

Hillsborough Historic District Design Guidelines



Historic District Design Guidelines Committee (2000):

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Acknowledgments:

The activity that is the subject of this design guidelines publication has been financed in part with federal funds from the National Park Service, Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

Photographs and maps were provided by the Alliance for Historic Hillsborough and the Town of Hillsborough Planning Department.

Photographs of archaeology at Ayr Mount were taken by Christopher B. Rodning of the Research Laboratories of Archaeology at the University of North Carolina at Chapel Hill.

Adopted by the Hillsborough Historic District Commission September 6, 2000.

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Published by the Town of Hillsborough, Hillsborough, NC, 2000.

Revised 2007, 2009, 2011, 2013, 2014, 2015, 2016, 2017, 2018, 2019

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I. Introduction



Fourth Orange County Courthouse
Hillsborough Historic District

The mission of the Hillsborough Historic District Commission is to identify, protect, and preserve Hillsborough's historic architectural resources and to educate the public about those resources and historic preservation in general.

Purpose

The purpose of these design guidelines is to provide guidance to property owners within the Hillsborough Historic District in planning exterior changes to their properties and to assist the Historic District Commission in reviewing the appropriateness of all proposed changes throughout the historic district. These guidelines work in coordination with the Standards of Evaluation in Section 3.12.3 of the Unified Development Ordinance.

Hillsborough Historic District

The Hillsborough Historic District encompasses two and one-half centuries of architectural resources including representative examples of the many architectural styles that reflect that broad time frame. From Georgian and Federal style buildings dating to the late 1700s to suburban ranch houses from the 1960s, the district presents a visual history of Hillsborough's development. Both the commercial/institutional core of Hillsborough and the surrounding residential neighborhoods are included in this expansive historic district. Beyond the principal buildings, the context and setting created by the district landscape and a variety of outbuildings, such as detached kitchens, carriage houses, garages, sheds, stables, smokehouses, and barns, also contribute to the special character of Hillsborough's historic district.

Hillsborough Historic District Commission

The Hillsborough Historic District Commission (HDC) was established by the Town Council in 1973. Its mission is to identify, protect, and preserve Hillsborough's historic architectural resources and to educate the public about those resources and historic preservation in general. The HDC is appointed by the Town Board and is assisted in its responsibilities by the town planning staff. Commission members are Hillsborough residents who have demonstrated special interest, experience, or education in architecture, history, archaeology, or other preservation-related fields. Based upon the staff support and the established commission, Hillsborough qualifies for the Certified Local Government (CLG) Program, a federal program administered by the North Carolina State Historic Preservation Office. CLG status benefits Hillsborough in several ways including eligibility for preservation-related grant opportunities.

The Historic District Commission serves as both an advisory body to the Town Council and as a quasi-judicial body that makes decisions about proposals for exterior changes to or demolition of any properties as well as new construction within Hillsborough's historic district. (A quasi-judicial commission is one that hears evidence, determines relevant facts, and then applies the law.)

Design Review Process

Local historic districts like Hillsborough's are not established to prevent change but rather to ensure that future changes to properties are consistent with the historic and architectural character of the historic district. Although the HDC exercises considerable control over the property rights of owners, it does not require property owners to make changes to their properties. Also, its review is limited to exterior changes. Changes to a building's interior and routine, minor repairs and maintenance of the building's exterior that do not change its appearance or materials are not generally reviewed by the HDC. Specifically, the commission reviews any proposed exterior alterations, changes in exterior building materials, new construction, significant site changes, and relocation or demolition of properties within the historic district.

In general, the section of Hillsborough's design guidelines related to the rehabilitation of existing buildings is an expansion of the United States Secretary of the Interior's Standards for Rehabilitation specifically tailored to Hillsborough's historic district. These ten national standards describe appropriate preservation treatments with an explicit priority given to retaining and repairing historic features rather than replacing them. The Secretary's Standards are included in Appendix II.

The Hillsborough Historic District Design Guidelines also specifically address new construction and additions, the historic district setting, and relocation or demolition of existing buildings. With regard to demolition requests, the HDC may delay demolition of any structure for up to 365 days while alternatives to demolition are explored.

Certificates of Appropriateness The design review process provides a system for the timely review of proposed exterior changes before the work is begun. The Historic District Commission reviews the proposed changes to determine if they are consistent with the special character of Hillsborough's historic district and thus appropriate to undertake. Property owners are advised to contact the HDC staff early in the planning stages to obtain a copy of the design guidelines and an application for a Certificate of Appropriateness (COA). A completed application package will include the COA application, scaled site plans and elevation drawings illustrating existing and proposed conditions, an existing and proposed materials list, a narrative of the proposal, renderings, photographs, material samples, and other documents that will help the HDC render a decision. Since the range of projects varies in complexity and scale, the HDC staff will advise property owners as to what information and drawings are necessary for the specific proposed changes and to deem the application complete. Prior to submittal of an application, applicants must consult the adopted Exterior Materials Compatibility Matrix to determine whether the proposed materials are likely consistent with the character of the district. The commission reviews completed COA applications at their regular meetings. Approved applications are issued Certificates of Appropriateness. For proposed work requiring a building or zoning permit, this certificate must be obtained before such a permit can be issued. COA application forms and other references can be obtained from the Hillsborough Planning Department and from the town website.



Burwell School



Nash-Hooper House



Alexander Dickson House - now the Alliance for Historic Hillsborough

If you have questions
or need assistance,
contact the HDC
staff at
919-296-9473

Minor Work

To expedite the review process, some less substantial exterior work items are categorized as “minor works” and are reviewed by the commission staff, eliminating the need for commission review (unless staff refers the item to the HDC for review). Contact the HDC staff or refer to Appendix V of this document to determine what exterior changes are classified as minor works. There is a \$10 fee for minor work review by staff.

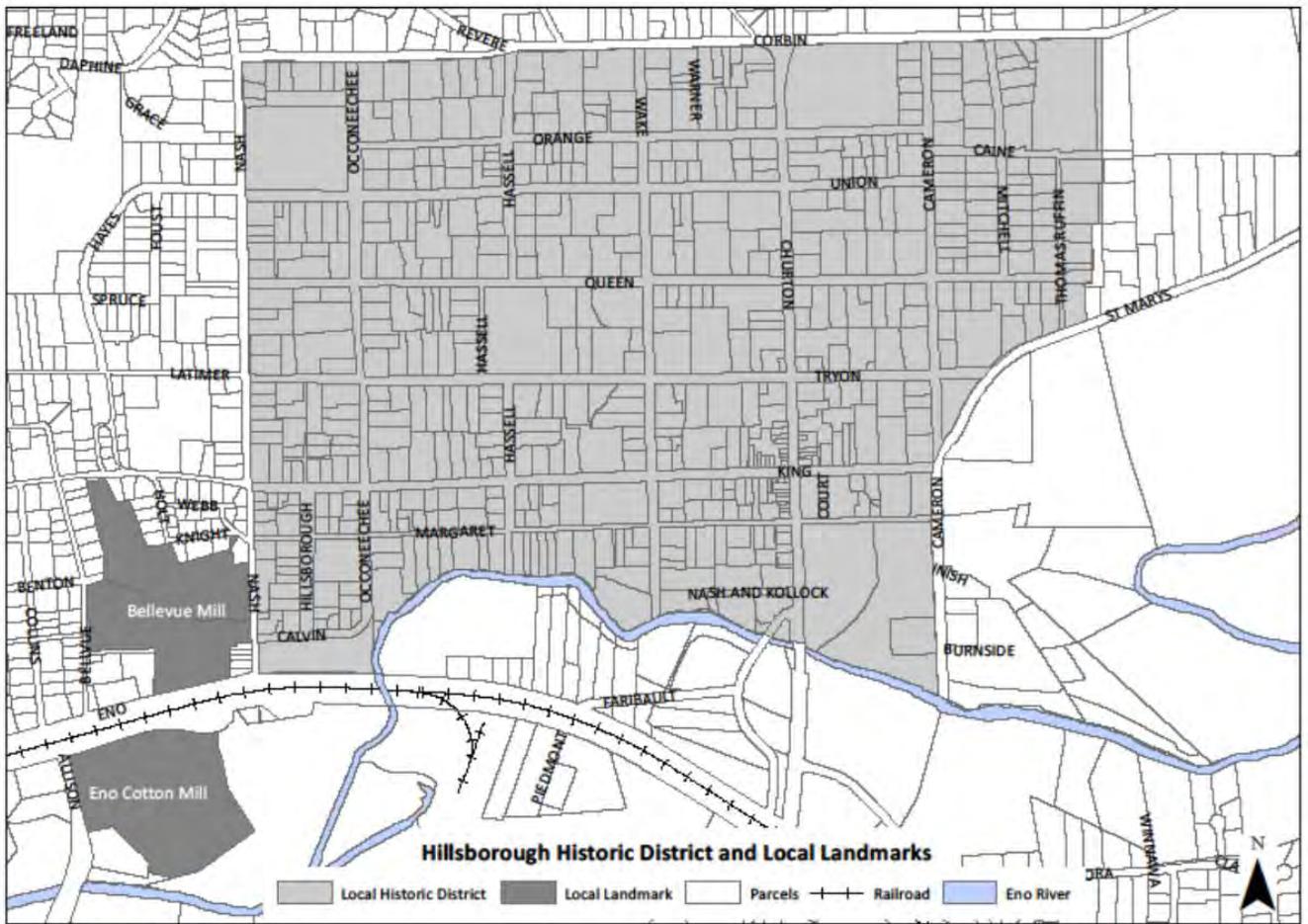
Commission Meetings

The Hillsborough Historic District Commission typically meets on the first Wednesday evening of each month. An application must be received and deemed complete by Planning Department staff at least 15 business days before the commission meeting to be included on the agenda. The commission staff can verify the date, time, and location of commission meetings. Some meeting agendas fill up in advance of the deadline. The application, once deemed complete, will be placed on the next available agenda.

Compliance and Appeals

Within the historic district, exterior work that is performed without a Certificate of Appropriateness is a violation of the Zoning Ordinance so contact the HDC staff well in advance of any work to apply for a COA. Work begun without a Certificate of Appropriateness must be stopped until a COA is issued. The penalty for undertaking work without a COA includes higher application fees, may include additional fines, and also may require the removal of the unapproved alteration.

Appeals of a granted or denied Certificate of Appropriateness can be made to the Board of Adjustment if the challenger feels the Historic District Commission did not follow its rules and procedures properly or did not base its decision upon the design guidelines.



Map created 5/2016 by Hillsborough Planning Department

Data provided by Orange County Land Records



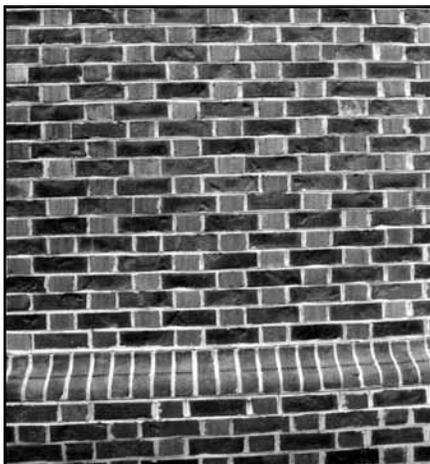
II. Changes to Existing Building Exteriors



A brick chimney on the Burwell School is being reconstructed with a corbeled cap detail.



Deteriorated brickwork on the Burwell School kitchen will be replaced to match the original.



Brickwork on the exterior of the new Police Station was detailed to enhance its visual compatibility with the Historic District.

Throughout Hillsborough’s historic district, masonry plays a prominent role through such features as foundations, roofs, chimneys, exterior walls, parapets, retaining walls, steps, walkways, and driveways. In addition to the ubiquitous presence of brick, rubble stone retaining walls and foundation also distinguish the district. Granite, limestone, slate, concrete, concrete block, terra cotta, clay tile, and stucco are found within the district as well. These masonry materials contribute texture, color, scale, and pattern to buildings and sites throughout the district.

Considerations

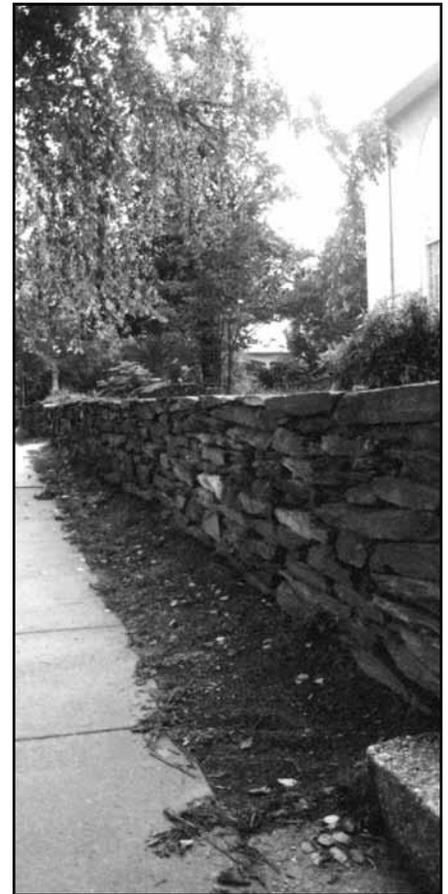
Masonry materials are generally quite durable and require minimal maintenance. Appropriate routine maintenance and repair methods for masonry surfaces include the following:

- Inspect surfaces routinely for signs of deterioration due to moisture damage, structural cracks or settlement, vegetation, missing or loose masonry units, and deteriorated mortar joints.
- Ensure drainage of surfaces is adequate to prevent water from collecting along foundation walls and on horizontal masonry surfaces or decorative elements.
- Clean heavily soiled surfaces to prevent their accelerated deterioration by using the gentlest effective method.
- Repoint deteriorated mortar joints to prevent damage caused by moisture penetration.
- Repaint previously painted masonry surfaces as necessary.

Although masonry surfaces develop a patina over time, they do not require cleaning except when heavy soils build up or a stain is retaining moisture on the masonry surface resulting in accelerated deterioration. Frequently, gentle washing with low pressure water, a natural bristle brush and detergent are all that is needed for the task. In some cases, a chemical masonry cleaner may be necessary. Such cleaners should always be pretested on an inconspicuous area. The recommended application procedure for the specific masonry material should be followed carefully and then the surface neutralized and thoroughly rinsed to stop any further chemical reactions. Sandblasting, power washing, and other abrasive cleaning methods will permanently damage historic masonry surfaces and are never appropriate to use. Rather than remove paint films through chemicals or abrasive cleaning methods, repainting previously painted masonry surfaces is recommended.

The most common masonry repair is the repointing of masonry joints when deteriorated mortar is allowing moisture to penetrate the wall. The process involves carefully removing damaged or cracked mortar with hand tools, replacing it with mortar that matches the original mortar in strength, color, texture, and composition, and finishing the mortar joint to match the width and profile of the original joint. Similar care in matching the physical and visual characteristics must be taken in patching historic stucco with new stucco. If brick or stone units are damaged or missing, replacement in kind is not usually a problem—given the wide selection available today. Replacement masonry units should match the original in material, color, dimension, texture, and finish as well as overall bonding pattern or design.

