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## No Certificate of Appropriateness Required

Certain actions of regular maintenance or of a temporary nature are exempted from obtaining a Certificate of Appropriateness. These actions are limited to the following items, and any proposal should still be submitted to staff for review to verify that the work proposed qualifies for this exemption:

### I. **Changes to Existing Building Exteriors**

#### A. **Masonry:**

1. Clear coat treatment to brick on the exterior of a historic mill recognized as a local landmark, provided that the brick was formerly an interior wall and now requires treatment with clearcoat sealer to keep the softer brick from degrading.

#### B. **Wood:**

#### C. **Architectural Metals:**

#### D. **Paint and Exterior Color:**

1. Painting the same color as existing paint, including slight variations in shade of the same base color as determined by the Zoning Officer.

#### E. **Exterior Walls:**

1. Installation of house numbers and mailboxes affixed to a building in such a way to avoid damaging the exterior walls of a building.
2. Replacement or repair of natural building materials in kind with no change in shape or dimension.

#### F. **Windows and Doors:**

#### G. **Roofs:**

1. Replacement of roof or roofing material, if the shape, dimensions, and color are the same as those previously existing, including slight variations in materials and colors as determined by the Zoning Officer.
2. Alteration of existing flat roof coverings.
3. Installation/addition/removal of gutters and downspouts.

#### H. **Porches, Entrances, and Balconies:**

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**I. Accessibility and Life Safety Considerations:**

**J. Utilities and Energy Retrofit:**

1. All window-mounted HVAC units.
2. Installation, alteration, or removal of antennae for public utilities that are regulated by the North Carolina Utilities Commission, and that do not change the appearance of the streetscape and are not visible from public rights-of-way and are screened from general public view.
3. Installation of satellite dishes, 20" or less in diameter, that are not attached to the front of the structure and not visible from the street.
4. Repair/replacement in kind of awnings or canopies made of fabric, metal, or canvas. Existing awnings or canopies made of synthetic materials, such as plastic or vinyl may not be replaced under this exempt work.
5. Removal of storm windows or storm doors.

**K. Outbuildings and Garages:**

**L. Storefronts:**

## II. **New Construction and Additions**

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

**B. New Construction of Outbuildings and Garages:**

**C. Additions to Existing Buildings:**

**D. Decks:**

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### III. Historic District Setting

#### A. Site Features and Plantings:

1. Play equipment (not exceeding 300 square feet in area), and tree houses or movable play houses (not exceeding 100 square feet) when located in the backyard.
2. Movable outside furniture, such as deck boxes or patio furniture, except public facilities.
3. All minor landscaping which includes, but is not limited to, maintenance trimming, removal of unhealthy shrubs and perennials, garden accents, and creation of new landscaped areas.
4. Installation of post-mounted mailboxes on wood or metal posts that meet United States Postal Service requirements for size, location, and design and that do not exceed six feet in height above grade.
5. Installation or removal of gardens, planting beds, hedges, screen plantings, or shrubbery that are not historically significant as determined by staff.
6. Installation of hedges, foundation, or screen plantings that do not conceal architectural details or features on a historic structure.

#### B. Fences and Walls:

1. Removal of synthetic fencing materials and chain link fencing.

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

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

#### D. Public Rights-of-Way:

1. Street, sidewalk and underground utility work which does not change the appearance of the streetscape. This includes but is not limited to the burial of overhead lines, replacement of water and sewer lines, replacement of sidewalks, and the replacement and/or installation of standard utility boxes and meters for gas, water, electricity, and the like, but shall not apply to wireless facilities or antennae. This exempt work does not apply to new or replacement utility poles or street lights.

#### E. Archaeological Features:

#### F. Exterior Lighting:

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**G. Signage:**

1. Temporary signs and flags listed as exempt in Section 6.18.5 of the Zoning Ordinance.
2. One residential occupant sign per lot not exceeding four square feet in area with the address, occupant's name, name of structure, and dates located in the front or side yard outside the public right-of-way. These signs must also be constructed of wood, painted or stained white, and may not exceed six feet in height.
3. Historical markers placed by the Historical Society or the State of North Carolina.

**H. Art:**

1. Installation of common seasonal decorations that are intended for temporary use and are not permanently affixed to a historic building or site.

