

## Historic Properties Local Review Criteria Update 2020 - Draft

**Section 1.** The following are proposed changes to the introduction section of the Historic Properties Local Review Criteria.

- Add Golden Belt to map on page 7.
- Add the following Landmarks to pages 8-11:  
J. A. Whitted School – 200 East Umstead Street  
W. C. and Mary Hinton Lyon House – 2423 West Club Boulevard  
Mutual Plaza – 411 West Chapel Hill Street
- Add Golden Belt district description and map to pages 20-21:

The Golden Belt Historic District east of downtown is a compact former mill village consisting of a factory complex within the boundary of North Elizabeth Street, Taylor Street, and East Main Street; a grid of one- and two-story mill houses of limited typologies, bounded by Taylor Street, Morning Glory Avenue, and Alston Avenue; and a modest commercial corridor along East Main Street. Julius Carr began construction of the factory buildings began in 1900, starting with a cotton mill for the manufacture of cloth and thread, a bag factory, and a warehouse in between (no longer extant). The buildings all fronted the rail line, and were connected by a covered passageway adjacent to the rail platform. The company offices at the corner of North Elizabeth and East Main Street were located within a substantial hip-roofed brick house with wraparound porch (no longer extant). Carr built a small mill village concurrently with the factory buildings to house workforce families. A small commercial district sprang up at the same time as construction of the factories and mill houses, but none of the early frame commercial buildings survive; brick commercial buildings erected later do survive.

**Section 2.** The following are proposed changes to the Maintenance section of the Historic Properties Local Review Criteria.

### **Maintenance**

The historic property approval requirements allow for certain scopes of work to be considered normal maintenance and to therefore be conducted without obtaining a certificate of appropriateness (COA). According to paragraph 3.17.2A of the Unified Development Ordinance, “nothing in this Ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in the historic district or on an historic landmark which does not involve a substantial change in the design, material, or outer appearance thereof provided that any required building permit is obtained.”

This category includes types of work that are specifically deemed by the Historic Preservation Commission to not have a significant impact on the overall historic character of the district or landmark and therefore do not require review. However, other permits may be required for this work. This information can be used as a guide in determining whether a COA is required, but should be verified

with the Commission's adopted Rules of Procedure or Planning staff to ensure the information is current. Note: any repairs or replacement must use matching material to fall under normal maintenance.

### **For All Properties**

- All interior work so long as it has no exterior impact (window replacement is not considered interior work for these purposes)
- Minor repairs to windows, including caulking or reglazing and replacement of window glass, as long as window size and style are not altered
- Removal of cladding not original to the structure
- Minor repairs to doors, siding, trim, gutters, flooring, steps, fences, walls, and so on, as long as the replacements match existing materials in scale, style, design, and materials
- Roofing work, foundation work, and chimney work if no change in appearance occurs, and replacement of roofing material with matching material
- Removal of screen doors or storm windows
- Caulking and weatherstripping
- Exterior painting of an originally painted surface, including when a change of color is proposed, so long as no pattern is painted and the texture remains unchanged (this exception does not apply to signage)
- Replacement of existing mechanical equipment (including vents)
- Repairs to or repaving of flat, paved areas such as driveways, walkways, and patios, if the material used is the same or similar in appearance
- Installation of landscaping, including vegetable and flower gardens, shrubs, and trees as well as landscape maintenance, including pruning trees and shrubs (but not including removal of landscaping required to screen mechanical equipment or utilities)
- Curb, gutter, and pavement work that follows the Public Works Procedural Approach for Preserving Granite Curbs in Historic Districts
- Removal and/or replacement of street trees in the right-of-way with review and approval by the Urban Forestry Manager
- ~~Removal of one canopy tree, only if impeding solar utilities and if immediately replaced with a new similar canopy tree on-site as recommended by the *Durham Landscape Manual*~~
- Non-fixed elements (that can be moved without the use of heavy equipment) such as rain barrels, planters, dog houses, bird baths, and similar decorative or functional items
- Installation of solar panels not facing the street, so long as not attached to a character-defining roofing material (e.g., slate, terra cotta, antique standing seam metal) and so long as panels are matte black in color or otherwise match the roof color and project no more than four inches above the finished roof surface; all associated equipment must be attached to the rear or side of the structure

### **For Non-Contributing Properties (in addition to above)**

- Painting of non-historic material, whether previously painted or not
- Installation of prefabricated or site-built outbuildings of 80 square feet or less when located in the rear yard
- Modifications to or demolition of outbuildings
- Addition of new rear decks or porches
- Modification, installation, or replacement of windows and doors not facing the street
- Addition of screen doors or storm windows
- Alteration or replacement of roofing materials

- Installation of skylights and solar panels; when visible from the street, select solar panels to be matte black in color or to otherwise match the roof color and to project no more than four inches above the finished roof surface, and locate all associated equipment at the rear of side of the structure
- Installation of gutters
- Alterations to ornamentation or to cladding materials

**Section 3.** The following are proposed changes to the Residential Districts of the Historic Properties Local Review Criteria.

### Residential Contributing

#### A. General

1. It is not appropriate to create a historic style not original to the historic structure. It is not appropriate to add architectural details or ornamentation not compatible with the style of the structure.
2. When changes are required due to code requirements for accessibility and life/safety, modify the historic element or structure to the minimum extent necessary.
3. Undertake new additions and alterations to the structure in a manner that, if they were to be removed in the future, the essential form and integrity of the original structure would be unimpaired. When attaching to the structure, alter historic building material to the minimum extent possible.
4. It is not appropriate to obstruct significant views of historic structures.

#### B. Roofs

1. It is not appropriate to modify character-defining original roof forms.
2. It is not appropriate to add dormers, monitors, or clearstories to the character-defining elevations. When added, place these elements to minimize their visibility from the street and design to be compatible with the style of the historic structure.
3. Retain historic gutters and downspouts. Select new gutters and downspouts appropriate to the style of the structure in design, material, color, and placement.
4. Roof Materials
  - a. With the exception of asphalt shingles, retain and repair original roof material. Material may be consolidated and used on street-facing or character-defining elevations.
  - b. Retain slate, tile, and other character-defining roof materials on structures where these materials were original. Replacement simulated materials may be used so long as they closely match the design in shape, size, color, exposure, and texture of the original material.
  - c. Select replacement roof materials from historic roof materials found in the district.
  - d. Modern roof materials may be used on flat roofs where they are not visible from the adjacent right-of-way.
  - e. Select modern metal roof materials that match historic metal profiles.

5. Retain historically significant roof elements and features, such as clerestories and ornamental parapets.
6. Retain architecturally significant or exposed chimneys visible from the street. Retain other chimneys where feasible. It is not appropriate to encapsulate exposed masonry chimneys with nonoriginal material.
7. Where deteriorated beyond repair, design and select replacement roof elements and features to match the style of the original in form and detail.
8. It is not appropriate to introduce new roof elements and features that are incongruous with the overall character of the historic property.
9. Modifications to original roof elements shall retain the form, material, and detailing.
10. For rooftop utilities, mechanical equipment, skylights, and solar arrays, follow the provisions in the Utilities and Mechanical Equipment section below.

### **C. Exterior Walls, Trim, and Foundation**

1. Retain and repair historic exterior material (such as masonry, metal panels, siding).
2. It is not appropriate to cover historic cladding or trim material.
3. Select replacement siding and trim material to match the historic material in design, cross-section, profile, reveal, and texture. Intact historic material should be consolidated and used on street-facing or character-defining elevations.
4. Select replacement masonry and mortar to match the historic materials in strength, type, unit size (excluding depth), mortar joint thickness and tooling profile, bond pattern, texture, finish (such as parging), and color. Ensure that mortar type dries softer than surrounding brick.
5. It is not appropriate to add new architectural details that are not compatible with the style of the structure.
6. Select infill material between masonry foundation piers to be compatible with the historic material. Inset infill material from the face of the piers to distinguish from the original material. When incorporating fresh air ventilation in the crawl space, do so by means of permeable voids and openings integrated into materials, such as pierced masonry patterns and screen walls.
7. It is not appropriate to strip wooden surfaces that were historically painted and apply clear stains or sealer to create a natural wood appearance.
8. It is not appropriate to paint or coat original exterior materials such as stone, brick, metal, or concrete surfaces that were not painted or coated during the period of significance for the applicable district. It is not appropriate to apply waterproof coatings above ground.