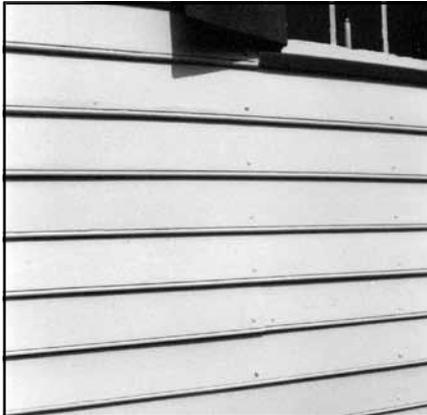
1. Retain and preserve masonry features that contribute to the overall historic character and form of a district building or site including their functional and decorative features and details.
2. Retain and preserve masonry materials and surfaces that contribute to the overall historic character of a building or site.
3. Maintain and protect masonry features, surfaces, and details through appropriate methods.
4. Clean masonry surfaces using the gentlest effective method. If low pressure washing with detergents and scrubbing with natural bristle brushes proves ineffective, consider the use of chemical strippers. It is not appropriate to use destructive stripping or cleaning methods such as sandblasting, power washing, or high-pressure water blasting, or any other method which may cause deterioration (such as chipping, eroding, or wearing away) or change the color of the masonry or the mortar on the structure. Pretest any paint-removing or cleaning technique on an inconspicuous sample area well in advance.
5. Repaint masonry surfaces that were previously painted in colors appropriate to the building or site. It is not appropriate to paint or coat unpainted historic masonry surfaces that were not previously coated or painted.
6. Repair masonry features, surfaces, and details using appropriate repair methods including re-pointing, consolidating, piecing in, and patching.
7. Replace in kind any portion of a masonry feature that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, pattern, detail, texture, and color. Limit replacement to the damaged area if possible. Consider substituting compatible materials for the original only if it is not technically feasible to replace in kind.
8. If a masonry feature is completely missing, replace it with a new feature that is based upon accurate documentation of the original or is a new design compatible in scale, material, size, color, and detail with the historic character of the building and district.
9. It is not appropriate to create a false sense of historical development by making changes to masonry features, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.



Appropriate dry stacked stone wall



The decorative sawnwork on this porch balustrade in contrast to the simpler chamfered column and hand-planed porch rail on the opposite page illustrate the versatility of wood as a building material.



These beaded clapboards are carefully-matched replacements for the deteriorated originals.

Wood is by far the most common building material for both structural and decorative purposes in the Hillsborough historic district. Wood frame houses clad in wood siding in a variety of architectural styles from different eras line many district streets. Wood shingles, milled wood windows, wood paneled doors, turned wood porch columns and balustrades, simple and ornate cornices, and a host of vernacular to high style architectural wood trimwork all attest to the popularity and diversity of wood as a building material.

Considerations

With proper care and a sound coat of paint, exterior wood elements and surfaces can last for a century or more. Protecting a wooden surface from prolonged exposure to dampness is critical to extending its life. The use of flexible sealants and caulks can prevent moisture penetration as wood joints shrink and swell.

Appropriate routine maintenance and repair methods for wood features include the following:

- Inspect surfaces routinely for signs of moisture damage, mildew or other fungi, and termites or other insect infestation.
- Ensure drainage of surfaces is adequate to prevent water from collecting on horizontal surfaces or decorative elements.
- Keep exposed and vertical wood joints properly caulked or sealed to prevent moisture penetration but do not seal horizontal, lap siding joints.
- Slow the decay of traditionally unpainted wood features by treating them with an environmentally-safe chemical preservative.
- Prevent damage due to ultraviolet light and moisture by maintaining protective paint films on exterior wood features.
- Clean painted wood surfaces regularly using the gentlest effective method and repaint as necessary to maintain a sound paint film.

Wood is a relatively soft material and must be cleaned accordingly prior to repainting. If the paint film is still intact, low-pressure washing with a mild household detergent and an anti-mildew additive can usually accomplish the task. Hand-scraping and sanding is also typically necessary before repainting. However, if multiple layers of paint are peeling or failing, then more aggressive techniques, such as the selective use of heat plates and hot air guns, may be necessary. Harsh alkaline paint strippers, sandblasting, power washing, and gas-fired torches will permanently damage a wood surface and leave a raised grain appearance. For this reason, these techniques are not appropriate for historic wood features.

Typically repair and replacement of deteriorated wood features includes selective replacement of sections in kind by splicing or piecing. For minor repairs of decorative elements, consolidation of the deteriorated feature with wood epoxy repair products may prove more cost effective than replacement in kind.

1. Retain and preserve wood features that contribute to the overall historic character and form of a district building or site including their functional and decorative features and details.
2. Retain and preserve wood materials and surfaces and their finishes that contribute to the overall historic character of a building or site.
3. Maintain and protect wood features, surfaces, details, and finishes through appropriate methods.
4. Prepare previously painted wood for repainting using the gentlest effective method. If low pressure washing with detergents and scrubbing with natural bristle brushes proves ineffective consider the use of chemical strippers. It is not appropriate to use destructive stripping methods such as sandblasting, power washing, and using butane or propane torches.
5. Repaint wood surfaces in colors appropriate to the building or site.
6. Repair wood features, surfaces, and details using appropriate repair methods including reinforcing, consolidating, piecing in, and patching.
7. Replace in kind any portion of a wood feature that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, pattern, detail, texture, and color. Limit replacement to the damaged area if possible. Consider substituting compatible materials for the original only if it is not technically feasible to replace in kind.
8. If a wood feature is completely missing, replace it with a new feature that is based upon accurate documentation of the original or is a new design compatible in scale, material, size, and detail with the historic character of the building and district.
9. It is not appropriate to create a false sense of historical development by making changes to wood features, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.



Appropriate wood posts, pickets, and handrails.



To extend the life of this cast iron fence, all corrosion must be removed and the surface promptly primed and painted to prevent new rust from forming.



This standing seam metal roof replaced in kind the earlier metal roof on this district house.

Standing seam metal roofs, aluminum gutters and downspouts, pressed metal roofs, cast iron fences and grillwork, wrought iron railings, brass hardware, copper flashing, and decorative pressed metal cornices are all examples of architectural metal elements found in the Hillsborough historic district. The longstanding tradition of using architectural metals to imitate wood or stone features on building exteriors is especially apparent locally in the commercial portion of the district. Architectural metals include copper, brass, bronze, tin, steel, wrought iron, cast iron, stainless steel, chrome, and aluminum. Whether cast, pressed, wrought, extruded, or rolled, each metal fabrication process creates distinct physical and visual properties.

Considerations

Appropriate routine maintenance and repair methods for architectural metal features include the following:

- Inspect surfaces routinely for signs of moisture damage, structural-fatigue or failure, corrosion, paint film failure, and galvanic action.
- Ensure drainage of surfaces is adequate to prevent water from collecting on horizontal surfaces or decorative elements.
- Clean metal roofs, gutters, and downspouts as necessary to keep them free of debris and leaves.
- Maintain protective paint films or lacquers on ferrous metal surfaces to prevent corrosion.
- Clean metal surfaces to remove corrosion and to prepare for repainting using the gentlest effective method.
- Repaint previously painted surfaces as needed to maintain a sound paint film.

The ability of copper and brass to develop a protective green patina and of stainless steel and aluminum to resist atmospheric corrosion make the inherent finish of these metals desirable. In contrast, the inherent finish of ferrous metals—such as steel and iron—rapidly corrodes when exposed to moisture in the atmosphere requiring a protective paint finish to eliminate or delay the resulting formation of rust. Even brass and bronze hardware doorknobs and kick plates are sometimes coated with a clear protective lacquer to prevent their discoloration over time.

Determining the appropriate method for cleaning a specific metal surface is tied to how malleable, or soft, the metal is. Soft metals—such as copper, tin, lead, aluminum, brass, and zinc—should be cleaned with non-abrasive chemical cleaners. While hard metals—including steel, and cast or wrought iron—can best be cleaned through the abrasive action of a wire brush or hand scraper. In some cases, it may be necessary to use harsher abrasive techniques like low-pressure grit blasting to clean hard metal surfaces.

Contact between two dissimilar metals can cause corrosion of the weaker metal through galvanic action. For this reason, it is best to confirm the compatibility of nails and fasteners for metal roofs and to replace specific metal elements in kind rather than introduce a different metal. Minor patching of damaged decorative painted metal features can sometimes be done with fiberglass or wood.

1. Retain and preserve architectural metal features that contribute to the overall historic character and form of a district building or site including their functional and decorative features and details.
2. Retain and preserve architectural metal materials and surfaces and their finishes that contribute to the overall historic character of a building or site.
3. Maintain and protect architectural metal features, surfaces, details, and finishes through appropriate methods.
4. Clean architectural metals using the gentlest effective method. Use chemical cleaners to clean soft metals after pretesting. It is not appropriate to clean soft metals with harsh abrasive techniques such as grit blasting. For hard metals, remove corrosion and paint buildup by hand scraping and wire brushing. Consider low-pressure grit blasting for hard metals only if gentler methods are not effective.
5. Repaint previously painted architectural metal surfaces in colors appropriate to the building or site. It is not appropriate to paint architectural metal surfaces that were not coated or painted historically.
6. Repair architectural metal features, surfaces, and details using appropriate repair methods including reinforcing, splicing, and patching.
7. Replace in kind any portion of an architectural metal feature that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, detail, and texture. Limit replacement to the damaged area if possible. Consider substituting compatible materials for the original only if it is not technically feasible to replace in kind.
8. If an architectural metal feature is completely missing, replace it with a new feature that is based upon accurate documentation of the original or is a new design compatible in scale, material, size, and detail with the historic character of the building and district.
9. It is not appropriate to create a false sense of historical development by making changes to architectural metal features, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.



Appropriate decorative metal gate



A multi-colored paint scheme accentuates the exterior detailing and trim work on this Victorian-era house.



The peeling paint layers on this porch balustrade will require thorough sanding and scraping to ensure a new paint layer will successfully bond.

Lead-based Paint

Most buildings in the historic district contain lead-based paint because it was typically used well into the 20th century. Although the use of lead-based paints has been prohibited since the 1970s, the presence of this toxic substance in the built environment is an ongoing concern. Exposed lead-based paint presents a health risk to people living or working around it, especially children. The State Historic Preservation Office and the State Health Department can provide current information on the precautions that should be taken during rehabilitation to ensure a lead-safe site and building.

The variety of paint color palettes in the Hillsborough historic district is as wide-ranging as the architectural styles and periods of the buildings it includes. The palettes reflect shifting aesthetics, changes in technology, and the preferences of the property owners. In addition to its decorative role, paint has always played an important functional role in protecting wood and ferrous metals from deterioration due to exposure to the elements.

Considerations

Appropriate routine maintenance and repair methods for painted features include the following:

- Inspect surfaces routinely for signs of moisture damage, discoloration, paint film failure, mildew, vegetation, or heavy dirt film.
- Clean painted surfaces regularly to extend the life of the paint film using the gentlest effective method.
- Prior to repainting, properly prepare the surface by cleaning and removing deteriorated paint layers down to the top sound paint layer using the gentlest effective method for the underlying material.
- Prime any exposed wood or metal surface and ensure that the surface is clean and dry prior to repainting.
- Repaint previously painted surfaces as necessary with compatible paint products.

Proper, thorough preparation is critical to the successful bonding of a paint film to any surface. That preparation includes the removal of any loose or deteriorated paint layers to provide a clean, sound paint film for recoating or an exposed material surface for priming. To prevent the formation of new corrosion on exposed ferrous metal, the surface must be primed immediately after it is cleaned with a zinc-based primer or other rust inhibiting primer. For exposed wood surfaces, it is important to apply a high quality exterior primer and caulk all vertical joints prior to applying the finish coats in a compatible high quality latex or alkyd resin exterior paint. Any mildew must be eliminated and the surface must be clean and dry prior to repainting.

Historic masonry surfaces, such as brick or stone walls, have inherent color and texture that is concealed by the application of paint. For this reason, painting an unpainted masonry surface is not recommended. It also begins an ongoing cycle of maintaining the paint film. In cases where a masonry surface has already been painted, repainting is recommended over the abrasive or chemical removal of the paint films.

Property owners interested in recreating a building's original paint scheme can work with architectural conservators or restoration specialists to analyze the physical evidence provided through paint scrapings. Alternatively, property owners may select new color schemes appropriate to the building's architectural style and era. Many contemporary references provide information on historically appropriate paint schemes.

1. Retain and preserve painted features that contribute to the overall historic character of a district building or site.
2. Retain and preserve intact historic exterior finishes including paints, stains, lacquers, and decorative finishes.
3. Maintain and protect painted exterior finishes through appropriate methods.
4. Clean painted surfaces using the gentlest effective method. It is not appropriate to clean or remove paint films with techniques that are destructive to the underlying surface material.
5. Reapply paints or stains to previously painted or stained surfaces in colors that are appropriate to the building and site. It is not appropriate to paint or coat unpainted masonry or architectural metal surfaces that were not coated or painted historically.
6. Reinforce and enhance the architectural materials and features of a district building and site through the appropriate selection and placement of paint color.



Appropriate painting methods.



A projecting bay adds visual interest and detail to the exterior wall of this Victorian cottage.



A later substitute siding was removed from this house revealing the original wood clapboards which were repaired and repainted.

Exterior walls establish the overall form and massing of buildings. Their decorative features, including bays, projecting chimneys, storefronts, as well as trimwork create interest and reflect the architectural style of the building. The exterior cladding and its inherent joinery details add scale, pattern, and texture. Wood siding in many configurations—from clapboards to vertical board and batten siding to sawn shingles—is found within the Hillsborough Historic District as are brick, stone, and rubble rock.

Considerations

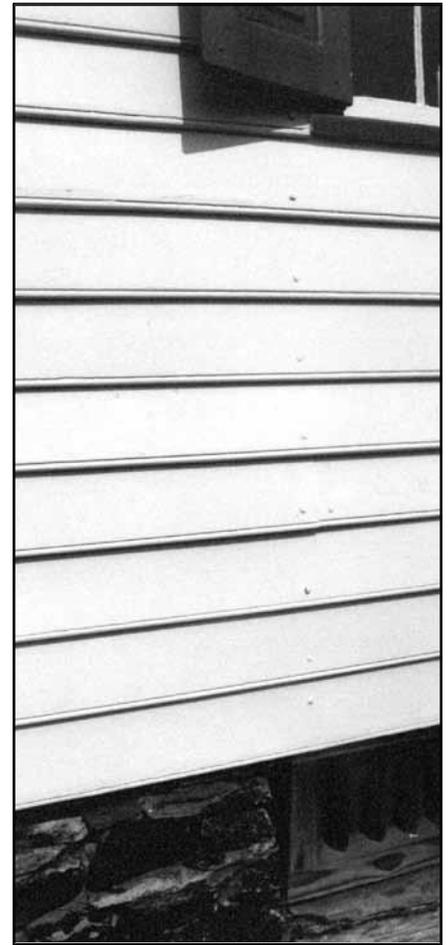
Appropriate routine maintenance and repair methods for exterior walls and trim include the following:

- Inspect regularly for signs of moisture damage, structural damage or settlement, corrosion, vegetation, and insect or fungal infestation.
- Ensure adequate drainage so water does not collect on flat, horizontal surfaces and decorative elements, or along foundations.
- Retain protective paint or stain coatings that prevent deterioration.
- Use the gentlest effective method to clean exterior wall and trim surfaces to remove heavy soiling or prior to repainting.
- Repaint or re-stain exterior wall and trim surfaces as needed to maintain a sound, protective coating.

