

Agenda

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. June 4, 2025

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



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

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

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

2. Commission's mission statement

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

3. Agenda changes

4. Minutes review and approval

Approve minutes from regular meeting on May 7, 2025

5. Written decisions review and approval

Approve written decisions from regular meeting on May 7, 2025

6. New business

- A. Certificate of Appropriateness Application: **225 W. Tryon St.** – Replace existing deck with sunroom (PIN 986869780)
- B. Certificate of Appropriateness Application: **100 S. Hillsborough Ave.** – New rear addition with shed dormers and new garage/storage building (PIN 9864763172)

- C. Certificate of Appropriateness Application: **218 S. Occoneechee St.** – Two-story rear addition, small side addition to the south, upfit/reconstruction of existing garage, new front door and front porch railings, and after-the-fact request to remove chimney (PIN 9864757359)
- D. Certificate of Appropriateness Application: **320 W. Orange St.** – New construction house on the rear parcel (PIN 9864882685)

7. General updates

8. Adjournment

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

Minutes

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. May 7, 2025

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



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

Staff: Planner Joseph Hoffheimer and Town Attorney Bob Hornik

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

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

2. Commission's mission statement

Senner read the statement.

3. Agenda changes

There were no changes to the agenda.

4. Minutes review and approval

Minutes from regular meeting on March 5, 2025.

Motion: Member G. Miller moved to approve the minutes from the regular meeting on March 5, 2025, as submitted. Member Daniel Widis seconded.

Vote: 6-0.

5. New business

- A. Certificate of Appropriateness Application: 309 Mitchell St.
Enclose existing screen porch (PIN 9874477729).

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 reviewing the application.

Planner Joseph Hoffheimer was sworn in. Bill Harris, the property owner, was sworn in to speak on behalf of the application. Neighbor Mike Irwin was sworn in to provide public comment.

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

- The current screened porch was only built in 2009 and is not historic.
- Aluminum windows are allowed on a case-by-case basis in the historic district but have been used on other newer residential construction in the district.

Harris introduced the application, explaining that the oak tree above the porch produces a lot of pollen, and said he had decided to enclose the porch to mitigate the problem.

Harris presented a graphic rendering and a physical sample of the aluminum frame of the addition. He said the four existing corner posts of the porch would remain, and glass and aluminum would be added within the existing wood structure. Harris presented a sample image, from the manufacturer's website, of a similar porch with wood framing, aluminum, and glass. He said the proposed material would be the same bronze color as in the sample image and the material sample. He said the main difference between the proposed project and the sample image would be that the top triangle portion of the wall would be enclosed in white siding in the proposed work.

Harris confirmed that the posts on the corners of the porch would remain the existing, unpainted wood. He said the intermediate posts will be removed, and the aluminum and glass would be added between the existing corner posts. He said the porch is approximately 13 feet across and nine feet deep, and that the 13-foot span will be enclosed with two 6-foot operable windows that will slide open horizontally to reveal screening. He added that four to five feet of screening will be added to the east and west sides.

Harris confirmed that no doors will be involved in the project. He clarified that the current porch has no doors, but that there is a side door into the house, with stairs leading up to it, that is not associated with the porch.

Harris confirmed the windows will be double-paned glass with no tinting. Miller referenced a recent discussion among the commissioners about how enclosing a space and adding windows can change the massing of a house. He said he did not find that to be a concern in this case.

Senner noted that care had been taken to avoid impact to the central character-defining element of the house by preserving the front facade. He remarked that the porch is appropriately set back from the house, and the proposed change does not impact the front elevation. It was noted that the vegetation planted in front of the porch helps to make it not incongruent.

Irwin, who previously served on the Historic District Commission, provided public comment on the application. He said the property owners have studiously followed the design standards. He said the proposed porch will be almost identical to the one next door to it, which has had the same treatment applied.

Member Sara Riek said she believes the project does a good job meeting the design standards. She referenced Porches, Entrances, and Balconie Standard 10, noting that the project is on the side elevation, preserves the character of the existing house, encloses the porch in a manner that won't obscure anything, and it uses glass panels with a minimum number of vertical framing members.

Senner summarized the commissioners' discussion. He said no concerns were raised that the proposed work is incongruous with the historic district, as care has been taken to: avoid impact to the front facade; use an existing side porch that is set back from the front elevation; preserve as much of the existing side porch as possible; and replace screened elements with windows and with materials that are consistent with the compatibility matrix.

Senner closed the public hearing.

Motion: Riek moved to find as fact that the 309 Mitchell St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Windows; Porches, Entrances, and Balconies. Senner seconded.

Vote: 6-0.

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

Vote: 6-0.

B. Certificate of Appropriateness Application: 120 E. Orange St.
Construct rear addition (PIN 9874089385).

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 reviewing the application.

Carolyn Hale and Martha Mason were sworn in to speak on behalf of the application.

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

- The application proposes removing a rear wing that may be original to the structure. The Historic District Design Standards do not provide clear guidance regarding demolition of portions of historic structures, and any potentially applicable standards are highlighted in the staff report.
- The roof of the proposed addition currently is the same height as that of the existing house. Additions to Residential Buildings Standard 7 states: "keep the addition height lower and the width narrower than the original house."
- The compatibility matrix does not allow vinyl windows, even if they are in the rear of a new addition.
- The siding material is unspecified but will need to comply with the compatibility matrix.
- Any proposed light fixtures likely can be approved by staff on condition that they comply with the design standards.

Hale introduced the application by saying she hopes the project will not impact the front of the house. She said the roofline and the windows on the east side will change. She said the windows would not be vinyl, but instead would be a material which complies with the compatibility matrix.

The commissioners discussed the south, rear elevation. Hale confirmed the material of the siding will match what is existing, which she believed to be aluminum. There was discussion of aluminum being disallowed by the compatibility matrix, and Hale said she would be open to Hardie board siding.

Hale confirmed that she would be satisfied with aluminum-clad wood windows. Hale confirmed that the location of windows would be per the elevation shown.

There was discussion of whether the rear addition was original to the house. The commissioners agreed it was unlikely to be original due to its relationship to the rest of the house, its exterior-looking door, and the step down into the addition. Hale said she believed the addition was added later to house a washer

and dryer. She added that there is a window over the sink that looks into the porch, and that the addition is not heated. The commissioners agreed that the removal of the addition would not compromise the historic character of the home.

The commissioners reviewed the east elevation. There was discussion of dropping the roofline a few inches to differentiate the addition and make it look subordinate to the primary home. Hale said she and her architect were amenable to that change.

Senner expressed appreciation that the rear addition is inset slightly from the corner of the house to help differentiate it as an addition. Hale confirmed the reveal of the Hardie board will be similar to what is existing.

Hale clarified that the windows of the main house are incorrectly represented in the rendering, and that they are larger in reality than in the rendering. It was observed that Rear Photo 2 shows the size of the actual windows on the east elevation.

The commissioners reviewed the west elevation.

The commissioners reviewed the site plan. It was noted that the addition is modest in size and does not have a significant impact on the amount of built area relative to the overall site.

There was discussion about whether to include the discussed changes as conditions for approval or to have the applicant incorporate the changes in a revised version at a future meeting.

Irwin provided public comment on the application. He said that in the past, a roofline level with the peak of the roof was considered appropriate if it did not go higher than the original. He also said that the room in the back is a later addition built to serve as a laundry room. He said in 1956, no one building an 800-square-foot house would have included a laundry room with a step down and an exterior door, and that its removal would not be a loss to the house's character. He noted that Hale had a prior project approved by the Historic District Commission.

There was discussion of how the roofline impacts the massing of the house. It was observed that the proposed roofline is hidden in the back of the house. It was also noted that dropping the roofline actually makes the massing feel busier because there are already two movements to the house: the roof in the foreground and a roof farther back. It was discussed whether adding a new roofline break does more harm than good in terms of massing. However, Hoffheimer said he did not know of any times when Additions to Residential Buildings and Demolition Standard 7, which says to keep roofs lower and narrower than the roofline of the original house, has not been met. It was agreed that the standard is clear and has been consistently applied in the past, though it was acknowledged that the overall scale of the home brings up some questions around whether the standard is universally useful and could be added to the list of standards to possibly re-evaluate in the future.

Hale confirmed the shingles will be replaced over the entire house. She said the existing shingles are gray and will be replaced with black ones.

There was discussion of the most appropriate distance to drop the roofline in order to keep the roof form and slope not incongruous with the house and with other roof forms in the district.

Senner summarized the commissioners' discussion. He said there was consensus that the proposed work, with a few conditions, would not be incongruous with the character of the district for a few reasons. He said the existing laundry room that is proposed to be demolished — based on a number of facts presented, such as the step down inside, the exterior door, the location of the existing window, and the location of the additional roof form — indicate that the addition was added after the original construction of the main house and that it is not central to the original character of the house. He said that the proposed addition has been set back from the sides of the existing house and is located in the rear so as not to have an impact on the character-defining front elevation. The applicant was amenable to a condition to drop the roofline of the addition by approximately four to six inches so the addition is more clearly differentiated and subordinate to the primary structure and also maintains a roofline and roof form that is consistent with the character of the original house and other homes and additions in the district. The proposed materials are consistent with the compatibility matrix, with the proposed condition that the windows will be aluminum clad instead of vinyl clad and siding will be Hardie board, smooth-side out, in lieu of aluminum, to match the existing.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 120 E. Orange St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Additions to Residential Buildings and Demolition. Member Hannah Peele seconded.

Vote: 6-0.

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

Vote: 6-0

Conditions:

- Siding shall be Hardie board, smooth side out.
- Windows shall be aluminum-clad wood and consistent with the proposed south elevation.
- The roof ridge of the addition shall be four to six inches lower than the main house roof ridge.

C. Certificate of Appropriateness Application: 117 N. Wake St.

Request for after-the-fact approval for changes to a previously approved Certificate of Appropriateness for a rear addition (PIN 9864964688).

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 reviewing the application.

Patricia Cook and Wes Cook were sworn in to speak on behalf of the application.

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

- Staff recommend approval of all the after-the-fact changes aside from the vinyl windows. The rest of the changes were relatively minor, and the applicant filed an after-the-fact application and paid the after-the-fact fee.
- The last after-the-fact Certificate of Appropriateness application for vinyl windows was for an accessory structure at 207 W. Corbin St. and was denied by the Historic District Commission on June 5, 2024.
- Staff have evidence from an Aug. 3, 2023, email that the draftsman was aware that the addition would be subject to commission review. Staff included the draftsman in a return email stating that vinyl was not allowed by the standards and was unlikely to be approved in the historic district. The draftsman was taken off email correspondence, but staff did remind the applicant of the restrictions around vinyl.
- After Historic District Commission approval, staff could not find anything in the building permit application stating that the windows would be vinyl.
- The new vinyl windows look similar to the ones already on the existing house, and the windows are not very visible from the street. But the commissioners will need to discuss why they did not allow vinyl windows there in the first place.
- The inventory actually says the house has wood windows. Staff think they are vinyl, based on observation.

Senner opened the discussion by expressing sympathy for the situation and explaining that the commission tries to take every care possible to ensure that applicants understand the requirements and expectations contained within a Certificate of Appropriateness in order to avoid after-the-fact situations. He requested that the applicants share any perspective they might have on how to avoid similar situations in the future.

P. Cook and W. Cook explained that the requirements slipped past them, and that they had not looked through the paperwork to see that they were supposed to notify Hoffheimer of changes to the proposed work. They said that because the building inspectors had approved the plans, they thought they had received all the approvals they needed. W. Cook said they realized that they needed another window once the project had begun. He said he was not sure how the town found out about the changes.

Hoffheimer explained the process for the final inspection and indicated the paperwork that included information about consulting staff about any changes.

The commissioners agreed to approach the discussion of the modifications by discussing whether the work as put in place would be approved if it were included in a new application received for the first time. It was agreed that the alternate size of the deck, the single door, and the addition of a window would not have been viewed as incongruous. Hoffheimer added that those additions could have been approved as minor works.

The material of the windows was discussed. It was noted that vinyl windows are explicitly not appropriate in the historic district, and that the commission in its current and recent form has not approved vinyl windows on all past projects proposed before or after the work was done.

P. Cook explained that she sent Hoffheimer an explanation describing how the installation of the vinyl windows happened by accident. She said they had initially planned to use wood windows, but that the plans got messed up amidst discussions with different staff and contractors. She explained that she and W. Cook were not on site when the windows were installed. She also explained that the main part of the house has vinyl windows, and that she has seen other houses in the historic district with vinyl windows.

Senner again expressed sympathy for the situation and explained that the commission has had lengthy discussions about this topic in previous meetings around the fact that situations like this create a difficult slippery slope. He said that if the commission were to allow an after-the-fact violation like this to stand simply because someone apologizes, it creates a situation that allows others to get around the standards by apologizing for mistakenly using disallowed materials.

P. Cook said there was a mix-up with the builder and engineer when they saw the phrase “match existing” in the plans for the windows, and they matched the existing materials. The commissioners suggested holding the builder accountable for not following the plans that were approved.

There was discussion of procedure if an after-the-fact change does not get approved by the commission.

The commissioners and applicants reviewed the language and specifications for the windows in the approved plans, including the materials list on p. 56 of the packet, which says that windows are to be wood, six over six, and energy efficient. There was discussion of the meaning of the phrase “match existing” when listed on plans.

Hoffheimer reminded the applicants that the draftsman was told the materials were subject to historic district requirements and that vinyl windows would not be allowed. Hoffheimer said he reviewed an email indicating that the draftsman understood. Senner indicated p. 55 of the packet, which specifies six over six wood windows.

Hoffheimer reminded the applicants and commission that staff always encourage design professionals to attend the Historic District Commission meeting so there is no confusion about historic district requirements. He added that the professional who committed the violation also has legal responsibility for their work.

Senner summarized the commissioners’ discussion. He said that the after-the-fact application includes a number of changes which were not submitted to staff prior to execution of the work and were identified during the inspection process. He said the commissioners found that the majority of the modifications — including: adding a window on the eastern side of the north elevation; swapping out the double doors for a single door on the west elevation; modifying the extent of the deck along the south elevation; and adding a second staircase — are not incongruous with the historic district and are not inconsistent with the design standards. The commissioners also found the light fixtures to be not inconsistent. However, the commissioners found that the use of vinyl windows are clearly incongruous with the historic district based on the compatibility matrix and design standards. He said that while there are vinyl windows in the historic district, this is a good example of how the design standards were established over time after the Preservation Ordinance created the historic district and a set of standards and guidelines were created to maintain the character of the historic district moving forward, which emphasized the use of certain materials which are compatible with the character of the district and identified other materials which are not. He said that while the history of the district reflects a variety of time periods, building styles, and materials, the design standards and the existence of the Historic District Commission are intended to ensure that modifications and new construction preserve that character and are still compatible with the character of the district.

Senner closed the public hearing.

Motion: Riek moved to find as fact that with the exception of the window material, the 117 N. Wake St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: Additions to Residential Buildings. Miller seconded.

Vote: 6-0.

Senner addressed the applicants and expressed that this process brings the commissioners no joy. He said the commissioners sympathize with the situation, and that they recognized that this is not the outcome the applicants were hoping for. He explained that it is a difficult process as the commissioners are trying their best to maintain their charge as a commission and have to follow the mission statement they have been given as a quasi-judicial board. He expressed sympathy for the unfortunate and challenging situation.

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

Vote: 6-0.

Conditions: Material used for the windows shall be consistent with the compatibility matrix.

- D. Contractor-initiated request for the Historic District Commission to consider amending the Historic District Design Standards to permit Trex as an allowable material for handrails in response to an open after-the-fact violation

There was discussion about the fact that this agenda item is not a mandatory public hearing, but that the contractor requested the opportunity to speak, and public comment can be taken if the commissioners wish to entertain it. Hoffheimer provided some background about the open after-the-fact violation associated with this agenda item.

Mark Marcoplos, the contractor, said he had come to make a case for the design standards to include Trex, but that his reasoning was separate from the after-the-fact violation.

The commissioners requested that Marcoplos send them the research materials he had compiled supporting the use of Trex, and that they would add this topic to the list of suggestions for review during the next update of the Historic District Design Standards. He agreed to do so. There was discussion of the regular process of reviewing materials and discussing proposed changes to the Unified Development Ordinance.

6. 217 S. Occoneechee St. update

Hoffheimer told the commissioners that an Order to Repair should be going out soon. He said an administrative hearing was held, but that the property owners did not show up to provide additional evidence, testimony, or express a desire to submit an application for financial hardship. If the owners start work within 30 days and have a plan to repair, they can stay the process. Otherwise, it may become subject to remedies including abatement or civil penalties. Hoffheimer explained the process if the property owners want to appeal.

7. Certified Local Government updates

Hoffheimer said he would inform the commissioners of trainings in person and nearby. The deadline for attending trainings for this year's certification is September.

8. General updates

Staff and the commission discussed code enforcement and timelines for remedying violations after notification.

9. Adjournment

Senner adjourned the meeting at 8:38 p.m. without a vote.

Respectfully submitted,

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

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
) 117 N. Wake St.
)

This request for a Certificate of Appropriateness (“COA”) for after-the-fact approval of changes to a previously approved COA at 117 N. Wake St. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on May 7, 2025. 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 117 N. Wake St. in the Town of Hillsborough. The Owners and Applicant are Patricia Cook and Wesley Cook (the “Applicant”).

2. The Application requests that the HDC grant a Certificate of Appropriateness for the following after-the-fact changes:

a. The window material on the application was listed as wood, but vinyl was used instead.

- b. An additional window was added on the eastern side of the north elevation.
- c. The double doors on the west elevation were changed to a single door.
- d. Most of the deck on the south elevation was removed, and a second staircase was added.

- e. A light fixture was added to the left of the door on the south elevation.

3. The Property is in the Hillsborough Historic District, designated by Ordinance No. 4.3.1.2, adopted April 14, 2025. The Hillsborough Historic District Design Standards, specifically the standards for *Additions to Residential Buildings*, were used to evaluate this request, and most of the work in the Application is consistent with these standards and approvable at the staff level as minor works. However, the use of vinyl windows is inconsistent with these standards for the following reasons:

- a. Vinyl windows are not allowed by the compatibility matrix, and the Historic District Commission has repeatedly established that vinyl windows are not appropriate in the historic district.
- b. While vinyl windows exist in the historic district, the adopted design standards were established over time to maintain the special character of the historic district and emphasize the use of certain materials that are compatible with the district and discourage other materials that are not. While the history of the district reflects a variety of time periods, building styles, and materials, the design standards and the existence of the Historic District Commission are intended to ensure that modifications and new construction are still compatible with the character of the district.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission, presented the staff report and comments.
- b. Patricia Cook, the Applicant, appeared to present testimony and evidence in support of the Application.

- c. Wesley Cook, the Applicant, appeared to present testimony and evidence in support of the Application.

CONCLUSIONS OF LAW

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

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

a. The material used for the windows shall be consistent with the compatibility matrix. This must be resolved prior to a final inspection and Town sign-off on the Certificate of Occupancy.

This the 4th day of June, 2025.

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
) 120 E. Orange St.
)

This request for a Certificate of Appropriateness (“COA”) to construct a rear addition at 120 E. Orange St. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on May 7, 2025. 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 120 E. Orange St. in the Town of Hillsborough. The Owner and Applicant is Carolyn Hale (the “Applicant”).

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

a. Replace the existing rear laundry area and deck with a 11’ by 24’ rear addition; only the windows on the east side of the addition will be visible from the street; the addition will be at the same level as the rest of the house; there will not be a new

rear deck; the current deck stairs and back door will be reused; the bottom of the driveway leading to the garage studio will be removed; no mature trees will be impacted.

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

3. The Property is in the Hillsborough Historic District, designated by Ordinance No. 4.3.1.2, adopted April 14, 2025. The Hillsborough Historic District Design Standards, specifically the standards for *Additions to Residential Buildings* and *Demolition*, were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. The existing laundry room that is proposed to be demolished — based on several facts presented, such as the step down inside, the exterior door, the location of the existing window, and the location of the additional roof form — is a later addition that is not central to the character of the house.
- b. The proposed addition has been set back from the sides of the existing house and is in the rear so as not to have an impact on the character-defining front elevation.
- c. The applicant was amenable to a condition to drop the roofline of the addition by approximately four to six inches so that the addition is more clearly differentiated and subordinate to the primary structure and also maintains a roofline and roof form that is consistent with the character of the original house and other homes and additions in the district.
- d. The proposed materials are consistent with the compatibility matrix, with the proposed condition that the windows will be aluminum clad wood instead of vinyl clad and siding will be Hardie board, smooth-side out, in lieu of aluminum, to match the existing.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission, presented the staff report and comments.
- b. Carolyn Hale, the Applicant, appeared to present testimony and evidence in support of the Application.
- c. Martha Mason, draftsperson for the Applicant, appeared to present testimony and evidence in support of the Application.
- d. Mike Irwin, a neighbor, appeared to present testimony in support of the Application.

CONCLUSIONS OF LAW

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

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

- a. The siding shall be Hardie board, smooth side out.
- b. The windows shall be aluminum-clad wood and consistent with the proposed south elevation.
- c. The roof ridge of the addition shall be four to six inches lower than the main house roof ridge.
- d. All necessary permits required by law must be obtained before work may commence. Town staff must be consulted prior to making any alterations to the approved plans. Any unapproved changes observed on a final inspection will be subject to additional fees and must be resolved prior to Town sign-off on the Certificate of Occupancy.

This the 4th day of June, 2025.

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
) 309 Mitchell St.
)

This request for a Certificate of Appropriateness (“COA”) to enclose an existing screened porch at 309 Mitchell St. (the “Application”) came before the Hillsborough Historic District Commission (the “HDC”) on May 7, 2025. 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. 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 309 Mitchell St. in the Town of Hillsborough. The Owner and Applicant is Bill Harris (the “Applicant”).

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

a. Enclose the existing screened porch with windows; there will be no change to the current footprint or elevations; the windows will be double-pane insulated glass; the window frames be extruded aluminum and will be mounted to the existing wood corners; the new enclosed space will have an 18” high knee wall; the color of the

window framing will be bronze; the existing white exterior will be retained, and the color of the proposed framing will appear similar to the current framing.