## IV. Relocation and Demolition

**A. Relocation of Existing Buildings:**

**B. Demolition of Existing Buildings:**

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

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### I. Changes to Existing Building Exteriors

#### A. Masonry:

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

#### B. Wood:

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

#### C. Architectural Metals:

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

#### D. Paint and Exterior Color:

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

#### E. Exterior Walls:

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

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#### **F. Windows and Doors:**

1. Replacement of windows that are not historically significant, provided that the muntin configuration remains the same as the windows being replaced, unless evidence is produced showing the original muntin configuration was something different, in which case that original configuration shall be used. Replacement windows shall be constructed of either wood or aluminum-clad wood with true or simulated divided lights and with mullion and frame profiles that are the best approximation of the original windows.
2. Replacement of original, historically-significant windows on historic structures if the replacement material is wood and the muntin configurations match exactly those of the windows being replaced. Replacements shall require Commission approval when the materials are to be something other than wood and/or replacement window muntin configurations do not match those of the original windows.
3. Replacement of doors that are not historically significant to a historic structure, which are designed to closely match the design of the door being replaced, unless evidence shows the original door design is different, in which case that configuration shall be used. Replacement front doors shall be constructed of solid wood, and replacement side or rear doors shall be wood, fiberglass-clad wood, fiberglass, or aluminum-clad wood. Replacement of historically significant doors shall require Commission approval.
4. Repair/replacement/installation of windows at historic mill properties recognized as local landmarks when the new windows are sized and configured to match the historic wood windows, typically double hung sash windows, and are aluminum frame with simulated divided lights and have mullion and frame profiles that are the best approximation of the historic windows.

#### **G. Roofs:**

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

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#### **H. Porches, Entrances, and Balconies:**

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

#### **I. Accessibility and Life Safety Considerations:**

1. Installation/alteration/replacement of handrails on existing steps, porches, decks, and stairs. New or replacement railings shall be wood or metal only and shall be compatible in design, scale, finish, and material with the building to the greatest extent possible.
2. Removal of existing railings that are not historically significant to a structure as determined by staff and are not required for ADA accessibility.
3. Installation, alteration, or removal of black wrought iron guardrails not exceeding 48 inches in height that are required for non-residential buildings or sites to meet ADA requirements. Railing designs must match those installed by the Town along Churton Street and be approved by the Town Public Space Manager prior to being constructed. Any major deviation in design, material, or color from the Town's Churton Street railings and any height above 48" tall shall require Commission approval.

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### **J. Utilities and Energy Retrofit:**

1. Installation of foundation vents on side and rear only, soffit and roof vents, gable end vents, replacement of wood access doors, and installation of foundation access doors that cannot be easily seen from the street.
2. Installation of mechanical equipment, including, but not limited to such items as heating and air conditioning units or generators, that are screened from general public view (required setbacks must be met).
3. Reinstallation of above ground fuel tanks (propane, oil, etc.) for residential use when not located in the Number 1 fire district, not located in a front yard, and screened from general public view using a wood privacy fence and/or evergreen plantings. New installations of these tanks must also comply with all conditions of the NC State Building Code.
4. Installation or alteration of full-lite storm doors and storm windows made of wood or metal with clear glass windows. Aluminum storm doors are not permitted to be placed on structures that were constructed prior to 1945.
5. Commercial, full-lite storm doors made of wood or metal that do not conceal an existing storefront door and sit within the depth of the original door jamb. Storm doors that would conceal an existing storefront door or that would extend beyond the existing door jamb shall require Commission approval.
6. Installation of awnings, canopies, and operable shutters matching the width of the windows, provided that materials are compatible with the district and do not obscure or conceal significant architectural features of a structure.
7. Installation/alteration/removal of low profile, photovoltaic, solar panels, skylights, ventilators, or mechanical equipment that are placed on roof slopes that are not visible from public right-of-way, screened from view of adjacent properties, or are located on non-character-defining elevations and do not compromise the architectural integrity of a building. Solar panels and mechanical equipment proposed to be located in a yard which fronts on a public or private street shall require Commission approval.
8. Installation/alteration/removal of communications equipment (excluding antennae that are exempt under the Exempt Works list) that are less than 6 feet in height and are placed on roof slopes or non-character-defining elevations that are screened from view of adjacent properties and the general public and are placed in locations that do not conceal or compromise the integrity of the architectural features of a structure. Requests to locate such equipment in a front yard or on a character-defining elevation of a building shall require Commission approval.