Wood siding can last indefinitely if it is kept free of excessive moisture and coated with a sound paint film. However, improper scraping, caulking, and painting techniques can result in failure of the paint film and subsequent deterioration of the wood. The presence of deteriorated lead paint on exterior walls requires additional precautions and procedures to ensure a lead-safe site and building. Neglect over time often leads to a need to selectively replace sections of siding. Fortunately, wood siding and trim are available in a variety of widths and configurations making replacement in kind a straightforward solution. More information on wood repairs and paint can be found in the relevant guidelines. For brick and stone houses and foundations, occasional cleaning and routine repairs and traditional repointing are described in the masonry guidelines as are stucco repairs.

Replacing or covering over wood siding with a substitute siding—such as vinyl, aluminum, asbestos, asphalt, or fiber-reinforced cement board—is not appropriate in the historic district because it significantly compromises the architectural integrity of the historic building. Since they do not fully replicate the qualities of wood siding or stucco surfaces, these contemporary materials are not considered appropriate substitutions for the materials they imitate. In addition to eliminating or damaging the original siding, the installation process often results in the removal or concealment of architectural trim and details. While the substitute sidings may temporarily eliminate the need to repaint the original siding, they can also conceal ongoing moisture problems, insect damage, or structural deterioration—allowing such problems to go undetected. In addition, some vinyl claddings discharge hazardous gases during fires.

1. Retain and preserve exterior walls that contribute to the overall historic character and form of a district building including their functional and decorative features and details.
2. Retain and preserve exterior wall materials that contribute to the overall historic character of the building.
3. Maintain and protect the features, material surfaces, and details of exterior walls through appropriate methods
4. Repair the features, material surfaces, and details of exterior walls using repair methods appropriate to the specific material.
5. Replace in kind any portion of an exterior wall that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, pattern, detail, texture, and color. Limit replacement to the damaged area if possible. Consider substituting compatible exterior wall materials for the original only if it is not technically feasible to replace in kind.
6. If an exterior wall feature or detail is completely missing, replace it with a new feature or detail that is based upon accurate documentation of the original or is a new design compatible in scale, material, and detail with the historic character of the building and district.
7. It is not appropriate to compromise the architectural integrity of a building by introducing or removing windows, doors, bays, chimneys, or other exterior wall features on character-defining walls
8. It is not appropriate to conceal or remove material surfaces or details of historic exterior walls —including wooden shingles, brackets, corner boards, panels, band boards, and other trimwork.
9. It is not appropriate to cover over or replace exterior wall materials, such as clapboards, shingles, bricks, or stucco, with contemporary synthetic coatings or substitute sidings. Nor is it appropriate to paint or coat unpainted historic exterior walls.
10. It is not appropriate to create a false sense of historical development by making changes to exterior walls, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.



Appropriate beaded clapboard replacement siding.



These double-hung six-over-six wood windows with true divided lights replaced an inappropriate “picture” window from an earlier remodeling of a district house.

Windows and doors contribute to the architectural style and character of buildings within Hillsborough’s historic district through their location, size, proportion, shape, location, and pattern of placement. These openings visually connect the interior and exterior, providing opportunities for view, daylight, and ventilation. The proportion and sash subdivisions of the prevalent double-hung wood windows vary according to the style and era of construction. Entry sidelights, overhead transoms and fanlights, dormer windows, and French doors embellish the facades of many district buildings. Wood-paneled doors in a variety of configurations with or without glazing also reflect the period and style of the houses. Commercial buildings expand the vocabulary of window and door types to include large storefront display windows below bands of smaller upper story windows and fully glazed aluminum or chrome entrance doors.

Considerations

Appropriate routine maintenance and repair methods for windows and doors include the following steps:

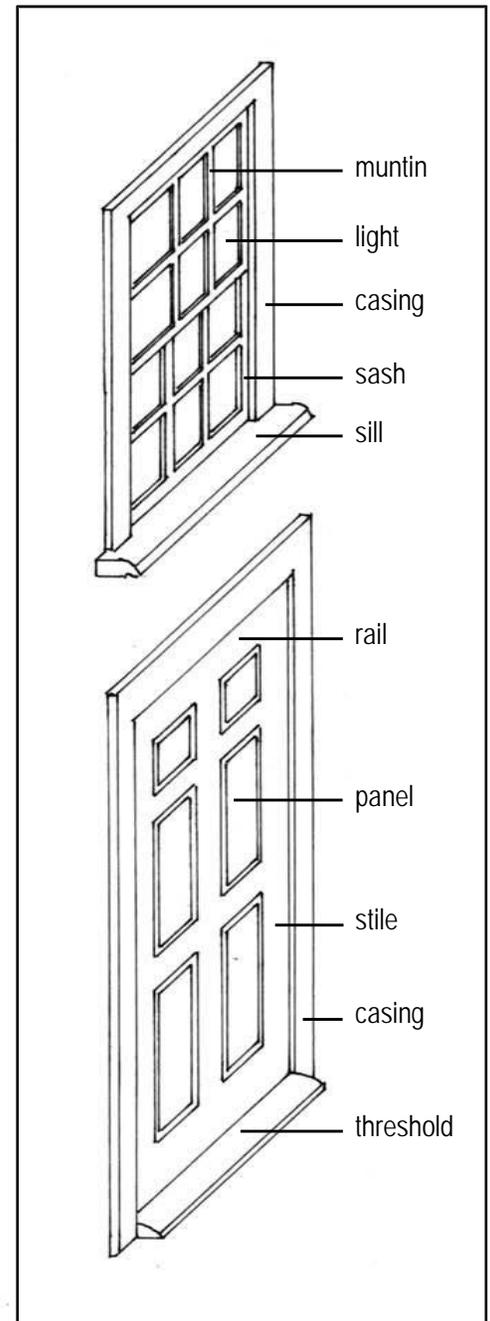
- Inspect units routinely for signs of moisture damage, deterioration, paint film failure, air infiltration, mildew or other fungi, termites or other insect infestation, and corrosion.
- Re-glaze and re-caulk units as necessary to ensure they are weather-tight and will resist wind and rain.
- Increase the energy efficiency of units by installing weather-stripping.
- Clean units regularly to remove soiling or to prepare for repainting using the gentlest effective method.
- Repaint units as necessary to maintain a protective paint film.

Windows and doors require relatively high maintenance to keep them fully operable. However, if they are well maintained and promptly repaired, they will continue to function indefinitely. If they are allowed to deteriorate to the point of requiring replacement, it is important to re- place them with new units that match the original in dimension, design, material, sash and/or panel configuration, detail, texture, and color. In many instances, it may be necessary to have the replacement unit custom made.

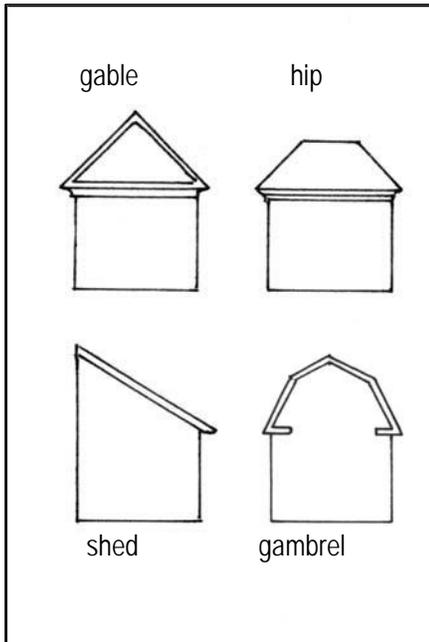
The pattern and rhythm of window and door openings on any elevation of a historic building—but especially the front façade—are important components of its architectural character. Consequently, adding or removing window and door openings to a prominent exterior elevation is not appropriate. If new openings are necessary, they should be located discreetly on rear elevations or other locations that are not visible from the street.

New and replacement windows and doors on any elevation should always have either true divided light or simulated divided light (SDL) construction, where the latter has the muntin profiles permanently affixed to the exterior and interior of the panes of glass by use of adhesives, as opposed to using “snap-in” muntins, flat applied muntins, or muntin grilles between two panes of glass. SDL muntins, if used, should also have a spacer bar between panes of glass.

1. Retain and preserve windows and doors that contribute to the overall historic character and form of a district building including their functional and decorative features and details.
2. Retain and preserve window and door materials that contribute to the overall historic character of the building.
3. Maintain and protect the features, material surfaces, and details of windows and doors through appropriate methods.
4. Repair the features, material surfaces, and details of windows and doors using repair methods appropriate to the specific material.
5. Replace in kind any portion of a window or door that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, sash or panel configuration, detail, texture, and color. Retain as much original fabric as possible. Consider substituting compatible materials for the original only if it is not technically feasible to replace in kind.
6. If a window or door is completely missing, replace it with a new feature that is based upon accurate documentation of the original or is a new design compatible in scale, material, and detail with the historic character of the building and district.
7. It is not appropriate to compromise the architectural integrity of a building by introducing or eliminating historic window or door openings on character-defining elevations.
8. It is not appropriate to conceal or remove material surfaces or details of historic windows and doors —including sidelights, transoms, shutters, beveled glass, art glass, and architectural trim.
9. It is not appropriate to create a false sense of historical development by making changes to windows or doors, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.
10. Install new and replacement windows and doors with either true divided light or simulated divided light muntins only. Simulated divided light windows shall be designed so the muntins are permanently affixed to the exterior and interior of the glass to divide the panes and have a spacer bar in between panes of glass.
11. It is not appropriate to install removable "snap-in" muntins or flat applied muntins to panes of glass or to install grilles between two panes of glass.



Note: See the Guidelines for Utilities and Energy Retrofit for related guidelines on energy efficiency measures for windows and doors.



Simple roof forms



Decorative and functional vents like this one are found in the front gables of many houses within the district.

The visual prominence of the roof form and pitch makes their preservation critical to preserving the overall character of a historic building. The diversity of roof forms found throughout Hillsborough’s historic district—from simple hip, gable, and shed roofs to complex combinations all three, as well as commercial structures with flat roofs concealed behind their parapets—reflects the variety of building types and architectural styles it contains. Beyond its form, the functional and decorative features of a historic roof contribute to its character. Such features include chimneys, dormers, boxed gutters, parapets, cornices, and cresting. The roofing material itself can also be distinctive in its appearance; slate, tile, and pressed metal shingles add to the visual character of some roofs in the district.

Considerations

Appropriate routine maintenance and repair methods for roofs include the following steps:

- Inspect regularly for signs of moisture damage, structural damage, corrosion, and paint failure.
- Ensure adequate drainage by routinely cleaning debris from gutters and downspouts.
- Replace deteriorated flashing with first quality flashing.
- Use the gentlest effective method to clean metal roofs and repaint as necessary to maintain a sound, protective paint film.

The obvious primary role of the roof, to provide shelter from the elements, requires diligence in routine maintenance and timely replacement of deteriorated shingles or flashing. Gutters filled with leaves and downspouts clogged with debris can quickly lead to moisture damage. Because built-in gutters are concealed from view behind decorative boxed cornices, their deterioration may go undetected if not checked regularly. The flashing which seals joints created when dormers or chimneys pierce the roof plane are key areas of water infiltration and require careful monitoring.

Over the years, deteriorated roof shingles have often been replaced by more contemporary composition shingles. Such roofing materials are not distinctive enough to require precise matching when replacing but darker shingle colors that more closely resemble historic roofing materials should be used. Tile and slate roofs, however, are visually distinctive and warrant the extra effort to carefully repair them and selectively replace deteriorated sections in kind. A properly maintained slate or tile roof can last for a century—far longer than the thirty-year lifespan of a high quality, contemporary fiberglass shingle. Metal roofs also require conscientious maintenance of a sound paint film to prevent corrosion, but they too can last a century if well cared for.

Although roofs often provide convenient locations for the installation of new mechanical, communication, and utility equipment, their introduction can compromise the architectural integrity of a historic building and also damage historic roof materials. Consequently, locating new mechanical units, ventilators, solar panels, skylights, satellite dishes, and other contemporary elements on historic roofs should only be considered if there is a location that is not visible from the street and if no significant historic roof features will be damaged or concealed.

1. Retain and preserve roofs that contribute to the overall historic character and form of a district building including the roof shape, line, pitch, overhang, and functional and decorative features and details.
2. Retain and preserve roof materials that contribute to the overall historic character of the building.
3. Maintain and protect the features, material surfaces, and details of roofs through appropriate methods.
4. Repair the features, material surfaces, and details of roofs using repair methods appropriate to the specific material.
5. Replace in kind any portion of a roof that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, pattern, detail, texture, and color. Limit replacement to the damaged area if possible. Consider substituting compatible roof materials for the original only if it is not technically feasible to replace in kind.
6. If a roof feature or detail is completely missing, replace it with a new feature or detail that is based upon accurate documentation of the original or is a new design compatible in scale, material, and detail with the historic character of the building and district.
7. It is not appropriate to compromise the architectural integrity of a building by introducing or removing dormers, chimneys, built-in gutters, vents, or other character-defining roof features and details.
8. Install new gutters and downspouts, if needed, with care so that no architectural features are damaged or lost. Select gutters and downspouts that are painted or coated with a baked-enamel finish in a color that is appropriate to the building, unless they are copper. Replace half-round gutters and cylindrical downspouts in kind.
9. It is not appropriate to install solar collectors, skylights, ventilators, and mechanical or communication equipment on roof slopes that are visible from the street or in locations that compromise the architectural integrity of a building.
10. It is not appropriate to create a false sense of historical development by making changes to roofs, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.



Original roof is preserved and restored.



The design for this new porch was based upon evidence of the original front porch and the need to extend the porch around the corner to also shelter a later side entrance.



Expansive front porches like this one that wrap the facade and provide shaded outdoor living areas are prominent features of many houses within the district.



Exposed rafter tails and boxed half columns set on brick or stone bases are typical features of bungalow porches in the district.

From the delicate vertically proportioned porches of the Federal style houses to the broad horizontal lines and exposed structure of many bungalow porches, the front porch or entrance is usually one of the most distinctive features of houses in the Hillsborough Historic District. Many porches and entrances are constructed of wood and supported by masonry piers or foundations. Tongue and groove flooring, beaded board ceilings, and turned or boxed wood columns connected by balustrades of similar stylistic detailing are common porch features. Front stoops or modest brick porches with simple metal columns and rails are more typical of the later ranch houses within the historic district.

Considerations

Appropriate routine maintenance and repair methods for porches, entrances, and balconies include the following steps:

- Inspect regularly for signs of moisture damage, structural damage or settlement, deterioration, paint film failure, corrosion, vegetation, and insect or fungal infestation.
- Ensure adequate drainage so water does not collect on flat, horizontal surfaces and decorative elements, or along foundations.
- Re-caulk vertical wood joints as necessary to ensure the features and surfaces are weather-tight to resist wind and water penetration.
- Retain protective paint or stain coatings that prevent deterioration.
- Use the gentlest effective method to clean surfaces to remove heavy soiling or prior to repainting.
- Repaint surfaces as needed to maintain a sound, protective paint film.