**D. Storefronts (applies in addition to Doorways and Doors and Window Openings and Windows)**

1. Retain original storefront openings, kick plates, storefront windows, transoms, materials, recessed entries, tiles, foundation sills, cornices, and any other architectural details.
2. If original materials or elements are missing or deteriorated beyond repair, reconstruct storefront elements to be compatible with historic documentation of the structure or with other historic storefronts, using materials with the same appearance as the historic materials.
3. Retain and reintroduce historic recessed entries and cornices. Where reintroducing these elements the new shall be compatible with historic precedents in scale, material appearance, and placement on the structure.

**E. Doorways and Doors**

1. Retain character-defining doorways in their original design, shape, and location and with their associated features.
2. When doorways are modified, added, or removed on non-character-defining, non-street-facing elevations, retain the overall rhythm and proportion of openings on the structure.
3. Retain original doors in place on street-facing elevations. Select new and replacement doors to be compatible with the style of the structure.
4. Select new and replacement storm and screen doors to minimize the obstruction of original doors.
5. It is not appropriate to install garage doors on character-defining and street-facing elevations unless historically present in that location. Select garage doors to be compatible in design and material with the structure.

**F. Window Openings and Windows**

1. Retain window openings in their original size, proportion, and location on street-facing and character-defining elevations.
2. When window openings are modified, added, or removed for life safety egress or kitchen or bath arrangements on non-character-defining or non-street-facing elevations, retain the original rhythm and individual proportion of window openings on the structure.
3. Retain and repair original windows. Window components may be consolidated and used in the most prominent location. Retain all original window details.

4. Select new or replacement windows that conform to the shape, proportion, and configuration of window lights (panes) of windows original to the structure. Select materials for replacement windows and details to match the characteristics of the original material. It is not appropriate to install vinyl windows.
5. When modifying original windows or window details, uncover, repair, and reconstruct these elements.
6. Select triple-grid sculpted muntins (interior, internal, and exterior) on simulated divided light windows, where historically appropriate.
7. It is not appropriate to use darkened, shaded, or reflective glass except where decorative glass (such as stained or prismatic glass) is compatible with the historic character of the property.
8. Select storm windows to conform in color, size, and style to the existing windows. It is not appropriate for storm window to obscure original windows.
9. It is not appropriate to add non-functional shutters unless original to the structure. It is appropriate to remove non-functioning shutters only from structures where they are not original.
10. It is not appropriate to install window-mounted heating and air conditioning units on character-defining and street-facing elevations.

#### **G. Canopies and Awnings**

1. Locate new canopies and awnings to conform to the appropriate historic placement on the structure.
2. Design canopies and awnings to be compatible with the structure in size, scale, style, material, and graphics.
3. It is not appropriate to install new canopies and awnings on character-defining and street-facing elevations if not historically appropriate to the style of the structure.

#### **H. Additions**

1. Ensure that new additions will not remove or obscure a character-defining elevation. It is not appropriate to place additions on the front elevation of a structure. Attach additions to the rear of the structure where feasible. Locate side additions behind the front plane of the existing structure.
2. Design additions to be distinguishable from the original structure through placement and/or design.
3. The cumulative footprint of additions should not exceed the footprint of the original structure. Previous additions created during the period of significance shall be included in calculating the footprint of the original structure.

4. Design the height of additions to be compatible with the historic structure and to be subordinate to the historic structure when viewed from the property's street frontage.
5. Design additions to be compatible with, and subordinate to, the historic structure in massing articulation, general amount of and pattern of wood and door openings, roof shape, materials, and finish.
6. It is not appropriate for additions to residential buildings to alter the primary roof form of the structure or to modify character-defining original roof forms. Roof forms of additions should be differentiated and subordinate to the primary roof form.

#### **I. Porches, Stoops, and Balconies**

1. Retain historic porches, stoops, and balconies on street-facing or character-defining elevations.
2. When historic porches, stoops, or balconies are deteriorated beyond repair, reconstruct these elements to match the design, size, and pattern of the original element. Select replacement materials to match the appearance of the historic materials.
3. It is not appropriate to enclose, screen, extend, add, or remove porches, stoops, and balconies on character-defining elevations unless reconstructing documented historic features.
4. New railings where they did not previously exist should be compatible with the primary structure.
5. Design and place additions to, or expansions of, porches, stoops, and balconies on non-character-defining elevations to utilize compatible architectural details and materials.
6. It is not appropriate to add incompatible details on porches, stoops, and balconies.

#### **J. Decks and Screened-in Porches**

1. Locate new decks and screened-in porches on non-character-defining elevations, typically the rear elevation, and inset them from the corners of the structure..
2. Design decks and screened-in porches to be compatible with the historic structure in style, material, scale, and proportion. Ensure that decks and porches are not incongruous with the overall character of the historic structure or the district.

#### **K. Stairs, Ramps, and Railings**

1. Retain historic front stairs, side stoops, ramps, and railings with their original architectural details and materials.
2. When these elements are deteriorated beyond repair, reconstruct stairs, stoops, ramps, and railings to match the design, size, and material appearance of the original.

3. Design new stairs, ramps, and railings to be compatible in design and scale with the historic structure.
4. It is not appropriate to place new fire escapes and egress stairs on character-defining elevations. Locate and design these features to minimize their visibility from the street.

**L. Accessory Structures (only this section applies)**

1. Design any modifications to historic accessory structures to be in keeping with the above sections.
2. Design any modifications to non-historic accessory structures to be compatible with the existing primary structure and not incongruous with the overall character of the historic structure or the district.
3. New Structures
  - a. Locate new accessory structures to the rear or side of the primary structure to protect significant views of the property.
  - b. Design new accessory structures to be clearly subordinate to the primary structure.
  - c. Design new accessory structures to be compatible with the architectural style of the primary structure.
4. Appropriate exterior materials include:
  - a. Original materials found on contributing structures throughout the district.
  - b. The modern equivalent (same outward appearance and feel) of original materials found on contributing structures throughout the district.
  - c. Other durable modern materials deemed compatible by the Historic Preservation Commission.

**M. New Primary Structures** (Criteria for New Structures in Non-Contributing Residential section apply)

**N. Site Work**

1. Landscaping
  - a. Replace diseased and dying street trees (within 20' of the public right-of-way) with new trees compatible as recommended by the *Durham Landscape Manual*; when removing a street tree, remove in its entirety above grade.
  - b. Remove canopy trees (12" DBH or greater) only where the tree is diseased or dying ~~or impeding solar utilities~~, or where the removal is not incongruous with the character of the historic district.



- c. In siting new construction or building additions, preserve mature trees and significant views that contribute to the historic character of the property and district.

## 2. Fences and Walls

- a. Retain and repair historic fences and walls. If repair is not feasible, replace historic fences and walls to match the original in design and location, using materials with the same characteristics and the historic material.
- b. Introduce new fences and walls only in configurations and locations that are typical of the historic properties.
- c. It is generally not appropriate to introduce chain link, wire, or vinyl fencing and exposed concrete block walls to district properties.
- d. It is not appropriate to coat or cover over historic fences or walls with contemporary materials or coatings.

## 3. Walkways, Driveways, and Parking Areas

- a. Retain the location, extent, and material of historic walkways, driveways, and off-street parking areas.
- b. Locate new walkways, driveways, and off-street parking areas to preserve the topography of the site, mature trees, and other significant site features.
- c. Design new walkways, driveways, or off-street parking areas to be compatible in location, size, configuration, scale, and material with the historic character of the property and the district. Ribbon driveways should be selected over fully paved driveways where feasible.

## 4. Utilities and Mechanical Equipment

- a. Locate mechanical and telecommunications equipment (including vents, fans, and co-located wireless communication facilities) to minimize visibility from the street.
- b. Select and locate rooftop appurtenances (such as skylights) to minimize their visibility from the street. It is not appropriate to install solar panels on character-defining roofing materials (e.g., slate, terra cotta, traditional standing seam metal). When installed facing the street, select solar panels to be matte black in color or otherwise match roof color, and mount flush to roof surfaces, projecting no more than four inches from the surface. For solar panels not matte black or matching roof color, or which project more than four inches from the roof surface, the applicant shall demonstrate that the installation is the minimum deviation from the standard necessary to achieve reasonable solar gains. Locate all associated solar panel equipment to the rear or side of the structure.

