

## Historic vs. Non-Historic

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

### **DEFINITION OF HISTORIC:**

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

## Ordinary Maintenance and Repair and Minor Works

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

## Masonry Standards

5) Repaint masonry surfaces that were previously painted in colors appropriate to the building or site. It is not appropriate to paint, seal, or coat historic masonry surfaces that were not previously painted, sealed, or coated, with historic defined as 50 years of age or older.

## Window Standards

- 11) New shutters should be added only if they are operable, typical for the style of building, and are sized to cover the entire window opening.

## Sustainability and Energy Retrofit Standards

- 9) It is not appropriate to install solar panels and skylights in locations that compromise the architectural integrity of a building. Install these features on non-contributing structures or non-character-defining elevations of historic structures. Set solar panels and skylights back from the front edge of flat roofs to minimize visibility. Green roofs can be installed on roofs in visible locations with evidence that they will not negatively impact the structure or integrity of the building. Solar panels can be installed on a secondary building, such as a garage or shed.
- 11) Site freestanding solar panels and wind turbines away from the building. Screen associated equipment from public view.
- 12) Install wind-powered equipment in a minimally visible location on the site or on a non-historic addition or secondary building. Wind-powered equipment should not be taller than the primary historic building.
- 14) Install cisterns, rain barrels, and other water collection devices in side and rear yards when possible. Screen from public view with fencing or landscaping when possible.

## Utilities Standards

- 1) Minimize the visual impact of new utility enclosures (“hot boxes”), mechanical and communication equipment, electric vehicle charging stations, and utilities by locating them along secondary elevations or inconspicuously in areas not visible from the street and by screening them from view with plantings or fencing when possible.
- 5) Paint or install meter boxes, vents, electric vehicle charging stations, and other utility connections that cannot be screened in colors that will blend in with the historic building or the site.

## Site Features and Plantings Standards

10) Introduce contemporary site features — such as swimming pools, dumpsters, mechanical units, storage buildings, playground equipment, and telecommunication equipment — only in locations that are not visible from the street to the maximum extent possible and where they do not compromise the historic character of the building, site, or district. Screen contemporary site features from public view with landscaping or appropriate fencing.

## Fences and Walls Standards

8) Site new fences or walls, if necessary, in locations that are compatible with the traditional relationship of fences or walls to district properties of similar architectural style and to sites of similar size. New fences are generally not appropriate in front yards. New walls in front yards may be reviewed on a case-by-case basis and require HDC approval.



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

- 5) Replace in kind any portion of a historically significant walkway, driveway, or off-street parking area that is damaged or deteriorated beyond repair. Match the original feature in design, material, dimension, configuration, detail, texture, and color. Retain as much original fabric as possible.
- 6) Substitute compatible materials for historically significant features only if it is not feasible to replace in kind. More permanent materials are allowed as replacement materials for dirt and gravel walkways, driveways, and off-street parking. Refer to the Historic District Compatibility Matrix in the appendices for more information.

## Art Standards

4) Introduce wall-mounted art — such as murals, mosaics, or metal installations — only in locations that do not compromise or diminish the overall design or architectural rhythm or pattern of the building, site, or district. Introduce new artwork on stucco, wood, or previously painted masonry surfaces on non-character-defining elevations. It is not appropriate to paint murals or similar art installations on unpainted masonry surfaces that were not historically painted.

## GLOSSARY OF ARCHITECTURAL TERMS

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

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

**Contributing:** a property, exterior addition, or feature constructed at least 50 years prior to the current date. A property's contributing status in regard to the National Register of Historic Places has no bearing on local historic district review. In many cases, "contributing" and "historic" are terms that are used interchangeably.

**Historic:** a property, exterior addition, or feature constructed at least 50 years prior to the current date. In many cases, "historic" and "contributing" are terms that are used interchangeably.

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

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

## ORDINARY MAINTENANCE AND REPAIR AND MINOR WORKS

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

**Minor Work/Staff-Issued Certificate of Appropriateness:** Some works of a minor nature typically do not require Historic District Commission approval unless referred by staff. They may be approved through issuance of a minor works permit by the zoning officer if they meet the criteria listed below and are appropriate to the district or the landmark as determined by staff. The priority preference is to restore and preserve historic materials over replacement. Additionally, minor works applications that do not comply with the Historic District Design Standards or that may set a precedent in the historic district remain subject to HDC review.

## I. Exterior Changes to Buildings

### A. Masonry:

#### 1. Ordinary Maintenance and Repair

- i. Minor repointing and other minor masonry and stone repairs such as spot repairs or restoration of loose or deteriorated masonry.

### B. Wood:

#### 1. Ordinary Maintenance and Repair

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

### C. Architectural Materials:

#### 1. Ordinary Maintenance and Repair

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

### F. Windows

#### 2. Minor Work

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

### G. Doors:

#### 2. Minor Work

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

### I. Stairs and Steps:

#### 1. Ordinary Maintenance and Repair

- i. Minor repointing and other minor masonry and stone repairs to steps.