Porches, entrances, and balconies are extremely vulnerable to weathering and moisture damage because they are so exposed to the elements making timely repair, repainting, and vigilant maintenance essential.

The repair of porches, entrances, and balconies varies depending on the specific element and material. The repair of masonry porch steps and foundations is the same as those described in the guidelines for masonry. The repair of wooden features parallels those for exterior walls. Patching existing columns and decorative trimwork with a wood epoxy repair product is often a preferable and cost-effective alternative to removal or replacement although more substantial repairs to columns or railings may require splicing in new wood to match the original.

Given their prominence, it is not appropriate to alter or remove a front porch, balcony, or entrance. Likewise, it is best to accommodate new entrances or porches on rear elevations or other unobtrusive locations. It is sometimes possible to enclose or alter a side or rear porch or balcony if its overall character is retained.

1. Retain and preserve porches, entrances, and balconies that contribute to the overall historic character and form of a district building including their functional and decorative features and details.
2. Retain and preserve porch, entrance, and balcony materials that contribute to the overall historic character of the building.
3. Maintain and protect the features, material surfaces, and details of porches, entrances, and balconies through appropriate methods.
4. Repair the features, material surfaces, and details of porches, entrances, and balconies using repair methods appropriate to the specific material.
5. Replace in kind any portion of a porch, entrance, or balcony that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, pattern, detail, texture, and color. Retain as much original fabric as possible. Consider substituting compatible materials for the original only if it is not technically feasible to replace in kind.
6. If a porch, entrance, or balcony is completely missing, replace it with a new feature that is based upon accurate documentation of the original or is a new design compatible in scale, material, and detail with the historic character of the building and district.
7. It is not appropriate to compromise the architectural integrity of a building by introducing or removing historic porches, entrances, and balconies on character-defining elevations.
8. It is not appropriate to conceal or remove material surfaces or details of historic porches, entrance, and balconies—including columns, pilasters, brackets, balustrades, steps, floors, ceilings, and trim work.
9. It is not appropriate to enclose a front porch, entrance, or balcony on a character-defining elevation. Consider enclosing a porch or balcony on a side or rear elevation only if the design will preserve the historic character of the porch or balcony as well as the historic building.
10. It is not appropriate to create a false sense of historical development by making changes to porches, entrances and balconies, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.



Appropriate front porch detailing.



A low wooden ramp with metal handrails discreetly provides access to this front porch.



A wooden ramp accommodates a substantial change in level and provides access via a side entrance at the Dickson House. Landscaping minimizes the visual impact of this large ramp.

Some flexibility for historic properties is provided by both the North Carolina State Building Code and the Americans with Disabilities Act of 1990 in meeting current standards for life safety and accessibility. Code or accessibility compliance can be triggered by a change in use, a substantial rehabilitation, or a need for public access. While the commission does not review or comment on proposed changes in use, it does review proposed changes to historic building exteriors and their sites to determine if the changes are consistent with the design guidelines for Hillsborough's historic district.

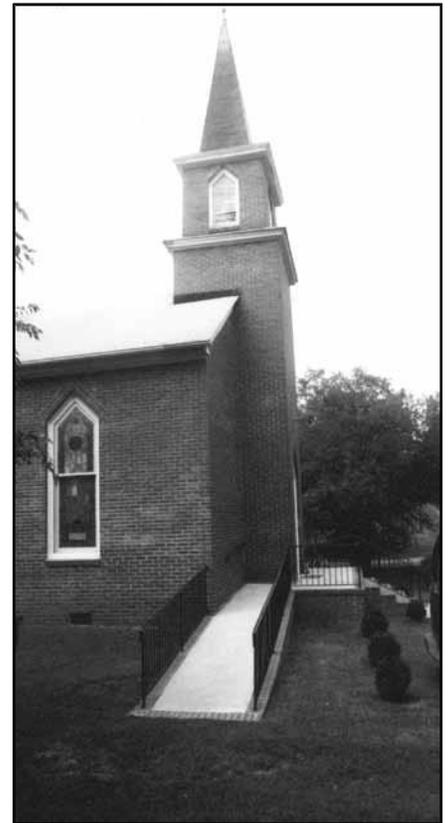
Considerations

It is important for property owners to maintain the historic character of the building and site while accommodating life safety and accessibility requirements. Generally, such requirements can be met by more than one design solution. By working with the commission and local code officials early in the planning process, property owners can identify successful design solutions that meet or exceed the relevant standard while preserving the architectural and historic integrity of the property.

Accessibility to historic buildings is often thwarted by the raised foundations of so many historic properties. Accommodating the change from the site to the front door is often provided by the addition of a ramp, or less frequently by a mechanical lift. Life safety requirements may include the addition of fire exits, fire stairs, or elevator towers. If carefully located and sensitively designed, the visual impact of such additions on the historic building and site can be minimized.

It is especially important to provide public access to commercial and institutional buildings. The replacement of door hardware, the modest widening of an entrance, or the introduction of a slight slope to a recessed entrance to eliminate a raised threshold are all examples of relatively simple modifications that can dramatically improve accessibility to existing buildings. The bibliography in the Appendix provides a source for more specific information on compliance with the ADA.

1. In reviewing proposed changes to a historic building, consider the related accessibility and life safety code implications carefully to determine if the proposed change is compatible with the historic building and its site.
2. Meet accessibility and life-safety code requirements in ways that do not compromise the historic character of the site and its significant features.
3. Meet accessibility and life-safety code requirements in ways that preserve the historic character of the building and its significant architectural features.
4. Introduce new or alternate means of access to the historic building, if needed, in ways that do not compromise the appearance of a historic entrance or front porch.
5. Design accessibility features, such as ramps, handrails, and mechanical lifts, so they are compatible in design, scale, materials, and finish with the historic building.
6. Minimize the visual impact of life safety features, such as fire doors, elevator additions, and fire stairs, through discreet siting and design. Locate new life safety features in locations that do not compromise the architectural integrity of the building and are not visible from the street. Design such features to be compatible in scale, materials, proportion, and finish with the historic building.



A concrete and brick ramp with metal handrails provides access to the church front entrance.



An ADA-accessible sidewalk with benches and an appropriate ADA-compliant iron guard rail accent the roadway without compromising the streetscape or the visibility of character-defining building elevations.



Above, mature foundation plantings successfully screen a mechanical unit from view.



Wooden storm windows and operable exterior shutters (above) enhance the energy efficiency of this historic house.

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

Considerations

While continuing to capitalize on inherent energy-conserving features, it is important to adopt a proactive approach to maintenance to ensure weather tightness. For example, the replacement of deteriorated weather-stripping, caulking of joinery, and re-glazing of loose window panes will all substantially reduce air infiltration. The addition of storm windows and doors can further reduce air infiltration. Energy retrofit steps with no visual impact include the installation of insulation in crawl spaces and attics and the replacement of inefficient mechanical systems. Insulating exterior walls with blown-in insulation can cause moisture problems and damage historic fabric and also is not as effective in improving energy efficiency as insulating crawl spaces and attics.

If choosing to add exterior storm windows, it is important to install them properly to minimize their visual impact and to prevent unnecessary damage to the window sill and frame. Narrow-profile storm windows sized to fit the opening with a painted or baked enamel finish in a color compatible with the sash color are an unobtrusive choice. Selecting operable storm windows units that align with the sash rails of the window will provide the homeowners with the option of opening the windows. It is essential that the ventilating holes at the base of the storm window be kept clear to prevent potential damage to the sill and window due to moisture condensation.

Wooden storm or screen doors with a full light—one large pane of glass—conceal less of an existing door and are more compatible in material and detail with the historic character of district residences that predate 1945 than metal storm/screen doors. Their visual impact can be further lessened by selecting a painted or stained finish in a color compatible with the existing door.

The visual impact of mechanical units, communication equipment, solar panels, skylights, and utility meters should be minimized through inconspicuous siting in rear or side yard locations and screening with plantings or fencing. If attached directly to the historic building, locate them only on a non-character- defining elevation or roof slope that is not visible from the street.

1. Retain and preserve the inherent energy-conserving features of historic buildings and their sites.
2. Improve the energy efficiency of historic buildings by following appropriate maintenance practices including weather-stripping openings, caulking, and re-glazing loose window panes. Consider installing storm windows and doors and, if historically appropriate, operable shutters or awnings.
3. Install narrow-profile storm windows so they do not obscure or damage the historic window sash and frame. Minimize their visual impact by aligning the meeting rails of operable sash with the existing sash division of double-hung windows and select painted or enamel finishes that are compatible with the color of the sash. It is not appropriate to install storm windows with a bare aluminum finish in the historic district.
4. Install full-light wooden or metal screen/storm doors so they do not obscure or damage the historic door and frame. Minimize their visual impact by selecting painted, stained, or baked enamel finishes that are compatible with the color of the existing door. It is not appropriate to install bare aluminum storm doors on district properties that predate 1945.
5. Replace deteriorated or missing wooden shutters with new wooden shutters that match the originals in design and are sized to fit the openings and mounted so they can be operated. It is not appropriate to install shutters in locations where they were not used historically.
6. Install fabric awnings, if desired, in historically appropriate locations such as over window, door, storefront, or porch openings. Install awnings with care to ensure that historic features and details are not obscured or damaged.
7. Install low-profile ridge vents only if they will not destroy historic roofing materials and details.
8. Install mechanical equipment, such as heating and air conditioning units, in areas and spaces that require the least amount of alteration to the appearance and materials of the building. Screen from view.
9. Minimize the visual impact of new mechanical and communication equipment and utilities by locating them inconspicuously in areas not visible from the street and by screening them from view.
10. It is not appropriate to install condensers, solar collectors, skylights, ventilators, above-ground transformers, backflow preventors, hot boxes, and other mechanical or communication equipment on roof slopes or building elevations that are visible from the street or in locations that compromise the architectural integrity of a building.
11. It is not appropriate to replace operable windows and transoms with fixed glazing, to replace clear glazing with tinted glazing, or to replace multiple paned doors or windows with single thermal sash with flat, applied muntins.



This historic outbuilding was relocated and restored along with its primary structure, the Dickson House.



Detached garages, like this one with a shed extension, are typically set back from the principal structure at the end of driveway within the district.

Throughout Hillsborough's history, its many residences were often complemented by an assortment of outbuildings for specialized activities and storage in the backyard. Detached kitchens, privies, well houses, carriage houses, and various sheds and small storage buildings were far more common a century ago. Over time, the types of outbuildings have changed. Today, the most common surviving secondary structures are garages and carports. Detached single bay garages and car sheds have expanded to double-bay structures. On some post-1945 houses, the garage or carport has become a more prominent feature directly connected to the house and far more visible from the street.

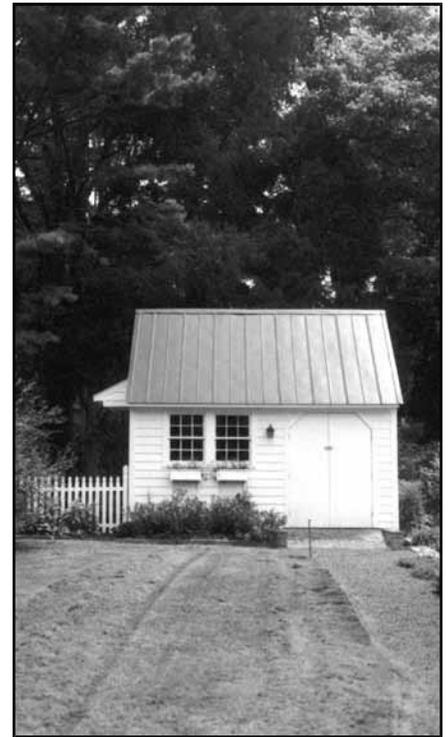
Original outbuildings, garages, carports, storage buildings, sheds, privies, detached kitchens, and other accessory structures are all historic buildings that warrant preservation. Beyond their architectural value, these secondary structures contribute to the overall spatial and visual character of individual sites and the historic district as a whole. They also provide a broader understanding of the activities and lifestyles associated with previous residents of the historic district.

Considerations

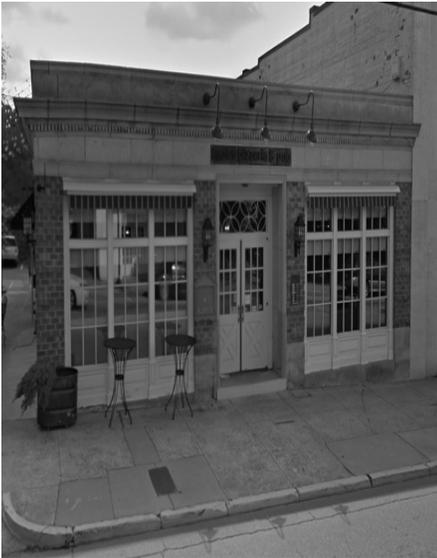
The routine maintenance and repair of outbuildings and garages parallels that of the primary buildings in the historic district. Likewise, replacement of deteriorated materials and features is covered under the relevant design guidelines in this section.

Design guidelines for New Construction of Outbuildings and Garages are addressed on page 36.

1. Retain and preserve outbuildings and garages that contribute to the overall historic character of a district property including their functional and decorative features and details.
2. Retain and preserve materials that contribute to the overall historic character of outbuildings and garages.
3. Maintain and protect the features, material surfaces, and details of outbuildings and garages through appropriate methods.
4. Repair the features, material surfaces, and details of outbuildings and garages using repair methods appropriate to the specific material.
5. Replace in kind any portion of an outbuilding or garage that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, sash or panel configuration, detail, texture, and color. Retain as much original fabric as possible. Consider substituting compatible materials for the original only if it is not technically feasible to replace in kind.
6. If an outbuilding or garage is completely missing, replace it with a new feature that is based upon accurate documentation of the original or is a new design compatible in scale, material, and detail with the historic character of the building and district. See design guidelines for New Construction of Outbuildings and Garages on page 36.
7. It is not appropriate to compromise the historic integrity of a district property by eliminating historic outbuildings or garages.
8. It is not appropriate to conceal or remove material surfaces or details of historic outbuildings or garages—including doors, windows, siding, masonry, and architectural trim.
9. It is not appropriate to create a false sense of historical development by making changes to outbuildings and garages, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.



An appropriately-restored outbuilding.



Retractable fabric awnings and a recessed entry lined by large divided-lite display windows are prominent features of this storefront.



A recessed corner entry with a mosaic tile floor and wooden entry doors with full glazing are distinctive historic elements of this storefront.

A variety of storefronts representing different eras add interest and vitality to the commercial area of Hillsborough's historic district. For most historic commercial buildings, the storefront is the most prominent architectural feature. Connecting the building façade to the sidewalk and street, the storefront is typically distinguished by large display windows flanking the primary entrance. A change in building materials below a mid-cornice also differentiates the storefront from the rest of the street façade. Some storefront entrances are recessed to provide a more gracious transition from the sidewalk to the building interior. Traditional storefront features include transoms, signboards, awnings, and bulkhead panels beneath the display windows. Historically, materials for the bulkhead area range from wood panels, to brick, stone, carratiles, ceramic tiles, and enameled metal panels. Over the years, storefronts were often altered to reflect a more up-to-date image to the public. If previous unsympathetic alterations conceal original transoms, decorative tile work, and other features, the owner may choose to reveal and repair those features.