## 5. Lighting, Signage, and Art

- a. Retain and preserve historic exterior light fixtures, signage, and art.
- b. Introduce new site and building lighting, signage, and art that is compatible with the style of the structure and the historic character of the district. This provision shall not apply to signage to be installed for a period of 30 days or less.
- c. It is not appropriate to introduce signage or art that covers a large portion of the character-defining elevation or any significant architectural features. No more than one wall or projecting sign may be placed per building elevation, or in the case of distinctive bays and entrances, one per entrance.
- d. Illuminate new signage, if desired, in a manner compatible with the historic character of the property.

## O. Relocation

1. Work with the HPC to pursue all alternatives to the proposed relocation of a historic structure.
2. If the original setting of the structure is within a historic district, submit a site plan for proposed development or treatment of the original site after relocation of the structure to the HPC prior to the move.
3. Protect significant site features of the original site, the new site, and the route of the move during relocation.
4. Follow the new construction standards for placement when relocating a structure within the district or to another district or landmark property.
5. When a site becomes vacant due to relocation, stabilize the site by planting ground cover or grass, or by installing other appropriate landscape or hardscape materials.

## P. Demolition

1. Work with the HPC to pursue all alternatives to the proposed demolition of a historic primary or accessory structure.
2. Refer to NC general statute 160A-400.14 for guidance on reducing a 365-day delay imposed on demolitions of structures within historic districts. 3. If the original setting of the structure is within a historic district, submit a site plan for proposed development or treatment of the original site after demolition of the structure to the HPC prior to the demolition.
4. When a site becomes vacant due to demolition, stabilize the site including planting of ground cover, grass, or other appropriate landscape or hardscape material.

## Residential Non-Contributing

**A. Existing Structures**

1. It is not appropriate for modifications to windows and doors to significantly reduce the amount of glazing on street-facing elevations.
2. Design roof modifications to be compatible with contributing structure roof forms within the district.
3. Design door and window modifications to maintain a style and rhythm compatible with surrounding structures.
4. Orient primary entrances to face the street.
5. Design new additions and features (e.g., porches, stoops, decks, upper floors, expanded floor area) with scale, height, proportion, and massing to be compatible with that of the existing structure and contributing structures within the district.
6. Locate additions to retain a front setback consistent with contributing structures in the district.
7. In general, garage additions are not appropriate on front elevations of primary structures. Where garage additions are proposed on the front elevation, inset the garage from the primary elevation. It is not appropriate for the garage to project beyond the front elevation of the structure, nor to comprise more than 40% of the width of the primary elevation.
8. Design modifications to existing accessory structures to be compatible with the existing primary structure and not incongruous with the historic character of the district.
9. Materials
  - a. Appropriate materials include:
    - i. Original materials found on contributing structures throughout the district;
    - ii. The modern equivalent (same outward appearance and feel) of original materials found on contributing structures throughout the district
    - iii. Other durable modern materials deemed compatible with materials found on contributing structures throughout the district by the Historic Preservation Commission.
  - b. It is not appropriate to install hollow-profile siding or trim. It is generally not appropriate to install a new cladding material over existing materials.

**B. New Structures**

1. Placement
  - a. Locate new primary structures to be compatible with the predominant placement of similar structures in the block face and within the district.
  - b. It is not appropriate to obscure character-defining elevations of historic structures within the district in the placement and design of new structures.
  - c. Place new accessory structures to the side or rear of the primary structure.
2. Scale, Height, and Massing

- a. Design new structures to be compatible in scale, height, proportion, and massing with contributing structures in the block face and within the district. Break down the massing of structures by not exceeding 125% of the average width of contributing structures in the block face or by recessing the footprint of the structure at such intervals.
  - b. Design new accessory structures to be clearly subordinate to the primary structure.
- 3. Design Elements
  - a. Design new structures to provide a rhythm and order of doors and windows compatible with contributing structures in the block face; windows configurations along street-facing elevations should be compatible with contributing structures in the block face and within the district.
  - b. Design roof forms to be compatible with contributing structures in the district.
  - c. Design porches and balconies to have a comparable depth with other porches and balconies within the district.
  - d. Orient the primary entrance towards the street.
    - e. In general, garage additions are not appropriate on front elevations of primary structures. Where a garage addition is proposed on a front elevation, inset the garage from the primary elevation. It is not appropriate for the garage to project beyond the front elevation of the structure, nor to comprise more than 40% of the width of the front elevation.
    - f. Design new accessory structures to be compatible with the architectural style of the primary structure.
- 4. Materials
  - a. Appropriate exterior materials include:
    - i. Original materials found on contributing structures throughout the district;
    - ii. The modern equivalent (same outward appearance and feel) of original materials found on contributing structures throughout the district; and
    - iii. Other durable modern materials deemed compatible with materials found on contributing structures throughout the district by the Historic Preservation Commission.
  - b. It is not appropriate to install a hollow-profile siding or trim.

## C. Site Work

- 1. Landscaping
  - a. Replace diseased and dying street trees (within 20' of the public right-of-way) with new trees compatible as recommended by the *Durham Landscape Manual*; when removing a street tree, remove in its entirety above grade.
  - b. Remove canopy trees (12" DBH or greater) only where the tree is diseased or dying ~~or impeding solar utilities~~, or where the removal is not incongruous with the

character of the historic district; replace with new canopy trees as recommended by the Durham Landscape Manual.

- c. In siting new construction or building additions, preserve mature trees and significant views that contribute to the historic character of the property and district.

## 2. Fences and Walls

- a. Introduce new fences and walls only in configurations and locations that are typical in the historic district.
- b. Construct new fences and walls with materials historically used in the district. It is generally not appropriate to use chain link, wire, or vinyl fencing and exposed concrete block walls on properties.

## 3. Walkways, Driveways, and Parking Areas

- a. Locate new walkways, driveways, and off-street parking areas to preserve the topography of the site, mature trees, and other significant site features.
- b. Design new walkways, driveways, or off-street parking areas to be compatible in location, size, configuration, scale, and material with the historic character of the property and the district. Ribbon driveways should be selected over fully paved driveways where feasible.

## 4. Utilities and Mechanical Equipment

- a. Locate mechanical and telecommunications equipment (including vents, fans, and co-located wireless communication facilities) to minimize visibility from the street.
- b. Select and locate rooftop appurtenances (such as skylights) to minimize their visibility from the street. **When visible from the street, select solar panels to be matte black in color or otherwise match the roof color and to project no more than four inches from the finished roof surface.** For solar panels visible from the street that which are not matte black or matching the roof color, or which project more than 4 inches from the roof surface, the applicant shall demonstrate that the installation is the minimum deviation from the standard necessary to achieve reasonable solar gains. Locate all associated solar panel equipment to the rear or side of the structure.

## 5. Lighting, Signage, and Art

- a. Introduce new site and building lighting, signage, and art that is compatible with the style of the structure and the historic character of the district. This provision shall not apply to signage to be installed for a period of 30 days or less.
- b. It is not appropriate to locate new lighting, signage, or art that obstructs views of historic structures within the district.

**D. Relocation**

1. Submit to the HPC a site plan for proposed development or treatment of the property after relocation of the structure prior to the move or demolition.
2. Protect significant site features of the original site, the new site, and the route of the move during relocation.
3. Follow the new construction standards for placement when relocating a structure within a district or to another district or landmark property.
4. When a site becomes vacant due to relocation, stabilize the site by planting ground cover or grass, or by installing other appropriate landscape or hardscape materials.

**E. Demolition**

1. Refer to NC general statute 160A-400.14 for guidance on reducing a 365-day delay imposed on demolitions of structures within historic districts.
2. Submit to the HPC a site plan for proposed development or treatment of the property after demolition of the structure prior to the move or demolition.
3. When a site becomes vacant due to demolition, stabilize the site, including planting of ground cover, grass, or other appropriate landscape or hardscape material.

**Residential Rights of Way**

These criteria apply to work within the right-of-way:

- A. Retain or reestablish right-of-way patterns (such as streets, alleys, and sidewalks) that contribute to the historic character of the district.
- B. Retain character-defining features such as granite curbs, brick gutters, and street trees. Treat granite curbs in accordance with the Public Works Procedural Approach for Preserving Granite Curbs in Historic Districts.
- C. Retain existing planting strips between the curb and the sidewalk. It is not appropriate to pave over existing planting strips or medians except when the curb line is being modified.
- D. Minimize the visual impact of new or replacement utility poles, transformers, wires, cables, signs, etc. within the district by selection and replacement.
- E. When removing street trees, remove them in their entirety.