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

3. The Property is in the Hillsborough Historic District, designated by Ordinance No. 4.3.1.2, adopted April 14, 2025. The Hillsborough Historic District Design Standards, specifically the standards for *Windows* and *Porches, Entrances, and Balconies* were used to evaluate this request, and the Application is consistent with these standards for the following reasons:

- a. The proposed work avoids impact to the front façade.
- b. The area in question is an existing side porch that is set back from the front elevation.
- c. The proposed work preserves as much of the existing side porch as possible.
- d. The current screens will be replaced by windows and materials that are consistent with the compatibility matrix.

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

- a. Joseph Hoffheimer, Staff Support to the Historic District Commission, presented the staff report and comments.
- b. Bill Harris, the Applicant, appeared to present testimony and evidence in support of the Application.
- c. Mike Irwin, a neighbor, appeared to present testimony in support of the Application.

CONCLUSIONS OF LAW

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

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

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

This the 4th day of June, 2025.

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: 225 W. Tryon St.

Year Built: c. 1924

Historic Inventory Information (2013)

This one-story, hip-roofed, Craftsman-style bungalow is three bays wide and triple-pile. It has molded weatherboards, one-over-one wood-sash windows, a metal tile roof, and two interior brick chimneys. The one-light-over-two-panel door, centered on the façade, has matching one-light-over-two-panel sidelights and is sheltered by a full-width, front-gabled porch. The porch is supported by tapered wood posts on brick piers and there is a low wood railing between the piers and board-and-batten in the lower half of the gable. County tax records date the building to 1924.

Proposed work

- Replace existing deck with sunroom

Application materials

- COA application
- Before and after elevations
- Materials list
- Existing photos
- Site plan

Applicable Design Standards

- *Windows:* 8
- *Doors:* 8
- *Porches, Entrances, and Balconies:* 10

Staff Comments

- Staff are unaware of the age of the current deck, but it does not appear to be historic and is not mentioned in the historic inventory.
- Aluminum windows are case by case in the compatibility matrix, but they have been used in the district on other newer residential projects including a recently approved sunroom conversion.
- The compatibility matrix does not directly address knee walls. Aluminum is not allowed as a siding or trim material, but knee walls may differ enough from siding and trim for the aluminum restriction to not apply.



TOWN OF
HILLSBOROUGH

APPLICATION Certificate of Appropriateness and Minor Works


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


9864 _ 869 _ 780	R20	225 W TRYON ST
Orange County Parcel ID Number	Zoning District	Address of Project
David Clark		JOHN SAXON
Applicant Name		Property Owner (if different than applicant)
602 ACADEMY DR		225 W TRYON ST
Applicant's Mailing Address		Property Owner's Mailing Address
NORTHBROOK, IL 60062		HILLSBOROUGH, NC 27278
City, State ZIP		City, State ZIP
630-270-7062		919-656-2824
Applicant Phone Number		Property Owner's Phone Number
david@mach1pd.com		johnlsaxon@gmail.com
Applicant's Email		Property Owner's Email
Description of Proposed Work: SUNROOM & DECK ADDITION		
Estimated Cost of Construction: \$ 61,229		

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

Applicant and Owner Acknowledgment and Certification

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

 4/29/2025
Applicant's Signature (Optional) Date

 4/28/2025
Property Owner's Signature (Required) Date

Submittal Requirements

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

All applications must include the following documents and plans:

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

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

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

Amount: \$ _____

☐ After-the-fact application (\$300):

Amount: \$ _____

Total Due: \$ _____

Receipt #: _____

Received by: _____

Date: _____

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

☐ N/A☐ Yes

Zoning Officer: _____

This application meets public space division requirements.

☐ N/A☐ Yes

Public Space Manager: _____

Historic Architectural Inventory Information

Original date of Construction: _____

Description of the Property: _____

Applicable Design Standards: _____

Other reviews needed?

☐ Hillsborough Zoning Compliance Permit
 ☐ Orange County Building Permit
 ☐ Other: _____
Minor Works Certificate of Appropriateness Application Decision☐ Approved☐ Referred to HDC

Minor Works Reference(s): _____

Certificate of Appropriateness Decision☐ Approved☐ Denied

Commission Vote: _____

Conditions or Modifications (if applicable): _____

Historic District Staff Signature_____
Date

MINIMUM DESIGN LOADS: PER 2018 NC RESIDENTIAL BUILDING CODE / 2015 IRC WITH NC AMENDMENTS

SUNROOM CATEGORY II (PER 2015 IRC R301.2.1.1.1 & AAMA / NPEA / NSA 2100)

NOTE: COMPONENTS HAVE BEEN CHECKED AGAINST DESIGN LOADS SHOWN & FOUND TO BE ACCEPTABLE STRUCTURALLY

DEAD LOADS:
1. ROOF: 6 PSF
2. WALLS: 6 PSF
3. FLOOR: 12 PSF

SNOW LOADS: GROUND SNOW LOAD 20 PSF

ULTIMATE DESIGN WIND SPEED: 115 MPH, 3 SEC. GUSTS

LIVE LOADS:
1. ROOF: 20 PSF
2. FLOOR: 40 PSF

DEFLECTION LIMITS:
1. ROOF: L/120 (PER 2015 IRC TABLE R301.7 NOTE C)
2. WALLS: L/175
3. FLOOR: L/240 (TOTAL LOAD), L/360 (LIVE LOAD)

ALLOWABLE SOIL PRESSURE CONSIDERED (PRESUMPTIVE) = 2000 PSF

THIS THERMALLY ISOLATED SUNROOM IS UNCONDITIONED AND NOT HABITABLE


NOTE: THIS STRUCTURE HAS BEEN EVALUATED FOR VERTICAL AND LATERAL LOADS REQUIRED BY THE 2018 NORTH CAROLINA RESIDENTIAL BUILDING CODE.

SQUARE FOOTAGE OF SUNROOM = 173

- NOTES:
1. ALLVIEW (AVR) SUNROOM; WHITE IN COLOR
 2. CONSTRUCT SUNROOM ON EXISTING DECK
 3. ELECTRICAL BY GDI
 4. CONCRETE
 - A) CONCRETE WORK SHALL CONFORM TO ALL REQUIREMENTS OF ACI 318 SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS.
 - B) ALL CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3000 PSI AT 28 DAYS. EXTERIOR FLOORS AND EXPOSED CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 4500 PSI AND 5% TO 7% AIR ENTRAINMENT.
 5. WOOD
 - A) MATERIALS - FRAMING LUMBER
 - i) WOOD POSTS: NO. 2 GRADE (OR BETTER) SOUTHERN PINE OR DOUGLAS FIR
 - ii) 2x8, 2x10, 2x12 NO. 2 GRADE (OR BETTER) SOUTHERN PINE OR DOUGLAS FIR
 - B) WOOD MEMBERS SHALL BE PRESSURE-TREATED FOR THE FOLLOWING CONDITIONS:
 - i) IN DIRECT CONTACT WITH THE GROUND
 - ii) SILLS OR PLATES ON CONCRETE WITHIN 8" OF FINISHED GRADE
 - iii) JOISTS AND SUBFLOORS WITHIN 18" OF FINISH GRADE AND BEAMS WITHIN 12" OF FINISH GRADE
 - iv) EXPOSED EXTERIOR DECKS
 - C) FASTENERS
ALL FASTENERS AND HARDWARE USED TO CONNECT TO PRESSURE TREATED WOOD MEMBERS SHALL EITHER BE 304 OR 316 STAINLESS STEEL, OR HOT DIPPED GALVANIZED PER ASTM-A653 COATING DESIGNATION G-185 AND ASTM-A153
 6. STRUCTURAL ALUMINUM
 - A) ALL EXTRUSIONS SHALL BE COMMERCIAL GRADE ALUMINUM SUPPLIED BY GREAT DAY IMPROVEMENTS, LLC.
 - B) ROOF PANELS SHALL BE 3" OR 6" THICK SUPER FOAM ROOF PANELS FACED WITH A 0.024" ALUMINUM SKIN TOP AND BOTTOM.
 7. THIS SUNROOM IS CONSIDERED AS NON-CONDITIONED SPACE, EXEMPT FROM ENERGY REQUIREMENTS (PER 2015 IRC SECTION N1102.1, NOTE 2)


GREAT DAY IMPROVEMENTS
PATIO ENCLOSURES, RALEIGH
SAXON RESIDENCE

SHEET #	DESCRIPTION
1	COVER
2	ELEVATION - "A" WALL BEFORE
3	ELEVATION - "A" WALL AFTER
4	ELEVATION - "B" WALL BEFORE
5	ELVATION - "B" WALL AFTER
6	ELEVATION - "C" WALL BEFORE
7	ELEVATION - "C" WALL AFTER
8	ELEVATION - "B" WALL
9	ELEVATION - "A" & "C" WALLS
10	DECK PLAN
11	ELECTRICAL PLAN
12	FLOOR PLAN
13	ROOF PLAN
14	SYSTEM DETAILS
15	SYSTEM DETAILS

DATE 10/10/24	REV. A 10/16/24	JOHN SAXON 225 WEST TRYON STREET HILLSBOROUGH, NC 27278 JOB #21260	RALEIGH 951 AVIATION PKWY, SUITE 1000 MORRISVILLE, NC 27560 984-212-8850	 Great Day Improvements	ERIC OETJEN, P.E., M. ENG. NC. PROFESSIONAL ENGINEER (NC. LIC. #049195) 5 GREENE STREET FORT THOMAS, KY. 41075 PH. # 859-393-9049
DRAWN LDS	REV. B 4/8/25				
SCALE NTS	-				
SHEET 1 OF 15	-				



ELEVATION - "A" WALL
BEFORE

DATE	10/10/24	REV. A	10/16/24	JOHN SAXON 225 WEST TRYON STREET HILLSBOROUGH, NC 27278 JOB #21260	RALEIGH 951 AVIATION PKWY, SUITE 1000 MORRISVILLE, NC 27560 984-212-8850	 Great Day Improvements	ERIC OETJEN, P.E., M. ENG. NC. PROFESSIONAL ENGINEER (NC. LIC. #049195) 5 GREENE STREET FORT THOMAS, KY. 41075 PH. # 859-393-9049
DRAWN	LDS	REV. B	4/8/25				
SCALE	3/16" = 1'-0"	-	-				
SHEET	2 OF 15	-	-				

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ELEVATION - "A" WALL
AFTER

DATE	10/10/24	REV. A	10/16/24
DRAWN	LDS	REV. B	4/8/25
SCALE	3/16" = 1'-0"	-	-
SHEET	3 OF 15	-	-

JOHN SAXON
225 WEST TRYON STREET
HILLSBOROUGH, NC 27278
JOB #21260

RALEIGH
951 AVIATION PKWY, SUITE 1000
MORRISVILLE, NC 27560
984-212-8850



Great Day
Improvements

ERIC OETJEN, P.E., M. ENG.
NC. PROFESSIONAL ENGINEER
(NC. LIC. #049195)
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ELEVATION - "B" WALL
BEFORE

DATE	10/10/24	REV. A	10/16/24
DRAWN	LDS	REV. B	4/8/25
SCALE	3/16" = 1'-0"	-	-
SHEET	4 OF 15	-	-

JOHN SAXON
225 WEST TRYON STREET
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JOB #21260

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ELEVATION - "B" WALL
AFTER

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DRAWN	LDS	REV. B	4/8/25				
SCALE	3/16" = 1'-0"	-	-				
SHEET	5 OF 15	-	-				



ELEVATION - "C" WALL
BEFORE

DATE	10/10/24	REV. A	10/16/24
DRAWN	LDS	REV. B	4/8/25
SCALE	3/16" = 1'-0"	-	
SHEET	6 OF 15	-	

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JOB #21260

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951 AVIATION PKWY, SUITE 1000
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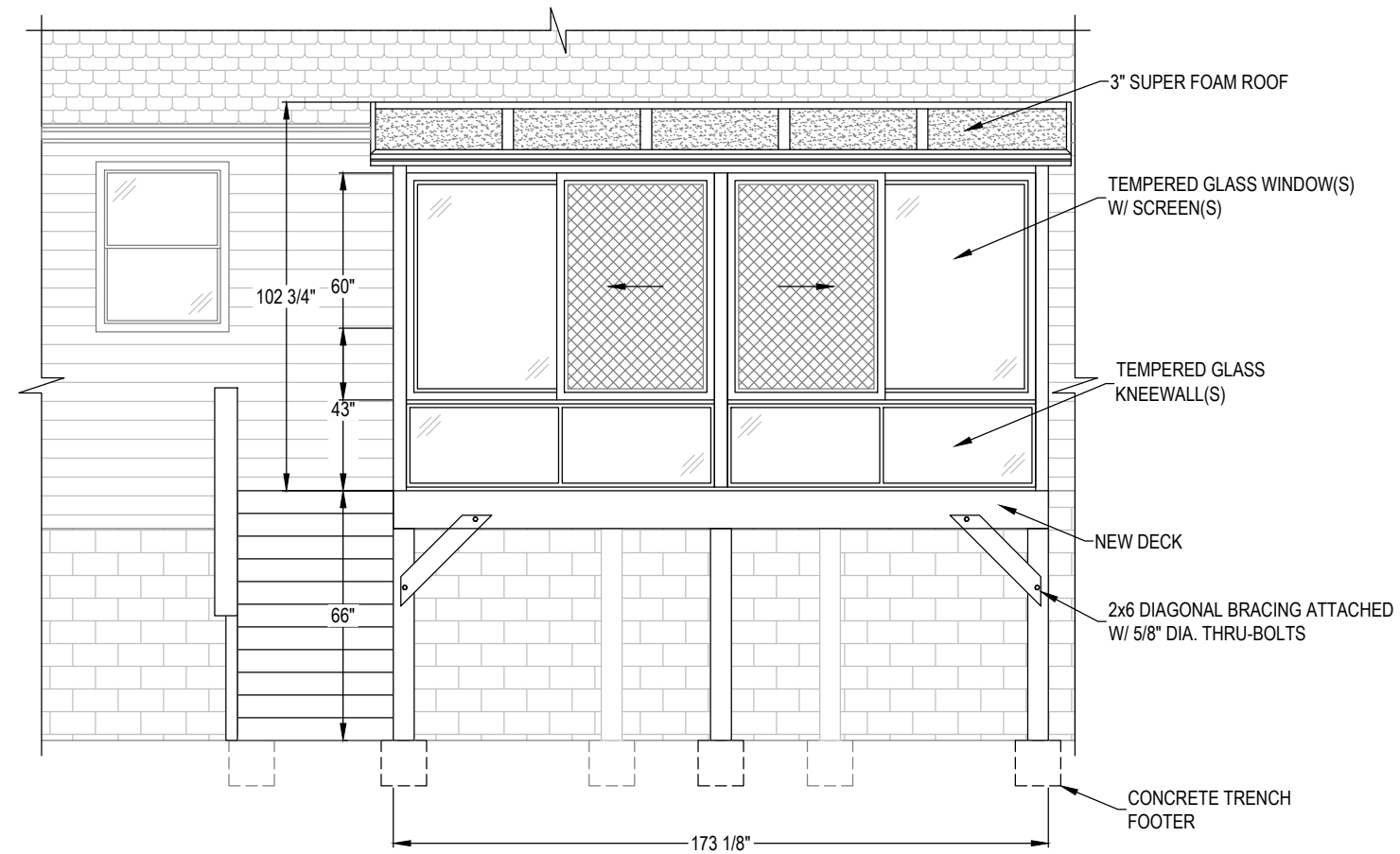
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ELEVATION - "C" WALL
AFTER

DATE	10/10/24	REV. A	10/16/24	JOHN SAXON 225 WEST TRYON STREET HILLSBOROUGH, NC 27278 JOB #21260	RALEIGH 951 AVIATION PKWY, SUITE 1000 MORRISVILLE, NC 27560 984-212-8850	 Great Day Improvements	ERIC OETJEN, P.E., M. ENG. NC. PROFESSIONAL ENGINEER (NC. LIC. #049195) 5 GREENE STREET FORT THOMAS, KY. 41075 PH. # 859-393-9049
DRAWN	LDS	REV. B	4/8/25				
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SHEET	7 OF 15	-	-				



ELEVATION - "B" WALL

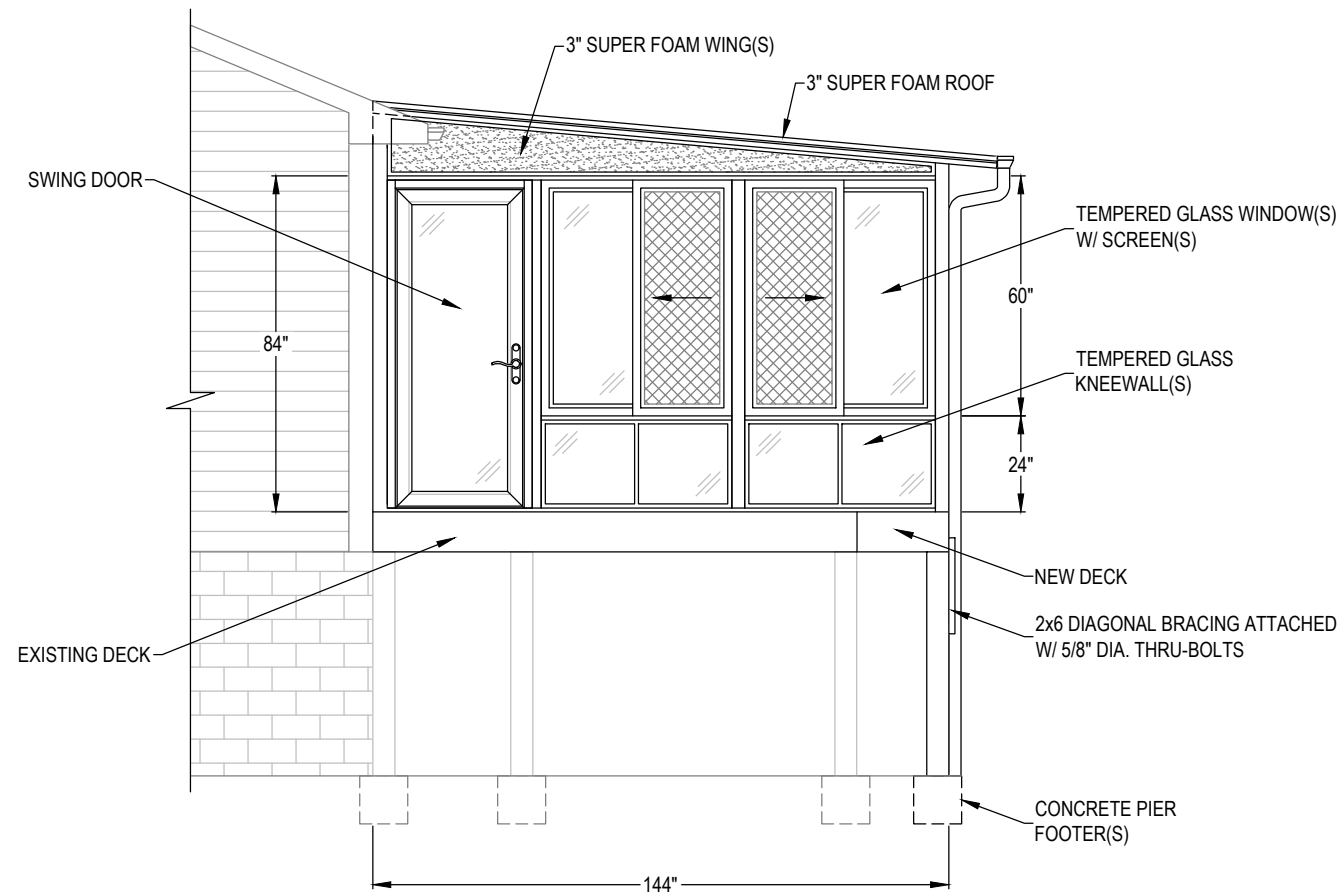
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JOHN SAXON
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JOB #21260

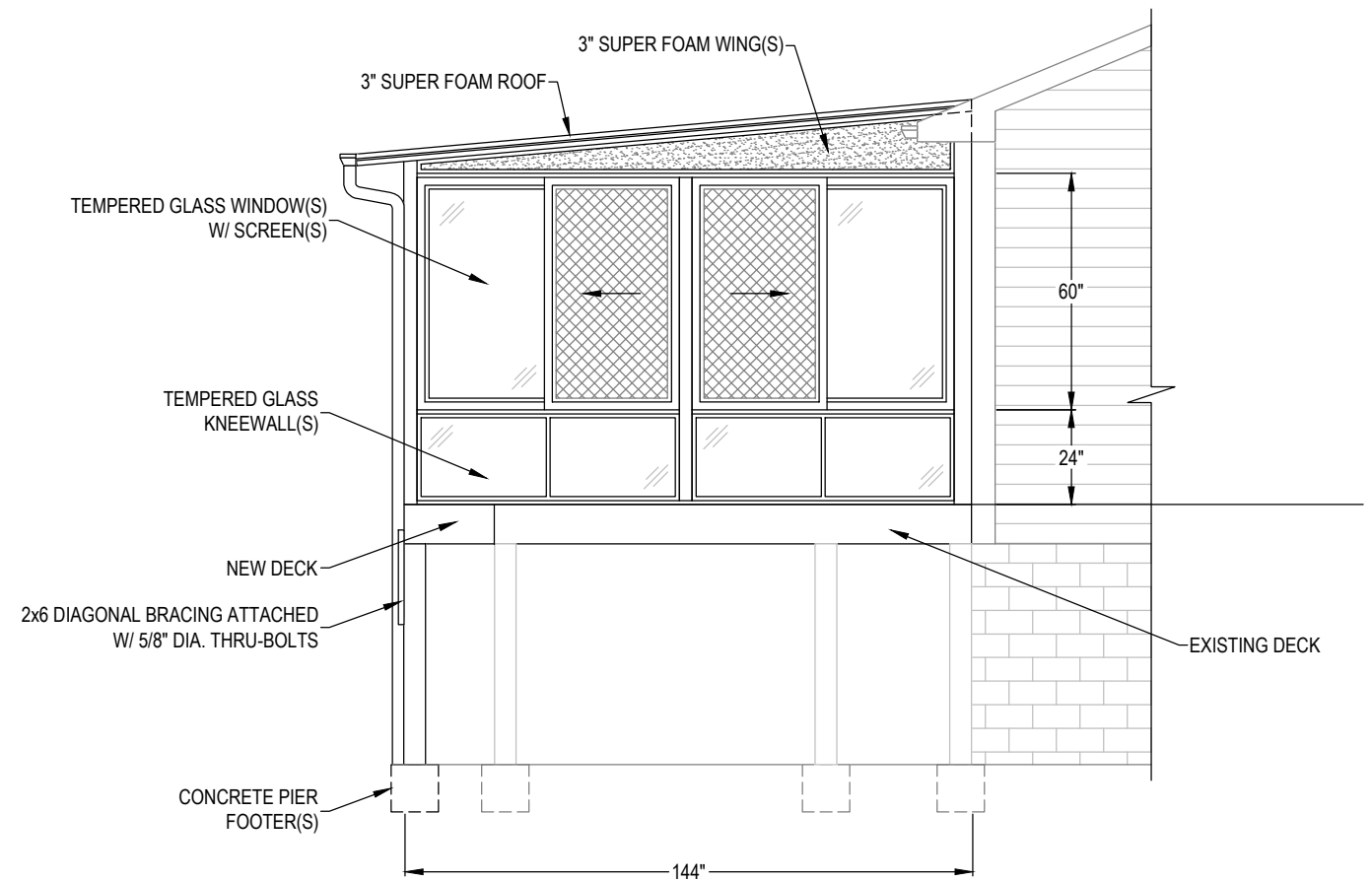
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951 AVIATION PKWY, SUITE 1000
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PH. # 859-393-9049