Considerations

The maintenance and repair of storefronts is similar to that for any other windows, doors, and entrances. Given the visual prominence of the storefront, every effort should be made to retain and preserve original storefronts. It is important to match original materials in dimension, pattern, scale, detail, and color. The removal of a historic storefront significantly diminishes the architectural character of a commercial building as does the replacement of original materials and features with incompatible, modern materials.

Some original storefront entrances can present challenges in providing accessibility to those with disabilities due to raised or recessed entrances. The guidelines for Accessibility and Life Safety Considerations provide more information on accessibility issues. In addition, see the guidelines for Signage for more information on appropriate signage and the guidelines on Exterior Lighting for more information regarding appropriate lighting.

1. Retain and preserve storefronts that contribute to the overall historic character and form of a district commercial building including their functional and decorative features and details.
2. Retain and preserve storefront materials that contribute to the overall historic character of the building.
3. Maintain and protect the features, material surfaces, and details of storefronts through appropriate methods.
4. Repair the features, material surfaces, and details of storefronts using repair methods appropriate to the specific material.
5. Replace in kind any portion of a storefront that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, sash or panel configuration, detail, texture, and color. Retain as much original fabric as possible. Consider substituting compatible materials for the original only if it is not technically feasible to replace in kind.
6. If a storefront is completely missing, replace it with a new feature that is based upon accurate documentation of the original or is a new design compatible in scale, material, and detail with the historic character of the building and district.
7. Install fabric awnings over storefronts, if desired and historically appropriate, so that historic features of the building are not damaged or obscured.
8. It is not appropriate to compromise the architectural integrity of a building by introducing or eliminating storefronts on character-defining elevations.
9. It is not appropriate to conceal or remove material surfaces or details of historic storefronts —including transoms, signboards, display windows, entrance doors, ceramic tile entries, awnings, bulkheads, and architectural trim.
10. It is not appropriate to create a false sense of historical development by making changes to storefronts, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.



Appropriately-restored storefront.



III. New
Construction
and Additions



By presenting a compatibly-scaled facade to the street and stepping the massing of the house back into the site, the perceived size of this new residence is minimized.



The roof form, building form and scale, window configuration, and siting of this modular house enhance its compatibility within the district.



The overall scale and massing as well as the use of brick facades and bands of appropriately scaled windows successfully relate this institutional building to the district.

The introduction of new buildings that respect and enhance the visual and spatial character of Hillsborough’s historic district can contribute to its ongoing vitality and viability. It is not necessary or desirable to directly mimic historic building designs in the historic district; rather, compatible contemporary designs are encouraged. The compatibility of any proposed new construction must be evaluated in terms of both the building and its siting.

Considerations

The proposed siting of a new building on a specific lot within the district must be consistent with the setback and spacing of the surrounding buildings. Within the district, most residential and commercial buildings are oriented to the street with the front façade running parallel to it. However, in the commercial area, historic buildings abut the sidewalk and in the residential areas setbacks from the street front lawns provide a buffer from the public right-of-way. Because lot size, lot coverage, and building placement vary tremendously within Hillsborough’s historic district, siting decisions must relate to the immediate context. Beyond that, the physical and visual characteristics of the proposed building site including its topography and landscaping can also direct the design and enhance the new building’s compatibility. New construction projects trigger site modifications such as driveways, landscaping, lighting, and walkways. All related site changes must be reviewed according to the pertinent design guidelines found in the Historic District Setting section.

Beyond site considerations, the design of the proposed building must be reviewed for compatibility with surrounding buildings that contribute to the historic character of the district. Fundamental compatibility criteria include height, roof form, massing, and scale. By analyzing the buildings that surround a proposed site in these terms, it is possible to reveal how significant each of these criteria is. It is especially important to ensure that the overall proportion of the street façade and the roof form, as viewed from the street, are similar to those of neighboring historic buildings. Scale refers to the size of the construction units and their architectural details in relation to the size of humans. Like scale, height consistency is an important compatibility criterion.

Building materials, features, openings, details, textures, and finishes characteristic in the historic district provide additional criteria for assessing the compatibility of the proposed building design. Front porches, chimneys, bays, raised foundations, and storefronts are all examples of historic building features found within the historic district. Particular attention should be paid to the spacing, scale, placement, proportion, and size of openings and the design of the doors and windows that fill them. The selection of materials and textures that clad the building and related exterior trim and details offer additional opportunities to relate proposed new construction to its immediate context within the historic district.

The use of artificial and composite materials for the exterior of new primary buildings is discouraged. Their possible approval for new construction will be determined on a case by case basis. The primary determining factor will be the materials of adjacent structures.

1. Site new primary buildings so they are consistent in terms of setback and orientation from the street and spacing between existing buildings with surrounding buildings which contribute to the historic character of the streetscape.
2. Design the primary building so that the overall character of the adjacent streetscape and the building site, including its topography and any significant site features, are maintained.
3. Follow the relevant design guidelines under Historic District Setting in planning related site modifications.
4. Minimize any grading or site disturbance during construction to prevent damage to significant site features and unknown archaeological resources.
5. Protect significant site features, including mature trees and known archaeological resources, from damage during—or as a result of—construction.
6. Design new primary buildings to be compatible in height, roof form, scale, massing, material, detail, and proportion of the street facade with surrounding buildings that contribute to the historic character of the district.
7. Locate and size door and window openings in new primary buildings so they are compatible in placement, orientation, spacing, proportion, size, and scale with those of surrounding buildings that contribute to the historic character of the district.
8. Select doors and windows for new primary buildings that are compatible in material, proportion, subdivision, pattern, detail, and finish with those of surrounding buildings that contribute to the historic character of the district.
9. Select materials and finishes for new primary buildings that are compatible in composition, texture, scale, pattern, module, detail, finish, and color with those of surrounding buildings that contribute to the historic character of the district.
10. Design new primary buildings to be compatible with but differentiated from historic buildings in the district. Unless the building is an accurate reconstruction, it is not appropriate to create a false sense of historical development through the duplication of historic features or details from an earlier era on a new primary building.



Appropriate new construction.



This compatible double-bay garage/storage building employs traditional materials, doors, roof form and orientation.



A gable-shaped, standing seam metal roof and simple traditional detailing relate this small pool house to its site and the district.

Throughout Hillsborough’s history, its many residences were often complemented by an assortment of outbuildings for specialized activities and storage in the backyard. Detached kitchens, privies, well houses, carriage houses, and various sheds and small storage buildings were far more common a century ago. Over time, the types of outbuildings have changed. Today, the most common surviving secondary structures are garages and carports. Detached single bay garages and car sheds have expanded to double-bay structures. On some post- 1945 houses, the garage or carport became a more prominent feature directly connected to the house and far more visible from the street. The challenge in adding a new garage or outbuilding is to determine the most appropriate design solution given the specific site and the architectural era of the house.

Considerations

The design and siting of new outbuildings, garages, sheds, carports, and other accessory buildings within the historic district requires careful analysis of the specific site and primary structure. While a wide range of accessory buildings is found within the district, not all types are appropriate for all sites and the design solution must be appropriately tailored. For example, an attached double bay carport or garage may be quite appropriate for a post 1945 ranch house, but would not be appropriate for a Greek Revival house. In terms of siting, earlier garages or carriage houses in the district are often set back behind the principal structure at the end of a single lane driveway. Small storage buildings were often constructed towards the rear property line, far from the house. Later, the garages and the modern carport moved closer to the houses and expanded to accommodate two cars—eventually connecting directly with the house in full view from the street.

Beyond the pivotal questions of siting and overall form, the size and height of the secondary structure must be carefully considered. What is appropriate will vary depending on the size of the lot and the principal structure. Existing outbuildings or garages for similar houses on similar lots can offer direction as well. Without question, however, accessory buildings should always defer to the primary building and never visually overwhelm the house or site. As with any new construction project, additional criteria for evaluating the compatibility of proposed new outbuildings and garages with the primary building on the site and with other outbuildings or garages in the district include the placement and design of windows and doors and the composition, texture, scale, pattern, detail, finish, and color of materials. The use of artificial and composite materials for the exterior of new garages and outbuildings is discouraged. Their possible approval for new construction will be determined on a case by case basis. The primary determining factor will be the materials of adjacent structures and visibility of the new structure from the street.

Occasionally, the need for additional storage on site may best be met by a simple utilitarian building if the structure can be discreetly located on the site so that it does not diminish the historic character of the primary building or site. A number of stock prefabricated storage buildings are readily available for this purpose. It is important to select one that is simply detailed and is compatible with the primary building in roof form, scale, and materials, and color.

1. Site and orient new outbuildings or garages in locations that are compatible with the traditional relationship of outbuildings or garages to district houses of similar architectural style and sites of similar size.
2. Design new outbuildings and garages to be compatible in roof form, scale, massing, material, and detail with the historic character of the primary building on the site and with other historic outbuildings or garages in the district. Maintain the traditional height and proportion of historic outbuildings and garages in the historic district.
3. Select doors and windows for new outbuildings and garages that are compatible in placement, material, proportion, subdivision, pattern, and detail with doors and windows of the primary building on the site and with other outbuildings and garages that contribute to the historic character of the district.
4. Select materials and finishes for new outbuildings and garages that are compatible in composition, texture, scale, pattern, detail, finish, and color with the primary building on the site and with other outbuildings or garages in the district.
5. Minimize any grading or site disturbance during construction and limit the use of heavy construction equipment to prevent destroying unknown archaeological resources.
6. Protect significant site features, including mature trees and known archaeological resources, from damage during—or as a result of—construction.
7. Introduce simple, utilitarian storage buildings only in locations that will not compromise the overall historic character of the primary building or the visual and spatial character of the site.
8. It is not appropriate to site a new outbuilding or garage in a location that will require the removal of a significant site feature or building element.
9. It is not appropriate to design new outbuildings and garages that visually overpower the primary structure due to their size, height, or siting.
10. It is not appropriate to introduce a prefabricated outbuilding in the historic district if it is not compatible in height, size, scale, materials, proportion, and details with historic outbuildings in the district.



Appropriate new construction of an outbuilding.



The panel and window configuration of these overhead garage doors visually relate them to traditional garage and shed doors within the district.



The size of this one-story rear side addition on the original house is visually minimized by its changes in roof form and massing.



The use of a simple shed roof and bands of small windows for this rear addition echo the details of an enclosed rear porch.

It is rare to find a historic building that has not been altered and expanded in some way over time. In fact, accommodating changes in lifestyle and occupants over time, may be essential to the ongoing useful life of a building. However, in the Hillsborough historic district, the challenge is to weigh individual needs against the district’s historic and architectural integrity. Consequently, additions should be kept to a minimum. It is of utmost importance that an addition does not visually overpower the original building, compromise its historic integrity, misrepresent its chronology, or destroy significant features of the building or site. Also, the footprint of the addition should not significantly change the ratio of built area to unbuilt area of the site.

Considerations

An addition should never conceal or compromise the original form and massing of the historic building— it should be visually differentiated from the original building. At the same time, additions should be compatible with the original building in terms of height, roof form, scale, massing, surface materials, detail, and proportion. Both additions that echo the architectural style of the original building *and* additions that introduce a compatible contemporary style are appropriate approaches for designing additions in the historic district.

The use of artificial and composite materials for the exterior of new additions is discouraged. Their possible approval for new construction will be determined on a case by case basis. The primary determining factor will be the materials of the existing building and those of adjacent structures.

With any addition, it is always preferable to design additions so that they can be removed in the future without further damage to the historic building to prevent additional loss of historic fabric.

As with any new construction project, care must be taken to protect the site and any significant site features from damage during construction.

1. Retain and preserve earlier additions that contribute to the overall historic character and form of a district building.
2. Locate new additions cautiously and only on non-character defining elevations, usually rear or side-rear walls, so they do not compromise the architectural integrity of the historic building.
3. Minimize the size, scale, and height of new additions so they do not visually overpower the historic building or substantially alter the site's proportion of constructed area to unbuilt area.
4. Design the addition so that the overall character of the historic building and the building site, including its topography and any significant site features, are preserved.
5. Minimize any grading or site disturbance during construction and limit the use of heavy construction equipment to prevent damage to significant site features and unknown archaeological resources.
6. Protect significant site features, including mature trees and known archaeological resources, from damage during—or as a result of—construction.
7. Design new additions to be compatible in height, roof form, scale, massing, surface materials, detail, and proportion with the historic building.
8. Locate and size door and window openings in new additions so they are compatible in placement, orientation, spacing, proportion, size, and scale with those of the historic building.
9. Select doors and windows for new additions that are compatible in material, proportion, subdivision, pattern, detail, and finish with those of the historic building.
10. Select materials and finishes for new additions that are compatible in composition, texture, scale, pattern, module, detail, finish, and color with those of the historic building.
11. Design new additions to be compatible with but differentiated from the historic building. Design and construction of an addition should preserve clear visual delineation of the original building and its changes over time.
12. Minimize the damage to the historic building by constructing additions to be self-supporting, if possible. Attach additions to the historic building with care so that any loss of historic fabric is minimized.
13. It is not appropriate to introduce an addition if it will require the loss of a character-defining building or site feature, such as a porch or mature tree.



The horizontal line created by the change in exterior wall material and visual subdivision of the massing by the three roof gables relate this institutional addition to the original building while minimizing its enormous size.



This rear deck is inset from the side of the house and the planter boxes and railings that enclose the deck and stairs are appropriately simple in their detailing.

The contemporary version of the terrace or patio, a deck typically expands the living area into the backyard. Decks are generally constructed of wood and rise above the building's foundation to align with the first-floor level of the house. Often, a set of steps connects the deck to the yard.

Considerations While it is certainly possible to discreetly add a deck to a historic building without compromising its architectural integrity, care must be taken in determining its location, scale, and design to ensure it does not visually overpower the building or site. Locating a deck on a rear elevation generally makes it less visible from the street while enhancing the sense of privacy for the homeowner. In setting the deck at least six inches from either rear building corner further minimizes its visual impact and also avoids damage to exterior trim work. Further, it is an important to design the deck so significant building features, such as a bays or porches, are not destroyed, and mature trees and other key site features are not lost. By constructing the deck to be structurally self-supporting, connections to the historic building and related damage of historic fabric can be minimized. In terms of scale, it is best to keep the size of the deck modest to avoid overpowering the building or site— its addition should not significantly change the proportion of open area to built-mass for the building site.

It is wise to construct decks of naturally decay-resistant wood, such as cypress or redwood, or pressure-treated lumber to increase their resistance to the elements. Likewise, painting or staining them will help protect them from the deteriorating effects of ultraviolet light and moisture. At the same time, the use of a compatible color of paint or stain will soften the impact of the deck addition as will the screening of the deck structure with foundation plantings or square-patterned lattice panels. Generally, decks are high enough above ground level to require a railing for safety and to necessitate steps. Since the deck is a contemporary feature, it is not desirable to imitate original railings or steps of the historic building to make it appear historic. Rather, homeowners should select simple details that are compatible with the historic building in scale and proportion for the rails and steps.

As with any construction work in a historic district, care should be taken to minimize the impact of the construction activity on the site. Mature trees should be protected from damage and the use of heavy machinery that disturbs or compacts the soil should be avoided.