### **K. Outbuildings and Garages:**

1. Replacement of missing, damaged, or deteriorated residential garage doors with solid wood, steel, fiberglass, or aluminum garage doors that are appropriate in design, scale, and material to the existing garage building, and which do not have material overlays with false wood grain appearance that create a false representation of the underlying material.
2. Replacement of overhead doors on commercial, industrial, or institutional properties when the replacement materials are appropriate to the district and where the design, scale, and material are appropriate to the design of the building and the historic district as determined by staff.



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### **L. Storefronts:**

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

## **II. Construction and Additions**

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

1. All new primary building construction shall be reviewed and approved by the Commission.

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

1. Construction of detached accessory buildings, excluding accessory dwellings, that are less than 144 square feet in area and are located in the rear of historic properties and are not at all visible from the public right-of-way. The only approved material for the accessory building columns, siding, trim, fascia, railings, steps, and/or beams shall be wood, the doors and/or windows shall be wood or aluminum-clad wood only, and the roofing material shall be 5V or standing seam metal or asphalt shingles in a color matching the primary structure's roof as closely as possible. The peak of the accessory building roof shall not exceed 12 feet in height from ground level, and the location shall meet all applicable setbacks for the property. Finally, each side of the proposed accessory building shall have windows with muntin configurations matching a window located on the primary structure, scaled appropriately to the size of the accessory building.

### **C. Additions to Existing Buildings:**

1. Conversion of existing decks that are less than 400 square feet in area to screened porches that are located in the rear of historic properties and are not visible or are screened from the public right-of-way. The only approved material for the screened porch columns, siding, trim, fascia, railings, steps, and/or beams shall be wood, and the screening shall be standard metal or fiberglass mesh screen, with wood or aluminum-clad wood doors and/or windows, and roofing material to be 5V or standing seam metal or asphalt shingles in a color matching the primary structure's roof as closely as possible. Finally, the peak of the screened porch roof shall not extend above the existing house. Any proposed design details or materials that do not meet these standards shall require Commission approval.

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**D. Decks:**

1. Alteration/addition to/removal of existing decks that are less than 4 feet tall and are located behind the front line of the house. For additions to existing decks, the total combined square footage of the original deck with the addition shall not exceed 400 square feet. Decks shall not be visible from the street, or they shall be screened from view with evergreen plantings proportional in height to the height of the deck, including any railings, at the time of planting to provide adequate screening.
2. Construction of new decks made of wood that are less than 4 feet tall and are located behind the front line of the house and are less than 400 square feet. Decks shall not be visible from the street, or they shall be screened from view with evergreen plantings proportional in height to the height of the deck, including any railings, at the time of planting to provide adequate screening.

**VII. Historic District Setting****A. Site Features and Plantings:**

1. Construction of patios made of wood, natural stone, or brick that are located behind the front line of the structure and are smaller than 400 square feet for historic properties or 3000 square feet for historic mill properties recognized as local Landmarks. Patios shall be located and designed in a manner to retain as much of the existing site features, plantings, and topography as possible.
2. Removal of existing patios that are located behind the front line of the house and are less than 144 square feet if they are not visible from the street.
3. Alterations or additions to existing patios located behind the front line of a house or building, provided that the total square footage does not exceed 400 square feet and the materials match those existing as closely as possible in both color and composition.
4. A single metal flagpole not exceeding 25 feet in height from ground level, or a single flagpole base made of metal, concrete, stone, brick, or other natural materials and not to exceed 25 square feet in area.
5. Construction of "Little Free Libraries" in the front, side, or rear yard located outside of the public right-of-way and are painted or stained a single muted color, are constructed of wood or metal only, and are mounted on a single wood post painted or stained to match the color of the box, with total height not to exceed six feet from ground to top of the box and dimensions of the box not to exceed two feet in length, width, or height. The handles/knobs shall be made of wood or metal only and the front window shall be limited to plexiglass or a similar safety glass product. Roofing materials shall be limited to wood or metal. Any proposed deviation in design or materials from these standards requires a Certificate of Appropriateness.