ELEVATION - "A" WALL
(EXISTING LANDING & STAIRS NOT SHOWN FOR CLARITY)



ELEVATION - "C" WALL

DATE	10/10/24	REV. A	10/16/24
DRAWN	LDS	REV. B	4/8/25
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SHEET	9 OF 15	-	-

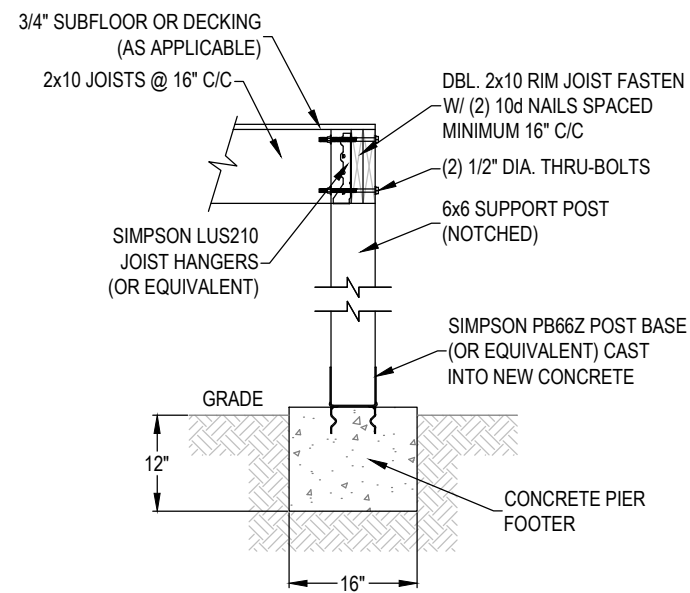
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JOB #21260

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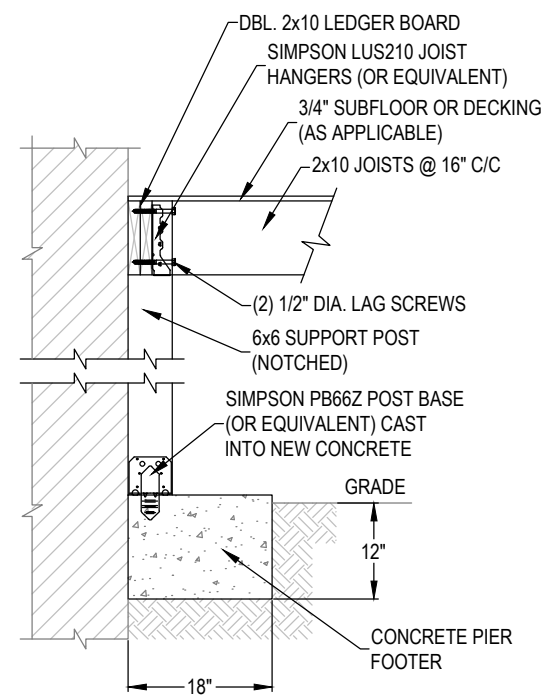


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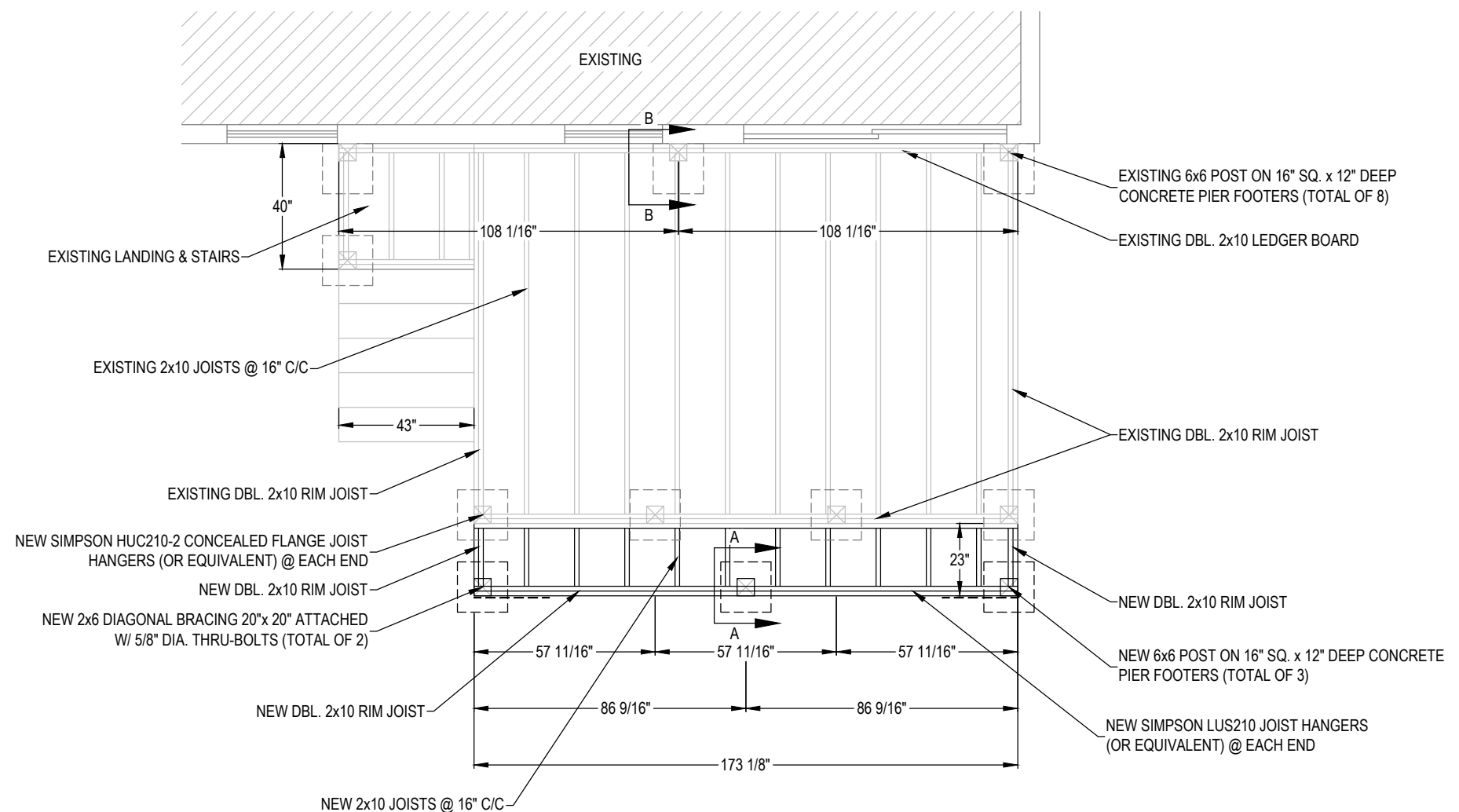
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SECTION A-A
SCALE: 1/2" = 1'-0"



SECTION B-B
SCALE: 1/2" = 1'-0"



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

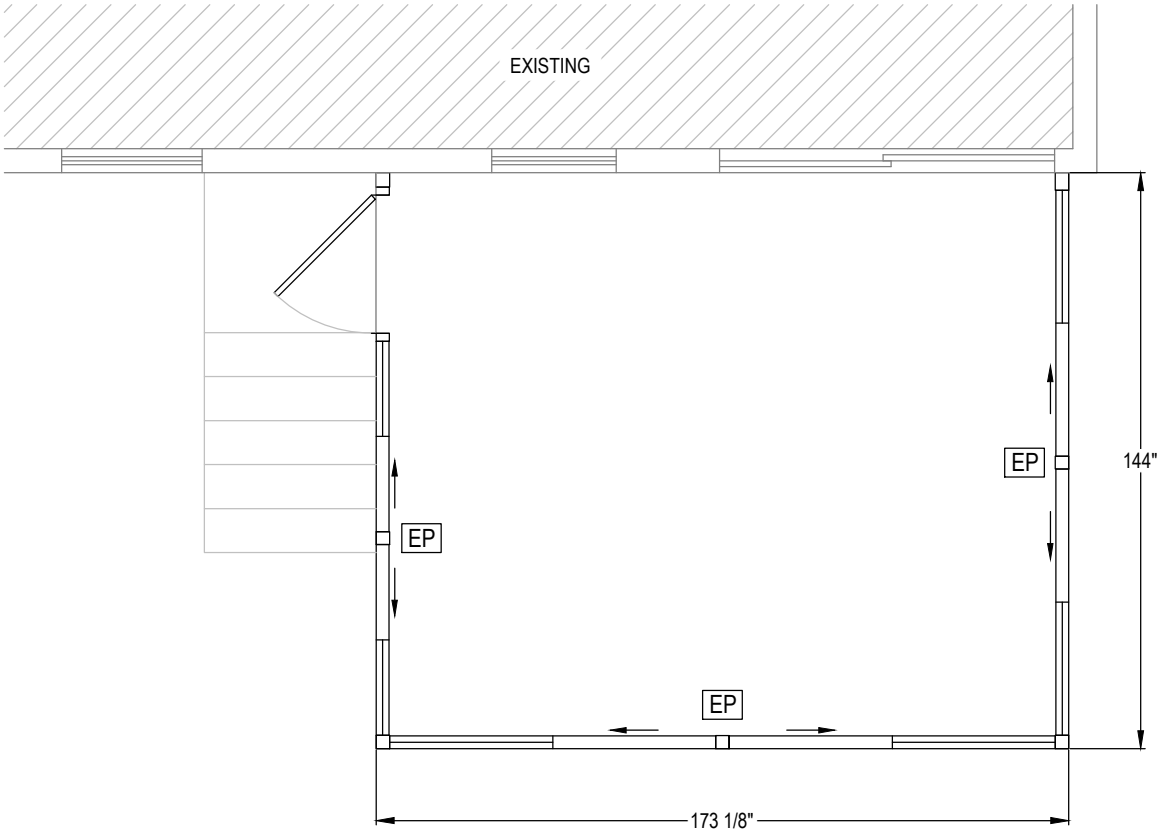
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DRAWN	LDS	REV. B	4/8/25
SCALE	AS NOTED		
SHEET	10 OF 15		

JOHN SAXON
225 WEST TRYON STREET
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JOB #21260

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PH. # 859-393-9049



ELECTRICAL PLAN

GDI ELECTRICAL SYMBOL LEGEND

EP ELECTRICAL RACEWAY POST

DATE	10/10/24	REV. A	10/16/24
DRAWN	LDS	REV. B	4/8/25
SCALE	1/4" = 1'-0"	-	
SHEET	11 OF 15	-	

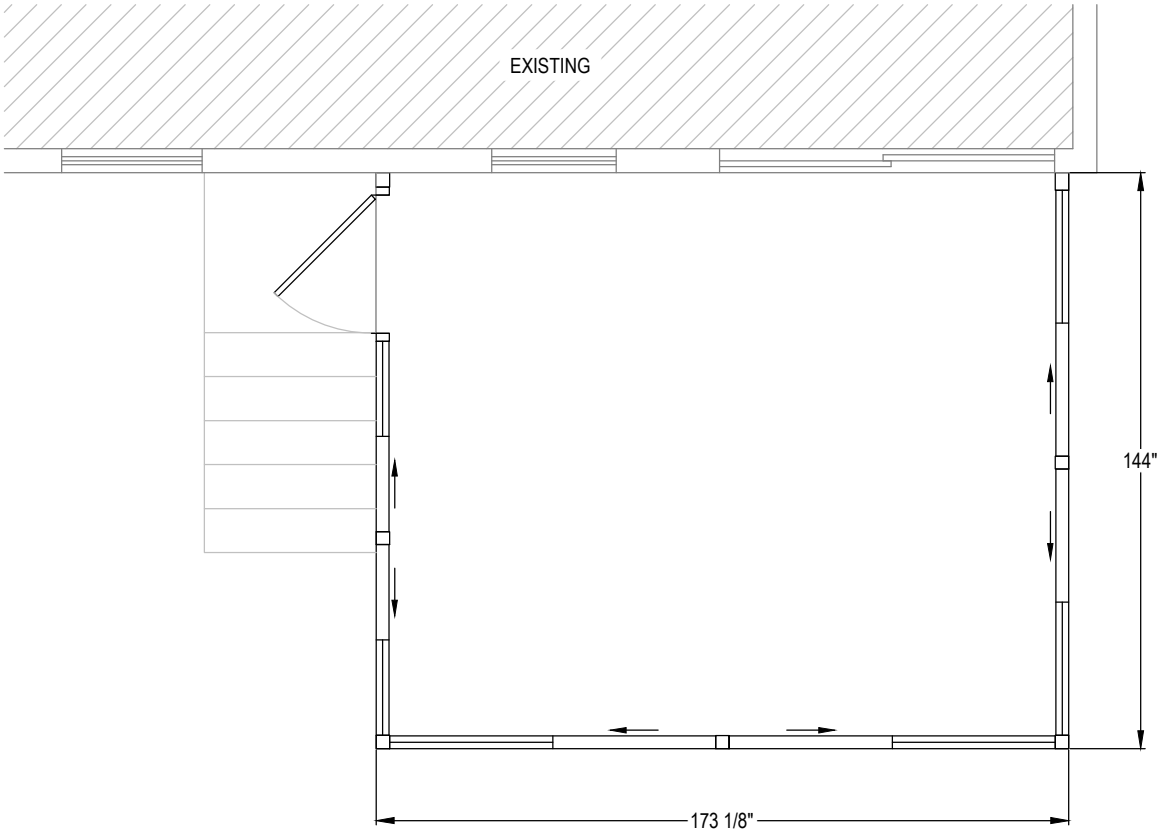
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(NC. LIC. #049195)
5 GREENE STREET
FORT THOMAS, KY. 41075
PH. # 859-393-9049

ENGINEER'S STAMP APPLIES TO
SUNROOM STRUCTURE ONLY;
ELECTRICAL BY OTHERS



FLOOR PLAN

DATE	10/10/24
DRAWN	LDS
SCALE	1/4" = 1'-0"
SHEET	12 OF 15

REV. A	10/16/24
REV. B	4/8/25

JOHN SAXON
225 WEST TRYON STREET
HILLSBOROUGH, NC 27278
JOB #21260

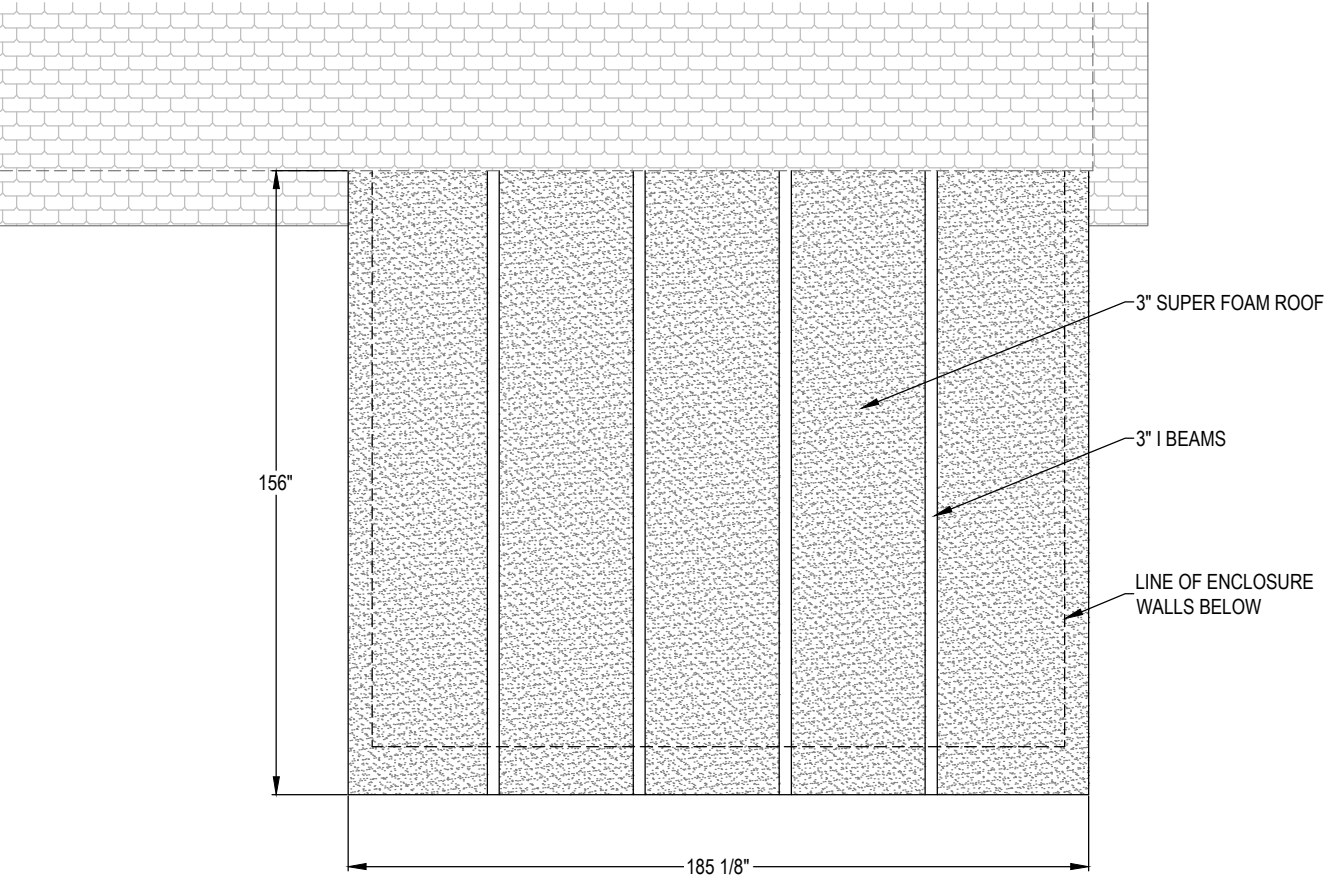
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MORRISVILLE, NC 27560
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Great Day
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ROOF PLAN

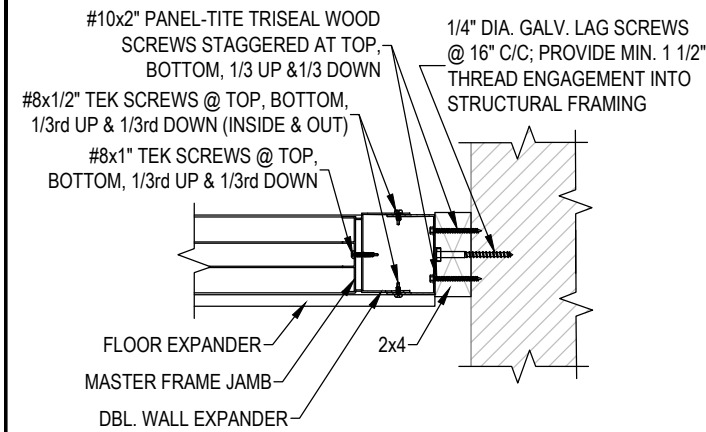
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SHEET	13 OF 15	-	-

JOHN SAXON
225 WEST TRYON STREET
HILLSBOROUGH, NC 27278
JOB #21260

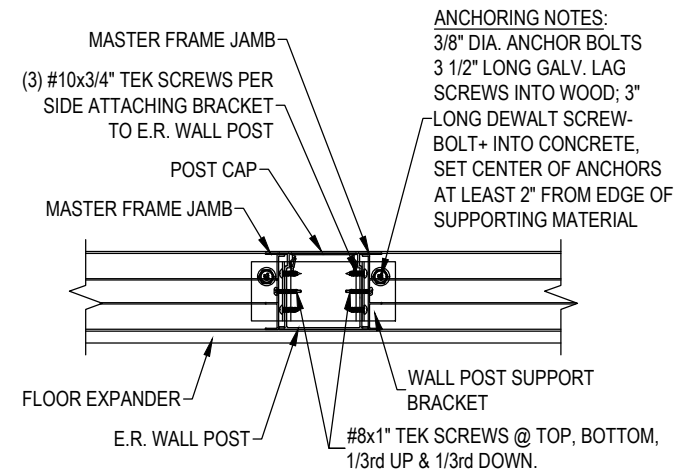
RALEIGH
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MORRISVILLE, NC 27560
984-212-8850