1. Introduce decks inconspicuously in areas that are not visible from the street—usually on the rear elevation, inset from either rear corner. Locate the deck with care so that it does not damage or conceal significant historic features or details.
2. Minimize the visual impact of the deck by limiting its size and scale. It is not appropriate to introduce a deck if it will visually overpower the building or site or substantially alter the site's proportion of constructed area to unbuilt area.
3. Minimize the damage to the historic building by constructing decks to be self-supporting. Attach them to the historic building with care so that loss of historic fabric is minimized.
4. Align decks typically with the height of the building's first floor and screen the deck's structural framing with foundation plantings, lattice, or other compatible screening materials.
5. Design and detail decks and the related steps and railings so they are compatible with the scale, material, and proportions of the historic building.
6. Paint or stain decks in colors that are compatible with the color of the historic building.
7. It is not appropriate to introduce a deck if it will require the loss of a character-defining building or site feature, such as a porch or mature tree.
8. During construction of a deck, protect significant site features, such as mature trees from damage by minimizing ground disturbance and limiting the use of heavy construction equipment.



Square-patterned lattice panels screen the structure of this deck, which rises well above the yard to align with the first floor of the house.



IV. Historic District Setting



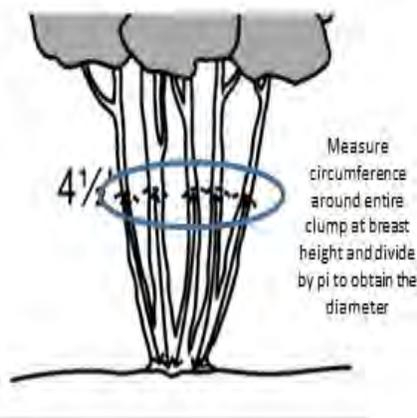
An expansive grassy front yard, foundation plantings, and large deciduous trees enhance the setting of this district residence.

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

Considerations

The protection of site features and plantings is essential in preserving the historic character of the district. Whenever a mature tree or hedge is removed— whether diseased, storm damaged, or healthy—the character of the district is diminished. Replacement in kind or with a like species is important unless there is other evidence presented or other factors present on the property that calls for a different treatment.

Measuring Multi-stemmed Trees



The above diagram shows the correct way to calculate the diameter of a multi-stemmed tree based on its circumference.

Removal of any healthy mature deciduous tree larger than 24 inches in diameter or any evergreen tree larger than 30 inches in diameter at 4 to 4.5 feet above the ground (breast height) requires a Certificate of Appropriateness to be issued by the Historic District Commission as does site work related to new construction or parking areas. The diameter of all trees, whether single trunk, multi-stemmed, or multi-trunk, should be measured using the aggregate circumference of all trunks or stems at breast height divided by pi (3.14). The figure to the left shows how multi-stemmed or multi-trunk trees in particular should be measured. Healthy trees with diameters smaller than these thresholds will be subject to the minor works review process, as will trees of any size that are determined by an ISA-certified arborist to be clearly diseased and in imminent need of removal, as well as those trees determined by staff to be clearly dead, dying, or posing an imminent threat to public safety.

Existing constructed site features, including terraces, fountains, patios, arbors, and gazebos, should be preserved and maintained. It is also important when adding similar new site features to site them so they enhance rather than detract from the character of the site and district as a whole.

The introduction of a contemporary site feature—such as a



An example of tree protection fencing being used to protect a tree from damage during construction. The fencing should extend to the edge of the drip line of the tree when possible to provide the greatest amount of protection to the roots.

swimming pool, dumpster, playground equipment, or storage unit—must be carefully considered in terms of its intrusiveness on the character of the site and the district. In some cases, screening and discreet siting can reduce the negative impact of the contemporary feature on the historic district. Sometimes, however, a proposed feature may be too inconsistent with the character of the site or the district to be successfully incorporated. Temporary site features are not reviewed.

Finally, it is crucial during new construction or other site work that mature trees and other historic site features be protected from damage while the work is executed and from delayed damage as a result of the work through the use of tree protection fencing, and careful grading and land clearance practices. The Historic District Commission reviews and addresses requirements for site construction as it relates to protection of mature trees and historic site features on a case-by-case basis.

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



Appropriate brick walkway.



Decorative cast iron picket fences like this one were traditional choices for front and side yards in the late 19th century



A combination of wood panels and pickets and wooden gates set within brick columns screen this backyard from a side street and enhance privacy

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

Considerations

Ongoing maintenance and repair is essential to preserving existing fences and walls. The life span of both wood and iron fences can be extended if the bottom edge can be protected from ground moisture and if they are protected by a sound coat of paint. Pickets and panel fencing are typically painted or stained white or left natural. To prevent rust and corrosion of iron fences, loose paint and rust should be removed with a wire brush and the fences primed immediately with an appropriate metal primer prior to painting in a traditional dark green, black, or brown. If replacement is necessary, a variety of traditional iron fencing is readily available today. Stone or brick walls should be maintained as exterior masonry building walls are. Information on their repair can be found in the guidelines for masonry. Retaining walls can begin to lean, crack, or settle if they are not properly supported and drained. Manufactured stone and block walls are not appropriate in the historic district.

In the historic district, proposals for new fences to enhance the site, improve security, or increase privacy are reviewed in terms of their location, material, dimension and design. The compatibility of proposed materials, height, configuration, scale, detail, and finish with other fences and walls in the district is reviewed as is the proposed configuration for the specific site. Typically, front yard fences do not exceed four feet in height while rear yard fences can reach six or seven feet, grade dependent. For rear yards, simple picket fences and solid privacy fences constructed of wood are considered appropriate. Incompatible contemporary fence types and fencing materials such as vinyl or chain link fencing are not appropriate in the historic district.

1. Retain and preserve fences and walls that contribute to the overall historic character of a district property including their functional and decorative features and details.
2. Retain and preserve materials that contribute to the overall historic character of fences and walls.
3. Maintain and protect the features, material surfaces, and details of fences and walls through appropriate methods.
4. Repair the features, material surfaces, and details of fences and walls using repair methods appropriate to the specific material.
5. Replace in kind any portion of a fence or wall that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, configuration, detail, texture, and color. Retain as much original fabric as possible. Consider substituting compatible materials for the original only if it is not technically feasible to replace in kind.
6. If a fence or wall is completely missing, replace it with a new feature that is based upon accurate documentation of the original or is a new design compatible in scale, material, and detail with the historic character of the building and district.
7. Site new fences or walls, if necessary, in locations that are compatible with the traditional relationship of fences or walls to district properties of similar architectural style and sites of similar size.
8. Design new fences or walls to be compatible in materials, height, configuration, scale, detail, and finish with other fences and walls in the district.
9. Protect significant site features, including mature trees and known archaeological resources from damage during—or as a result of—construction.
10. Introduce simple utilitarian fences, if necessary, only in rear or rear side yard locations where they do not compromise the historic character of the site or district. It is not appropriate to introduce vinyl or chain link fences.



Appropriate wood fence and arbor



Above a scalloped wooden privacy fence borders a rear property line and screens the view of parking from the adjacent property



Mature shrubs flank this brick front walk that leads via steps from the sidewalk to the front door.



Landscaped buffers and large shade trees soften the impact of a paved off-street parking area in the commercial district.

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

Considerations

Regular maintenance and repair of deteriorated walkway and driveway surfaces helps preserve the historic character of the historic district. Proposals for new walkways, driveways, and curb cuts should be designed to enhance the existing neighborhood character and compliment other historic site features. As a result of the growing need to accommodate more automobiles, off-street parking areas can have a significant impact on the residential areas of the historic district. When located as inconspicuously as possible and screened through the use of plants and fences or walls, new parking areas can sometimes be successfully integrated into larger rear yards. Existing trees should be protected whenever possible and new trees can diminish the impact of glare, heat, and noise. Planting islands or medians can reduce the visual impact of large paved areas. Parking areas should be paved with appropriate materials such as crushed stone, gravel, brick, concrete, or asphalt. It is critical to limit the area of new paving on any property so that the ratio of built or paved area to green space is not significantly altered. New parking in residential areas should never abut the principal building on a site but should allow an area for green space.

1. Retain and preserve walkways, driveways, and off-street parking areas that contribute to the overall historic character of a district property including their functional and decorative features and details.
2. Retain and preserve materials that contribute to the overall historic character of walkways, driveways, off-street parking areas.
3. Maintain and protect the features, material surfaces, and details of walkways, driveways, and off-street parking areas through appropriate methods.
4. Repair the features, material surfaces, and details of walkways, driveways, and off-street parking areas using repair methods appropriate to the specific material.
5. Replace in kind any portion of a walkway, driveway, or off-street parking area that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, configuration, detail, texture, and color. Retain as much original fabric as possible. Consider substituting compatible materials for the original only if it is not technically feasible to replace in kind.
6. If a walkway, driveway, or off-street parking area is completely missing, replace it with a new feature that is based upon accurate documentation of the original or is a new design compatible in scale, material, and detail with the historic character of the building and district.
7. Site new walkways, driveways, and off-street parking areas, if necessary, in locations that are compatible with the traditional relationship of walkways, driveways, and off-street parking areas to district properties of similar architectural style and sites of similar size. In residential areas of the district, it is not appropriate to locate new off-street parking areas in locations that are visible from the street, if the paving will abut the primary building, or if the site's proportion of constructed area to unbuilt area will be substantially altered.
8. Design new walkways, driveways, and off-street parking areas to be compatible in materials, scale, and configuration with the specific site, the building, and the district.
9. Design new walkways, driveways, and off-street parking areas so that the general topography of the site and significant site features are not altered, damaged, or lost. Protect significant site features, including mature trees and known archaeological resources from damage during—or as a result of—construction.
10. Screen new off-street parking areas in residential areas of the district from view and minimize their visual impact on adjacent properties through the use of perimeter plantings, fences, walls, or hedges. Subdivide large parking areas with interior planting medians or islands to lessen their visual impact.



A shallow driveway in the residential area of the district is defined by brick pavers and screened by hedges and fencing.



Tree-lined sidewalks, border plantings, and low retaining walls or fences enhance the character of many residential streets in the district.



In the commercial area of the district, wide concrete sidewalks are visually softened in places by portable planters, benches, and small planting strips along the curb.

The overall historic character of Hillsborough's historic district is defined not only by the individual buildings and sites but also by the public areas that connect them. These public areas include the public parks, cemeteries, streets, streetlights, street and traffic signs, sidewalks, and planter strips between the sidewalk and the street. The Town of Hillsborough and, for some streets, the North Carolina Department of Transportation are responsible for the public right-of-way and its ongoing maintenance.

Considerations

Although the public right-of-way has evolved and changed over the years, much of its historic character remains. Mature street trees, concrete sidewalks, rubble stone retaining walls, and even the irregular topography of the streetscape are all examples of public right-of-way features that enhance the historic district. Proposed changes to the streetscape should respect its historic character.

Beyond routine repairs and ongoing maintenance, new plantings, signage, benches, utility equipment, sidewalks, and other changes to the public right-of-way should all be reviewed to assess their compatibility in terms of materials, location, design, scale, and color.

To minimize the introduction of street side post-style mailboxes within the district, the local postmaster reviews requests for continued house delivery of mail on a case by case basis.

It is important to retain the existing tree canopies along streets within the historic district by replacing damaged or diseased mature trees with trees of similar species and carefully pruning mature trees so their shape is not dramatically changed through "topping" or excessive pruning.

1. Retain and preserve public right-of-way features that contribute to the overall historic character of the historic district including their functional and decorative features and details.
2. Retain and preserve materials that contribute to the overall historic character of the public right-of-way. Replace in kind any damaged or deteriorated historic features.
3. Trim or prune trees in the public right-of-way in a manner that preserves the existing tree canopy.
4. Limit signage in the public right-of-way to signs necessary for traffic and pedestrian safety. Site and locate signs to minimize their impact on the historic character of the district.
5. Protect significant site features in the public right-of-way, including mature trees and known archaeological resources, from damage during—or as a result of—construction.
6. Introduce elements such as benches, mailboxes, trash receptacles, and newspaper racks in locations that minimize their impact on the historic character of the district. Select street furniture, such as benches, and street lights that are compatible with the historic district in terms of design, material, and scale.
7. Minimize the introduction of new utility poles, transformers, cables, and wires in the public right-of-way so that the historic character of the district is not compromised by a proliferation of these elements.



Appropriately located wood and metal street furniture along with an inviting tree canopy and limited street signage help promote pedestrian activity while preserving the streetscape



Exploratory archaeological trenching at Ayr Mount in July 2000 revealed new information about earlier site features and accessory buildings.

The material evidence of any past human activity found below or partially below the ground is considered an archaeological resource. Given the broad time span of Hillsborough's historic district, archaeological features can provide useful information about the history of the district and the lifestyles of the previous inhabitants. Arrowheads, old wells, cisterns, foundation stones, piers, walkways, privies, soil stratifications, and even buried rubbish piles can offer insight into the locations of earlier additions and outbuildings, fence lines, garden patterns, and pathways. The exposure of such archaeological features endangers them by exposing them to the elements, accelerating their deterioration. Therefore, protecting and preserving archaeological resources is best accomplished by leaving them undisturbed—in situ.

Considerations

Re-grading a site, excavating for new construction, or even landscaping projects can uncover archaeological features as the ground is disturbed. For this reason, ground disturbance in the historic district should be minimized. If a minor project, such as adding a drainage path or walkway, should reveal archaeological evidence, the property owner is encouraged to document the features through photographs before continuing with the work. For large construction or excavation projects, the planning stage should include an archaeological review by a professional archaeologist to determine if the project will likely destroy significant archaeological resources. The Office of State Archaeology in the North Carolina Division of Archives and History will provide this assistance to property owners.

1. Retain and preserve known archaeological features that are significant to the site or the historic district.
2. Maintain and protect known archaeological features from damage during—or as a result of—construction or site work. It is not appropriate to use heavy equipment or machinery on district sites containing significant archaeological features.
3. Minimize grading, site disturbances, and other changes in terrain within the historic district to reduce the potential danger to known or unknown archaeological resources.
4. If a significant archaeological feature cannot be preserved in place, work with professional archaeologists using current archaeological methods to plan and execute any necessary investigation.
5. If archaeological resources are exposed during site work and cannot be preserved in place, record the archaeological evidence.





Unobtrusive low-level lighting fixtures like this one can discreetly provide additional lighting along a pathway.



Pedestrian-scaled lamps on posts like this one are appropriate for site lighting within the historic district.

Much of Hillsborough's historic district predates the introduction of electrical lighting. Even as late as the mid-twentieth century, exterior lighting in residential areas was quite minimal with occasional street lamps and simple porch or entry lights.

Considerations

Concerns with safety and security often lead to increased use of exterior lighting within the historic district. It is important when introducing porch, entry, or security lighting that adequate illumination is provided without detracting from the historic building or site. It is also important not to allow exterior lighting of one site to cause problems by invading adjacent properties. The selective use of low-level, pedestrian-scale lighting in key locations and the use of directional fixtures can prevent the over-illumination of individual properties and the district as a whole. Foot lights, bollards, recessed lighting, and lights on modest-height posts are all appropriate choices within the historic district. Supplemental site lighting should light the path or steps instead of the entire yard. The use of timers or motion sensors can also minimize the impact of exterior lighting and save energy.

