

SECTION 3: ROOFS.

3.1 Roofs - Standards

1) Preserve or restore original and significant later roof forms, shapes, and major roof architectural elements such as dormers, gables, chimneys, and eave overhangs. It is not appropriate to make alterations to the front or other primary portions of the roof of a contributing structure if that roof slope can be seen from the public view.

2) Preserve, maintain, and repair historic roofing details and materials such as slate, standing-seam metal, and tile wherever possible. Replace in-kind only if necessary due to deterioration or damage.

3) New roofing materials should be compatible with either the existing or original roofing material. The new material should match the historic material as closely as possible in color, shape, size, and texture. Asphalt or fiberglass-asphalt shingles are acceptable substitutes for standing-seam tin, wood shingles, or metal shingles, provided the new replacement shingles are of a darker solid color. Barn tin (also known as “five-vee” tin) or coated steel may be used to replace a standing-seam tin roof in new construction.

4) Retain historic roof-top features such as ornamental eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings. These elements all add much to the overall architectural character of a structure. All such original and significant later features should be preserved and restored, rather than removed.

5) Contemporary or non-historic roof features should be installed on areas of the roof not seen from the public view or on other secondary roofs. Included are skylights, roof-mounted vents, dormers, chimneys, antennas, and solar collectors. In certain instances, new dormers may be permitted on side or rear elevations if their design is compatible with the building and the roofline.

6) Install new gutters without damaging or obscuring architectural features. Gutters of all materials except copper shall have a painted finish. Half-round gutters are appropriate for most contributing properties. Gutters are usually reviewed as a “minor works” item. If installed on a contributing building, the SHPC must review application at SHPC meeting.

7) Ridge vents, where needed, should be of the low profile type and should not diminish the original design of the roof or destroy any character-defining architectural details. Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible. In the event that they must be visible, they should be installed to respect the architectural details and character of the subject building.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

SECTION 5: WINDOWS AND DOORS.

5.1 Windows and Doors - Standards

- 1) Retain and preserve historic windows and doors, including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, and moldings.
- 2) Repair existing historic windows and doors where possible, rather than replacing entire window or door units. Use techniques such as wood epoxies and wood patches to repair and strengthen deteriorated wood elements. Replace only those elements that cannot be repaired.
- 3) Use replacement windows and doors that match the existing historic elements as closely as possible. If replacement windows or doors are required, consider first replacing only the deteriorated element, such as a single sash or door, rather than the entire frame or unit. Any new replacements shall match the original in all dimensions and detailing as closely as possible.
- 4) Use storm windows to improve energy efficiency where needed. New storm units should have a baked-on paint finish compatible with the color of the house. Unpainted aluminum is not appropriate. Storm windows for double-hung sashes shall have horizontal dividers that are in alignment with the horizontal meeting rails or the original upper and lower sashes. Storm windows are usually a “minor works” item.
- 5) Replacement of historic windows and doors for the sole purpose of improved thermal performance is not appropriate. Storm windows and doors should be used.
- 6) Tinted glass is not appropriate in the historic district in any area visible from the public view. Energy-saving or “low-E” glass may be used only if it is not tinted.
- 7) False muntins or snap-in grilles are not appropriate for windows visible from public view. New thermal-pane windows must match the original windows in overall size and opening area. New windows should have either true divided lights or three-dimensional grilles on both the interior and exterior of the window. Standard thermal-pane windows will be permitted on the rear or other areas not visible from the public view. Existing original frames should be retained and reused with the addition of new siding tracks to hold the replacement sashes.
- 8) Use storm doors to improve energy efficiency where needed. New storm doors should be compatible with the original exterior doors and with the style and period of the structure. Wood storm doors of the full-view or large single-pane type are most appropriate because they do not obscure the original door. Louvered wood doors are also appropriate. Metal storm doors should be the full-view type and have a baked-on enamel paint finish in a color that is compatible with the colors of the structure. Standard or non-historic storm doors are appropriate only on the rear or other area not visible from public view. Screen doors should be appropriate for the period and style of the structure.
- 9) Preserve and repair original or historic shutters, or replace in-kind. It is appropriate to add louvered shutters to a historic structure if there is evidence that it once had blinds. All new shutters shall be of wood, and installed so that they will fit the window

frame opening when closed and shall be of the correct proportions for each window. New blinds shall be provided with operable hardware, consisting of hinges, pintles, and holdbacks located in the appropriate position. Shutters made of synthetic or substitute materials, such as vinyl, are not appropriate.

10) Original or historic windows or doors and their related frames and trim shall not be altered or removed on the main facades visible from the public view unless this action is part of a documented restoration to an earlier appearance.

11) New windows and doors should not be added to the primary facades or front elevation, and are usually not appropriate on any other area seen from the public view. New window and door openings shall not alter the historic character of the building nor cause damage to historic materials or other significant architectural features. They must be detailed and sized to be compatible with the existing structure.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

SECTION 6 PORCHES AND ENTRANCES.

6.1 Porches and Entrances - Standards

1) Retain and preserve historic porches, entrances, and doorways including related features such as railings, posts or columns, ceilings, steps, lattice, flooring, piers, ornamental trim, and other character-defining elements.

2) Repair, rather than replace, historic porch and entrance elements wherever feasible. Use repair techniques which preserve historic materials, including patching, epoxy repair, reinforcing, or splicing-in of new wood in place of deteriorated sections. Replacement elements should match the original in size, shape, pattern, material, color, and texture. Modern stock millwork is usually not appropriate.