**Section 4.** The following are proposed changes to the Downton section of the Historic Properties Local Review Criteria.

**Downtown Contributing**

**A. General**

1. It is not appropriate to create a historic style not original to the historic structure. It is not appropriate to add architectural details or ornamentation not original to the structure.
2. When changes are required due to code requirements for accessibility and life/safety, modify the historic element or structure to the minimum extent necessary.
3. Undertake new additions and alterations to the structure in a manner that, if they were to be removed in the future, the essential form and integrity of the original structure would be unimpaired. When attaching to the structure, alter historic building material to the minimum extent possible.
4. It is not appropriate to obstruct significant views of historic structures.

**B. Roofs**

1. It is not appropriate to modify character-defining original roof forms.
2. It is not appropriate to add dormers, monitors, or clearstories to the character-defining elevations. When added, place these elements to minimize their visibility from the street, and design to be compatible with the style of the historic structure.
3. Retain historic gutters and downspouts. Select new scuppers, gutters, and downspouts appropriate to the style of the structure in design, material, color, and placement.
4. Roof Materials
  - a. Retain and repair original, character-defining roof material. Material may be consolidated and used in the most prominent location.
  - b. Retain slate, tile, and other character-defining roof materials on structures where these materials were original. Replacement simulated materials may be used so long as they closely match the design in shape, size, color, exposure, and texture of the original material.
  - c. Select replacement roof materials from historic roof materials found in the district.
  - d. Modern roof materials may be used on flat roofs where they are not visible from the adjacent right-of-way.
5. Retain historically significant roof elements and features where visible from the street.
6. Design and select replacement roof elements and features to match the style of the original in form and details.
7. It is not appropriate to introduce new roof elements and features that are incongruous with the overall character of the historic property.
8. Modifications to original roof elements shall retain the form, material, and detailing.
9. Rooftop utilities, mechanical equipment, skylights, and solar arrays follow the provisions in Utilities and Mechanical Equipment below.

**C. Exterior Walls, Trim, and Foundation**

1. Retain and repair historic exterior cladding and trim material (such as masonry, metal panels, siding).
2. It is not appropriate to cover historic cladding or trim materials.
3. Select replacement siding and trim materials to match the historic materials in design, cross-section, profile, reveal, and texture. Intact historic material may be consolidated and used on street-facing or character-defining elevations.
4. Select replacement masonry and mortar to match the historic materials in strength, type, unit size (excluding depth), mortar joint thickness and tooling profile, bond pattern, texture, finish (such as parging), and color. Ensure that mortar type dries softer than surrounding brick.
5. It is not appropriate to add new architectural details that are not compatible with the style of the structure.
6. It is not appropriate to strip wooden surfaces that were historically painted and apply clear stains or sealer to create a natural wood appearance.
7. It is not appropriate to paint or coat original exterior materials, such as stone, brick, metal, or concrete surfaces, that were not painted or coated historically; waterproof coatings should never be applied above ground.

**D. Storefronts**

1. Retain original storefront openings, kickplates or bulkheads, storefront windows, transoms, materials, recessed entries, tiles, foundation sills, cornices, and any other architectural details.
2. Reconstruct storefront elements to be compatible with historic documentation of the structure as available or to be compatible with other contributing structures in the district, using materials with the same appearance as the historic materials.
3. Retain or reintroduce historic recessed entries and cornices. When reintroducing these elements, the new shall be compatible with historic precedents in scale, material appearance, and placement on the structure.
4. It is not appropriate to use darkened, shaded, or reflective glass in storefronts.
5. It is not appropriate to install internal or external horizontal or vertical bars in storefronts.



**E. Doorways and Doors**

1. Retain character-defining doorways in their original design, shape, and location, and with their associated features.
2. Non-character-defining doorways may be modified, added, or removed as long as the overall rhythm and proportion of openings on the structure is retained.
3. Retain original doors in place on street-facing elevations. Select new and replacement doors to be compatible with the style of the structure.

**F. Window Openings and Windows**

1. Retain window openings in their original size, proportion, and location on street-facing and character-defining elevations.
2. When window openings are modified, added, or removed for life safety egress, retain the overall rhythm and individual proportion of window openings on the structure.
3. Retain and repair original windows. Window components may be consolidated and used on character-defining or street-facing elevations.
4. Select new or replacement windows that conform to the shape, proportion, and configuration of window lights (panes) of windows original to the structure. Select materials for replacement windows and details to match the characteristics of the original material. It is not appropriate to install vinyl windows.
5. Select replacement windows on non-character-defining elevations of a style compatible with the structure and of materials having the same outward appearance and feel of the original materials.
6. Select a consistent window light configuration for all upper-story windows in a given elevation, unless this pattern is inconsistent with the structure's historic windows.
7. Retain all original window details including sills, headers, decorative hoods, and other trim. Design replacement window details to match the original in design, size, configuration, and appearance.
8. When modifying original window openings, windows, and window details, uncover, repair, and reconstruct these elements.
9. Use triple-grid, sculpted muntins (interior, internal, and exterior) on simulated divided-light windows where historically appropriate.
10. It is not appropriate to use darkened, shaded, or reflective glass except where decorative glass (such as stained or prismatic glass) is compatible with the historic character of the property.

11. It is not appropriate to install window-mounted heating and air conditioning units on street-facing elevations.

#### **G. Canopies and Awnings**

1. Locate new canopies and awnings to conform to the appropriate historic placement on the structure.
2. Design canopies and awnings to be compatible with the structure in size, scale, style, material, and graphics.
3. It is not appropriate to install new canopies and awnings on character-defining and street-facing elevations if not historically appropriate to the style of the structure.

#### **H. Additions (including rooftop additions)**

1. Ensure that a new addition will not remove or obscure a character-defining elevation. It is not appropriate to place additions on the front elevation of a structure. Attach additions to the rear of the structure where feasible. Locate side additions behind the front plane of the existing structure.
2. Design additions to be distinguishable from the original structure through placement and/or design. .
3. It is not appropriate to construct an addition that is incongruous with the overall historic character of the primary building. Design additions to be compatible with, and subordinate to, the historic structure in mass, proportion, height, general amount of and pattern of window and door openings, roof shape, materials, and finish (including color).
4. Set rooftop additions back to preserve the existing massing along the street and to minimize their visibility on the structure's character-defining elevations.

#### **I. Porches, Stoops, and Balconies**

1. Retain historic porches, stoops, and balconies on street-facing or character-defining elevations.
2. Reconstruct historic porches, stoops, or balconies on character-defining elevations to match the design, size, and pattern of the original element. Select replacement materials to match the appearance of the historic materials.
3. It is not appropriate to enclose, screen, extend, add, or remove porches, stoops, and balconies on character-defining elevations unless reconstructing documented historic features.
4. It is not appropriate to add railings to front porches and stoops where they did not historically exist unless required by code.
5. Design and place additions to, or expansions of, porches, stoops, and balconies on non-character-defining elevations to utilize compatible architectural details and materials.

6. It is not appropriate to add incompatible details on porches, stoops, and balconies.

#### **J. Decks and Screened-in Porches**

1. Locate new decks and screened-in porches on non-character-defining elevations, typically the rear elevation, and inset them from the corners of the structure.
2. Ensure that new decks and screened-in porches are not incongruous with the overall character of the historic structure or the district.

#### **K. Stairs, Ramps, and Railings**

1. Retain historic front stairs, ramps, and railings with their original architectural details and materials.
2. When these elements are deteriorated beyond repair, reconstruct stairs, ramps, and railings to match the design, size, and material appearance of the original.
3. Design new stairs, ramps, and railings to be compatible in design and scale with the historic structure.
4. It is not appropriate to place new fire escapes and egress stairs on character-defining elevations. Locate and design these features to minimize their visibility from the street.

#### **L. Accessory Structures (only this section applies)**

1. Design any modifications to historic accessory structures to be in keeping with the above sections.
2. Design any modifications to non-historic accessory structures to be compatible with the existing primary structure and not incongruous with the overall character of the historic structure or the district.
3. New Structures
  - a. Locate new accessory structures to the rear or side of the primary structure to protect significant views of the property.
  - b. Design new accessory structures to be clearly subordinate to the primary structure.
  - c. Design new accessory structures to be compatible with the architectural style of the primary structure.
4. Appropriate exterior materials include:
  - a. Original materials found on contributing structures throughout the district.
  - b. The modern equivalent (same outward appearance and feel) of original materials found on contributing structures throughout the district.