Review proposed new lighting to determine its compatibility in terms of orientation, location, brightness, height, scale, material, and configuration with the historic character of the building, site, and district.

1. Retain and preserve exterior lighting fixtures that contribute to the overall historic character of a district property including their functional and decorative features and details.
2. Retain and preserve materials, features, details, and finishes of historic lighting fixtures.
3. Repair the features, material surfaces, and details of historic lighting fixtures using repair methods appropriate to the specific material.
4. Replace deteriorated, damaged, or missing exterior lighting fixtures with new fixtures that are compatible in design, scale, material, finish, and detail with the historic character of the building and district.
5. Introduce new exterior lighting, if necessary, in traditional locations that do not compromise or diminish the overall historic character of the building, site, or district. Design the new lighting to be compatible in orientation, location, brightness, height, scale, material, and configuration with the historic character of the building, site, and district.
6. Introduce new low-level lighting, if necessary, in residential areas of the district to ensure safety and security. Minimize their visual impact on the site by using discreet, unobtrusive fixtures—such as recessed lights, footlights, directional lights, and lights on human-scale posts. Locate such fixtures with care to prevent site lighting from affecting adjacent properties.
7. It is not appropriate to over-illuminate the facades or front yards of district houses or to introduce indiscriminate lighting. It is not appropriate to create a runaway effect along front walkways by introducing multiple lights.
8. It is not appropriate to introduce period lighting fixtures from an era earlier than the historic building in an attempt to create a false historic appearance.



Appropriate residential lighting.



Portable “sandwich board” signs like the one above add visual interest in the commercial area.



Wooden signboards mounted above an entrance as well as signage screened onto fabric awnings are two traditional methods of introducing signage for commercial buildings in the district.

Historic signage that is incorporated into the architectural detail of commercial and institutional buildings contributes to their historic character of the building and warrants preservation. Signage is often incorporated into the display windows or mid-cornices of historic storefronts or was added as a suspended signboard.

Considerations

New signage within the commercial area of the district should be consistent with traditional locations for signage and should be designed and located so it does not conceal historic architectural features. It is always important to consider the design of the sign, including materials, size, placement, and means of support or attachment. Screening or stenciling signage onto awnings or storefront window or doorway glass can often provide an inexpensive, effective, and compatible means for adding signage to commercial buildings.

In the residential areas of the district, it is equally important to incorporate signage without damaging or concealing significant architectural features and details. Often freestanding signs on low posts or bases adjacent to the front walkway or driveway can minimize their impact. Landscaping and directional low-level lighting can further enhance their effectiveness. Small plaques, historic markers, or wooden identification signs can usually be added near an entrance without compromising the historic building as well.

Distinctive signs or markers identifying historic properties are encouraged. Homeowners who wish to identify their property should take care to consider compatibility of new signs with existing residential signage.

Incompatible contemporary signs—including billboards, plastic, synthetic, resin, vinyl and vinyl adhesive backings, internally lighted, and flashing signs—are not compatible with the character of the historic district. Compatible materials include sandblasted or painted wood, wood with vinyl lettering, and non-printed metal.

Signs within the historic district are subject to the local sign ordinance and shall meet all size requirements identified in the Unified Development Ordinance.

1. Retain and preserve historic signs that contribute to the overall historic character of a district property including their functional and decorative features and details.
2. Retain and preserve materials, features, details, and finishes that contribute to the overall historic character of signage.
3. Repair the features, material surfaces, and details of historic signage using repair methods appropriate to the specific material.
4. Replace deteriorated, damaged, or missing signage with new signage that is compatible in design, scale, material, finish, and detail with the historic character of the building and district.
5. Introduce new signage, if necessary, in traditional locations that do not compromise or diminish the overall historic character of the building, site, or district. Design the new signage to be compatible in orientation, location, height, scale, material, and configuration with the historic character of the building, site, and district.
6. Site new freestanding signage in residential areas of the district on low posts or bases that are compatible with the pedestrian scale of district. Mount small identification signs on building facades in locations that do not damage or conceal significant architectural features or details.
7. Fabricate new signage out of traditional materials, such as wood, stone, or non-printed metal, or apply lettering to glass or awning fabric. It is not appropriate to introduce signage in contemporary materials, such as plastics, synthetics, resins, vinyl adhesive backings, or internally lit or flashing signs that are incompatible with the overall historic character of the historic district.



Compatible sandblasted wood sign



Small projecting wood and metal commercial signs offer businesses a way to clearly identify themselves at a pedestrian scale without compromising the character or integrity of the structure or streetscape



Artwork installed at the public library.

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

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

Considerations

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

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

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



V. Relocation and Demolition



In 1983, the Dickson House was moved by the Preservation Fund of Hillsborough from the intersection of I-85 and Highway 86 to King Street where it was restored for use as a Visitor’s Center.



The restored Dickson House with its new foundation at the King Street site.

Moving a historic building may result in a loss of integrity of context and setting, seriously compromising the significance of the relocated building. It also is a complicated, time-consuming, and expensive process that requires thorough investigation and evaluation. However, moving a building within the historic district should be considered under the following situations: one, as a last alternative to demolition; and two, as part of a larger community revitalization plan that will result in a more compatible setting for the building.

Considerations

It is critical that a move be thoroughly planned and carefully executed to avoid damage to the historic building and to any significant site features along the route. Working with contractors experienced in successfully moving historic buildings will help avoid some of the potential problems. Protecting and securing the building during and after the move is essential. To preserve as much of the architectural and structural integrity of the building, every effort should be made to move the building intact—as a single unit. If the building is relocated within the historic district, the siting and all related site modifications must be approved by the commission.

1. Record the historic building in its original setting and document the existing site conditions through photographs prior to its relocation.
2. Protect the historic building during and after the move by taking the following steps:
 - Thoroughly evaluate the structural condition of the building to determine if it is structurally sound enough to withstand the move,
 - Take all necessary precautions to prevent damage to the structure during the move,
 - Work with contractors, who have experience in moving historic structures,
 - Protect and secure the building from damage due to vandalism or exposure to the elements.
3. Protect significant site features at the original site, along the route of the move, and at the new site from damage during or after the move.
4. If the building is relocated within the historic district, select a new site that is compatible to the original site in visual character and that can provide a similar setting for the historic building in terms of setback and orientation to the street and spacing from other buildings. It is desirable to identify a site where the solar orientation of the building is similar.
5. If the building is relocated within the historic district, review the compatibility of its proposed siting with surrounding buildings according to the relevant guidelines according to the relevant design guidelines for New Construction.
6. If the building is relocated within the historic district, review related proposed site modifications according to the relevant design guidelines under Historic District Setting.



An appropriate method for relocating a historic structure.



The deteriorated district building seen above was systematically disassembled from its former location on Churton and re-assembled on another district property due to an impending development.



The severely deteriorated district building seen above was demolished and a new house was built on the site.

It is a violation of the local zoning ordinance to demolish a building within the historic district without a Certificate of Appropriateness. The demolition of a building that contributes to the special character of Hillsborough's historic district is an irreversible act that is strongly discouraged by the Historic Preservation Commission. Statewide enabling legislation gives the HPC the authority to delay requests for demolition for up to one full year so full consideration can be given to alternatives to demolition. During the delay, the Commission and other interested parties will work with the property owners to identify viable alternatives to razing the building. Property owners are encouraged to work with the Historic Preservation Commission and other interested parties to explore all viable alternatives to demolition.

Considerations

In reviewing a demolition request, the Commission assesses the impact of the proposed demolition on adjacent properties as well as the whole historic district. Serious consideration is given to the following questions:

- What is the threatened building's contribution to the historic district?
- Could the property be sold to someone whose needs it would meet?
- Could the building be adapted to meet the property owner's needs?
- Could the building be moved to another site?
- Will the proposed new use of the site compensate for the loss of the building?

When a request for demolition is submitted, the property owner must also submit a proposed site plan illustrating how the site will be modified following demolition. The property owner is also responsible for documenting the historic building to ensure a permanent record of the building survives. Such documentary photographs and drawings are retained in the Commission's files.

1. Work with the Historic District Commission and other interested parties to seek viable alternatives to demolition.
2. Record the historic building in its original setting and document the existing site and building conditions through photographs and/or drawings prior to its demolition.
3. Salvage, or allow others to salvage, architectural materials and features that could be reused prior to demolition.
4. When requesting a COA for demolition, submit a site plan illustrating the proposed post-demolition site treatment.
5. Protect significant site features, including mature trees and known archaeological resources, from damage during—or as a result of—the demolition.
6. Following demolition, promptly clear the site of all debris.
7. Implement the pre-approved site plan in a timely manner following the demolition.



Extensive fire damage led to the demolition of this district building.



VI.
Appendices

Local Resources

Hillsborough Historic District Commission
Town of Hillsborough Planning Department
P.O. Box 429
101 E. Orange Street
Hillsborough, NC 27278
Phone: 919/296-9473
Fax: 919/644-2390
Email: justin.snyder@hillsboroughnc.gov

Alliance for Historic Hillsborough
150 East King Street
Hillsborough, NC 27278
Phone: 919/732-7741
Fax: 919/732-6322
Website: <http://www.historichillsborough.org/>
Email: sarah@historichillsborough.org

State Resources

State Historic Preservation Officer
North Carolina Division of Archives and History 4618
Mail Service Center
Raleigh, NC 27699-4618
Phone: 919/733-4763

To obtain information on the National Register program and historic structures, contact the Survey and Planning Branch at 919/733-6545.

To obtain technical restoration assistance and information on preservation tax credits, contact the Restoration Branch at 919/733-6547.

To obtain information on archaeological sites, contact the Office of State Archaeology at 919/733-7342. Website: www.hpo.ncdcr.gov/

Preservation North Carolina
220 Fayetteville Street
Suite 200
P.O. Box 27644
Raleigh, NC 27611-7644
Phone: 919/832-3652
Fax: 919/832-1651
Email: info@presnc.org
Website: www.presnc.org

National Resources

Heritage Preservation Services

National Park Service

U.S. Department of the Interior

1849 C Street, NW

Washington, DC 20240

Office of the Director: 202/208-4621

Office of Public Affairs: 202/208-6843

Preservation Assistance Division: 202/343-9578

Website: www.nps.gov/tps

National Trust for Historic Preservation

1785 Massachusetts Avenue, NW

Washington, DC 20036

Phone: 202/588-6000

Website: www.nationaltrust.org

Southern Office of the National Trust for Historic Preservation

456 King Street

Charleston, SC 29403

Phone: 843/722-8552

For information on the Americans with Disabilities Act (ADA), contact:

US Department of Justice

Civil Rights Division

Disabilities Rights

Section P.O. Box 66738

Washington, DC 20035-6738

ADA Information Line:

800/514-0301 (voice)

800/514-0383 (TTY)

ADA Home Page: www.usdoj.gov/crt/ada/adahom1.htm

The national preservation policy for the rehabilitation of historic buildings is articulated in the United States Department of the Interior's Standards for Rehabilitation. These ten national standards describe appropriate preservation treatments with an explicit priority given to retaining and repairing historic features rather than replacing them.

- 1.** A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- 2.** The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
- 3.** Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other historic properties, shall not be undertaken.
- 4.** Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- 5.** Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- 6.** Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- 7.** Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- 8.** Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- 9.** New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- 10.** New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

National Park Service Publications

The National Park Service publishes an ongoing series of technical briefs, books, and leaflets on appropriate preservation treatments and rehabilitation techniques. Ordering information stock numbers, and prices may be obtained from A Catalogue of Historic Preservation Publications requested from the National Park Service, Preservation Assistance Division, P.O. Box 37127, Washington, DC 20013-7127. Information on the Park Service's Technical Preservation Services and its programs is available at their website: www.nps.gov/tps.

Other References

Bishir, Catherine W. *North Carolina Architecture*. Chapel Hill, NC: University of North Carolina Press, 1990.

Blumenson, John J. G. *Identifying American Architecture: A Pictorial Guide to Styles and Terms 1600- 1945*. Nashville, Tenn.: American Association for State and Local History, 1981.

Bullock, Orin M., Jr. *The Restoration Manual: An Illustrated Guide to the Preservation and Restoration of Old Buildings*. Norwalk: Silvermine Publishers, 1966. (721 Carnegie)

Faretti, Rudy J., and Joy Putnam. *Landscapes and Gardens for Historic Buildings*. Nashville, Tenn.: American Association for State and Local History, 1978.

Historic Preservation Foundation and National Park Service. *Caring for Your Historic House*, New York, NY: Harry N. Abrams, Inc., 1998.

McAlester, Virginia and Lee. *A Field Guide to American Houses*. New York: Alfred Knopf, 1984.

Morton, W. Brown, III, et al. *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings*. Washington, D. C.: National Park Service, U. S. Department of the Interior, 1992.

Moss, Roger W. *Century of Color: Exterior Decoration for American Buildings—1820/1920*. Watkins Glen, NY: American Life Foundation, 1981.

Old House Journal. The Old House Journal Corp., 435 Ninth Street, Brooklyn, N. Y. 11215.

Phillips, Steven J. *Old-House Dictionary: An Illustrated Guide to American Domestic Architecture (1640-1940)*. Washington, DC: Preservation Press, 1992.

Weaver, Martin E. *Conserving Buildings: Guide to Techniques and Materials*. New York, NY: John Wiley & Sons, Inc., 1993

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:**

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. **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:**

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:

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 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:

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:

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.

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:

V. 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.

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:

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.

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:

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.

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:

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.
9. Installation of electric vehicle charging stations and related equipment in any existing or proposed driveway or off-street parking area and that are located behind the front line of the primary structure on site. Signage identifying the unit as a charging station may be painted onto the charging station itself or it shall meet the requirements of Section VII.G.6 below. No off-site signage is permitted, and all other on-site signage requires Commission approval.

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:

- M. Windows:**
1. Replacement of windows on historic commercial buildings when the replacement materials are appropriate to the district and where the design, color, and style are determined by staff.
 2. Replacement of overhead doors on commercial, industrial, or institutional properties when the replacement materials are appropriate to the district and where the design, color, and style are determined by staff.
- 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.

VI. 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.

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:

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.

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:

- 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.

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:

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 no taller than 6 feet. 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 no taller than 4 feet 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 no taller than 4 feet. Replacement walls shall be made of wood, natural stone, brick, parged masonry block with rowlock or basket weave brick cap, poured concrete wall with rowlock or basket weave brick cap, or masonry block faced and capped with brick. Use of any 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 existing impervious driveway surfaces.

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:

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.

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:

G. Signage:

- 1.** Commercial projecting and hanging wall signage of painted solid wood, or compatible painted or printed non-wood materials as shown on the Exterior Materials Compatibility Matrix that also comply with the requirements of the Unified Development Ordinance regarding size and location and are a minimum of 0.10" thick. Signs must be installed in traditional locations in such a way as to not damage or conceal architectural features or details on a historic building or property. All hanging or projecting signs must be hung either parallel or perpendicular to the building face.
- 2.** Installation of campus, suite, tenant, or wayfinding signage that complies with the requirements of the Unified Development Ordinance and is made only from painted solid wood or from compatible non-wood materials as shown on the Exterior Materials Compatibility Matrix and are a minimum of 0.10" thick. Signs must be installed in traditional locations in such a way as to not damage or conceal architectural features or details on a historic building or property. All hanging or projecting signs of this type must be hung either parallel or perpendicular to the building face.
- 3.** Wall signage mounted flush against a building façade and installed in traditional locations in such a way as to not damage or conceal architectural features or details on historic structures that are made of painted, torched, or sandblasted solid wood or using only compatible non-wood materials as shown on the Exterior Materials Compatibility Matrix. Signage shall comply with the requirements of the Unified Development Ordinance regarding size and location and must be a minimum of 0.10" thick.
- 4.** Installation of new 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 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, Alumaticore, Alumalite, 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.

