave:** the lowest member of an entablature; it is usually in the form of a beam that spans between columns on a porch.

**Art Glass:** decorative glass, also called leaded glass, that is composed of patterned and/or colored glass pieces arranged in a design.

**Baluster:** the uprights supporting a handrail.

**Balustrade:** the whole assembly of a railing system along the edge of a balcony, porch, and steps; the system includes the top rail, balusters, and the bottom rail.

**Band Board:** a flat piece of trim running horizontally on an exterior wall to denote a division in the wall plane or a change in level.

**Bay:** a vertical division of a building marked by window and door bays — such as the house is three bays wide (two windows and a door). Bays also refer to the spaces between columns on a porch.

**Beveled Glass:** glass panes with edges that are ground and polished at a slight angle which create patterns when panes are set adjacent to one another.

**Boxed Eave:** space where the rafter tails are enclosed by a fascia and soffit.

**Boxed Gutter:** a gutter that is enclosed within a soffit or cornice trimwork and, thus, concealed from view.

**Bracket:** a small structural support located under eaves, balconies, or other overhangs. Frequently used for ornamentation rather than structural support.

**Brickmold:** window or door trim in a masonry building, usually 2 inches wide.

**Building Element:** any portion of the structure or decoration of a building.

**Bulkhead:** a low wall or panels below the display windows of a storefront. Common materials are wood and brick.

**Capital:** the uppermost part of a column or pilaster; it is often embellished with classical ornament, such as Doric or Ionic orders.

**Carrara Glass:** pigmented structural glass often added to “modernize” storefronts in the 1920s and 1930s.

**Caseament Window:** a window that opens on hinges like a door.

**Cast Iron:** iron formed by casting in foundry molds.

**Certificate of Appropriateness (COA):** authorization from a local preservation review board (such as the Hillsborough Historic District Commission) to alter, move, or demolish a historic property or to construct a new building in a historic district.

**Certified Local Government (CLG):** a local government with a local historic preservation program certified by the state historic preservation officer — with the concurrence of the National Park Service — to carry out the purpose of the National Historic Preservation Act of 1966, as amended (16 U.S. Code 470 et seq.), pursuant to Section 101(c) of the act.

**Character Defining:** visual aspects and physical features that contribute significantly to the physical character ~~comprise the appearance~~ of buildings. Character-defining elements include elevations, features, or architectural details.

**Character-Defining Elevation:** the side/s of a building that contribute to its special historic, cultural, and aesthetic character. These are typically front elevations that are visible from the public right-of-way and reinforce the special character of the historic district. often the front elevation of a building, but the character-defining elevation it can also be a side or rear elevation.

**Clapboard:** long boards lapping (clapping) each other horizontally on a wooden frame building; sometimes referred to as weatherboard.

**Column:** a vertical element that supports a load, such as a porch, entablature, or arch.

**Compatible:** congruent, harmonious.

**Conjectural Features:** refers to building elements or details in a restoration or rehabilitation that are based upon conjecture or speculation versus documentation.

**Consolidating:** to stabilize or repair a deteriorated building feature by infusing it with another material, such as injecting epoxy resins into rotten wood.

**Contemporary Materials:** materials associated with the present.

**Context:** all aspects of the larger environment of a historic building.

Contributing: a property, exterior addition, or feature constructed at least 50 years prior to the current date. A property's contributing status in regard to the National Register of Historic Places has no bearing on local historic district review.

**Coping:** a protective cap or top of a brick wall or chimney, often of cast-concrete or stone; it protects the masonry below from water penetration.

**Corbels/Corbelling:** brickwork projecting successively more in each course to support or meet a structure above.

**Corner Boards:** a board that is used as trim on the external corner of a wood frame structure.

**Cornice:** projecting, ornamental molding along the top of a wall to extend the eaves of a roof beyond the outer wall surface.

**Course:** a layer of masonry units, such as brick or stone, running horizontally.

**Cresting:** decorative iron tracery or jigsaw work placed on the ridge of a roof.

**Crown Molding:** projecting molding on the exterior of a building that forms the top member of a roof cornice or a door or window frame.

**Dentils:** small, closely spaced blocks projecting from a cornice.

**Double-Hung:** a window system, invented by the Dutch, with two sashes “hung” from counter-weighted pulleys in overlapping vertical sliding tracks. Prior to 1850, the upper sash was usually fixed.

**Eave:** the projecting overhang of a roof.

**Ell:** an extension of a house at right angles to the main structure.

**Entablature:** the beam member that is supported by the columns below and is horizontally divided into three subsections: the architrave first, then frieze, then cornice.