- c. Other durable modern materials deemed compatible by the Historic Preservation Commission.

## **M. Site Work**

### **1. Landscaping**

- a. Replace diseased and dying street trees with new trees compatible as recommended by the *Durham Landscape Manual*; when removing a street tree, remove in its entirety above grade..
- b. Remove canopy trees (12" DBH or greater) only where the tree is diseased or dying ~~or impeding solar utilities~~, or where the removal is not incongruous with the character of the historic district; replace with new canopy trees as recommended by the *Durham Landscape Manual*.
- c. In siting new construction or building additions, preserve mature trees and significant views that contribute to the historic character of the property and district.

### **2. Fences and Walls**

- a. Introduce new fences and walls only in configurations and locations that do not obscure character-defining elevations or significant views of the district.
- b. It is generally not appropriate to introduce chain link or vinyl fencing and exposed concrete block walls to historic properties.

### **3. Walkways, Driveways, and Parking Areas**

- a. Retain the location, extent, and material of historic walkways, driveways, and off-street parking areas.
- b. Locate new walkways, driveways, and off-street parking areas to preserve the topography of the site, mature trees, and other significant site features.
- c. Design new walkways, driveways, or off-street parking areas to be compatible in location, size, configuration, scale, and material with the historic character of the property and the district.

### **4. Utilities and Mechanical Equipment**

- a. Locate mechanical and telecommunications equipment (including vents, fans, and co-located wireless communication facilities) to minimize visibility from the street.
- b. Select and locate rooftop appurtenances (such as skylights) to minimize their visibility from the street. It is not appropriate to install solar panels on character-defining roofing materials. When visible from the street, select solar panels to be matte black in color or otherwise match the roof color and project no more than four inches from the finished roof surface, unless screened from view from the street by a

parapet wall, screening, or sightline. For solar panels visible from the street which are not matte black or matching the roof color, or which project more than four inches from the roof surface, the applicant shall demonstrate that the installation is the minimum deviation from the standard necessary to achieve reasonable solar gains. Locate all associated solar panel equipment to the rear or side of the structure.

#### 5. Lighting, Signage, and Art

- a. Retain and preserve historic exterior light fixtures, signage, and art.
- b. Introduce new site and building lighting, signage, and art that is compatible with the style of the structure and the historic character of the district. This provision shall not apply to signage to be installed for a period of 30 days or less.
- c. It is not appropriate to introduce signage or art that covers a large portion of the character-defining elevation or any significant architectural features. No more than one wall or projecting sign may be placed per building elevation, or in the case of distinctive bays and entrances, one per entrance.
- d. Locate new signs on commercial structures to conform to the historic placement of signs on such structures.
- e. It is generally not appropriate to install billboards and large billboard-type signs in the District.
- f. It is not appropriate to use translucent plastic signs that have lighting within the sign, where the background is completely illuminated. Signage composed of individual letters on translucent plastic backgrounds may be appropriate where they were historically present.

#### **N. Relocation**

1. Provide documentation of alternatives to proposed relocation of a historic structure to the HPC.
2. If the original setting of the structure is within a historic district, submit a site plan for proposed development or treatment of the original site after relocation of the structure to the HPC prior to the move.
3. Protect significant site features of the original site, the new site, and the route of the move during relocation.
4. Follow the new construction standards for placement when relocating a structure within the district or to another district or landmark property.
5. When a site becomes vacant due to relocation, stabilize the site by planting ground cover or grass, or by installing other appropriate landscape or hardscape materials.

## O. Demolition

1. Provide documentation of alternatives to proposed demolition of a historic structure to the HPC.
2. Refer to NC general statute 160A-400.14 for guidance on reducing a 365-day delay imposed on demolitions of structures within historic districts.
3. If the original setting of the structure is within a historic district, submit a site plan for proposed development or treatment of the original site after demolition of the structure to the HPC prior to the demolition.
4. When a site becomes vacant due to demolition, stabilize the site by planting ground cover or grass, or by installing other appropriate landscape or hardscape materials.

## Downtown Non-Contributing

### A. Existing Structures

1. Design roof modifications to be compatible with other contributing structure roof forms within the district.
2. Design door and window modifications to maintain a style and rhythm compatible with surrounding structures.
3. Orient primary entrances to face the street.
4. Design new additions and features (e.g., porches, stoops, decks, upper floors, expanded floor area) of a scale, height, proportion, and massing compatible with that of the existing structure and contributing structures within the district.
5. Locate additions to retain a consistent front setback with other contributing structures in the district.
6. Design modifications to existing accessory structures to be compatible with the existing primary structure and not incongruous with the historic character of the district.
7. Materials
  - a. Appropriate materials include:
    - i. Original materials found on contributing structures throughout the district;
    - ii. The modern equivalent (same outward appearance and feel) of original materials found on contributing structures throughout the district; and
    - iii. Other durable modern materials deemed compatible by the Historic Preservation Commission.
  - b. It is not appropriate to install hollow-profile siding or trim. It is generally not appropriate to install a new cladding material over existing materials.
  - c. It is not appropriate to install a traditionally residential material (e.g., lap siding, asphalt shingles, shake or shingle siding) as a predominant building material.

## B. New Structures

1. Placement
  - a. Locate new primary structures to be compatible with the predominant placement of such structures in the block face and within the district.
  - b. It is not appropriate to obscure character-defining elevations of historic structures within the district in the placement and design of new structures.
  - c. Place new accessory structures to the side or rear of the primary structure.
2. Scale and Height
  - a. Design new structures to be compatible in scale, height, proportion, and massing with contributing structures in the block face and within the district.
  - b. Design the podium height of new structures to be a maximum of two stories higher than other podium heights in the block face and compatible in design and scale with contributing structures in the district.
  - c. Design building massing above the podium to step-back at least 15 feet or sufficiently to preserve the continuity of the block face's street-level elevation. (See diagram in paragraph 6.12.2C.2 of the Unified Development Ordinance.)
  - d. Design new accessory structures to be clearly subordinate to the primary structure.
3. Design Elements
  - a. Design new structures to provide a rhythm and order of doors and windows along street-facing elevations compatible with contributing structures in the block face and within the district.
  - b. Provide details on street level elevations compatible with other contributing structures in the block face and within the district (e.g., cornices, storefronts, fenestration).
  - c. Design roof forms to be compatible with contributing structures in the district.
  - d. Orient the primary entrance toward the street.
  - e. It is not appropriate to install internal or external horizontal or vertical bars on windows that are visible from public rights-of-way.
  - f. Design new accessory structures to be compatible with the architectural style of the primary structure.
4. Materials
  - a. Appropriate exterior materials include:
    - i. Original materials found on contributing structures throughout the district;
    - ii. The modern equivalent (same outward appearance and feel) of original materials found on contributing structures throughout the district; and
    - iii. Other durable modern materials deemed compatible by the Historic Preservation Commission.
  - b. It is not appropriate to install hollow-profile siding or trim.

- c. It is not appropriate to install traditionally residential materials (i.e. lap siding, asphalt shingles, shake or shingle siding) as a predominant building material.

### C. Site Work

#### 1. Landscaping

- a. Replace diseased and dying street trees with new trees compatible as recommended by the *Durham Landscape Manual*; when removing a street tree, remove in its entirety above grade.
- b. Remove canopy trees (12" DBH or greater) only where the tree is diseased or dying ~~or where impeding solar utilities~~, or where the removal is not incongruous with the character of the historic district; replace with new canopy trees as recommended by the *Durham Landscape Manual*.
- c. In siting new construction or building additions, preserve mature trees and significant views that contribute to the historic character of the property and district.

#### 2. Fences and Walls

- a. Introduce new fences and walls only in configurations and locations that do not obscure character-defining elevations or significant views of the district.
- b. It is generally not appropriate to introduce chain link or vinyl fencing and exposed concrete block walls to district properties.

#### 3. Walkways, Driveways, and Parking Areas

- a. Locate new walkways, driveways, and off-street parking areas to preserve the topography of the site, mature trees, and other significant site features.
- b. Design new walkways, driveways, or off-street parking areas to be compatible in location, size, configuration, scale, and material with the historic character of the property and the district.