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- 6.** Installation of wood or metal garden trellises or arbors not exceeding eight feet in height that are located behind the front line of the house.
- 7.** Removal of any deciduous trees that are 24" DBH (diameter at breast height: 4-4.5' above ground) or smaller, or any evergreen trees that are smaller than 30" DBH, where a circumferential measurement of all trunks and stems of the same tree divided by pi (3.14) shall be used to calculate the diameter. A replacement tree shall be planted on site for each tree over 12" DBH to be removed unless staff determines that site conditions prohibit such a planting. Replanted trees shall be of a similar species and similar size at maturity to the tree(s) to be removed. Removal of healthy deciduous trees greater than 24" DBH, healthy evergreen trees over 30" DBH, healthy front yard or historic foundation plantings, healthy front yard or historic hedges, or extensive landscaped areas that are visible from the street requires Commission approval.
- 8.** Removal of mature single, multi-stem, or multi-trunk deciduous trees 25" in diameter or larger or evergreen trees 30" in diameter or larger, using a circumferential measurement of all trunks or stems of the same tree divided by pi (3.14) to calculate the diameter at breast height (measured at 4-4.5 feet above the ground), that have been severely damaged due to extreme weather or need to be removed due to severe disease or deterioration of the tree. A letter from an ISA-certified arborist must be submitted to staff to verify the deterioration of the tree and its need for removal. Removal of healthy single, multi-stem or multi-trunk deciduous trees 25" in diameter or larger at breast height or healthy evergreen trees over 30" DBH requires Commission approval. Staff will require a replacement tree planting for each tree to be removed that will grow to similar size and species at maturity unless staff determines that site conditions prohibit such a planting.
- 9.** Removal of trees of any size if Town staff determines through field verification that the trees pose a clear and immediate threat to safety or are clearly dead or dying. Staff will require a replacement tree planting for each tree to be removed that will grow to similar size and species at maturity unless staff determines that site conditions prohibit such a planting.
- 10.** Installation of temporary handicapped ramps constructed of wood. Such ramps must be removed when they are no longer necessary to ease the difficulties related to accessibility due to physical disability or limitations.
- 11.** Installation/alteration/removal of temporary features that are necessary to ease difficulties associated with a medical condition.
- 12.** Grading of a lot for stormwater control and soil stabilization, including adding swales, French drains, or other drainage features. Any proposed tree removal shall be submitted to staff for review as a part of the application, and any tree removal resulting from the grading work resulting in removal of healthy single, multi-stem or multi-trunk deciduous trees 25" diameter or larger at breast height or healthy evergreen trees over 30" DBH shall require Commission approval. A tree of similar size and species at maturity shall be replanted for each tree over 12" dBh permitted to be removed. Soil shall be seeded and/or re-planted with native vegetation after the grading work is completed.

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**B. Fences and Walls:**

1. Installation of fences located behind the front line of the structure that are made of wood or wood with welded wire and are picket, post and rail, or privacy in style. Privacy fences may be no taller than six feet, but garden enclosures may extend to seven feet only if the final foot is wire. Fences made of wood post and welded wire must include a top and bottom rail. Picket and post and rail fences may be no taller than four feet. Wood privacy fences five feet or less in height may have an additional one foot of square-patterned wood lattice on top, but the total fence height shall not exceed six feet measured from ground level. Split rail fences are not allowed under this minor works.
2. Removal or replacement of existing fences that are not historically significant, as determined by staff, and are less than 6 feet tall. Replacement fences shall be wood or wood with welded wire meeting the design requirements in B.1. above. Replacement of existing non-historic fences with any other material besides wood or wood with welded wire requires full Commission approval.
3. Construction of new walls made of wood, natural stone, brick, parged masonry block with rowlock or basket weave brick cap, poured concrete wall with rowlock or basket weave brick cap, or masonry block faced and capped with brick that are less than 4 feet tall and are located behind the front line of the structure. Use of any other materials, including synthetic materials, for walls requires full Commission approval.
4. Removal or replacement of existing walls that are not historically significant, as determined by staff, and are less than 4 feet tall. Replacement walls shall be made of wood, natural stone, brick, parged masonry block with rowlock or basket weave brick cap, poured concrete wall with rowlock or basket weave brick cap, or masonry block faced and capped with brick. Use of any other materials, including synthetic materials, for replacement walls requires full Commission approval.
5. Pet enclosures of any non-opaque wood or metal fencing material that are not attached to the house, enclose less than 25% of the lot, and are located behind the rear line of the house.