#### 2. Minor Work

- iii. Replacement/removal of or alteration/addition to existing stairs and steps that are not historically significant. Natural materials shall be replaced in kind, and artificial materials shall be replaced with natural materials appropriate to the house or primary structure. Concrete is an appropriate material for steps for landmark properties. Black steel steps are also an appropriate replacement material for side and rear egress staircases for multi-story commercial or multi-family buildings in the historic district.

#### **M. Sustainability and Energy Retrofit:**

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

- iii. Installation of solar panels not facing the street, so long as the panels are not attached to a character-defining roofing material and so long as panels match the roof color and project no more than four inches above the finished roof surface. All associated equipment shall be attached to the rear or side of the structure.
- iv. Installation of solar panels on non-contributing structures if the panels match the roof color and project no more than four inches above the finished roof surface. Any associated mechanical equipment shall be located at the rear or side of the structure.
- v. Installation of electric vehicle charging stations and related equipment in any existing or proposed driveway or off-street parking area and located behind the front line of the primary structure on site. Signage identifying the unit as a charging station may be painted onto the charging station or shall meet the requirements of Section 6: Setting and Site/Signage below. No off-site signage is permitted, and all on-site signage other than what is located in these standards requires Historic District Commission approval. Electric vehicle charging stations that are located behind only one front line of a corner lot are permitted if staff determine that they comply with the above requirements and Historic District Design Standards.

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

- v. Installation or removal of awnings and canopies that comply with the Historic District Compatibility Matrix, provided that the new structures do not obscure or conceal significant architectural features of a structure.
- vi. Installation, removal, or replacement of operable shutters that are in a location where they were used historically and match the width of the windows next to which they are located with materials and features that comply with the Historic District Compatibility Matrix. Installation of inoperable shutters or shutters in places where they were not used historically require Historic District Commission approval.

#### **N. Utilities:**

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

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

## II. New Construction and Additions

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

#### 1. Ordinary Maintenance and Repair

- i. Construction of utility structures, excluding accessory dwellings, that are less than 80 square feet in area, are located in the rear of non-contributing properties, and are screened from the public right of way can be approved if meeting the design standards and compatibility matrix.

#### 2. Minor Work

- i. Construction of detached outbuildings or garages that are located in the rear and are screened from the public right of way. Garages over 144 square feet and accessory dwellings require HDC review. In addition, all materials and features shall comply with those permitted in the [Historic District Compatibility Matrix](#).

### H. Porches

#### 1. Ordinary Maintenance and Repair

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

#### 2. Minor Work

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

### I. Decks

#### 2. Minor Work

- i. Alteration of, addition to, and/or removal of existing decks that are located behind the front line of the house. For additions to existing decks, the total combined square footage of the original deck with the addition shall not exceed 400 square feet. Decks shall not be easily visible from the street, and/or they shall be screened from view with evergreen plantings to provide adequate screening.
- ii. Construction of new decks composed of materials that comply with the [Historic District Compatibility Matrix](#), are less than 4 feet tall, are located behind the front line of the primary structure and are less than 400 square feet in area. Decks shall not be easily visible from the street, and/or they shall be screened from view with evergreen plantings to provide adequate screening.

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



### III. Setting and Site

#### A. Site Features and Plantings:

##### 1. Ordinary Maintenance and Repair

- vii. A single metal flagpole not exceeding 25 feet in height from ground level or a single flagpole base made of metal, concrete, stone, brick, or other natural materials and not exceeding 25 square feet in area.
- viii. Construction of “Little Free Libraries” located outside of the public right of way.
- ix. Non-fixed elements that can be moved without the use of heavy equipment such as rain barrels, planters, dog houses, bird baths, and similar decorative or functional items.

##### 2. Minor Work

- i. Construction of patios made of materials that comply with the Historic District Compatibility Matrix, are located behind the front line of the structure and are smaller than 400 square feet for historic district properties or 3,000 square feet for historic mill properties recognized as local landmarks. Patios shall be located and designed in a manner to retain as much of the existing site features, plantings, and topography as possible.
- v. Installation of wood or metal pergolas, garden trellises, or arbors not exceeding 8 feet in height that are located behind the front line of the primary structure
- viii. Hardscaping that is made of natural materials and does not obscure major architectural features or details of a historic structure.

#### B. Fences and Walls:

##### 1. Ordinary Maintenance and Repair

- ii. Spot repairs and completion of missing sections of existing fences.
- iii. Removal or replacement of existing fences that are not historically significant, as determined by staff, and no taller than 6 feet.
- iv. Temporary utilitarian or light-gauge wire fencing constructed as necessary to keep animals out of gardens, side, and rear yards.