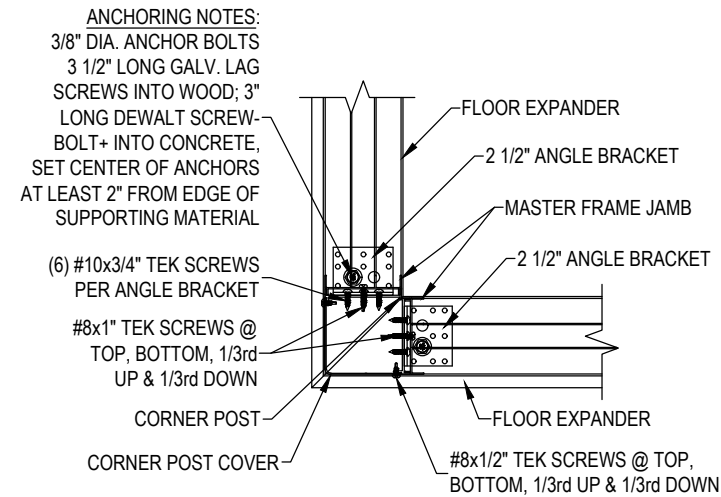
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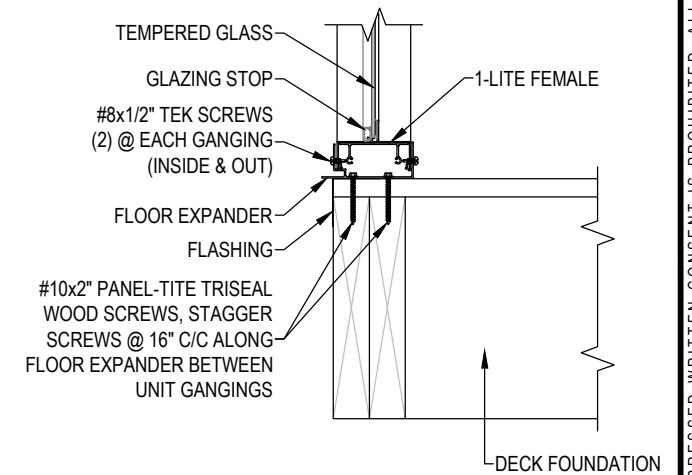
PLAN VIEW OF MASTER FRAME JAMB & DBL.
EXPANDER CONNECTION @ EXISTING WALL



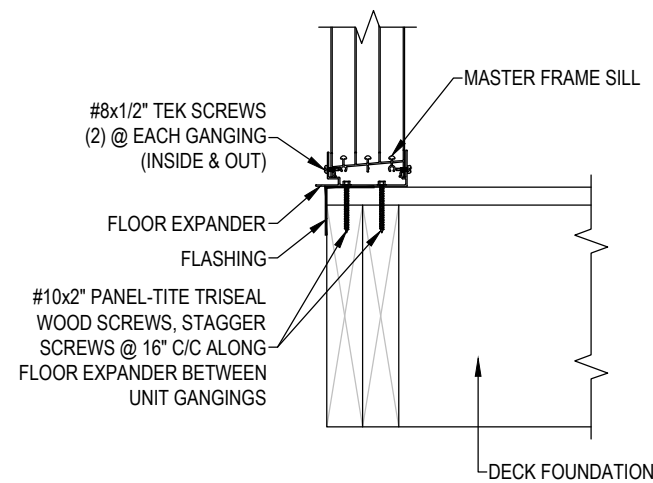
PLAN VIEW OF MASTER FRAME JAMBS
CONNECTION @ E.R. WALL POST



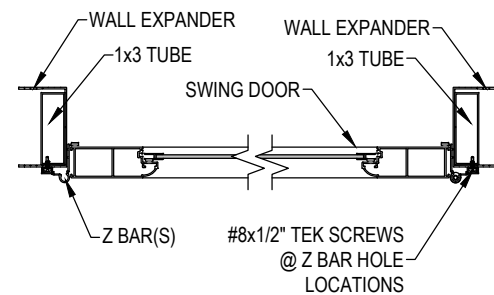
PLAN VIEW OF MASTER FRAME JAMBS
CONNECTION @ CORNER POST



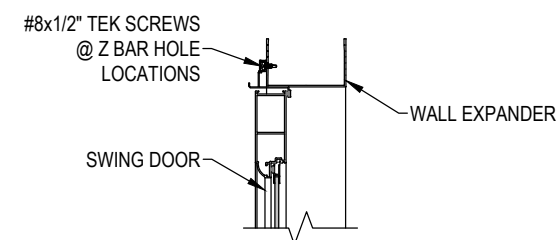
SECTION THROUGH GLASS KNEEWALL
CONNECTION @ DECK FOUNDATION



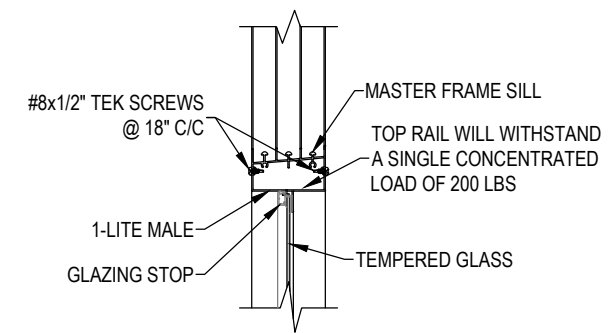
SECTION THROUGH MASTER FRAME SILL
CONNECTION @ DECK FOUNDATION



PLAN VIEW OF SWING DOOR JAMB
CONNECTION @ WALL EXPANDER



SECTION THRU SWING DOOR
CONNECTION @ WALL EXPANDER



SECTION THROUGH MASTER FRAME SILL
CONNECTION @ GLASS KNEEWALL

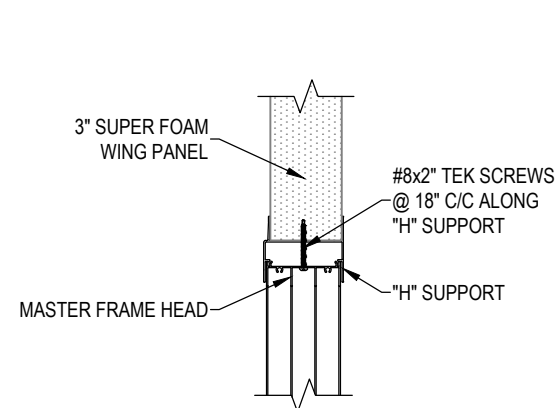
DATE	10/10/24	REV. A	10/16/24
DRAWN	LDS	REV. B	4/8/25
SCALE	1 1/2" = 1'-0"		
SHEET	14 OF 15		

JOHN SAXON
225 WEST TRYON STREET
HILLSBOROUGH, NC 27278
JOB #21260

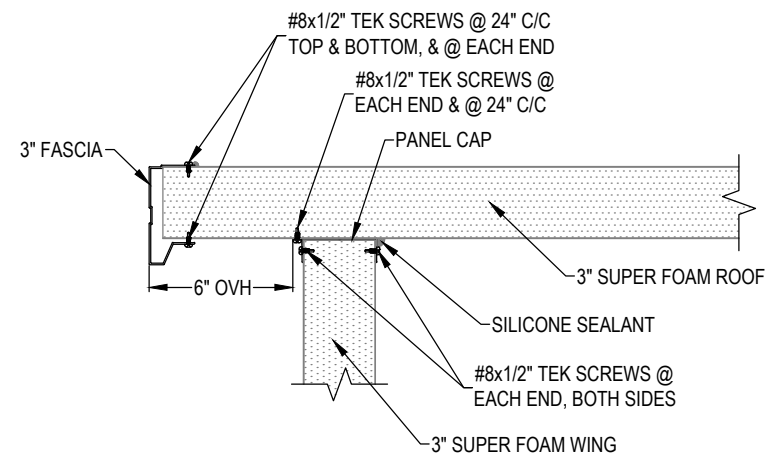
RALEIGH
951 AVIATION PKWY, SUITE 1000
MORRISVILLE, NC 27560
984-212-8850



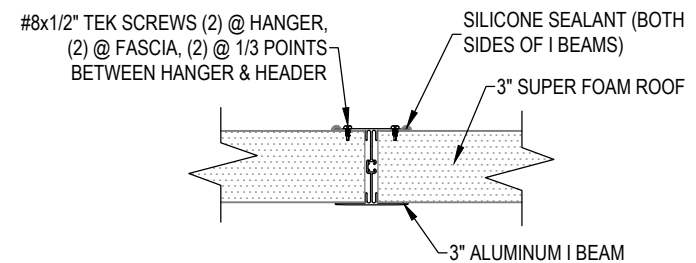
ERIC OETJEN, P.E., M. ENG.
NC. PROFESSIONAL ENGINEER
(NC. LIC. #049195)
5 GREENE STREET
FORT THOMAS, KY. 41075
PH. # 859-393-9049



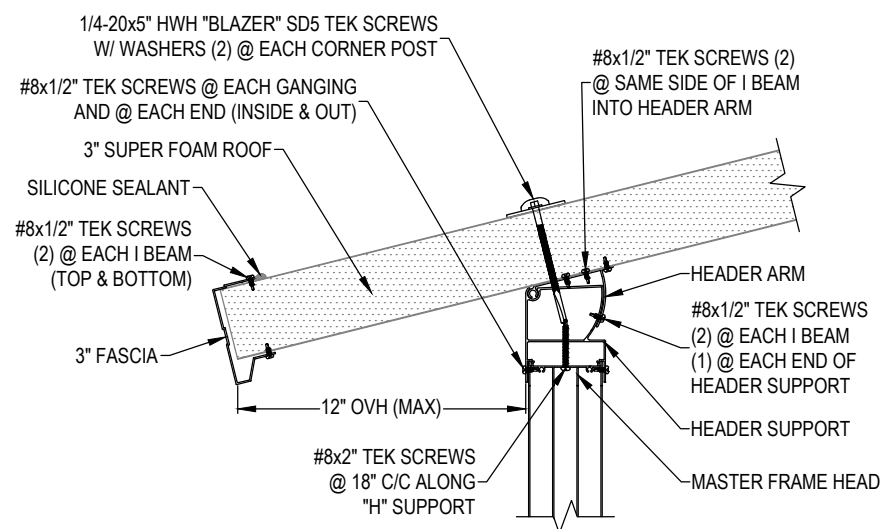
SECTION THROUGH MASTER FRAME
HEAD CONNECTION @ FOAM WING



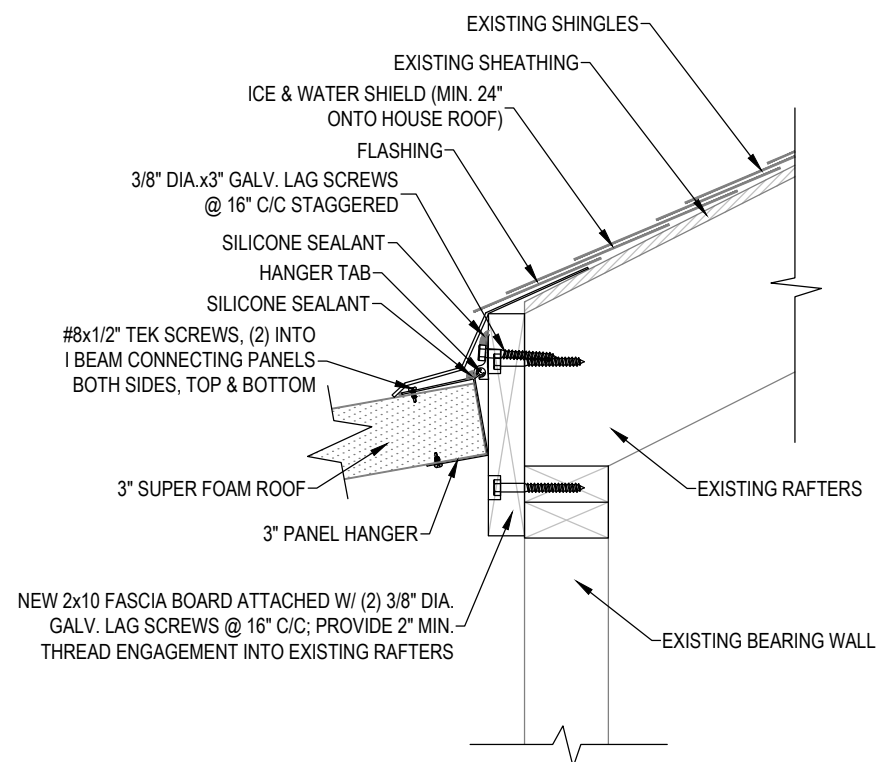
SECTION THROUGH 3" SUPER FOAM ROOF PANEL
CONNECTION @ 3" SUPER FOAM WING PANEL



SECTION THROUGH 3" ROOF
CONNECTION @ I BEAM



SECTION THROUGH MASTER FRAME & HEADER
CONNECTION @ 3" SUPER FOAM ROOF



SECTION THROUGH 3" SUPER FOAM ROOF & PANEL HANGER
ASSEMBLY CONNECTION @ OVERHANG CUT OFF

DATE	10/10/24	REV. A	10/16/24	JOHN SAXON 225 WEST TRYON STREET HILLSBOROUGH, NC 27278 JOB #21260	RALEIGH 951 AVIATION PKWY, SUITE 1000 MORRISVILLE, NC 27560 984-212-8850	 Great Day Improvements	ERIC OETJEN, P.E., M. ENG. NC. PROFESSIONAL ENGINEER (NC. LIC. #049195) 5 GREENE STREET FORT THOMAS, KY. 41075 PH. # 859-393-9049
DRAWN	LDS	REV. B	4/8/25				
SCALE	1 1/2" = 1'-0"						
SHEET	15 OF 15						

COMPONENT	EXISTING	PROPOSED
windows	No existing windows replaced in project	Color: White - commercial grade aluminum, 3-1/8" wall depth Safety tempered edge-to-edge glass Clear single-pane glass Solid hardwood handles with anti-lift bar,
		rolling wheels with stainless steel ball-bearings, and nylon weather stripping Includes 7/8" extruded screen frame with black aluminum screen mesh
doors	No existing doors replaced in project area	Color: White. 1 ProVia custom storm door
siding	Blue wood	Existing will remain
knee walls	No existing knee walls in project area	Color: White - commercial grade aluminum, 3-1/8" wall depth Safety tempered edge-to-edge glass Clear single-pane glass
deck railing	Wood railings	Remove replace with knee walls
stair railings	Wood railings	LUMBER WOOD NO. 2 GRADE (OR BETTER) SOUTHERN PINE OR DOUGLAS, WOOD SHALL BE PRESSURE-TREATED
deck	Wood deck	LUMBER WOOD NO. 2 GRADE (OR BETTER) SOUTHERN PINE OR DOUGLAS, WOOD SHALL BE PRESSURE-TREATED .
roof	No roof over project area	3- a inch panelized (SINGLE SLOPE) roof system (foam with White - commercial grade aluminum skin)
foundation	Wood deck	Wood deck with wood added extension
track	No existing track	Color: White - commercial grade aluminum, 3-1/2"











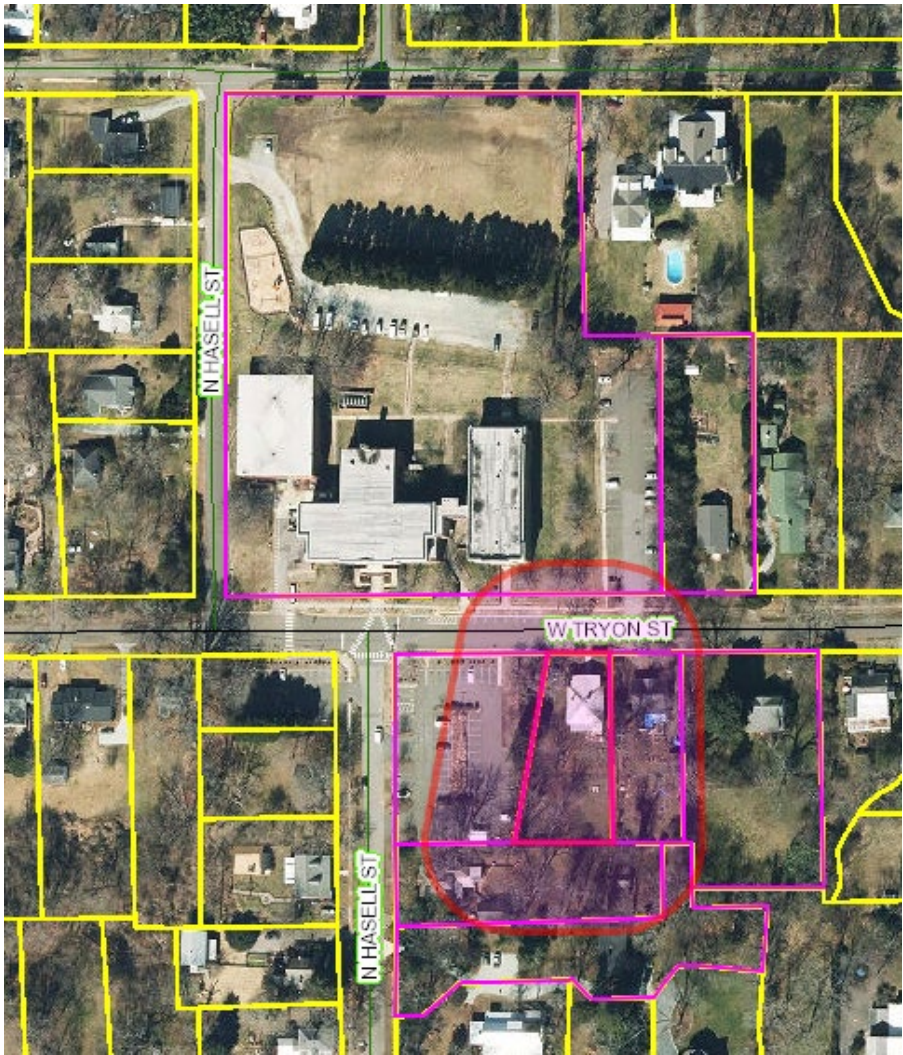


I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864869780 (the affected property) have been sent a letter of notification of the Certificate of Appropriateness application before the Historic District Commission by first class mail in accordance with the Hillsborough Zoning Ordinance.

5/21/2025
Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	OWNER1_	OWNER1_	OWNER2_	OWNER2_	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE
9864868762	ORANGE	COUNTY			PO BOX 81		HILLSBOROUGH	NC	27278
9864869547	SNYDER	HOLLY			112 N HAS		HILLSBOROUGH	NC	27278
9864869780	SAXON	JOHN L	SAXON	MIRIAM S	225 W TRY		HILLSBOROUGH	NC	27278
9864878123	ORANGE	COUNTY			PO BOX 81		HILLSBOROUGH	NC	27278
9864960558	ZENO LLC				230 W KIN		HILLSBOROUGH	NC	27278
9864960760	MITCHELL	PAULA	WHITE	DEBORAH	223 W TRY		HILLSBOROUGH	NC	272782435
9864962609	CARR	G PAUL	CARR	JEAN E	1920 SUNS	C/O JON P	RALEIGH	NC	27605
9864970091	MOYLAN	MICHAEL F	MOYLAN	NANCY M	219 W QUI		Hillsborough	NC	27278



ITEM #6. B:

Address: 100 S. Hillsborough Ave.

Year Built: c. 1967 or 1920s

Historic Inventory Information (2013)

This one-story, side-gabled house is three bays wide and double-pile with a shed-roofed section at the rear. It has a brick foundation, vinyl siding, and six-over-six wood-sash windows. The six-panel door is sheltered by a shed-roofed porch supported by square columns with a wooden railing. A shed-roofed addition extends from the left (south) of the rear section. There are stone steps at the front corners of the lot and a low stone wall along the driveway to the left of the house. The property changed hands in 1967 and the house was likely constructed at that time.

Proposed work

- New rear addition with shed dormers
- New garage/storage building

Application materials

- COA application
- Narrative and existing photos
- Photos of similar rear additions and new garage/storage buildings
- Landscaping, lighting, and paint
- Material list
- Site plan
- Existing and proposed elevations

Applicable Design Standards

- *Additions to Residential Buildings:* 1 – 14
- *New Construction of Outbuildings and Garages:* 1 – 7, 9, 10
- *Exterior Lighting:* 5

Staff Comments

- There is some discrepancy regarding the dates of construction for the original house. The historic inventory says c. 1967, while the marker on the property says c. 1921. The 1924 Sanborn map also shows a house with a footprint that matches that of the current house in that location.
- The inventory notes that the section of the house proposed to be replaced is an addition. It does not give dates for the addition, but the addition was presumably built much more recently.



TOWN OF
HILLSBOROUGH

APPLICATION
Certificate of Appropriateness and Minor Works

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

9864763172

Orange County Parcel ID Number

R-20

Zoning District

100 S Hillsborough Ave

Address of Project

Catherine/Kent Phelps

Applicant Name

100 S Hillsborough Ave

Applicant's Mailing Address

Hillsborough, NC 27278

City, State ZIP

(919) 949-8877

Applicant Phone Number

ccmphelps@gmail.com

Applicant's Email

Property Owner (if different than applicant)

Property Owner's Mailing Address

City, State ZIP

Property Owner's Phone Number

Property Owner's Email

Description of Proposed Work: replace vinyl sided rear addition w/ Hardie siding and shed dormers, build small garage/storage building

Estimated Cost of Construction: \$ **\$200,000**

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

Applicant and Owner Acknowledgment and Certification

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

Applicant's Signature (Optional)

Date

Kent Phelps

Property Owner's Signature (Required)

12-May-2025
Date

Submittal Requirements

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

All applications must include the following documents and plans:

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

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

Staff Use Only:

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

Amount: \$ 200⁰⁰

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

Amount: \$ _____

*whichever is greater

Total Due: \$ 200⁰⁰

Receipt #: CONF # 4/LDHH6NF6Y Received by: Online Date: 12-May-2025

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

☐ N/A ☐ Yes

Zoning Officer: _____

This application meets public space division requirements.

☐ N/A ☐ Yes

Public Space Manager: _____

Historic Architectural Inventory Information

Original date of Construction: _____

Description of the Property: _____

Applicable Design Standards: _____

Other reviews needed?