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

1. New or replacement natural stone, gravel, concrete, asphalt, or brick walkways. For replacement of historic stone or brick walkways, the original materials must be repaired and/or replaced in kind. Existing dirt or gravel walkways may be replaced with concrete, brick, natural stone or asphalt paving, provided the width does not exceed five feet on historic properties. For Landmark properties, new or replacement sidewalks may not exceed eight feet in width without Commission approval.
2. Replacement of existing dirt, crushed stone, gravel, concrete, brick, asphalt, or natural stone driveways and off-street parking areas with concrete, brick, asphalt, or natural stone. The use of other natural or synthetic materials as replacement surface materials requires Commission approval.
3. Minor alterations to existing private drives and public streets such as maintenance grading or re-alignment of existing impervious driveway surfaces.

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#### **D. Public Rights-of-Way:**

1. Removal, replacement, and installation of streetscape amenities proposed by the Town of Hillsborough Public Space Division including but not limited to street furniture, bus shelters, planters, signage, waste receptacles, benches, bicycle racks, pavers, and railings that are very similar or identical in design to amenities previously approved by the HDC and are located on Town property or within public rights-of-way.
2. Installation, alteration, or removal of affixed commercial street furniture with screening demarcations that are a) between 3 and 4 feet tall, b) made of wood, stone, concrete, brick, glass and/or metal, and c) meet all Town Code requirements. All design proposals shall include a full-color, scaled architectural elevation of the front of the building showing the proposed seating areas with the designs as they will look from the street at grade once constructed. Each proposed demarcation design must provide a minimum of 50% transparency to maintain the visibility of the building, and the subtle use of greenery in addition to any hardscaping is encouraged to enhance the streetscape. Any proposal not meeting these standards shall require Commission approval.
3. Installation of new or replacement utility poles and street lights in the public right-of-way. The poles shall be either wood or metal, and the maximum height above grade including the light fixtures shall not exceed 25 feet. Any proposed utility pole height exceeding 25 feet shall require Commission approval.

#### **E. Archaeological Features:**

1. Any proposed change to, disturbance of, or removal of archaeological features shall require Commission review and approval.

#### **F. Exterior Lighting:**

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

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**G. Signage:**

- 1.** Commercial projecting wall signage of painted, torched, or sandblasted wood or durable non-printed metal construction that complies with the requirements of the Unified Development Ordinance regarding size and location. Signs must also be installed in traditional locations in such a way as to not damage or conceal architectural features or details on a historic building or property. Historic mill properties recognized as local landmarks may have campus, wayfinding, suite, or tenant signage that complies with the requirements of the Unified Development Ordinance and is made of durable printed or painted metal at least 0.10" thickness (or its gauge or metric equivalent) or painted wood. All signs must be hung either parallel or perpendicular to building face. Printed metal signage shall not be permitted for projecting wall signage. No plastic, vinyl, plywood, composite materials, or other incompatible or synthetic materials (including Dibond, Alumicore, Alupalite, etc.) shall be permitted for any portion of the sign.
- 2.** Installation of campus, suite, tenant, or wayfinding signage at historic mill properties recognized as local landmarks that complies with the requirements of the Unified Development Ordinance and is made of durable printed or painted metal at least 0.10" thickness (or its gauge or metric equivalent) or painted or sandblasted wood. All signs must be hung either parallel or perpendicular to building face. No plastic, vinyl, plywood, composite materials, or other incompatible or synthetic materials (including Dibond, Alumicore, Alupalite, etc.) shall be permitted for any portion of the sign.
- 3.** Wall signage of painted, torched, or sandblasted wood or durable printed or non-printed metal construction that complies with the requirements of the Unified Development Ordinance regarding size and location and is mounted flush against a building façade and is installed in traditional locations in such a way as to not damage or conceal architectural features or details on historic structures. Printed metal signage, if used, shall have a minimum 0.10" thickness (or its gauge or metric equivalent). No plastic, vinyl, plywood, composite materials, or other incompatible or synthetic materials (including Dibond, Alumicore, Alupalite, etc.) shall be permitted for any portion of the sign.
- 4.** Installation of freestanding signs meeting the size and location requirements in Section 6.18 of the Unified Development Ordinance. Signs shall either be made of painted, torched, or sandblasted solid wood or durable non-printed metal construction (metal with a minimum 0.10" thickness or its gauge or metric equivalent) and suspended between two posts, poles, or columns of equal height or hanging from a single post or pole. Monument signs shall only be permitted to be installed above a monument base without side posts or columns with Commission approval. Posts, when used, shall be solid wood, painted white. Poles, when used, shall be only steel or wrought iron and painted black or white only. Columns, when used, shall be constructed of stucco; unpainted solid brick; natural solid stone; stained, painted, or natural solid wood, or a combination of no more than two of the preceding materials as approved by staff. Hollow core columns and veneers shall not be permitted for brick, wood, or stone columns. Final colors chosen for stains or paints are to be submitted to staff for approval along with the minor works application for the sign. No plastic, vinyl, plywood, composite materials, or other incompatible or synthetic materials (including Dibond, Alumicore, Alupalite, etc.) shall be permitted for any portion of the sign, nor shall any printed metal construction be permitted for this type of signage. Any deviations in design or materials from these standards shall require Commission approval.