#### 4. Utilities and Mechanical Equipment

- a. Locate mechanical and telecommunications equipment (including vents, fans, and co-located wireless communication facilities) to minimize visibility from the street through siting and design.
- b. Select and locate rooftop appurtenances (such as skylights) to minimize their visibility from the street. For solar panels visible from the street which are not matte black or matching the roof color, or which project more than four inches from the roof surface, the applicant shall demonstrate that the installation is the minimum deviation from the standard necessary to achieve reasonable solar gains. Locate all associated solar panel equipment to the rear or side of the structure.



#### 5. Lighting, Signage, and Art

- a. Introduce new site and building lighting, signage, and art that is compatible with the style of the structure and the character of the historic district. This provision shall not apply to signage to be installed for a period of 30 days or less.
- b. It is not appropriate to introduce signage or art that obscures significant views of the district.
- c. It is generally not appropriate to install billboards and large billboard-type signs in the district.
- d. It is not appropriate to use translucent plastic signs that have lighting within the sign, where the background is completely illuminated.

#### **D. Relocation**

1. Submit to the HPC a site plan for proposed development or treatment of the property prior to the move.
2. Protect significant site features of the original site, the new site, and the route of the move during relocation.
3. Follow the new construction standards for placement when relocating a structure within the district or to another district or landmark property.
4. When a site becomes vacant due to relocation, stabilize the site by planting ground cover or grass, or by installing other appropriate landscape or hardscape materials.

#### **E. Demolition**

1. Refer to NC general statute 160A-400.14 for guidance on reducing a 365-day delay imposed on demolitions of structures within historic districts.
2. Submit to the HPC a site plan for the proposed development or treatment of the property prior to demolition.
3. When a site becomes vacant due to demolition, stabilize the site including planting of ground cover, grass, or other appropriate landscape or hardscape material.

### **Downtown Rights-of-Way**

These criteria apply to work within the right-of-way:

- A. Retain or reestablish right-of-way patterns (such as streets, alleys, and sidewalks) that contribute to the historic character of the district.

- B. Retain street trees within the right-of-way. If retaining street trees is not feasible, plant replacement street trees based on the recommendation of the urban forester. When removing street trees, remove them in their entirety.
- C. Locate and size signage and new or replacement utility poles, transformers, wires, cables, etc., to minimize their visual impact on the character of the historic district.

## **Section 5. The following are proposed changes to the Landmarks section of the - Historic Properties Local Review Criteria.Landmarks**

### **A. General**

1. It is not appropriate to create a historic style not original to the historic structure. It is not appropriate to add architectural details or ornamentation not original to the structure.
2. When changes are required due to code requirements for accessibility and life/safety, modify the historic element or structure to the minimum extent necessary.
3. Undertake new additions and alterations to the structure in a manner that, if they were to be removed in the future, the essential form and integrity of the original structure would be unimpaired. When attaching to a structure, alter historic materials to the minimum extent possible.
4. It is not appropriate to obstruct significant views of historic structures.
5. If a landmark property is located within a local historic district, this section shall apply instead of the relevant district criteria section. However, criteria for Rights-of-Way from the relevant district section shall also apply.
6. For a new primary structure on a landmark property within the Downtown Tier, follow the criteria for new construction within the Downtown Non-Contributing section of the Criteria.

### **B. Roofs**

1. It is not appropriate to modify character-defining original roof forms.
2. It is not appropriate to add dormers, monitors, or clearstories to the character-defining elevations. When added, place these elements to minimize their visibility from the street and design to be compatible with the style of the historic structure.
3. Retain historic gutters and downspouts. Select new scuppers, gutters, and downspouts appropriate to the style of the structure in design, material, color, and placement.
4. Roof Materials
  - a. With the exception of asphalt shingles, retain and repair original roof material. Material may be consolidated and used on character-defining or street-facing elevations.
  - b. Select replacement roof materials to match the original material in design, size, material, color, and pattern.
5. Retain historically significant roof elements and features. It is not appropriate to encapsulate exposed masonry chimneys with non-original material.

6. Where deteriorated beyond repair, design and select replacement roof elements and features to match the style of the original in form, material, and detail.
7. It is not appropriate to introduce new roof elements and features that are incongruous with the overall historic character of the landmark property.
8. For rooftop utilities, mechanical equipment, skylights, and solar arrays, follow the provisions in the Utilities and Mechanical Equipment below.

### **C. Exterior Walls, Trim, and Foundation**

1. Retain and repair historic exterior cladding and trim material (such as masonry, metal panels, siding).
2. Select replacement cladding and trim to match the original in design, cross-section, profile, material, reveal, and texture. Intact historic material may be consolidated and used character-defining elevation.
3. It is not appropriate to cover historic cladding or trim materials.
4. Select replacement masonry and mortar to match the historic materials in strength, type, unit size (excluding depth), mortar joint thickness and tooling profile, bond pattern, texture, finish (such as parging), and color. Ensure that mortar type dries softer than surrounding brick.
5. It is not appropriate to add new architectural details that are not compatible with the style of the structure.
6. Select infill material between masonry foundation piers to match the historic material in type, unit size (excluding depth), mortar joint thickness and tooling, bond, texture, finish, and color. Inset infill material at a minimum of two inches from the exterior face of the piers.
7. It is not appropriate to strip wooden surfaces that were historically painted and apply clear stains or sealer to create a natural wood appearance.
8. It is not appropriate to paint or coat original exterior materials, such as stone, brick, metal, or concrete surfaces, that were not painted or coated historically; it is not appropriate to apply waterproof coatings above ground.

### **D. Storefronts**

1. Retain original storefront openings, kickplates, storefront windows, transoms, materials, recessed entries, tiles, foundation sills, cornices, and any other architectural details.
2. If original materials or elements (such as recessed entries or cornices) are missing or deteriorated beyond repair, reconstruct these elements in accordance with historic documentation of the structure when available or with other contributing structures, with materials to match original materials.

3. It is not appropriate to use darkened, shaded, or reflective glass in storefronts.
4. It is not appropriate to install window-mounted heating and air-conditioning units in storefronts.
5. It is not appropriate to install internal or external horizontal or vertical bars in storefronts.

#### **E. Doorways and Doors**

1. Retain character-defining and street-facing doorways in their original design, shape, and location, and with their associated features.
2. When doorways on non-street-facing elevations are modified, added, or removed, retain the overall rhythm and individual proportion of openings on the structure.
3. Retain original doors in place on street-facing elevations. Select new or replacement doors to be compatible with the style of the structure.
4. Select new and replacement storm and screen doors to minimize obstruction of the original doors.
5. It is not appropriate to install garage doors on character-defining or street-facing elevations unless historically present in that location. Select garage doors to be compatible in design and material with the structure.

#### **F. Window Openings and Windows**

1. Retain window openings in their original size, proportion, and location on street-facing and character-defining elevations.
2. When window openings on non-character-defining, non-street-facing elevations are modified, added, or removed, retain the overall rhythm and individual proportion of window openings on the structure.
3. Retain and repair original windows. Window components may be consolidated and used on character-defining or street-facing elevations. Retain all original window details.
4. Select new or replacement windows and details that conform to the shape, proportion, and configuration of window lights (panes) of windows original to the structure.
5. When modifying original window openings, windows, and window details, uncover, repair, and reconstruct these elements. It is not appropriate to cover or infill windows and window openings on street-facing or character-defining elevations.
6. Select triple-grid muntins (interior, internal, and exterior) on simulated divided-light windows.

7. It is not appropriate to use darkened, shaded, or reflective glass except where decorative glass (such as stained or prismatic glass) is compatible with the historic character of the property.
8. Select storm windows to conform in color, size, and style to the existing windows. It is not appropriate for storm windows to obscure original windows.
9. It is not appropriate to add nonfunctional shutters unless original to the structure.
10. It is not appropriate to install window-mounted heating and air conditioning units on character-defining and street-facing elevations.
11. It is not appropriate to install internal or external bars on windows that are visible from public rights-of-way.

#### **G. Canopies and Awnings**

1. Locate new canopies and awnings to conform to the appropriate historic placement on the structure.
2. Design canopies and awnings to be compatible with the structure in size, scale, style, material, and graphics.
3. It is not appropriate to install new canopies and awnings on character-defining and street-facing elevations if not historically appropriate to the style of the structure.