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

Minor Works Certificate of Appropriateness Application Decision

☐ Approved ☐ Referred to HDC

Minor Works Reference(s): _____

Certificate of Appropriateness Decision

☐ Approved ☐ Denied

Commission Vote: _____

Conditions or Modifications (if applicable): _____

Historic District Staff Signature_____
Date

COA 100 S Hillsborough Ave

HOUSE NARRATIVE: The house under consideration for this renovation/addition project is located at **100 S Hillsborough Ave.** This one-story, side-gabled house is three bays wide and double-pile with a shed-roofed section at the rear. It has a brick foundation, aluminum and vinyl siding, and six-over-six wood-sash windows. The six-panel door is sheltered by a shed-roofed porch supported by square columns with a wooden railing. A shed-roofed addition extends from the left (south) of the rear section. There are stone steps at the front corners of the lot and a low stone wall along the driveway to the left of the house. According to the historic marker the original house was constructed around 1921. There have been two additions to the rear (west) side of the house.

Please see existing condition photos below:



Front elevation from S. Hillsborough Ave looking west



Right looking South from W. King St



Left looking Northwest



Left looking North



Left rear looking Northeast



Rear looking southeast



Right rear corner looking south southeast

PROPOSED PROJECT

Proposed is a rear addition and the south side of the property will be a small, detached garage/storage building. Due to the poor construction of the westernmost addition the new addition is essentially replacing that addition. All new construction (siding, trim, fascia, soffits) will be either Hardie Board or Smartsiding (smooth side out). The roof of the new addition will be metal to match the existing roof material. All colors will be to match the existing material colors. All new windows will be aluminum-clad SDL. The new doors will be fiberglass clad. Below is an example of a similar rear addition which happens to be in the rear yard of the subject house. Additionally, below are examples of similar detached garage/storage buildings in the nearby historic district.



View of similar rear addition @ 419 W. King St



View of similar detached small garage/storage building @ 127 W Queen St



View of similar detached small garage/storage building @ 219 W Queen St



View of similar detached small garage/storage building @ 307 W Tryon St



View of similar detached small garage/storage building @ 423 W Margaret Ln



View of similar detached small garage/storage building @ 227 W Margaret Ln

LANDSCAPING

No existing trees to be removed and none proposed at this time.

LIGHTING

The garage/storage building is proposed to have two flanking lights (see below) for the large door facing Hillsborough Avenue and one for the door facing the house. There will be two of these mounted on either side of the double doors on the south elevation (hidden by the garage/storage building), and two on the patio doors on the north elevation. There will be one mounted on a post on the right side of driveway near the perennial garden area as shown on the site plan.



Overall 20.75" H X 7" W X 8.5" D

Back Plate 6.25" H X 4.75" W X 0.75" D

Body 20.75" H X 7" W X 8.5" D

Overall Product Weight 6.5 lb.

PAINT SAMPLES

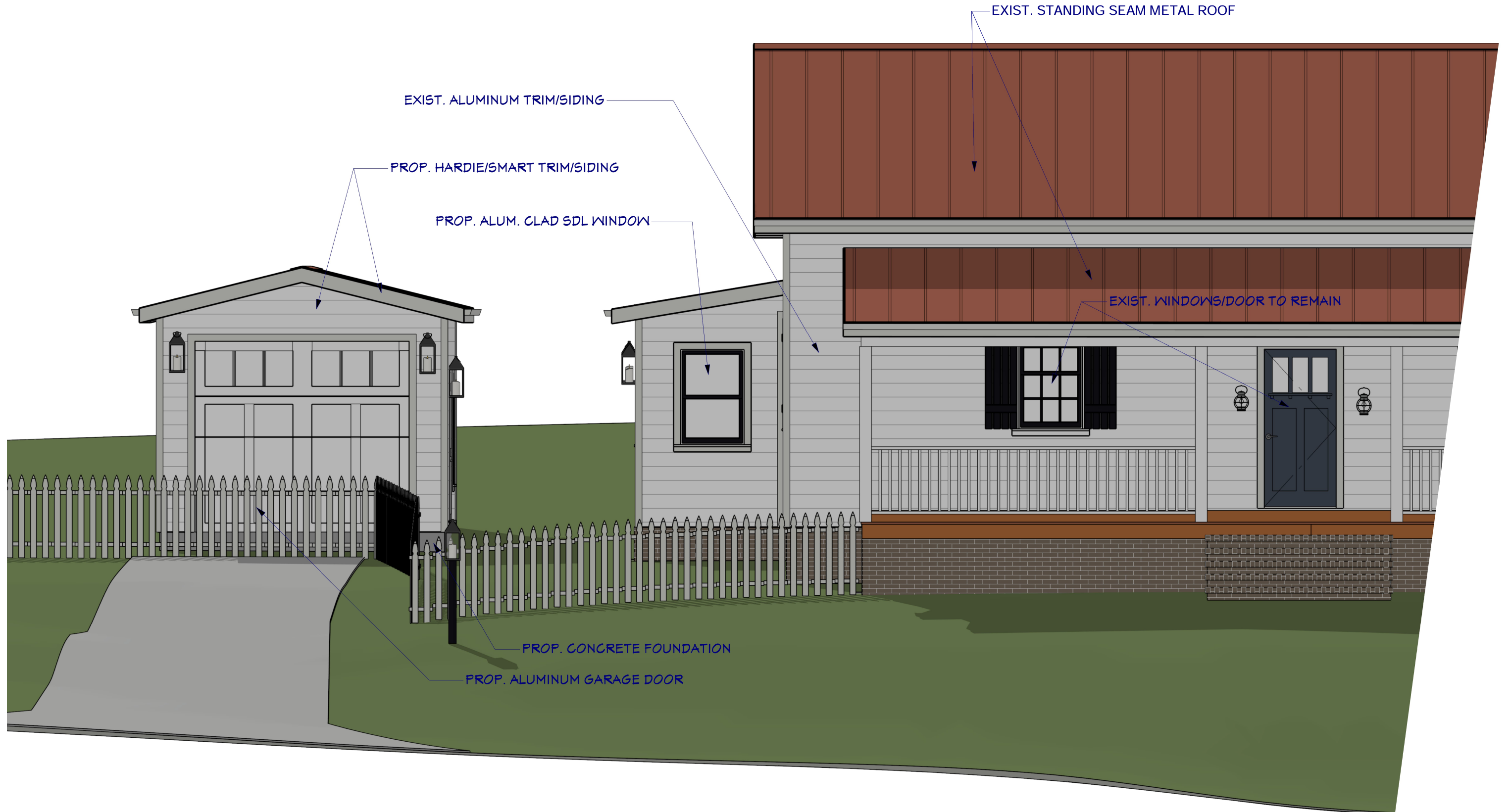
All new construction will be white to match the existing house, except for the window sashes which are black.

MATERIAL LIST

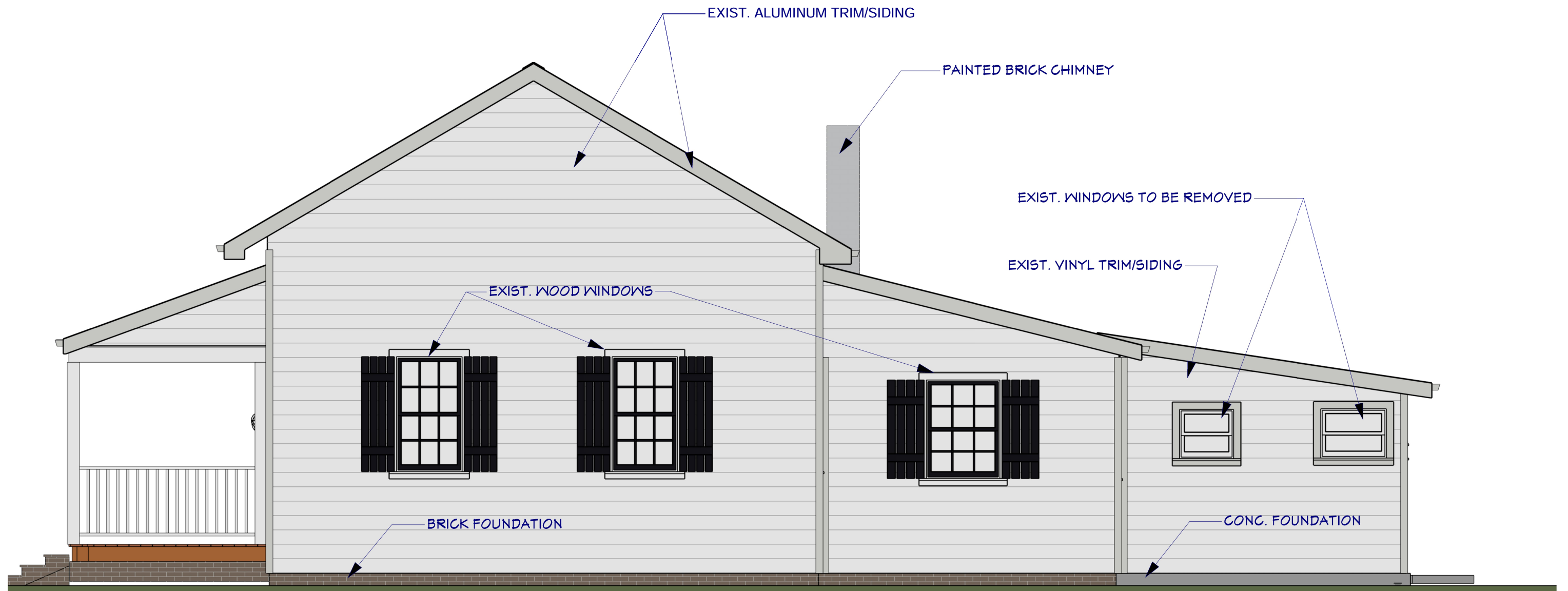
Item	Proposed Material(s)	Color
Siding	Hardie/Smartsiding (smooth side out)	Match existing (white)
House Trim (except corner boards)	Hardie/Smartsiding	Match existing (white)
House Trim (corner boards)	Hardie/Smartsiding	Match existing (light grey)
House/garage foundation	Brick/concrete	Natural to match
Roof	Metal standing seam	match existing
Window sashes	SDL Aluminum clad wood	Match existing (black)
Window trim	Hardie/Smartsiding	Match existing (white)
Awnings	none proposed	n/a
Front Door	no change	n/a
Rear patio doors	Fiberglass clad wood	white
Rear patio door trim	Hardie/Smartsiding	white
Front Porch flooring	no change	n/a
Handrails	None proposed	n/a
Shutters	No new shutters proposed	n/a
Columns	None proposed	n/a
Front steps	no change	n/a
Walkways	no change	n/a
Driveways	no change	n/a
Fences	no change	n/a



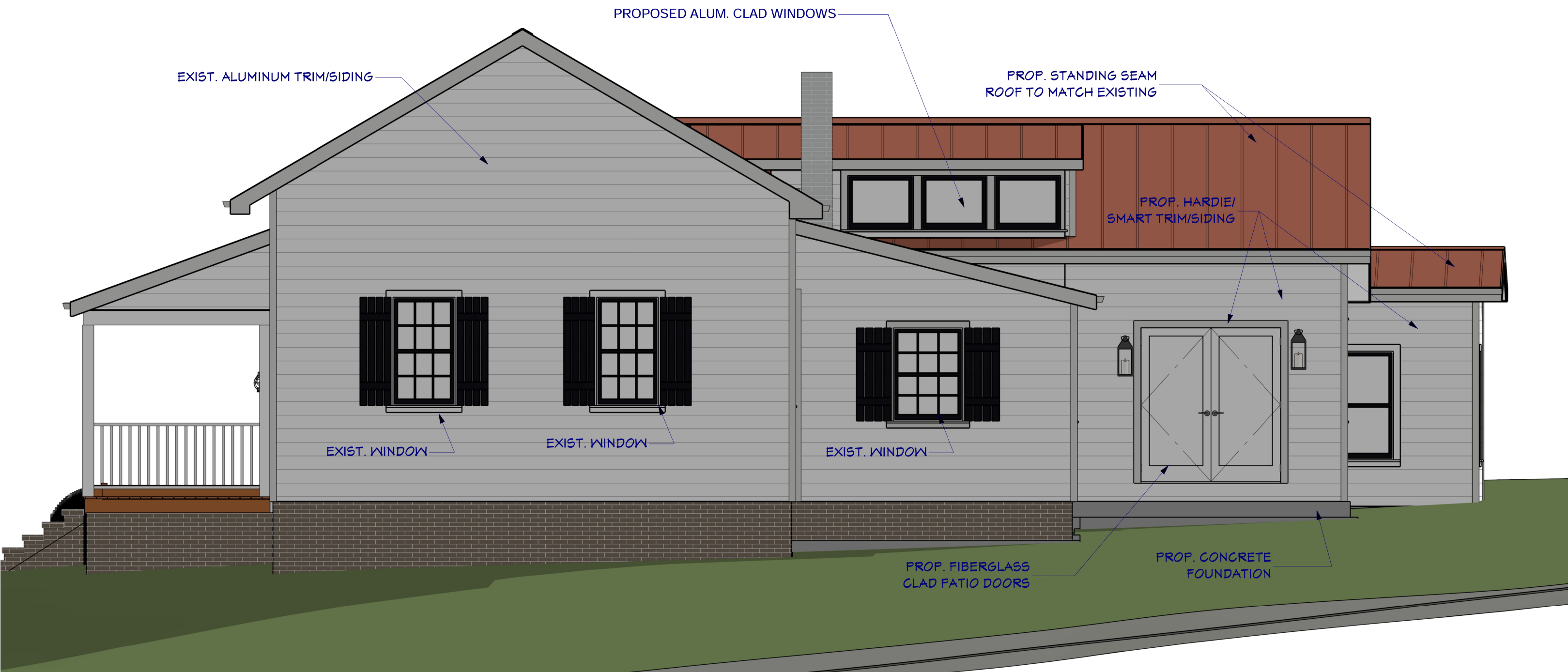
Existing Front Elevation



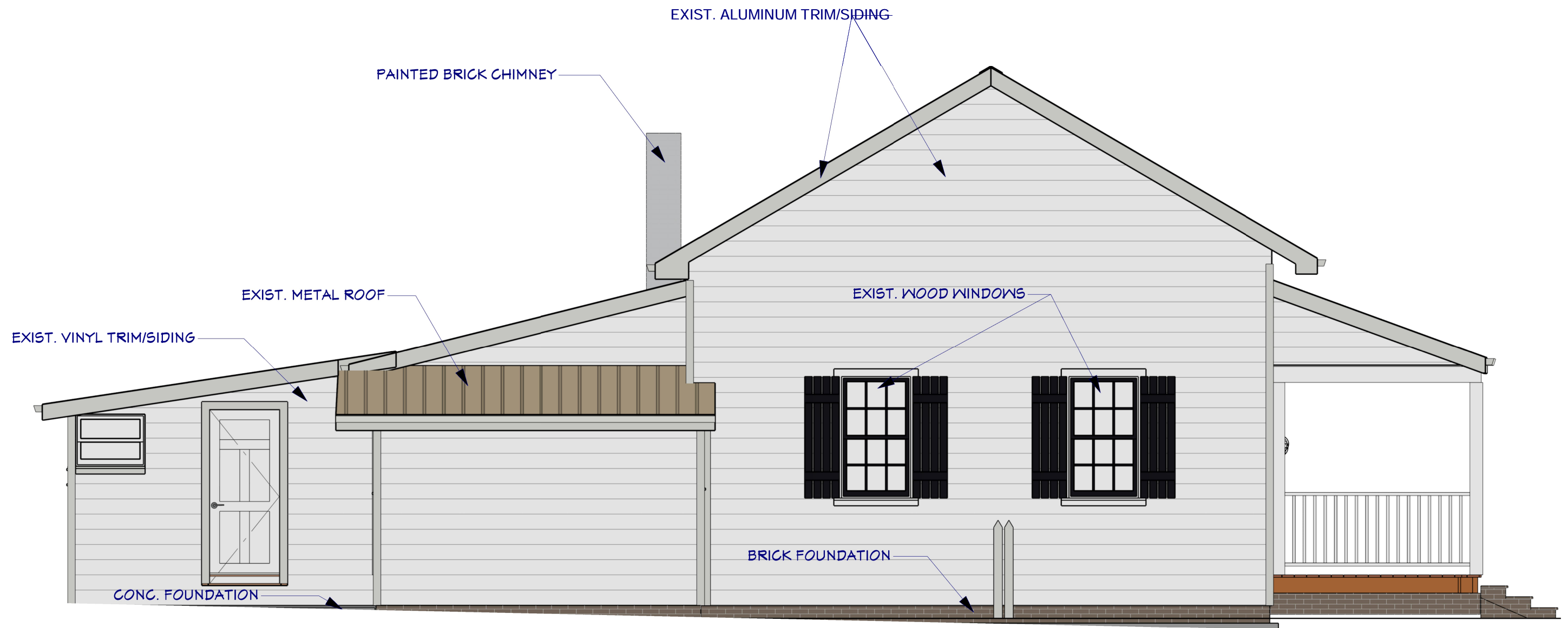
Proposed Front Elevation (only change is new garage/storage)