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. Durable commercial signage made of solid painted wood or from compatible non-wood materials as shown on the Exterior Materials Compatibility Matrix that are a minimum of 0.10" thick and are mounted flat to the face of an existing wood or metal non-historic freestanding commercial sign. Because the existing sign will become the sign backing material under this provision, the height and width of the proposed durable printed metal sign to be used shall match exactly the dimensions of the existing underlying sign face unless otherwise prohibited by the Unified Development Ordinance.
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 only to the interior of front-facing window or door glass on commercial buildings and are visible from the public right-of-way or pedestrian areas in the historic district.
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 solid painted 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. Materials not shown as compatible in the Exterior Materials Compatibility Matrix shall not be permitted for any portion of the sign; however, a chalkboard face is permitted. Signage must have a minimum 0.10" thickness (or its gauge or metric equivalent) and 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.

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.

1. **Does the project require HDC approval?**
 - A. Is the property in the historic district? Check the Historic District Map. (Hillsborough Historic District Design Guidelines pg. 7)
 - B. Is the project exempt from HDC review? Check the Exempt Works List. (Hillsborough Historic District Design Guidelines pg. 70-73)
 - (1) If the project appears on the list of exempt works the project does not require an HDC review. Contact planning staff to confirm.
 - (2) If the project does not appear on the list, proceed to Step C.
 - C. Is the project a minor work? Check the Minor Works List. (Hillsborough Historic District Design Guidelines pg. 74-85)
 - (1) If the project appears on the list of minor works, contact the planning staff to apply for a minor works review and find out if any other permits are needed.
 - (2) If the project does not appear on the list, proceed to Step 2
2. **Complete a Certificate of Appropriateness Application Form.** (Available on the Town's website or in the Planning Department)
3. **Consult the Architectural Inventory to determine if the property is designated as a contributing resource.** (Available on the Town's website or in the Planning Department)
 - A. If the property is designated as contributing, the property owner may be eligible for State Income Tax Credits on exterior restoration work. Please contact the State Historic Preservation Office for more information.
4. **Consult the Hillsborough Historic District Design Guidelines and Exterior Materials Compatibility Matrix and read the sections that apply to the type of project being proposed.** (Available on the Town's website or at the Planning Department)
 - A. The HDC will use the Standards of Evaluation, Section 3.12.3, of the Unified Development Ordinance, to decide upon the appropriateness of the application, and will consult the Hillsborough Historic District Design Guidelines during the COA review. The Commission may also refer to other guidance documents such as the Secretary of the Interior's Standards for Rehabilitation and Hillsborough Exterior Materials Compatibility Matrix.

It is recommended that the applicant check with the adjacent property owners to determine and address any concerns prior to submitting the application; however, commission members must not be contacted about any aspect of a proposed COA prior to the meeting.
5. **Schedule a pre-application meeting with the planning staff to discuss applicable ordinances, policies and procedures.** It is suggested that the applicant have the following information available at the pre-application meeting:
 - A. The square footage of the structure that is being proposed or reconstructed
 - B. In the case of an addition to a building, the square footage of the existing structure and proposed addition
 - C. The overall dimensions of the structure and its location on the lot relative to the property lines
 - D. A conceptual site plan and both existing and proposed conditions
 - E. A list of proposed exterior materials

At the pre-application meeting, planning staff will answer any questions about precedent and process. The applicant will be informed of the deadlines for submissions. Staff will also determine whether any of the proposed work qualifies as exempt or minor work and make sure the work proposed complies with all zoning requirements. Call 919-296-9473 to schedule an appointment.

- 6. Check Submittal Requirements List to find out what additional materials must be submitted along with the COA application form.** (Available on the Town's website)

- 7. File the application at the Planning Department.**

Submit the completed application and all submittal requirements to the Town of Hillsborough Planning Department, 101 East Orange St. Applications should be submitted in person to the Planning Department during regular office hours (Monday through Friday, 8 a.m. to 5 p.m.). Complete applications must be received at least 15 business days prior to a scheduled HDC meeting, which occurs on the first Wednesday of each month. However, HDC agendas often fill up before the deadline. The submittal of a complete application by the deadline will not guarantee the item will be placed on the next agenda.

There is a fee of \$1 per \$1,000 of construction cost or a minimum of \$10 for all COA applications.

Planning staff will determine if the application is complete and will notify the applicant if there is additional information needed. If the application is not complete, planning staff will prepare a list of revisions and/or additional information necessary to complete the application. Submission of the complete application is the applicant's responsibility. Failure to submit all the information necessary to complete the application will prevent the application from being processed and will result in the delay of the project. Additionally, it is the applicant's responsibility to consult the Design Guidelines and Exterior Materials Compatibility Matrix prior to making a formal application for a COA.

Applications must be received and deemed complete by staff 15 business days prior to HDC meetings.

Planning staff will send letters of notification, which include a description of the proposal, to all property owners within 100 feet of the property line, 10 calendar days prior to the scheduled HDC meeting. Staff will send copies of the application materials to HDC members one week before the meeting to allow them to become familiar with the project. HDC members may conduct a site visit before the meeting, so please allow them to do so if possible, but it is important that you do not engage in conversation about your application with any HDC member before the hearing.

- 8. Preparing the Staff Report**

Planning staff will prepare a staff report for the HDC. The report will include confirmation that the proposal complies with applicable zoning ordinances and policies. In the process of reviewing the application, the planning staff may require certain modifications to the project to be able to insure compliance with the applicable ordinances and policies. Planning staff will present the staff report at the public hearing.

- 9. Public Hearing**

Applicants must attend the public hearing or send a representative. Failure to appear at the public hearing may result in the application being tabled to the next available agenda or denied.

The HDC normally meets the first Wednesday of each month at 7:00pm in the Town Annex Board Meeting Room at 105 East Corbin Street. At the meeting, staff, applicants, and members of the public must provide sworn testimony to support his/her position on the application to the HDC. Planning staff will introduce the application and give the HDC a staff report. Staff will also answer any pertinent questions from the HDC that relate to zoning restrictions and regulations. After the staff report, the applicant may present any additional information that is relevant to the application to give the HDC a fuller understanding of the proposed work. The HDC members will direct questions to the applicant and deliberate upon the appropriateness of the proposed work.

Any other members of the public who wish to speak about the proposed project will be sworn in and will address the HDC at this time. The applicant will be given the opportunity to address any concerns raised and answer any questions posed by the public and by the HDC.

After the question and answer period, the HDC will decide upon the appropriateness of the proposal. The members review the application for compliance with the Standards of Evaluation and Design Guidelines.

The HDC may ask the applicant to make modifications to the application. In most cases, the HDC will make a decision on an application the same night it is presented.

A motion will be made to approve, approve with conditions, table, or deny the application. Any attached conditions will be clearly stated. Reasons for denial will be clearly stated. The applicant may modify and re-submit a revised application with no waiting period. Approved projects may proceed with permitting through the Planning Department and Orange County Building Inspections Office.

Applicants must comply with the COA. Failure to do so may result in fines or injunction.

10. After the HDC Meeting and Appeals

The applicant will receive notice, by mail, confirming the vote of the HDC within a week of the meeting. Once the application fee is paid at the Planning Department, the applicant may pick up the COA. A copy of the COA will be filed at the Planning Department in the property files.

HDC decisions may be appealed to the Board of Adjustment. The applicant has thirty days from the decision date to file an appeal at the Planning Department. The BOA is not authorized to overturn an HDC decision on any grounds other than improper procedure. The BOA will not substitute its own judgment for the vote of the HDC, but will hear the appeal case and determine if there was a mistake made at the procedural level.

11. Contact Information

If you have any questions, please contact:

Justin Snyder, AICP, CZO

Planner

Town of Hillsborough

101 East Orange Street

P.O. Box 429

Hillsborough, NC 27278

Tel: 919-296-9473

Email: justin.snyder@hillsboroughnc.gov

- Archaeological Resources**—archaeological artifacts or features; objects made by people or materials altered by human activity; usually recovered from or found at a historic or prehistoric site.
- Architectural Character**—the overall appearance of the architecture of a building including its construction, form, and ornamentation.
- Architectural Integrity**—a measure of the authenticity of a property’s architectural identity. For example, a building with high architectural integrity would not have been altered much over the years.
- Art Glass**—decorative glass, also called leaded glass, that is composed of patterned and/or colored glass pieces arranged in a design.
- Balustrade**—a railing and all the small posts or spindles supporting it.
- Band Board**—a flat piece of trim running horizontally in an exterior wall to denote a division in the wall plane or a change in level.
- Beveled Glass**—glass panes whose edges are ground and polished at a slight angle so that patterns are created when panes are set adjacent to one another.
- Boxed Gutter**—a gutter that is enclosed within a soffit or cornice trimwork and thus concealed from view.
- Building Element**—any portion of the structure or decoration of a building.
- Bulkhead**—a low wall or panels below the display windows of a storefront.
- Cast Iron**—iron formed by casting in foundry molds.
- Certificate of Appropriateness (COA)**—authorization from a local preservation review board (such as the Hillsborough Historic District Commission) to alter, move, or demolish a historic property or to construct a new building in a historic district.
- Certified Local Government**—a local government certified by the National Park Service to participate in the national framework of historic preservation programs administered by the State Historic Preservation Office.
- Character Defining**—architecturally refers to features or details of a building that are significant in defining its architectural or historic character.
- Compatible**—congruent, harmonious.
- Conjectural Features**—in a restoration or rehabilitation, refers to building elements or details that are based upon conjecture or speculation versus documentation.
- Consolidating**—to stabilize or repair a deteriorated building feature by infusing it with another material, such as injecting epoxy resins into rotten wood.
- Context**—all aspects of the larger environment of a historic building.
- Cornice**—projecting, ornamental molding along the top of a wall, originally intended to extend the eaves of a roof beyond the outer wall surface.
- Cresting**—decorative iron tracery or jigsaw work placed on the ridge of a roof.

- Extruded Metal**—metals formed by pushing heated metal through an opening in a precision-made die, a process that can create an infinite variety of uniform precision products.
- Façade**—any of the exterior faces, or elevations, of a building.
- False Historic Appearance**—an appearance that misrepresents the history of a building; such as applying architectural trimwork that predates the original building.
- Federal Style**—an architectural style that flourished in the United States between 1780 and the 1830s based upon classical Roman architecture, typically symmetrical in design.
- Ferrous**—containing iron.
- Flashing**—a thin layer of impervious material used in construction to prevent water penetration, especially between a roof and wall, or within a roof valley.
- Form**—the shape or configuration of a building or part of a building.
- Gable**—the vertical, triangular part of a building with a double sloping roof, from the cornice or eaves up to the ridge of the roof.
- Galvanic Action**—a chemical reaction that occurs between two dissimilar metals causing corrosion of the more anodic metal.
- Georgian Style**—a classical architectural style built by British settlers along the Atlantic coast from 1700- 1776, characterized by symmetrical elevations and plans with axial entrances.
- Greek Revival**—mid-nineteenth century architectural style that was a revival of forms and ornament from ancient Greek architecture, characterized by low-pitched gable or hip roofs, pedimented gable ends, simple architrave bands at the eaves, and entries with Doric style columns and pediments.
- High Style**—the ornately detailed version of a particular architectural style as opposed to a simpler or more vernacular version.
- Hillsborough Historic District Commission**—a commission of local residents appointed by the Town Board to serve both to advise and to make decisions about proposals for exterior changes to or demolition of existing properties and new construction within the Hillsborough historic district.
- Hip, or Hipped, Roof**—a roof formed by four sloping sides, instead of vertical ends, as well as a ridge line.
- Historic Character**—the form and detailing of the architectural materials and features that give a building or site its historical significance.
- Historical Development**—the chronological evolution of a building, site, or district over time.
- In Situ**—in its original place or position.
- Joinery**—the way in which two or more materials or pieces are joined.
- Lap, or Lapped Siding**—horizontal wood boards, laid so as to cover a portion of a similar board underneath and to be overlapped by similar one above.
- Massing**—the overall configuration or composition of the major volumes of a building exterior.
- Mullion**—a slender vertical member that forms a physical division between separate units of a window, door, or screen.
- Muntin**—a bar or member supporting and separating panes of glass in a sash or door.
- Original Fabric**—materials that are original to the building rather than later replacements.

- Parapet**—a low wall along a roof, directly above an outer wall.
- Patina**—the surface corrosion, due to exposure to the atmosphere, that discolors copper or bronze elements to a green or brown color over time.
- Pilaster**—a shallow pier or rectangular column projecting only slightly from a wall, also called an engaged column.
- Pitch**—the slope of a building element, such as a roof, in relation to the horizontal.
- Pressed Metal**—sheet metal that is pressed into a raised design or pattern.
- Profile**—a side view of an object or structure.
- Proportion**—architecturally refers to the ratio of width to height of an object. For example, a vertically proportioned window is taller than it is wide.
- Quasi-judicial**—refers to a commission, board, or other appointed body that is charged with hearing evidence, determining relevant facts, and then applying the law. Quasi-judicial procedures require sworn testimony.
- Repoint**—also known as exposure, the visible width of a board of siding on a structure.
- Reveal**—sheet metal that is pressed into a raised design or pattern.
- Rolled Metal**—metal bars or sheets that are shaped by passing heated metal through a series of rollers.
- Sash**—the framework in which panes of glass are set in a window or door.
- Scale**—architecturally refers to the size of construction elements or details in comparison to the size of a human being.
- Setting**—the physical environment encompassing a historic property.
- Shed Roof**—a roof that slopes in one direction.
- Sidelight**—a narrow window adjacent to a door or wider window, typically one of a pair of windows flanking an entrance door.
- Simulated Divided Light (SDL)** —glass panes separated visually by muntin bar grilles permanently adhered to the interior and exterior panes of glass with a spacer bar in between giving the appearance of a True Divided Light (TDL) feature.
- Site Plan**—a scaled plan of a property site that locates buildings and other key features and often indicates changes in grade.
- Spatial Character**—three-dimensional, visual character.
- Terneplate**—sheet metal coated with terne metal (which is an alloy of lead containing up to 20 percent tin).
- Topography**—the shape of the surface of the ground.
- Topping**—refers to the practice of cutting off the top portion of a tree resulting in a disfigured tree crown.
- Transom**—a glazed panel above a door or a storefront, sometimes hinged to be opened for ventilation.
- True Divided Light (TDL)** —a glass feature with individual glass panes physically separated by muntin bar grilles.
- Vernacular**—refers to architecture that is based upon traditional or regional forms and is not designed by an architect or someone with similar training.
- Wrought Iron**—iron that is rolled or hammered into shape, never melted.