#### **H. Additions**

1. It is not appropriate to place additions on the front elevation of a structure or to remove or obscure a character-defining elevation. Rooftop additions are generally not appropriate. Attach additions to the rear of the structure where feasible. Locate side additions behind the front plane of the existing structure.
2. Design additions to be distinguishable from the original structure through placement and/or design. .
3. It is not appropriate to construct an addition that is incongruous with the overall historic character of the primary building. Design additions to be compatible with, and subordinate to, the historic structure in mass, proportion, height, general amount of and pattern of window and door openings, roof shape, materials, and finish.
4. It is not appropriate to construct an addition that will significantly change the proportion of overall built mass to historic open space on the site.
5. It is not appropriate for additions to residential structures to alter the primary roof form of the structure or to modify character-defining original roof forms.

**I. Porches, Stoops, and Balconies**

1. Retain historic porches, stoops, and balconies on street-facing or character-defining elevations.
2. Reconstruct historic porches, stoops, or balconies to match the design, size, and pattern of the original element.
3. It is not appropriate to enclose, screen, extend, add, or remove porches, stoops, and balconies on character-defining elevations unless reconstructing documented historic features.
4. It is not appropriate to add railings to front porches and stoops where they did not historically exist unless required by code.
5. Design and place additions to, or expansions of, porches, stoops, and balconies on non-character-defining elevations to utilize compatible architectural details and materials.
6. It is not appropriate to add incompatible details on porches, stoops, and balconies.

**J. Decks and Screened-in Porches**

1. Locate new decks and screened-in porches on non-character-defining elevations, typically the rear elevation, and inset them from the corners of the structure.
2. Ensure that new decks and screened-in porches are not incongruous with the overall character of the historic landmark. Design decks and screened-in porches to be compatible with the historic structure in style, material, scale, and proportion.

**K. Stairs, Ramps, and Railings**

1. Retain historic front stairs, ramps, and railings with their original architectural details and materials.
2. Reconstruct stairs, ramps, and railings to match the design, size, and material of the original.
3. Design new stairs, ramps, and railings to be compatible in design, scale, and material with the historic structure.
4. It is not appropriate to place new fire escapes and egress stairs on street-facing and character-defining elevations. Locate and design these features to minimize their visibility from the street.

**L. Accessory Structures (only this section applies)**

1. Design any modifications to historic accessory structures to be in keeping with the above sections.

2. Design any modifications to non-historic accessory structures to be compatible with the existing primary structure and not incongruous with the historic character of the landmark property.
3. New Structures
  - a. Locate new accessory structures to the rear or side of the primary structure to protect significant views of the property.
  - b. Design new accessory structures to be clearly subordinate to the primary structure.
  - c. Design new accessory structures to be compatible with the architectural style of the primary structure.
4. Appropriate exterior materials include:
  - a. Original materials found on the primary landmark structure.
  - b. The modern equivalent (same outward appearance and feel) of original materials found on the primary landmark structure; and
  - c. Other durable modern materials deemed compatible with the specific landmark property by the Historic Preservation Commission.

#### **M. Site Work**

1. Landscaping
  - a. Replace diseased and dying street trees with new trees compatible as recommended by the *Durham Landscape Manual*; when removing a street tree, remove in its entirety above grade.
  - b. Remove canopy trees (12" DBH or greater) only where the tree is diseased or dying ~~or impeding solar utilities~~, or where the removal is not incongruous with the character of the landmark property; replace with new canopy trees as recommended by the *Durham Landscape Manual*.
  - c. For landmark properties where the land has been designated, use plantings that will continue to retain the site's sense of openness or enclosure.
  - d. In siting new construction or building additions, preserve mature trees and significant views that contribute to the historic character of the landmark property.
  - e. For landmark properties that are residential in character, it is not appropriate to change the residential character of the site by significantly reducing the proportion of original built area to open space through surface paving, building additions, or infill construction.

## 2. Fences and Walls

- a. Retain and repair historic fences and walls. Replace historic fences and walls to match the original in design, material, and location.
- b. Introduce new fences and walls only in configurations and locations that are characteristic of the landmark property and that do not obscure character-defining elevations.
- c. It is generally not appropriate to introduce chain link, wire, or vinyl fencing and exposed concrete block walls to landmark properties.
- d. It is not appropriate to coat or cover over historic fences or walls with contemporary materials or coatings.

## 3. Walkways, Driveways, and Parking Areas

- a. Retain the location, extent, and material of historic walkways, driveways, and off-street parking areas.
- b. Locate new walkways, driveways, and off-street parking areas to preserve the topography of the site, mature trees, and other significant site features.
- c. For landmark properties where the land has been designated, it is not appropriate to introduce new off-street parking and driveways where they will have a negative impact on the historic character of the landmark property, such as by significantly reducing the proportion of original built area to open space through surface paving.
- d. Design new walkways, driveways, or off-street parking areas to be compatible in location, size, configuration, scale, and material with the historic character of the landmark property. Ribbon driveways should be selected over fully paved driveways where feasible.

## 4. Utilities and Mechanical Equipment

- a. Locate mechanical and telecommunications equipment (including vents, fans, and co-located wireless communication facilities) to minimize visibility from the street.
- b. Retain historically significant utilities and mechanical equipment on historically industrial properties; screening of equipment on such properties may not be appropriate.
- c. Select and locate rooftop appurtenances (such as skylights) to minimize their visibility from the street. It is not appropriate to install solar panels on character-defining roofing materials (e.g., slate, terra cotta, traditional standing seam metal). Select solar panels to be matte black in color or otherwise match the roof color and project no more than four inches from the finished roof surface, unless screened from view from the street by a parapet wall, screening, or sightline. For solar panels which are not matte black or matching the roof color, or which project more than



four inches from the roof surface, the applicant shall demonstrate that the installation is the minimum deviation from the standard necessary to achieve reasonable solar gain. Locate all associated solar panel equipment to the rear or side of the structure.

5. Lighting, Signage, and Art

- a. Retain and preserve historic exterior light fixtures, signage, and art.
- b. Introduce new site and building lighting, signage, and art that is compatible with the historic character of the landmark property.
- c. It is not appropriate to introduce signage or art that covers a large portion of the character-defining elevation or any significant architectural features.
- d. Illuminate new signage, if desired, in a manner compatible with the historic character of the landmark structure and site.

**N. Relocation**

1. Provide documentation of alternatives to proposed relocation of a historic structure to the HPC.
2. If the original setting of the structure is within a historic district, submit a site plan for proposed development or treatment of the original site after relocation of the structure to the HPC prior to the move or demolition.
3. Protect significant site features of the original site, the new site, and the route of the move during relocation.
4. Follow the new construction standards for placement when relocating a structure within the landmark property or to another landmark property or district.
5. When a site becomes vacant due to relocation, stabilize the site by planting ground cover or grass, or by installing other appropriate landscape or hardscape materials. In cases where the historical significance of a landmark property is lost due to relocation, the property will lose its landmark status through action by the appropriate governing body.

**O. Demolition**

1. Provide documentation of alternatives to proposed demolition of a historic structure to the HPC.
2. Refer to NC general statute 160A-400.14 for guidance on reducing a 365-day delay imposed on demolitions of structures within historic districts.

3. If the original setting of the structure is within a historic district, submit a site plan for proposed development or treatment of the original site after demolition of the structure to the HPC prior to the demolition.
4. When a site becomes vacant due to demolition, stabilize the site by planting ground cover or grass, or by installing other appropriate landscape or hardscape materials. In cases where the historical significance of a landmark property is lost due to demolition or relocation, the property will lose its landmark status through action by the appropriate governing body.

### Landmark Signs

#### A. General

1. Undertake needed repairs using the gentlest means possible.
2. Replace original materials only when deteriorated beyond repair. When replacing materials, match the original materials in substance, color, form, and finish.
3. Restore graphics only according to historical documentation; where no documentation exists, ensure that changes are compatible in scale and style with the existing signage.
4. Take adequate measures to protect signs from damage while work on an adjacent structure is in progress.