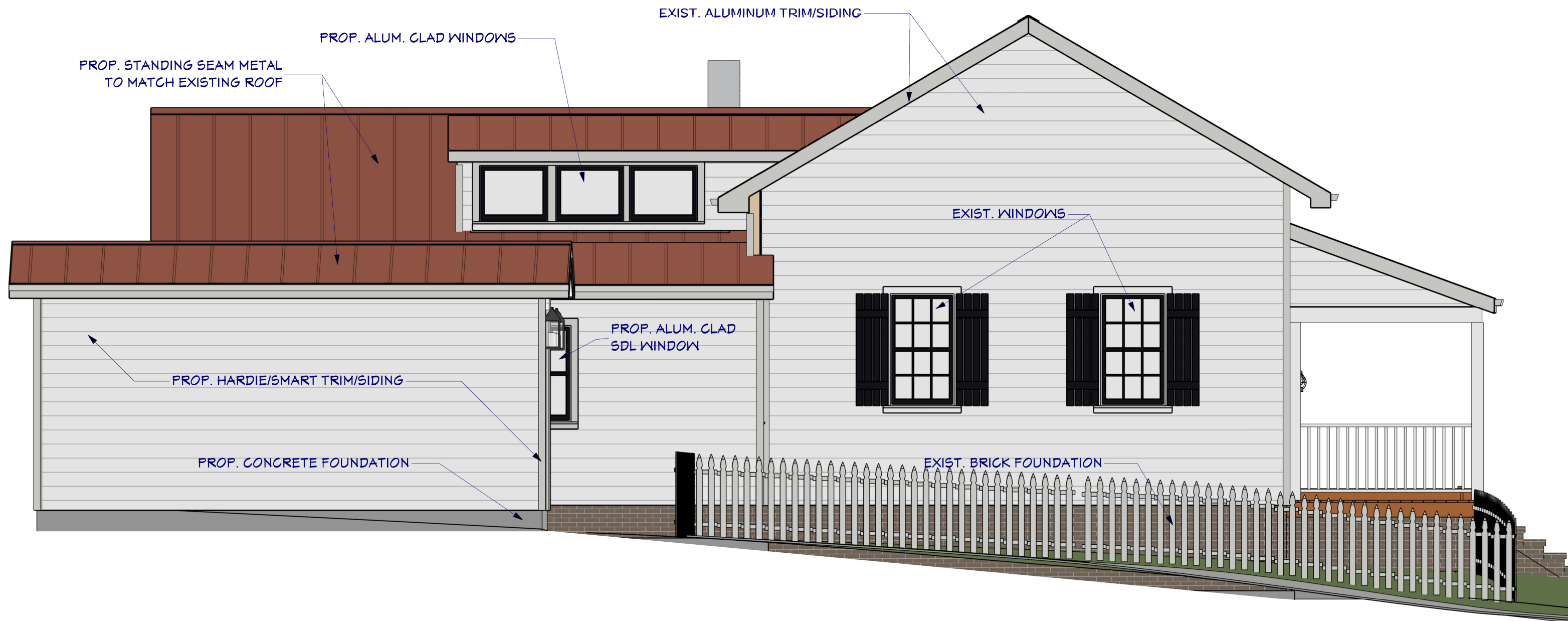
Existing Right Elevation



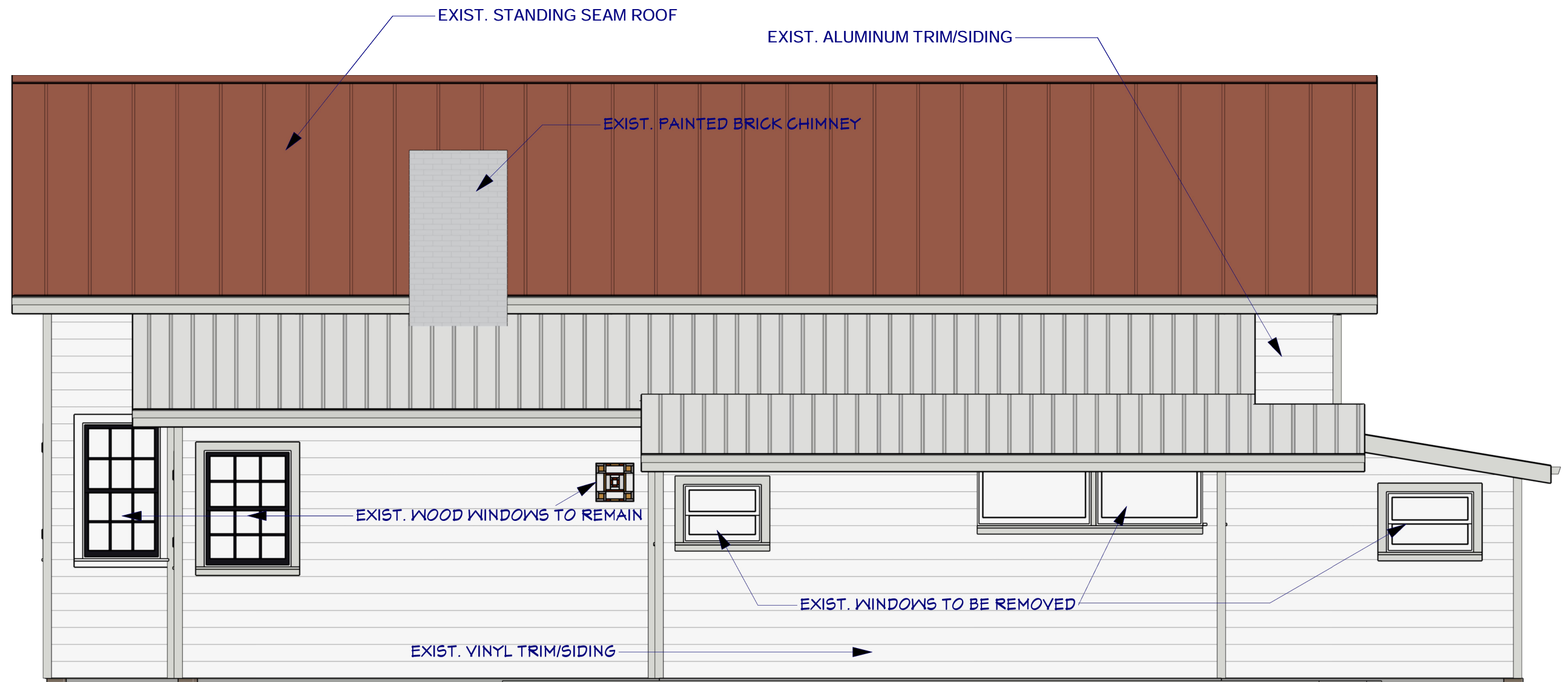
Proposed Right Elevation



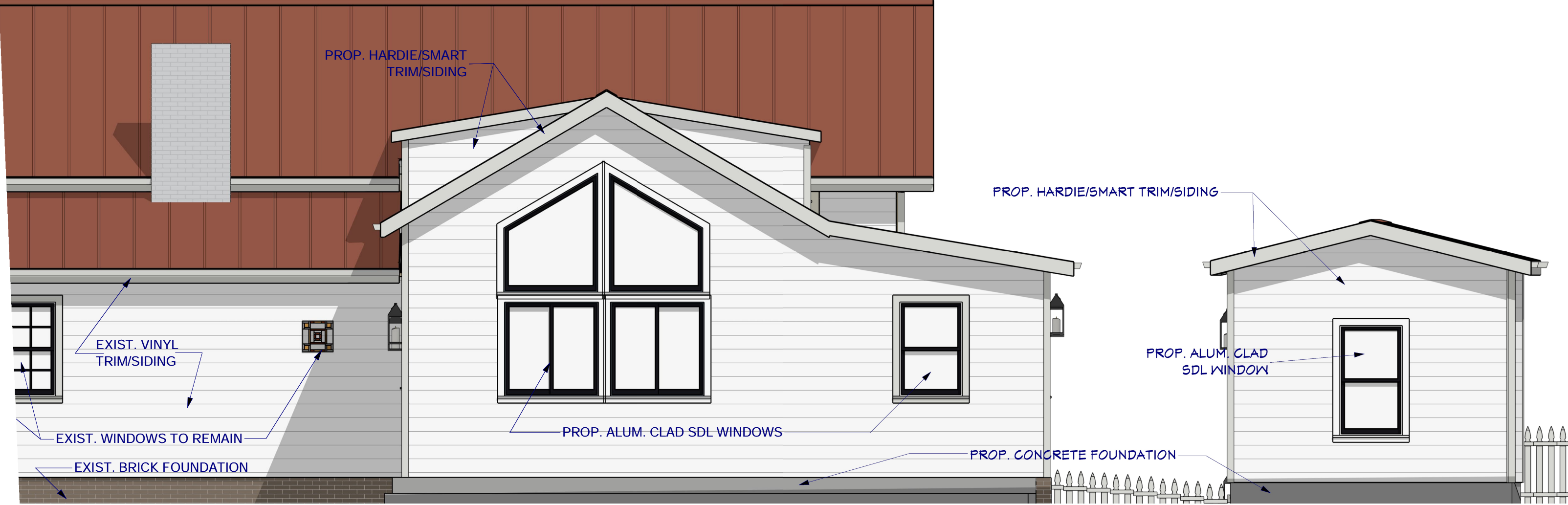
Existing Left Elevation



Proposed Left Elevation



Existing Rear Elevation



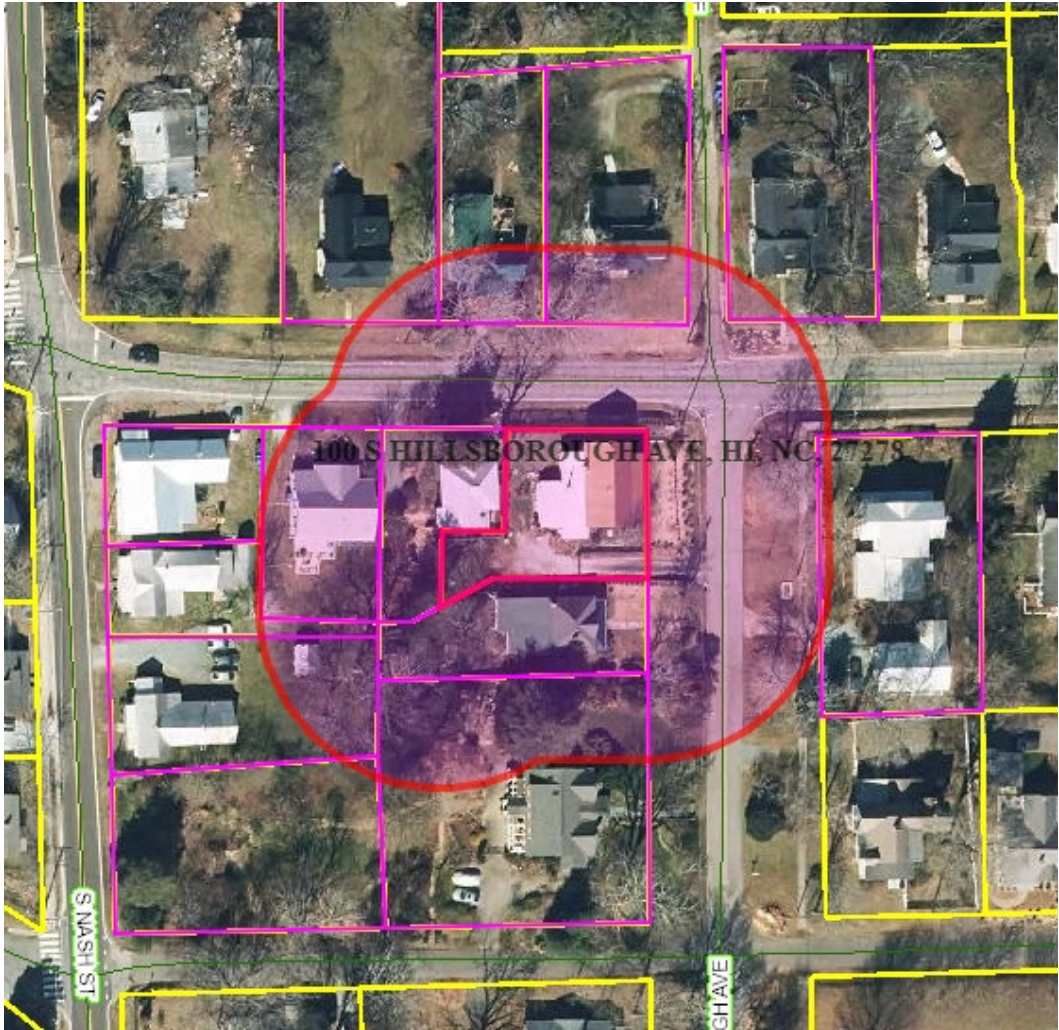
Proposed Rear Elevation

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864763172 (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.

5/21/2025
Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRST	OWNER2_	OWNER2_FIRST	ADDRESS1 CITY	STATE	ZIPCODE
9864752924	FAHERTY	KATHLEEN M			108 S HILL; HILLSBOROUGH	NC	272782414
9864753968	FAHERTY	KATHLEEN M			108 S HILL; HILLSBOROUGH	NC	27278
9864761099	MCECKERT LLC				1811 RAM; HILLSBOROUGH	NC	272787398
9864762003	MCECKERT LLC				1811 RAM; HILLSBOROUGH	NC	27278
9864762104	DOWDLE	JACOB	DOWDLE	MORROW M	425 W KIN HILLSBOROUGH	NC	27278
9864762151	LITTLE SISTER PROPERTIES LLC				103 E QUE HILLSBOROUGH	NC	27278
9864762352	WORTH PROPERTY GROUP LLC				1721 RIVEI HILLSBOROUGH	NC	27278
9864763058	BOOHER	BRIDGET H TRUSTEE			104 HILLSE HILLSBOROUGH	NC	27278
9864763101	EASTMAN	SUSAN G			419 W KIN HILLSBOROUGH	NC	27278
9864763172	PHELPS	KENT JOHNSON ET AL	PHELPS	CATHERINE MANGUM	100 S HILL; HILLSBOROUGH	NC	27278
9864763236	CICALE	REBECCA	CICALE	MICHAEL J	418 W KIN HILLSBOROUGH	NC	27278
9864764300	LAWRENCE	EMILY ESTELLE			414 W KIN HILLSBOROUGH	NC	272782422
9864764390	COLLINS	JOHN DUREN	LITTRELL	HANNAH PEELE GILBEI	412 W KIN HILLSBOROUGH	NC	27278
9864765059	TOMBERG	JAMES	TOMBERG	PAMELA G	409 W KIN Hillsborough	NC	27278



ITEM #6. C:

Address: 218 S. Occoneechee St.

Year Built: c. 1921 (house), 1930s (garage)

Historic Inventory Information (2013)*House:*

Like the neighboring, one-and-a-half-story, side-gabled houses at 212 and 216 South Occoneechee Street, this house may have been constructed as mill housing for the nearby Newport Manufacturing Company. The house is three bays wide and double-pile with a concrete-block foundation, vinyl siding, six-over-six wood-sash windows, and a 5V metal roof with an interior brick chimney. The off-center entrance indicates that the house may have originally had two entrances on the façade, both sheltered by the near-full-width, shed-roofed porch supported by square posts. There is a replacement front door with a single, diamond-shaped light and a replacement garden window on the left (south) elevation. There is a single window in each gable. County tax records date the building to 1921.

Garage:

Front-gabled, frame garage with plain weatherboards and a metal roof. A metal awning attached to the east elevation is supported by square wood posts.

Proposed work

- Two-story rear addition
- Small side addition to the south
- Upfit/reconstruction of existing garage
- New front door and front porch railings
- After-the-fact request to remove chimney

Application materials

- COA application
- Narrative and existing photos
- Door example
- Examples of similar additions
- Paint sample
- Material list
- Site plan
- Existing and proposed elevations

Applicable Design Standards

- *Additions to Residential Buildings:* 1 – 14
- *Outbuildings and Garages:* 1 – 7, 10, 11
- *Doors:* 7

- *Porches, Entrances, and Balconies: 7*
- *Exterior Walls: 8*

Staff Comments

- The removal of a brick chimney requires after-the-fact approval by the HDC, and the relevant standard is *Exterior Walls 8*. The after-the-fact fee has been paid.



TOWN OF
HILLSBOROUGH

APPLICATION Certificate of Appropriateness and Minor Works

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

Orange County Parcel ID Number

R 20
Zoning District

218 S. Occoneechee St.
Address of Project

Carlos Gonzalez Garcia
Applicant Name

Property Owner (if different than applicant)

218 Occoneechee Rd Hillsborough NC
Applicant's Mailing Address

Property Owner's Mailing Address

Hillsborough, NC 27278
City, State ZIP

City, State ZIP

919-537-2176
Applicant Phone Number

Property Owner's Phone Number

ncmosaics@gmail.com
Applicant's Email

Property Owner's Email

Description of Proposed Work: Addition to rear and small side area.

Estimated Cost of Construction: \$ 100,000.00

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

Applicant and Owner Acknowledgment and Certification

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

[Signature] 05-14-25
Applicant's Signature (Optional) Date

[Signature] 05-14-25
Property Owner's Signature (Required) Date

Submittal Requirements

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

All applications must include the following documents and plans:

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

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

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

Amount: \$ _____

☒ After-the-fact application (\$300):

Amount: \$ _____

Total Due: \$ 300Receipt #: LLNHRQMTP7,
YPP57PH46NReceived by: Joseph HoffheimerDate: 5/20/25

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

☐ N/A☐ Yes

Zoning Officer: _____

This application meets public space division requirements.

☒ N/A☐ Yes

Public Space Manger: _____

Historic Architectural Inventory Information

Original date of Construction: _____

Description of the Property: _____

Applicable Design Standards: _____

Other reviews needed?

☒ Hillsborough Zoning Compliance Permit☒ Orange County Building Permit☐ Other: _____**Minor Works Certificate of Appropriateness Application Decision**☐ Approved☐ Referred to HDC

Minor Works Reference(s): _____

Certificate of Appropriateness Decision☐ Approved☐ Denied

Commission Vote: _____

Conditions or Modifications (if applicable): _____

Historic District Staff Signature_____
Date

COA 218 S Occoneechee St

HOUSE NARRATIVE: 218 S. Occoneechee – House – c. 1921 C – Building

Like the neighboring, one-and-a-half-story, side-gabled houses at 212 and 216 South Occoneechee Street, this house may have been constructed as mill housing for the nearby Newport Manufacturing Company. The house is three bays wide and double-pile with a concrete-block foundation, vinyl siding, six-over-six wood-sash windows, and a 5V metal roof with an interior brick chimney. The off-center entrance indicates that the house may have originally had two entrances on the façade, both sheltered by the near-full-width, shed-roofed porch supported by square posts. There is a replacement front door with a single, diamond-shaped light and a replacement garden window on the left (south) elevation. There is a single window in each gable. County tax records date the building to 1921.

C-Building – Garage, 1930s – Front-gabled, frame garage with plain weatherboards and a metal roof. A metal awning attached to the east elevation is supported by square wood posts. Please see existing condition photos below:



Front elevation looking west from S Occoneechee St



Left side looking North



Rear looking East



Right side looking South



Existing garage front from S. Occoneechee St looking West



Existing garage right side looking South



Existing garage left side looking North

PROPOSED PROJECT

Proposed is a rear 2 story addition with upper shed dormers and a small addition to the south side of the house. The existing garage will be repaired so it's no longer fallen over and encroaching on the adjacent property. All new construction (siding, trim, fascia, soffits) will be either Hardie Board or Smartsiding (smooth side out). The roof of the new addition will be 5V metal. All the new windows will be aluminum-clad SDL. The new front door will be wood, the side and rear doors will be fiberglass clad. Prior to submission the homeowner removed the small utilitarian chimney not knowing that permission was required prior to removal.



Below are examples of similar type additions in the nearby historic district.



216 S. Occoneechee St is the house to the right of this project



406 W Margaret Ln



409 W. King St



324 W. King St



109 N Wake St



While difficult to see there is a rear 2nd story shed addition 104 W. Queen St



219 W. Queen St

LANDSCAPING

No existing trees to be removed and none proposed at this time.

LIGHTING

None proposed at this time.

PAINT SAMPLES

Colors to be used will be creamy siding, white, Dutch Tile Blue (see sample below), and ash grey



Dutch Tile Blue SW 0031 - Hi...



Sherwin-Williams

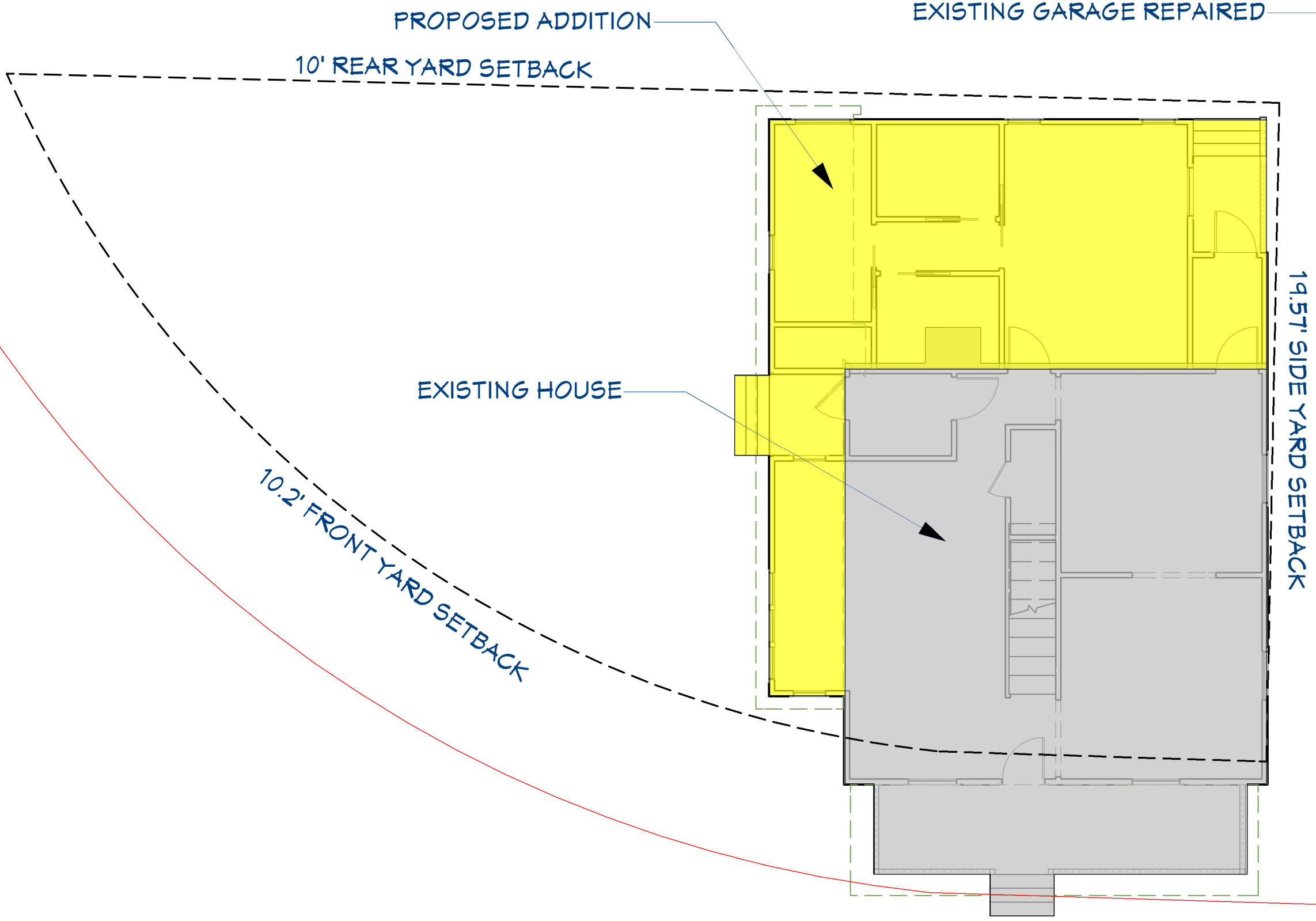


MATERIAL LIST

Item	Proposed Material(s)	Color
Siding	Hardie/Smartsiding/Allura (smooth side out)	Creamy
House Fascia/Trim	Hardie/Smartsiding/Allura	White
House/garage foundation	Block	To match
Roof	Metal 5V	Ash Grey
Window sashes	SDL Aluminum clad wood	Dutch Tile Blue
Window trim	Hardie/Smartsiding	Dutch Tile Blue
Awnings	none proposed	n/a
Front Door	Natural Wood	Dutch Tile Blue
Rear/side door	Fiberglass clad wood	Dutch Tile Blue
Garage door	Wood Composite	Dutch Tile Blue
Front Porch flooring	no change	n/a
Handrails	Baluster Railing type Square	Ash Grey
Shutters	No new shutters proposed	Dutch Tile Blue
Columns	Hardie/Smartsiding	white
Front steps	Brick	Reclaimed antique brick
Walkways	Techo-Bloc-Westmount Pavers/Smooth	Caffe Crema
Driveways	Pea Gravel number 78's	Grey
Fences	no change	n/a