**Etched Glass:** the same as carved glass, which was used on doors and windows.

**Extruded Metal:** metals formed by pushing heated metal through an opening in a precision-made die, a process that can create an infinite variety of uniform precision products.

**Façade:** the front or principal exterior face of a building.

**False Historic Appearance:** an appearance that misrepresents the history of a building, such as applying architectural trimwork that predates the original building.

**Fascia:** a plain, wide horizontal band, supported by columns or posts.

**Federal Style:** an architectural style that flourished in the United States between 1780 and the 1830s based upon classical Roman architecture, typically symmetrical in design.

**Fenestration:** the arrangement of windows and doors in the façade of a building.

**Ferrous:** containing iron.

**Finial:** an ornament that terminates the point of a gable or spire.

**Flashing:** a thin layer of impervious material used in construction to prevent water penetration, especially between a roof and wall, within a roof valley, or around a chimney.

**Form:** the shape or configuration of a building or part of a building.

**Frieze:** the middle horizontal member of a classical entablature — above the architrave and below the cornice.

**Gable:** the vertical, triangular part of a building with a double sloping roof, from the cornice or eaves up to the ridge of the roof.

**Gable L:** the massing of a house having a roof with a projecting gable.

**Gable Roof:** a roof of two equal slopes joined to create a gable at each end.

**Galvanic Action:** a chemical reaction that occurs between two dissimilar metals causing corrosion of the more anodic metal.

**Gambrel Roof:** while first found in America in about 1650 in New England, the gambrel roof was probably most popular in the Dutch Colonial Revival house during the early years of the 20th century.

**Georgian Style:** a classical architectural style built by British settlers along the Atlantic coast from 1700-1776, characterized by symmetrical elevations and plans with central entrances.

**German Lap Siding:** a type of wood lap siding that is more decorative with a groove which allows for a deeper shadow line.

**Gingerbread:** decorative elements of intricately turned or sawn wood applied to the exterior trim; especially popular during the Victorian era.

**Glazing:** another term for glass that is used in a window.

**Greek Revival:** mid-19th century architectural style that was a revival of forms and ornament from ancient Greek architecture, characterized by low-pitched gable or hip roofs, pedimented gable ends, simple architrave bands at the eaves, and entries with Doric style columns and pediments.

**Half Timbering:** refers to the half of the wood frame that is exposed and infilled with plaster or stucco. Used originally in English and French medieval houses and minor public buildings. Popular here during the Tudor Revival period.

**High Style:** the ornately detailed version of a particular architectural style as opposed to a simpler or more informal version.

**Hip, or Hipped, Roof:** a roof formed by four sloping sides, instead of vertical ends, as well as a ridge line.

**Historic:** a property, exterior addition, or feature constructed at least 50 years prior to the current date.

**Historic Character:** the form and detailing of the architectural materials and features that give a building or site its historical significance.

**Historical Development:** the chronological evolution of a building, site, or district over time.

**Historically Significant:** a feature, architectural element, or structure that is older than 50 years from the present date.

**In Kind:** match the historic feature in design, dimension, pattern, configuration, detail, texture, and color. Refer to the Historic District Compatibility Matrix for appropriate replacement materials and features.

**In Situ:** in its original place or position.

**Jack Arch:** a flat or straight masonry arch over a window or door opening.

**Joinery:** the way in which two or more materials or pieces are joined.

**Knee Brace:** a diagonal brace set in the corner of a rectangular frame, typically found on Craftsman style houses.

**Lap, or Lapped, Siding:** horizontal wood boards, laid to cover a portion of a similar board underneath and to be overlapped by a similar one above.

**Massing:** the overall configuration or composition of the major volumes of a building.

**Modillions:** small bracket-shaped ornaments under a cornice.



**Mullion:** a vertical member separating and supporting windows and doors.

**Multi-light:** having many lights or glass panes, as a window or door.

**Muntin:** a bar or member supporting and separating panes of glass in a sash or door.

**Novelty Siding:** decorative horizontal, tongue-and-groove boards, molded to give a shadow line at the joint to simulate clapboard siding. Used extensively on Queen Anne houses, typically on the second floor, with the first floor having clapboard siding.

**Original Fabric:** materials that are original to the building rather than later replacements.

**Paint Film:** the protective layer that forms on the surface of paint when it dries.

**Palladian Window:** a three-part window consisting of a taller center window, usually with an arched top, flanked by two shorter windows. Also known as a Venetian window.

**Parapet:** a low wall along a roof, directly above an outer wall.

**Patina:** the surface corrosion, due to exposure to the atmosphere, that discolors copper or bronze elements to a green or brown color over time.