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 Minor Works - Staff-Issued Certificate of Appropriateness Required

The following works of a minor nature typically do not require Historic District Commission approval unless referred by staff, but rather, they may be approved through issuance of a minor works permit by the Zoning Officer if the proposed works meet the criteria listed below and are appropriate to the District or the Landmark as determined by staff:

5. Printed durable metal signage mounted to the face of an existing wood or metal non-historic freestanding commercial sign. Printed durable metal signage shall have a minimum 0.10" thickness (or its gauge or metric equivalent). Because the existing sign will become the sign backing material under this provision, the height and width of the proposed durable printed metal sign to be used shall exactly match the dimensions of the existing underlying sign face unless otherwise prohibited by the Unified Development Ordinance. No plastic, vinyl, plywood, composite materials, or other incompatible or synthetic materials (including Dibond, Alumaticore, Alumaticore, Alumaticore, Alumaticore, etc.) shall be permitted for any portion of the sign.
6. Printed metal signs not exceeding 4 square feet in area mounted on metal U-channel posts not exceeding 6 feet in height that are exempt under Sections 6.18.4.2 and 6.18.4.7 to be erected on private property for safety, wayfinding, or to restrict unauthorized use of or access to private property. Staff must approve the location and orientation of the signs, which must be located behind the right-of-way line entirely on private property, and oriented so as to not be confused with public signage.
7. Individually-cut and mounted vinyl letters or logos with absolutely no background material, whether clear or otherwise, that are mounted to the interior of windows or door glass on commercial buildings and are visible from the public right-of-way or pedestrian areas in the historic district.
8. Installation of a sandwich board sign, only displayed during open hours of business, that is of A-frame construction has a maximum of six square feet per side, does not exceed four feet in height, and has a wood or metal frame that is elevated by the use of feet or legs. No plastic, vinyl, or other incompatible materials shall be permitted for the facing of the sign; however, a chalkboard face is permitted.
9. Installation of a temporary, single-sided wood or metal-framed sign for businesses which have permitted outdoor seating in the public right-of-way. The sign shall be hung from the approved barrier installed to separate the outdoor seating from the clear pedestrian path using either metal hooks or hangers, and the sign must meet all of the requirements in Section 6.18.6.1 for both size and materials and must receive the same permits as a sandwich board. No plastic, vinyl, composite materials, or other synthetic incompatible materials (including Dibond, Alumaticore, Alumaticore, Alumaticore, etc.) shall be permitted for any portion of the sign; however, a chalkboard face is permitted. If a printed durable metal sign is to be used, it must have a minimum 0.10" thickness (or its gauge or metric equivalent). Signs shall be removed at close of business each day and may not be illuminated in any way.

#### H. Art:

1. Installation/alteration of artwork that is not permanently-affixed to a building or site. This minor work item is not intended to apply to common and seasonal decorations and garden accents, which are exempt from review.



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**Minor Works - Staff-Issued Certificate of Appropriateness Required**

The following works of a minor nature typically do not require Historic District Commission approval unless referred by staff, but rather, they may be approved through issuance of a minor works permit by the Zoning Officer if the proposed works meet the criteria listed below and are appropriate to the District or the Landmark as determined by staff:

**VIII. Relocation and Demolition****A. Relocation of Existing Buildings:**

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

**B. Demolition of Existing Buildings:**

1. Demolition of existing accessory structures or buildings that are not architecturally or historically significant and are less than 144 square feet in area for a district property or 1,500 square feet in area for historic mill properties recognized as local Landmarks. Demolition of primary buildings or those not meeting these criteria require Commission approval.

**IX. Existing Certificates of Appropriateness****A. Changes to Approved Certificates of Appropriateness:**

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

**B. Renewal of Approved Certificates of Appropriateness:**

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