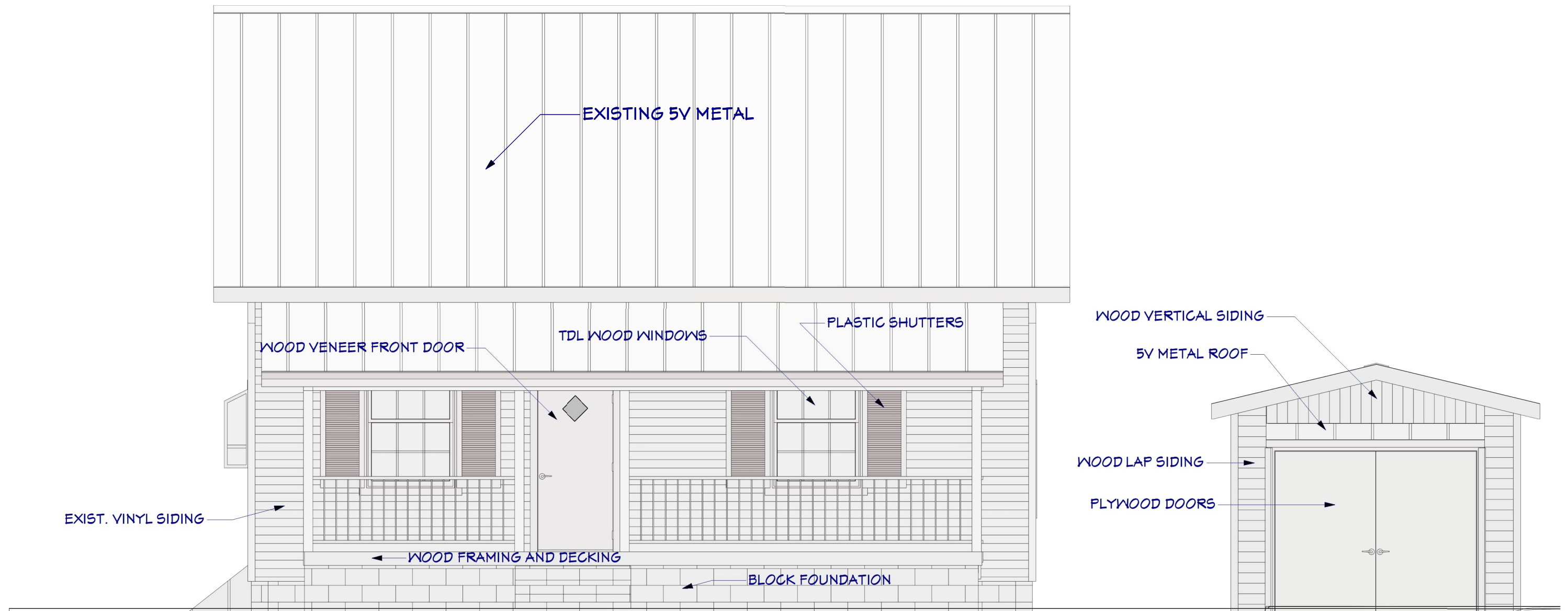


CALVIN ST

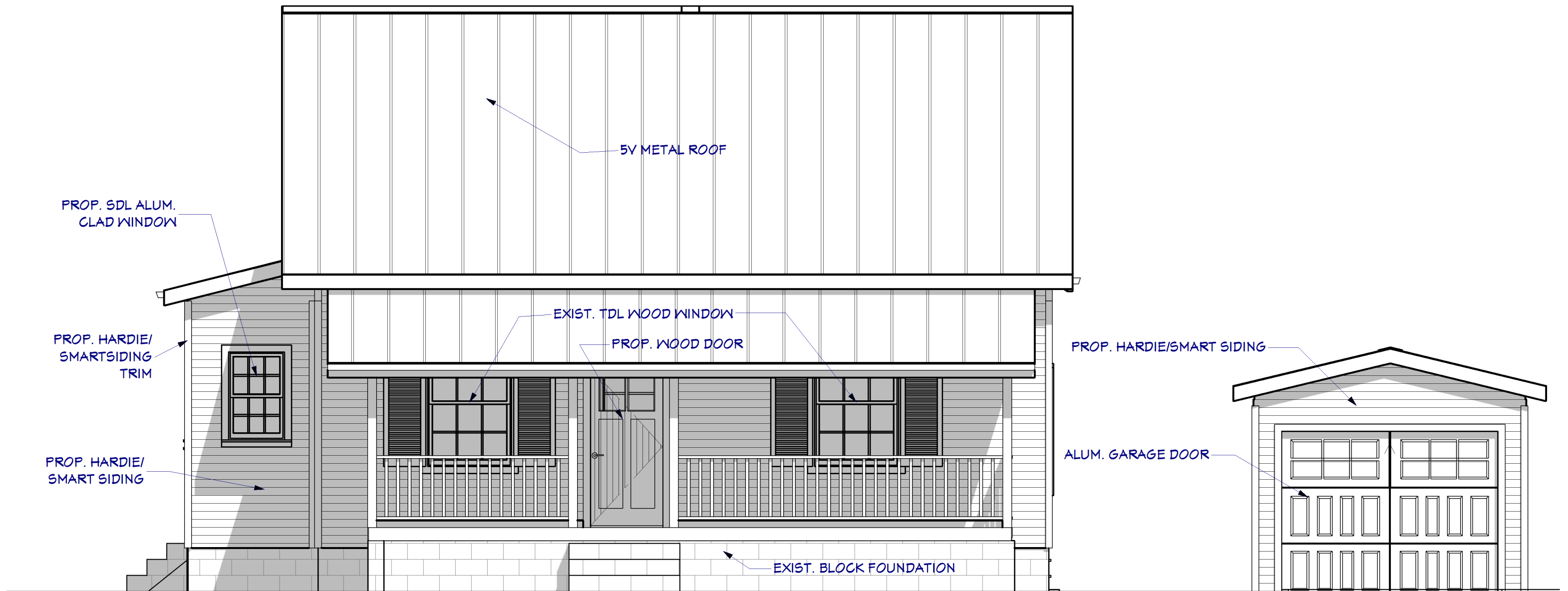


Plot Plan (Scale: 1/8"=1'-0")

SOUTH OCCONEECHEE ST
VARIABLE PUBLIC R/W



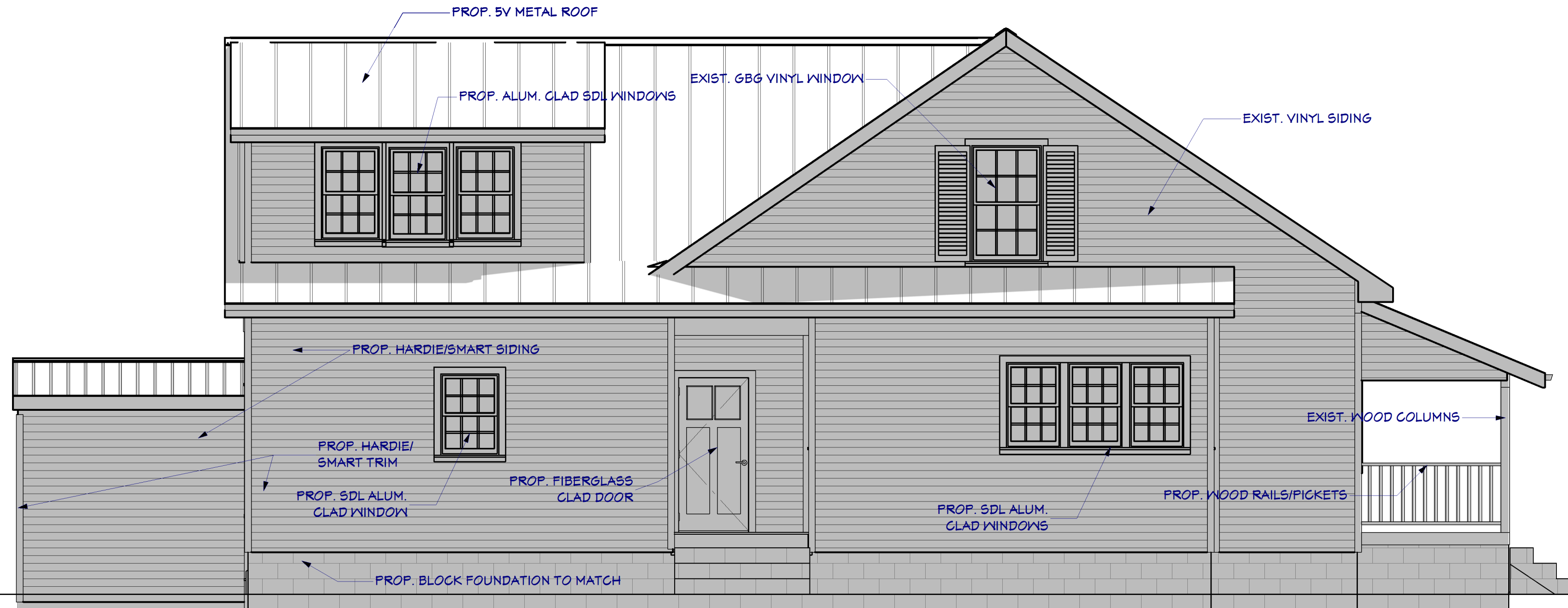
Existing Front Elevation



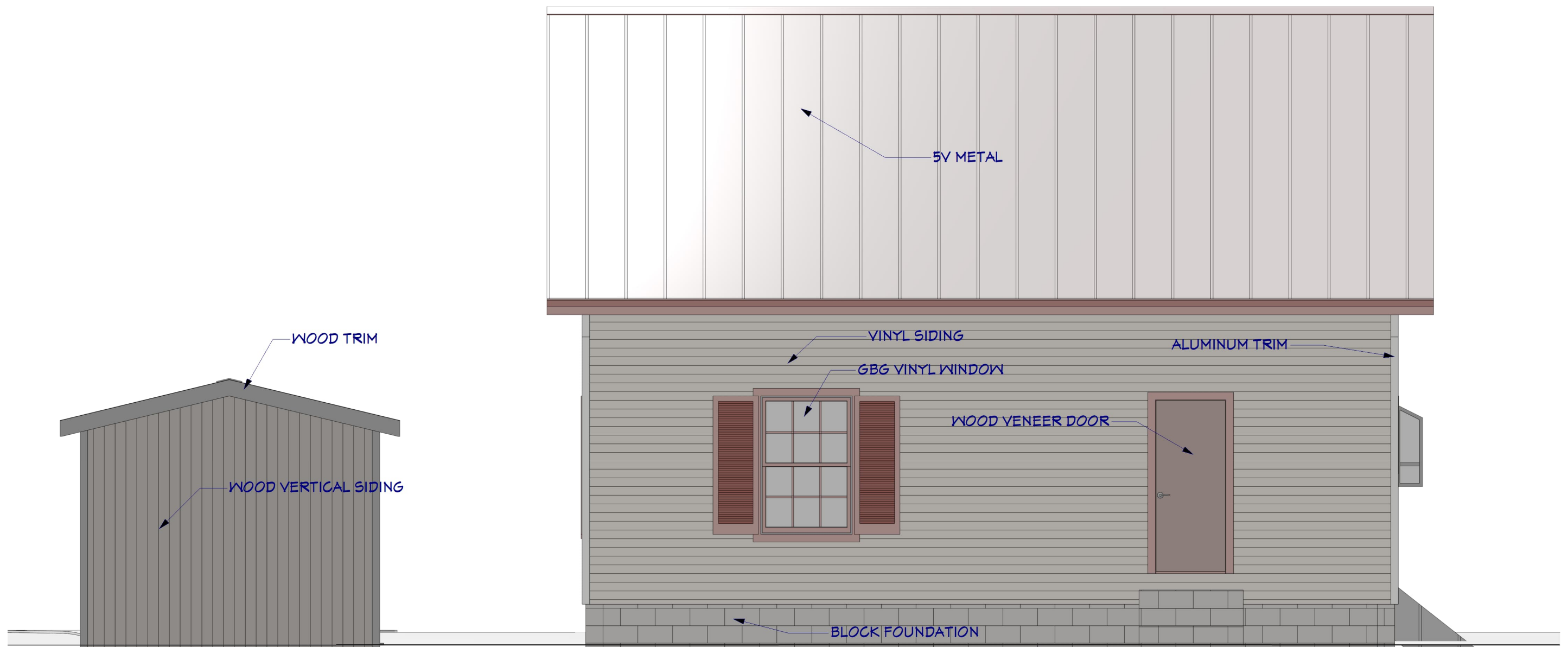
Proposed Front Elevation



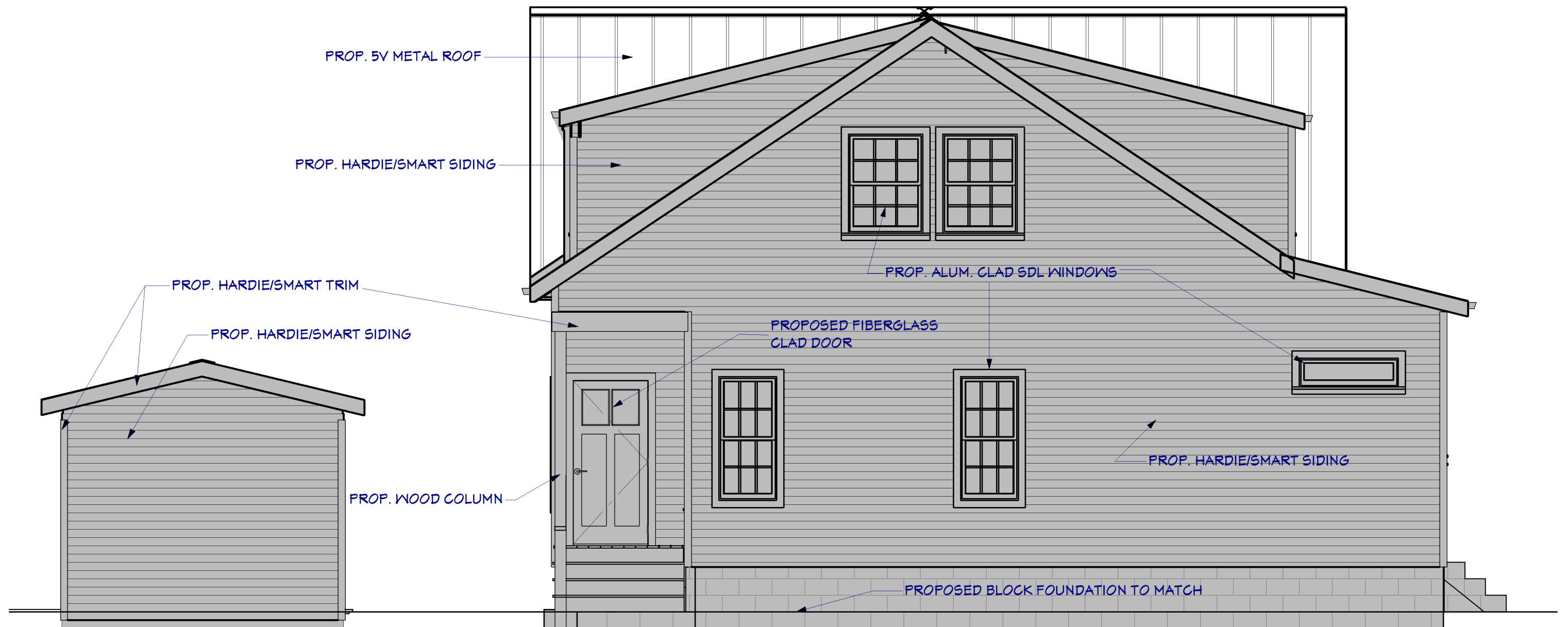
Existing Left Elevation



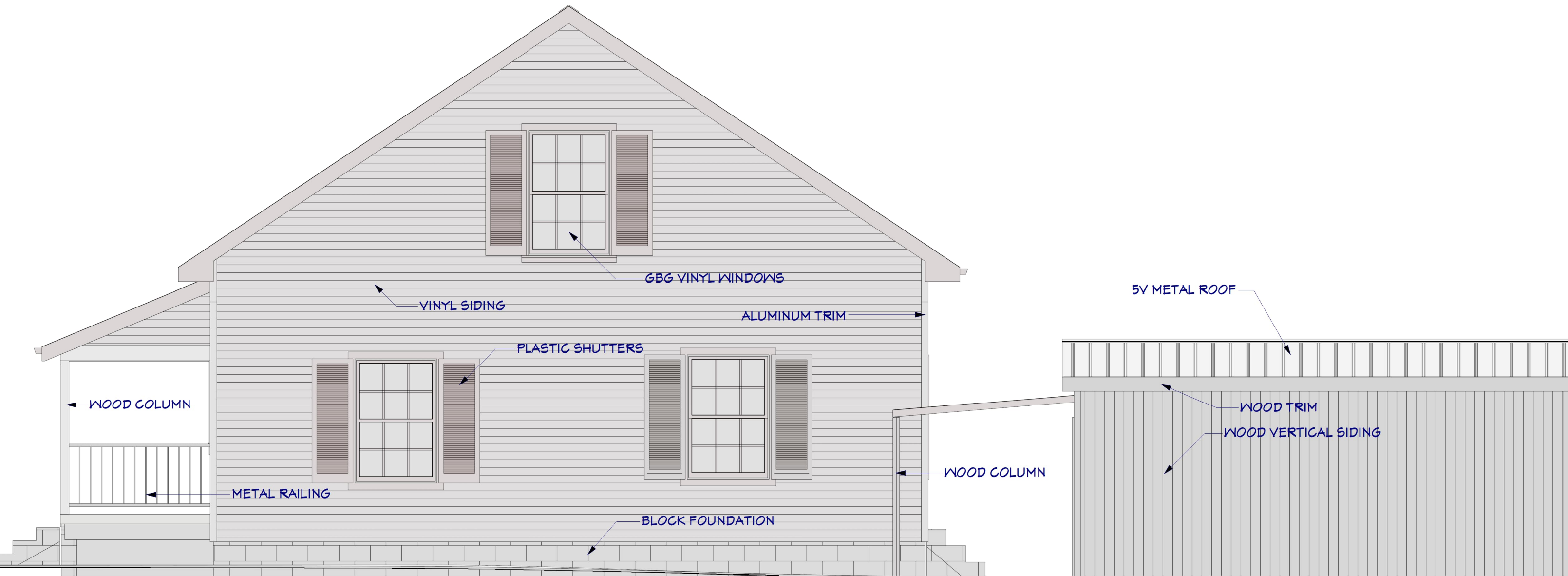
Proposed Left Elevation



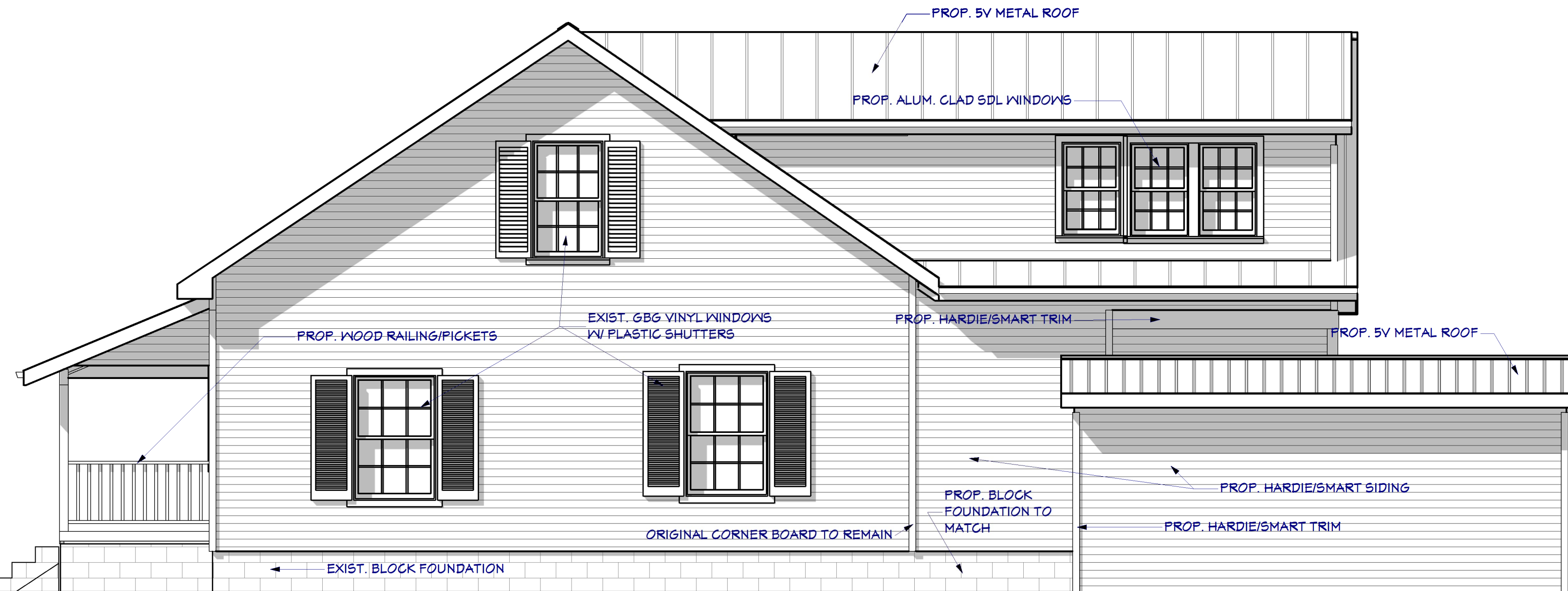
Existing Rear Elevation



Proposed Rear Elevation



Existing Right Elevation



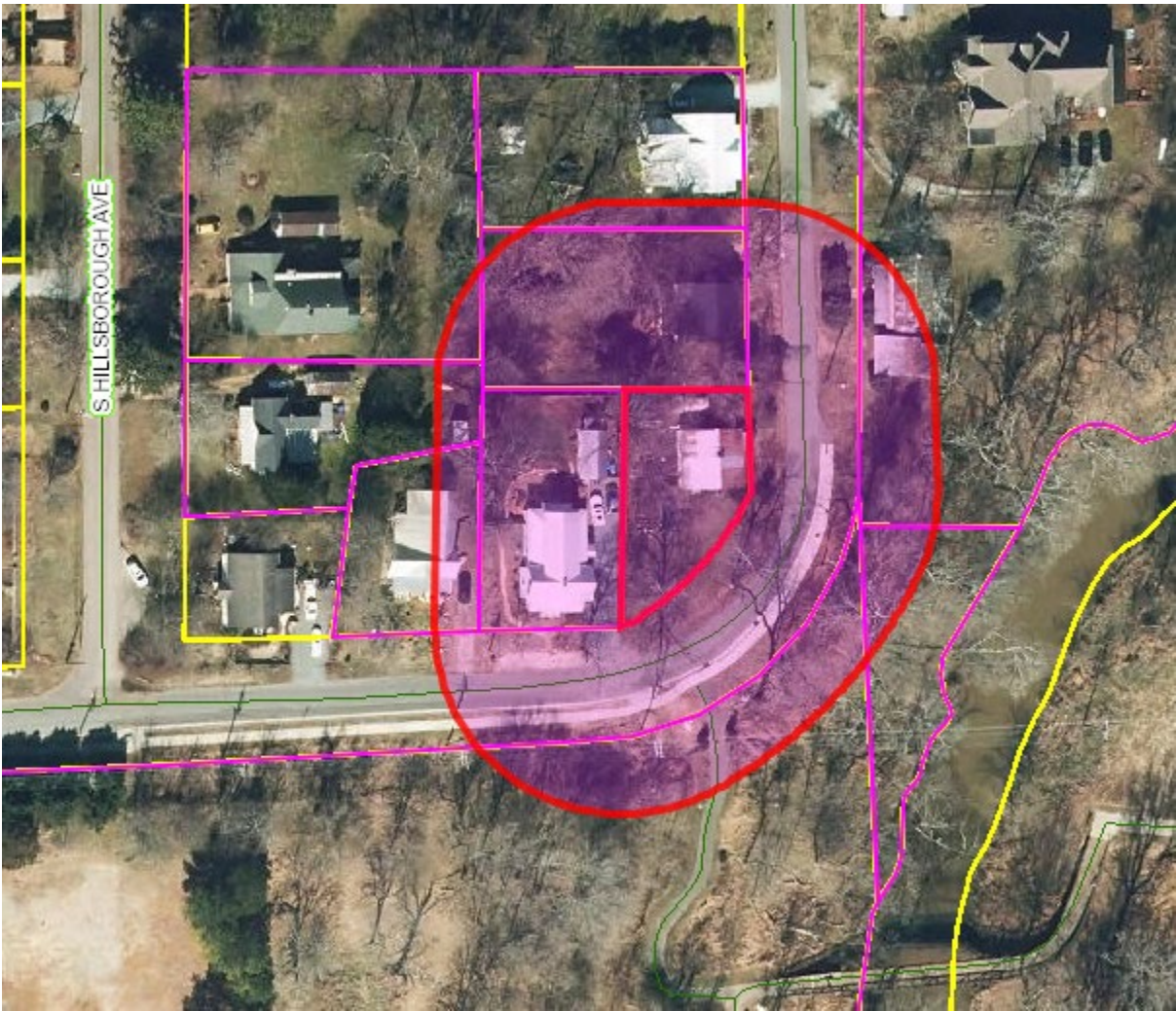
Proposed Right Elevation

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864763172 (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.