##### 2. Minor Work

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

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

**2. Minor Work**

- ii. Replacement of existing non-historic driveways and off-street parking areas with materials that comply with the Historic District Compatibility Matrix. For replacement of historic stone or brick driveways, the original materials must be repaired and/or replaced in kind. Existing dirt or gravel driveways may be replaced with concrete, brick, natural stone or asphalt paving.

**F. Exterior Lighting:**

**1. Ordinary Maintenance and Repair**

- i. Temporary "seasonal," hanging, and special event lighting.

**G. Signage:**

**1. Ordinary Maintenance and Repair**

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

**2. Minor Work**

- x. Illumination of signs with directional lighting fixtures that are top mounted, so lighting is aimed down. Ground mounted signs with a height of five (5 feet or less may be ground lit, provided that the lights are shielded so as to illuminate the sign only, and the light shall not exceed 10 foot candles at the sign surface. Light fixtures must comply with Minor Works Section 6.F, and internally lit signage is not permitted in the Historic District.

## **H. Art:**

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

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

## **I. Outdoor Dining Areas**

### **2. Minor Work**

3. Installation, alteration, or removal of affixed commercial street furniture with screening demarcations that are 3 to 4 feet tall, made of wood, stone, concrete, brick, glass, and/or metal, and meet all Hillsborough Code of Ordinances requirements. Each proposed demarcation design must provide a minimum of 50% transparency to maintain the visibility of the building. Any proposal not meeting these standards shall require Historic District Commission approval.

#### IV. Relocation and Demolition

HISTORIC DISTRICT COMPATIBILITY MATRIX

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

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

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

Main Entry Doors	Wood		✓ match existing/original	✓	✓	
	Steel		✓ match existing/original	✓ commercial/ institutional only	✓ commercial/ institutional only	
	Aluminum-Clad Wood		✓ match existing/original	✓	✓	Allowed as a replacement material for doors that are not character defining historic doors.
	Fiberglass-Clad Wood	Marvin Integrity	X	X	✓	Newer prototype for a main entry door. Very unlikely to be used as a replacement material.
	Fiberglass		X	X	case-by-case	
	Vinyl		X	X	X	
	Vinyl-Clad Wood		X	X	X	
	Aluminum Storefront		✓ commercial/ institutional only	X	✓ commercial/ institutional only	
	All Glass, Non-Metal Frame		✓ commercial/ institutional only	X	✓ commercial/ institutional only	



Side and Rear Doors	Wood		✓ match existing/original	✓	✓	
	Steel		✓ match existing/original	✓	✓	Allowed as a replacement material for doors that are not character-defining historic doors.
	Aluminum-Clad Wood		✓ match existing/original	✓	✓	Allowed as a replacement material for doors that are not character-defining historic doors.
	Fiberglass-Clad Wood		✓ match existing/original	✓	✓	Allowed as a replacement material for doors that are not character-defining historic doors.
	Fiberglass		✓ match existing/original	✓	✓	Allowed as a replacement material for doors that are not character-defining historic doors.
	Vinyl		X	X	X	
	Vinyl-Clad Wood		X	X	X	
	Aluminum Storefront		✓ commercial/ institutional only	✓ commercial/ institutional only	✓ commercial/ institutional only	

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

Material Category	Material	Common Manufacturers	Changes to Existing Buildings	Additions to Existing Buildings	New Construction	Notes
Driveways and Off-Street Parking Areas	Gravel		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are on a case-by-case basis. No gravel is to be located on the portion of the driveway in the right of way.
	Asphalt		✓ match existing/original	✓	✓	Also allowed as replacement material for dirt or gravel.
	Concrete		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis. Also allowed as replacement material for dirt or gravel.
	Concrete Pavers		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis. Also allowed as replacement material for dirt or gravel.
	Brick Pavers		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are subject to commission review on a case-by-case basis. Also allowed as replacement material for dirt or gravel.
	Chapel Hill Gravel		✓ match existing/original	✓	✓	Natural color only. Tinting/dyes are on a case-by-case basis. No gravel is to be located on the portion of the driveway 10 feet behind the edge of the right of way.
	Chip and Tar		✓ match existing/original	✓	✓	
	Permeable Pavers		✓ match existing/original	✓	✓	Typically concrete with a diamond or square pattern and grass growing in the openings. Also allowed as replacement material for dirt or gravel.

Wood		✓	✓	✓	May be privacy, picket, or post and welded wire. Other designs not listed are on a case-by-case basis.
Split Rail		case-by-case	case-by-case	case-by-case	
Wrought Iron/Painted Steel		✓ match existing/original	✓	✓	
Woven Wire with Wood Posts		✓ match existing/original	✓	✓	
Chain-link		X	X	X	
Aluminum		case-by-case	case-by-case	case-by-case	Typically used for pool fencing. May have other applications. Approved only on a case-by-case basis.
Barbed Wire		X	X	X	
Painted Steel		case-by-case	case-by-case	case-by-case	
Vinyl/PVC		X	X	X	