**Pediment:** a low-pitched decorative gable, typically triangular shaped; also found over doors and windows.

**Period of Significance:** the period of time when a district was associated with important events, activities, or persons that shaped its history and which is represented by historic resources. This term is defined differently for a local historic district and for a district listed on the National Register of Historic Places. The period of significance for the local historic district continues into the recent past to acknowledge its evolution and is defined as any time at least 50 years prior to the current date. The period of significance for a National Register historic district is defined as part of the formal nomination process and must meet specific criteria for significance set forth by the National Park Service. The period of significance for the National Register Hillsborough Historic District is defined as spanning from ca. 1754 to 1963.

**Pilaster:** a shallow pier or rectangular column projecting only slightly from a wall; also called an engaged column.

**Pillar:** a square or rectangular upright support.

**Pitch:** the slope of a building element, such as a roof, in relation to the horizontal.

**Porte Cochère (also called a Carriage Porch):** from the French for a vehicular entry (opening) into an enclosed, residential courtyard. It is the American predecessor to the carport: a carriage or horse port for sheltered arrival at a house. It is a covered entrance attached (port) to the side of the house over a driveway at the side door to protect those entering or leaving a vehicle.

**Portico:** a small, covered entrance to a building, consisting of a roof that is often topped with a pediment and supported by columns.

**Pressed Metal:** sheet metal that is pressed into a raised design or pattern.

**Proportion:** architecturally refers to the ratio of width to height of an object. For example, a vertically proportioned window is taller than it is wide.

**Quasi-judicial:** refers to a commission, board, or other appointed body that is charged with hearing evidence, determining relevant facts, and then applying the law. Quasi-judicial procedures require sworn testimony.

**Quoin:** in masonry, accented stone or brick blocks used to accentuate the outer corners of a building.

**Rafter Tails:** the exposed ends of rafters that are visible along the eave; as opposed to a boxed eave.

**Rake:** trim that runs along the sloping sides of a gable roof.

**Repoint:** to remove old mortar from courses of masonry and replace it with new mortar.

**Rolled Metal:** metal bars or sheets that are shaped by passing heated metal through a series of rollers.

**Sash:** the framework in which panes of glass are set in a window or door.

**Scale:** architecturally refers to the size of construction elements or details in comparison to the size of a human being.

**Setting:** the physical environment encompassing a historic property.

**Shed Roof:** a roof that slopes in one direction.

**Sidelight:** a narrow window adjacent to a door or wider window; typically one of a pair of windows flanking an entrance door.

**Site Plan:** a scaled plan of a property site that locates buildings and other key features and often indicates changes in grade.

**Soffit:** the underside of a roof overhang.

**Soldier Course:** a course of bricks where the stretchers (long sides) of the bricks are set vertically.

**Spatial Character:** three-dimensional, visual character.

**Special Character:** the qualities of the Hillsborough Historic District that make it unique and distinguish it from other places.

**Spindlework:** long thin pieces of wood that are shaped like a spindle; used in decorative banding in the Queen Anne style of architecture.

**Surrounds:** the framework and associated trim around a door or window.

**Swags:** classical ornamentation resembling evergreen branches hanging in a curve between two points.

**Terneplate:** sheet metal coated with terne metal, which is an alloy of lead containing up to 20% tin.

**Topography:** the shape of the surface of the ground.

**Topping:** refers to the practice of cutting off the top portion of a tree, resulting in a disfigured tree crown.

**Traditional Materials:** materials used in historic construction, such as wood, stone, masonry, and cast metals.

**Transom:** a glazed panel above a door or a storefront, sometimes hinged to be opened for ventilation.

**Transom Bar:** the horizontal bar that separates a glazed panel above a door or a storefront and that is used for support for the glass.

**Tudor Arch:** an arch created with four centers.

**Turned wood:** wooden elements such as spindles or balusters produced by a lathe.

**Vergeboard (also called Bargeboard):** a decorative board along the rake of a gable that conceals the rafters.

**Vernacular:** refers to architecture that is based upon traditional or regional forms and is not designed by an architect or someone with similar training.

**Wrought Iron:** iron that is rolled or hammered into shape, never melted.

# Meeting Schedule: 2024

## HISTORIC DISTRICT COMMISSION

Meetings start at 6:30 p.m. in the Board Meeting Room of the Town Hall Annex, 105 E. Corbin St., unless otherwise noted.

Times, dates and locations are subject to change.



### Regular meetings

Regular meetings typically occur the first Wednesday of the month.

January 10 (modified meeting date)

February 7

March 6

April 3

May 1

June 5

July 10 (modified meeting date)

August 7

September 4

October 2

November 6

December 4