5/21/2025
Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRST	OWNER2_LAST	OWNER2_FIRST	ADDRESS1	CITY	STATE	ZIPCODE
9864755143	NORTH CAROLINA	COMPANY			2809 HIGHWOODS BLVD 10	RALEIGH	NC	27604
9864755472	WHITE	JOHN D			217 S HILLSBOROUGH AVE	HILLSBOROUGH	NC	27278
9864755582	MERRICK	PIPSI SEWA R			215 HILLSBOROUGH AVE	HILLSBOROUGH	NC	27278
9864756317	STABLEY	TODD C			408 CALVIN ST	Hillsborough	NC	27278
9864756398	YOUNG	JOHN ALEXANDER	YOUNG	KENLYN RIGGS	404 CALVIN ST	HILLSBOROUGH	NC	27278
9864757359	GARCIA	CARLOS GONZALEZ	PACHECO	ANA GABRIELA MOJICA	311 BARTLETT CIR	HILLSBOROUGH	NC	27278
9864757417	PETERSON	DOUGLAS C			404 CALVIN ST	HILLSBOROUGH	NC	27278
9864757505	ALLORE	ELISABETH			212 S OCCONEECHEE ST	HILLSBOROUGH	NC	27278
9864758285	LANE	CAROL MANN S			124 DALLAVIA CT	MORRISVILLE	NC	27560
9864850633	TAYLOR HALL	ROBBIN L	HALL	WILLIAM L	209 S OCCONEECHEE ST	HILLSBOROUGH	NC	27278



ITEM #6. D:

Address: 320 W. Orange St. (rear parcel)

Year Built: NA (new construction)

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

Proposed work

- New construction house on the rear parcel

Application materials

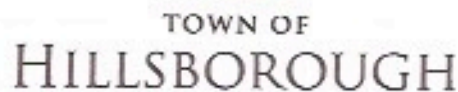
- COA application
- Narrative
- Site plan
- Proposed elevations
- Material summary
- Paint and shingle samples
- Landscaping plan
- Photo of house on the adjacent front parcel
- View of proposed house site from W. Orange St.
- Photos of adjacent houses
- Photos of comparable houses in the historic district
- Illustrative rendering

Applicable Design Standards

- *New Construction of Primary Residential Buildings: 1 – 11*

Staff Comments

- The rear parcel at 320 W. Orange St. (PIN 9864882685) was recently subdivided from the front parcel but does not yet have a separate address in Orange County GIS.
- The applicant submitted additional information in response to staff feedback. Staff still have the following comments about the application materials:
 - The electronic version of the front elevation is difficult to read, and staff have advised the applicant to bring a higher-resolution version to the meeting.
 - The side elevations were split from a combined elevation into two separate elevations, but the fenestration plans for the west elevation and open area on the east elevation will need to be clarified.
- Windows, light fixtures, and any other unspecified materials will need to be confirmed prior to construction.
- The plants in the landscaping plan do not require HDC approval.
- Staff are not aware of any similarly sited houses of this style in the historic district.



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

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Submittal Requirements

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

All applications must include the following documents and plans:

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

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

Staff Use Only:

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

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

Amount: \$ _____

☐ After-the-fact application (\$300):

Amount: \$ _____

Total Due: \$ _____

Receipt #: _____

Received by: _____

Date: _____

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

☐ N/A ☐ Yes

Zoning Officer: _____

This application meets public space division requirements.

☐ N/A ☐ Yes

Public Space Manager: _____

Historic Architectural Inventory Information

Original date of Construction: _____

Description of the Property: _____

Applicable Design Standards: _____

Other reviews needed?

☐ Hillsborough Zoning Compliance Permit ☐ Orange County Building Permit ☐ Other: _____**Minor Works Certificate of Appropriateness Application Decision**☐ Approved ☐ Referred to HDC

Minor Works Reference(s): _____

Certificate of Appropriateness Decision☐ Approved ☐ Denied

Commission Vote: _____

Conditions or Modifications (if applicable): _____

Historic District Staff Signature_____
Date

Certificate of Appropriateness Submission

320 West Orange Street – Hillsborough Historic District

Submitted by: Alex Sayre with 'Argyle Building Company'

Date: 5/12/25

Project Narrative

We propose constructing a new single-family home at 320 West Orange Street within the Hillsborough Historic District. The home is designed to reflect the scale, form, and materials typical of the district, while incorporating modern functionality. The home will sit roughly 160ft from W Orange Street. There is a beautiful 100 year old Oak tree positioned to the West of the house site that we aim to protect.

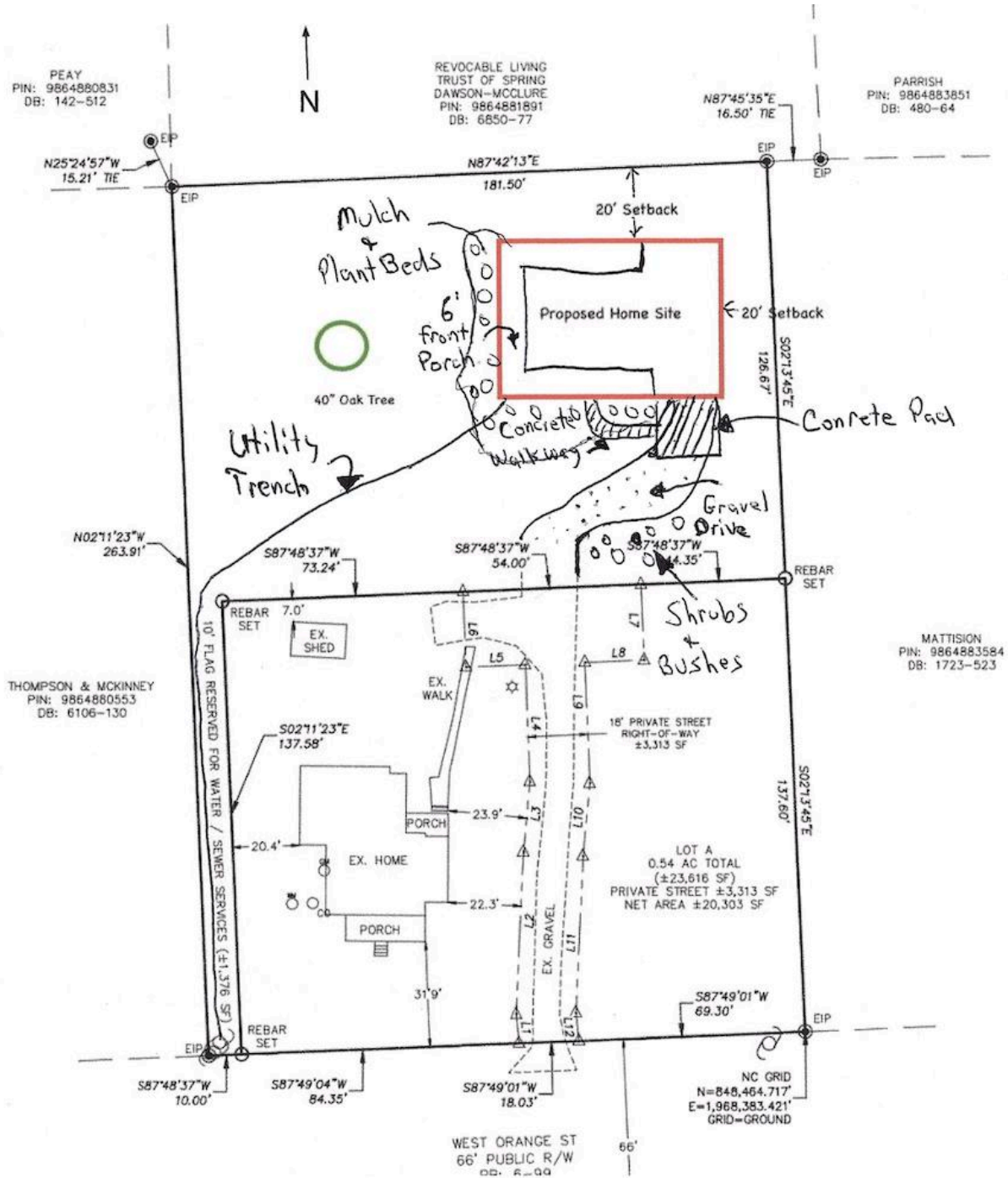
The proposed structure is approximately 2800 square feet, with a front porch oriented to the street that wraps around to include a screened back porch. The roof pitch, window proportions, and overall massing have been selected to be compatible with nearby contributing homes.

Exterior materials will include:

- **Siding:** Fiber cement lap siding with 6" exposure mixed and Board & Batten
- **Roofing:** Architectural Shingles Color-Weathered Wood
- **Windows:** Marvin Essential Series. Double hung. Color-Stone White.
- **Porch Details:** Square Wood 6"x6" Columns. Beadboard ceiling.
- **Foundation:** Red Brick

All exterior colors and fixtures will be submitted for staff review if not included here. Final window/door selections are forthcoming and will conform to district guidelines.

Plot Plan



Elevations

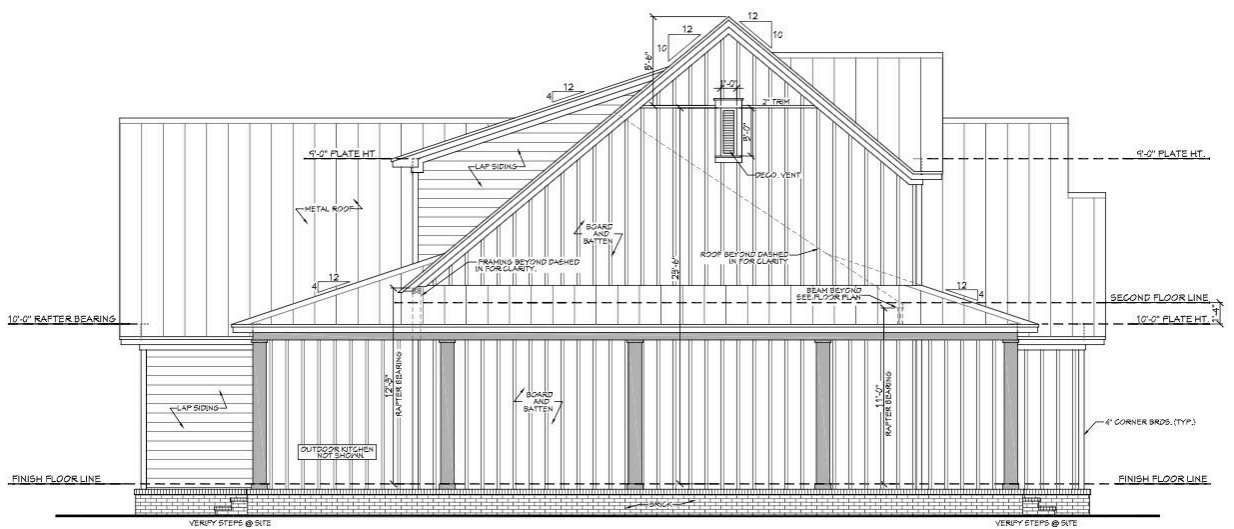
- Front Elevation



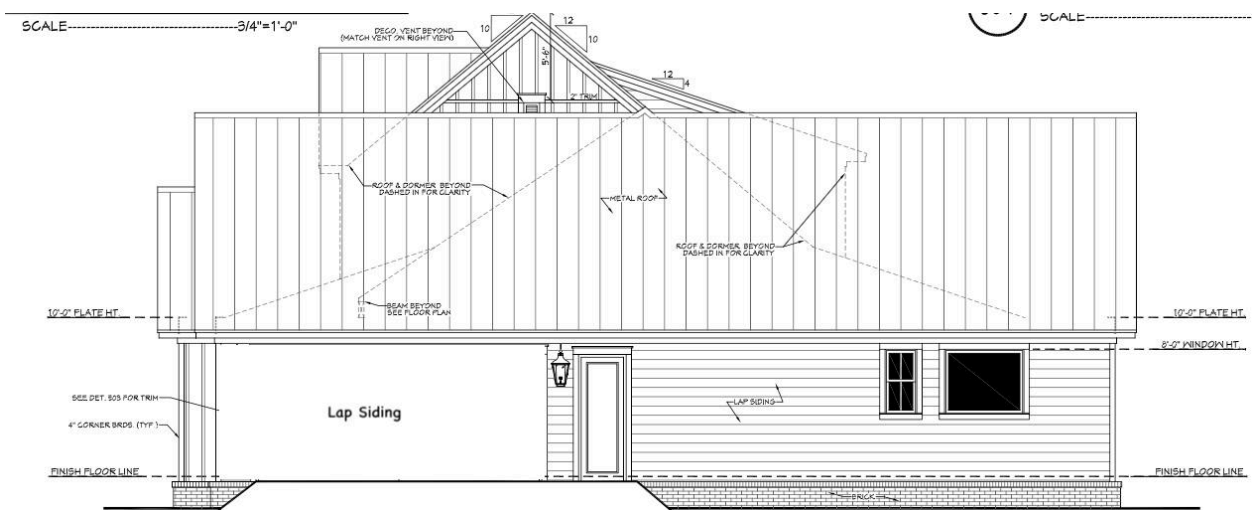
- North/Rear Elevation



- West Elevation



● **East Elevation**



Material Summary

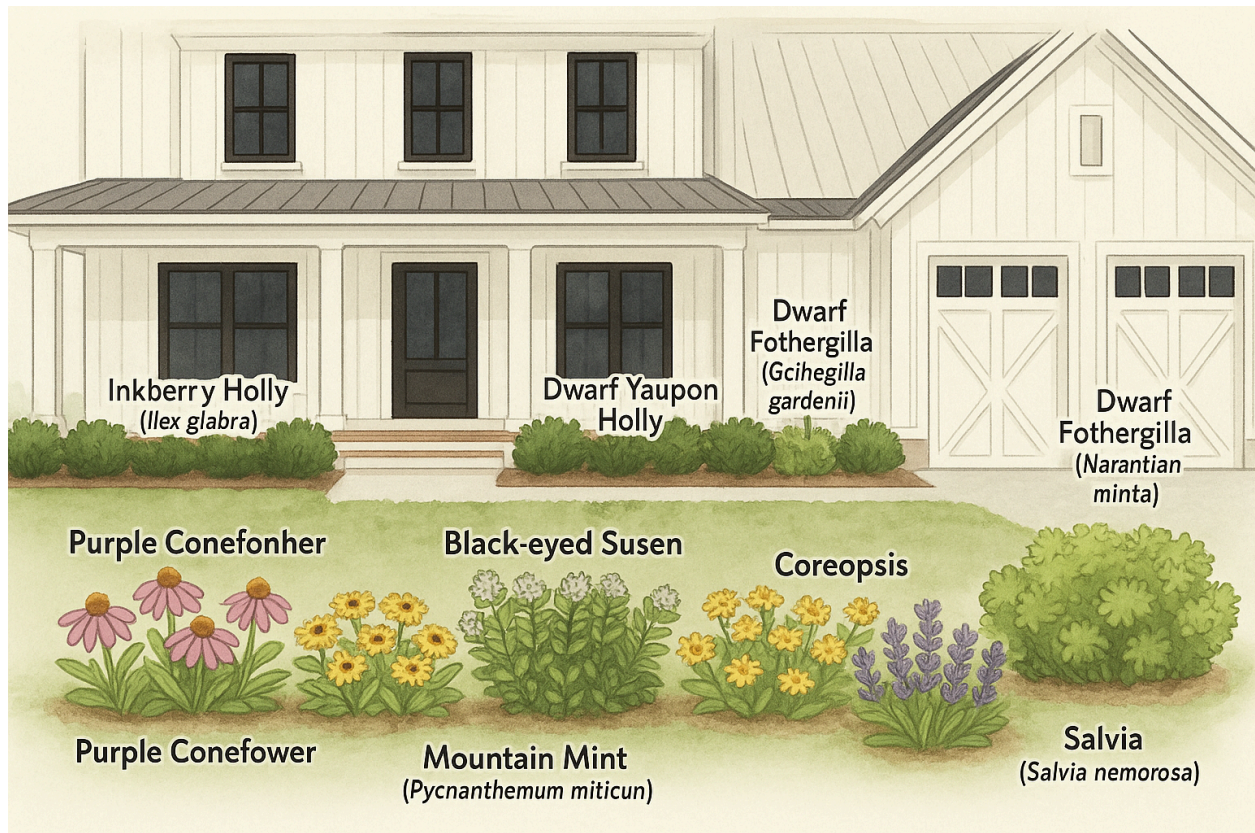
Element	Proposed Material
Siding	Fiber cement lap siding with 6" exposure mixed and Board & Batten. Trim to be Miratec to match wood.
Roof	Architectural Shingles Color-Weathered Wood
Windows	Marvin Essential Series. Double hung. Color-Stone White. Window Glass Application: All windows to be clear, low-e insulated glass with no tint, film, or reflective coating. SDL (Simulated Divided Lite) muntins as shown on elevations.
Front Door	Marvin ¾ Wood Door
Porch Details	Square Wood 6"x6" Columns. Beadboard ceiling.
Foundation	Red Brick
Railings	Painted wood pickets.
Gutters	White K Style Aluminum
Driveway	Pea Gravel
Paint	Siding and Trim will be Benjamin Moore- Gray Mist
Exterior Lighting	To be approved by staff later in process.

Benjamin Moore
Gray Mist



Architectural Shingle
Color: Weathered Wood

Landscaping Plan



Landscaping Plan – Native & Pollinator-Friendly Species

Plant Name	Botanical Name	Type	Pollinator Benefit
Inkberry Holly	Ilex glabra	Evergreen Shrub	Provides shelter; early spring flowers for bees
Dwarf Yaupon Holly	Ilex vomitoria 'Nana'	Evergreen Shrub	Supports native wildlife; some bee interest
Dwarf Fothergilla	Fothergilla gardenii	Deciduous Shrub	Fragrant spring flowers attract bees
Purple Coneflower	Echinacea purpurea	Perennial Flower	Excellent nectar source for bees and butterflies
Black-eyed Susan	Rudbeckia hirta	Perennial Flower	Attracts bees and beneficial insects
Mountain Mint	Pycnanthemum muticum	Perennial Herb	Very attractive to a wide variety of bees
Coreopsis	Coreopsis verticillata	Perennial Flower	Long-blooming and attracts pollinators
Salvia	Salvia nemorosa	Perennial Flower	High nectar content, attracts bees and hummingbirds

Existing Home at 320 W Orange Street



3 of 45

Adjacent Property

-Photos of adjacent homes are provided to illustrate the existing architectural context. The proposed design aims to complement the district while contributing to its continued improvement.

- **Street View of Lot. Home is set back which will reduce scale from street.**

(Proposed House site)



-

Property to the East



Property to the West



Property Across the Street



Comparable Historic Homes in Hillsborough's Historic District

212 N Occoneechee St



208 Occoneechee Street



212 W Orange Street



Illustrative Rendering – For Context Only



(Rendering based on site plan and elevation drawings. Provided for visual reference only)

Closing Note:

Thank you for your time and consideration of this proposal. Every effort has been made to ensure that the design respects the scale, rhythm, and character of the surrounding historic district. I welcome any feedback and appreciate your thoughtful review.

**Alex Sayre
Argyle Building Company**

I, Joseph Hoffheimer, hereby certify that all property owners within 100 feet of and the owners of PIN 9864882685 (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.

5/21/2025
Date

Joseph Hoffheimer
(for Hillsborough Planning Department)

PIN	OWNER1_LAST	OWNER1_FIRS	OWNER2_L	OWNER2_FIRST	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE
9864880256	OLIVER	HOWARD RAY			5783 SUITLAND RD		SUITLAND	MD	20746
9864880553	THOMPSON MCKINNEY	PRISCILLA A	MCKINNEY	WALTER M	324 WEST ORANGE ST		HILLSBOROUGH	NC	27278
9864881288	BURTON ASSETS LLC				307 MITCHELL ST		HILLSBOROUGH	NC	27278
9864882268	BURTON	ANN SMITH	BURTON	CHARLES MICHAEL	307 MITCHELL ST		HILLSBOROUGH	NC	27278
9864882593	HEELSBOROUGH PROPERTIES LLC				104 FOX HILL FARM DR		HILLSBOROUGH	NC	27278
9864882685	HEELSBOROUGH PROPERTIES LLC				104 FOX HILL FARM DR		HILLSBOROUGH	NC	27278
9864883297	HTKT INVESTMENTS LLC				6325 FALLS OF THE NEUSE R	STE 35-320	RALEIGH	NC	27609
9864883584	MATTISON	WILLIAM E	MATTISON	VICTORIA P	310 W ORANGE ST		HILLSBOROUGH	NC	27278