### Definitions

**ACCESSORY STRUCTURE** – A structure that exists on the same lot with the principal structure and is subordinate in size and purpose to the primary structure

**ARCHAEOLOGICAL SITE** – A place in which evidence of past (either prehistoric or historic) activity is preserved, and which has been, or may be, investigated using the discipline of archaeology and represents a part of the archaeological record

**ACT OF GOD** – An event, such as an earthquake or hurricane, that is caused by natural forces and cannot be prevented or foreseen

**ADDITION** – An extension or increase in the floor area or height of a building or structure

**ADJACENT** – Abutting, neighboring, or sharing a common point with a building element or property

**APPEAL** – Request for review of a final order, interpretation, or decision by any administrative official authorized to make such decision

**ARCHITECTURAL SIGNIFICANCE** – The importance of a particular structure or building element based on its design, materials, form, style, or workmanship

**ARTICULATION** – An emphasis given to architectural elements (especially windows, balconies, porches, entries) to create a complementary rhythm or pattern; or modulation of a building's facade or architectural details to create variety and reduce massing

**ASPHALT SHINGLE** – A shingle manufactured from saturated roofing felts (rag, asbestos, or fiberglass ) coated with asphalt and finished with mineral granules on the side exposed to weather, first used in 1901

**AWNING** – A roof-like covering, often of canvas and adjustable, **usually placed** over a window or door to provide protection against sun, rain, and wind; aluminum awnings were developed in the 1950s

**BASEMENT** – The lowest level or story which has its floor sub-grade on at least three sides

**BAY** – Within a structure, a regularly repeated spatial element usually defined in plan by beams and their supports, or in elevation by repetition of windows and doors in the building facade

**BLOCK FACE** – One side of a street between two consecutive intersecting streets

**BOARD OF ADJUSTMENT** – The board responsible for adjudicating COA appeals

**BUILDING BASE** – The lower level(s) of the building podium, specifically designed and articulated as the base or plinth of the building

**BUILDING ENVELOPE** – The area between all required setbacks within which a structure can be located

**BUILDING FOOTPRINT** – The total ground area within the foundation of a structure

**BUILDING FRONT** – The side of the building closest to and most nearly parallel with the street; in the case of a corner lot, either side abutting a street may be considered the front

**BUILDING LINE** – The primary edge of a building closest to the street, side, and rear property lines, and extending from the physical edge of the building

**BUILDING PODIUM** – The foot or base of a structure

**CALIPER** – The diameter of plant material, measured at six inches above grade for calipers of up to four inches, and 12 inches above grade for larger calipers

**CANOPY** – A roof-like cover extending over an outdoor area for the purpose of sheltering individuals or equipment from the weather

**CERTIFICATE OF APPROPRIATENESS (COA)** – A document issued by the Historic Preservation Commission, allowing specifically requested exterior changes to a historic structure or site, as expressly described within the document

CHICKEN COOP – A structure for the sheltering of chickens

CHICKEN PEN – An enclosure that is connected to and/or surrounding a chicken coop for the purpose of allowing chickens to leave the coop while remaining in an enclosed predator-safe environment

DEMOLITION – Removal or destruction of a primary or accessory structure in its entirety

DIAMETER AT BREAST HEIGHT (*DBH*) – Measurement used to denote the caliper of a tree

DRIVEWAY – A private roadway located on a parcel or lot used for vehicle access

EASEMENT – A right to use and/or enter onto the real property of another without possessing it

ENCROACHMENT – Advance or infringement upon adjacent public or private properties or the public right-of-way

EXISTING CONDITIONS – Conditions that exist at the time of COA submittal

FENESTRATION – The design and arrangement of windows and other exterior glazed openings of a building

FORM – The shape or configuration of a building or building element

MONUMENTAL BUILDING TYPE – A structure with large setbacks from the sidewalk which become publicly accessible open areas

MULLION – A vertical trim board dividing one window from another

MURAL – A painting (more than two colors used within a single plane) or work of art executed directly on a wall

PRIMARY STRUCTURE – A structure of primary importance or function on a site

NEW CONSTRUCTION – The development of an entirely new primary or accessory structure on a site

PARKING PAD – A designated off-street area designed to accommodate the parking of one or more vehicles.

PUBLIC ART – A work of art in any medium that has been planned and executed with the specific intention of being sited or staged in the physical public domain, usually outdoors and publicly accessible.

RESIDENTIAL DISTRICT – Any historic district primarily containing the "R" designation, (e.g., RU, RS)

RISING DAMP – The rising of groundwater through walls, floors, and masonry via capillary action, frequently as the result of infilling walls or basements historically designed for ventilation

**ROOT PROTECTION ZONE** – The permeable land area around the base of a tree in which disturbances are prohibited, to protect and promote the tree’s survival. It is measured as the greater of –

- A. Six-foot radius around the tree; or
- B. One-foot radius for every inch of DBH

**SETBACK** – The minimum distance between a property line and a building or structure; unless specifically noted in the text, ground-level parking and security gatehouses can be located within the setback area

**SIGN** – Any words, lettering, parts of letters, figures, numerals, phrases, sentences, emblems, devices, structures, designs, trade names, or trademarks by which anything is made known such as are used to designate an individual, a firm, an association, a corporation, a profession, a business, or a commodity or products, which are legible from any public street or adjacent property and used to attract attention; this definition includes the structure or the face upon which a sign message is displayed

**SIGN SUPPORT OR BRACING** – The materials used to support and attach a sign to the ground, building, or other fixed location.

**SPALLING** – A result of water becoming trapped within brick, concrete, or natural stone (often behind paint or other coatings), forcing the masonry surface to peel, pop out, or flake off with decreases in temperature

**SPECIMEN TREE** – Any evergreen canopy tree 18 inches DBH or greater, any deciduous canopy tree 12 inches DBH or greater and any understory tree (deciduous or evergreen) eight inches DBH or greater, except any tree listed as a non-native invasive plant by the US Forest Service or prohibited pursuant to in the Landscape Manual for Durham, North Carolina, also referred to as the Landscape Manual

**STOREFRONT WINDOW SYSTEM** – An architectural wall assembly of large glass panes framed in relatively thin metal members and typically used at the ground level of commercial buildings

**STORY** – The horizontal division of a building made up of the space between two successive floors, or a floor and the roof.

**STREET FRONTAGE** – The boundary of a property adjacent to one side of a street

**STREETSCAPE** – The appearance or view of an entire street or street network in general, including sidewalks, utilities, landscaping, street furniture, and the structures that make up the street wall

**STRUCTURE** – A walled and roofed building that is principally above ground; a manufactured home; or vertical projections meeting the definition of antenna-supporting or wireless support structures

**STYLE (Architectural)** –

**SUBORDINATE** – Secondary in appearance so as not to diminish or visually overpower another element or structure

**VACANT PARCEL** (*or lot*) – Any parcel or lot that does not contain a structure

**VIOLATION** – Any change (beyond what is allowed as regular maintenance or repair) made to the exterior of a locally designated historic structure or site prior to the issuance of a COA that expressly permits said change

**WAY-FINDING SIGN** – A sign designed to convey location and direction

**YARD** – A space on the same lot with a building or group of buildings, which space lies between the building or group of buildings and the nearest lot line

**YARD, REAR** – That portion of a yard between the required rear setback and the rear property line extending the full width of the lot between side lot lines. The rear yard width is measured perpendicular to the rear lot line. The rear yard shall be the yard on the opposing side of a street yard. No rear yard shall apply for triangular or pie-shaped lots where there is no rear property line.

**YARD, SIDE** – That portion of a yard between the required side setback and the side lot line extending from the street yard to the rear yard. The side yard width is measured perpendicular to the side lot line

**YARD, STREET** – That portion of a yard extending between the edge of the street right-of-way (or easement, for private streets; or common access drive, for townhouses) and the required building placement; the portion of a lot adjoining a street as measured from the right-of-way. The street yard width is measured perpendicular to the street right-of-way. Corner lots and through lots shall be considered to have two street yards. A street yard does not exist adjacent to an alley.

## Resources

Preservation Durham  
115 Market Street #221  
Durham, NC 27701  
(919) 682-3036  
[PresevationDurham.org](http://PresevationDurham.org)

Preservation North Carolina

220 Fayetteville Street, # 200  
Raleigh, NC 27601  
(919) 832-3652  
PresNC.org

North Carolina State Historic Preservation Office  
109 E Jones Street  
Raleigh, NC 27601  
(919) 807-6570  
Hpo.ncdcr.gov

Technical Preservation Services  
National Park Service  
1849 C Street NW, Mail Stop 7243  
Washington, DC 20240  
(202) 513-7270  
NPS\_TPS@nps.gov  
Nps.gov/tps/