3) Use appropriate materials in the repair and restoration of historic porches. Woods that are naturally rot-resistant or treated will provide the greatest durability for exposed elements such as railings, steps, flooring, and floor framing. The use of pressure-treated wood is appropriate when painted within six months.

4) The enclosure or other alteration of original or historic front porches is not appropriate in the historic district. Avoid enclosing porches at sides or other secondary areas that are visible from the public view. The enclosure of porches at the rear, or other areas not seen from the public view, is appropriate if the enclosure is designed and constructed in a manner that preserves the historic character and features of the porch.

5) Use architectural details and ornamentation that are compatible with the style, period, and detailing of the porch and structure. The creation of a false historical appearance, such as adding Victorian ornamentation to a plain early 20th century porch, is not appropriate.

6) Reconstruct missing porches or porch details based on accurate documentation of such features. Such documentation may include: evidence found on the subject

building, historic photographs, or compatible details found on another porch in the district of the same period and general style. The owner shall provide the SHPC with such documentation in the application for a Certificate of Appropriateness.

7) It is not appropriate to add new porches, entrances, or balconies to primary elevations or other areas of a building that are readily seen from the public view if none existed historically.

8) New handicapped access ramps and other modifications to improve access shall be designed so that the modifications are reversible and do not damage or obscure the building's architectural features or diminish its historic character.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

SECTION 7 BRICKWORK AND MASONRY.

7.1 Brickwork and Masonry - Standards

1) Retain and preserve historic brick and masonry elements, including walls, chimneys, foundations, and retaining walls. Preserve masonry elements that are character-defining features of the building or property.

2) Repair and restore historic masonry elements, rather than replace. Remove vegetation and vines from masonry to prevent structural or moisture damage.

3) Clean historic masonry only with low-pressure water washing and mild detergents formulated for the specific application. Use chemical cleaners formulated for historic masonry only if water and detergent cleaners are not effective.

4) Sand blasting, high-pressure water blasting, and other abrasive cleaning methods which may damage historic masonry are not appropriate in the historic district.

5) Water repellent sealers are generally not appropriate because they may trap moisture, causing deterioration or discoloration.

6) For repointing, use only mortars that are compatible with the historic mortars in color, strength, and joint finish or surface tooling. For older, softer brick, use a mortar mix consisting of six parts sand, three parts mason's lime, and one (1) part white Portland cement. Maintain the historic joint width and bond patterns when making repairs.

7) Use only hand tools to remove deteriorated mortar joints, under the direction of a skilled mason. Do not use power tools or saws to remove mortar joints.

8) When replacing damaged brick or stone, use replacements that match the original units as closely as possible.

9) Avoid painting masonry surfaces that were not painted historically. When painting masonry that has been previously painted, use acrylic latex paints for best durability.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

SECTION 8 FOUNDATIONS.

8.1 Foundations - Standards

- 1) Retain and preserve original and historic foundations and related elements wherever possible, including pier size, vents, grilles, lattice, materials, and other significant details.
- 2) Retain and preserve existing historic materials wherever possible, rather than replace. For repairs or rebuilding, select new brick, mortar, ballast stones, and other materials to match the historic materials as closely as possible in all respects.
- 3) New vents or access doors should be centered between piers. Use inconspicuous vents, such as black iron or dark plastic, rather than unpainted aluminum. Locate access doors and other new openings in areas not visible from public view.
- 4) For infilling between existing brick piers, construct a curtain wall that is recessed approximately 1" to 2" back from the outer face of the piers so the original piers stand out; use this treatment for both old and new foundations. Flush foundations and infill are not appropriate. Concrete block may be used only if covered with a veneer of brick or sand-finished stucco. Leave foundations under porches open wherever possible to promote air circulation to prevent rot and deterioration; use wood lattice or grilles to enclose.
- 5) Wood grilles or lattice are appropriate infill if compatible with the period or style of the structure. Stock or lightweight wood lattice is not appropriate in areas in the public view.
- 6) Existing unpainted historic foundations should not be painted. Previously painted foundations should be repainted an appropriate color, such as white or whitewash, dark green, or brick red. Avoid removing paint from a previously painted foundation. (See Brickwork and Masonry standards).
- 7) Locate new utilities and mechanical equipment such as package unit furnaces, heat pumps, and air conditioning coils at the rear or other area not seen from public view. Utilities should never be located at the front of a structure or site. Provide screening with plantings, fences, or paint treatments.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

SECTION 10 PAINT AND EXTERIOR COLORS.

10.1 Paint and Exterior Colors

- 1) Use paint colors that are appropriate for the style and period of the subject property and that accentuate the building's architectural features.
- 2) Select colors that harmonize with the palette of colors found on other houses of the same period in the district or on the surrounding block.

3) Masonry surfaces that have been previously unpainted, such as brick, stucco, or stone, should not be painted if those surfaces are in good condition and if the painting is proposed for the purpose of color change only. The painting of certain masonry surfaces may be appropriate if the surfaces have been patched or marred by damage over time, and if the visual integrity of the surface has been compromised. Paint colors should reflect the base material where possible (for example, damaged or patched brickwork should be painted a brick red color). This is also applicable to non-contributing buildings.

4) New or replacement gutters and downspouts should have a baked-on enamel finish in a color that is appropriate for the structure, or should be painted after installation.

5) Old paint should not be removed by sand blasting or other abrasive or destructive methods.

(Ord. 2005-O3, passed 3-15-2005)

SECTION 14 FENCES AND WALLS.

14.1 Fences and Walls - Standards

- 1) Preserve and maintain historic fences and walls.
- 2) Preserve and maintain all historic features and details of fences and walls, including gates, decorative pickets, posts, pillars, steps, and other elements that contribute to the character of historic fences and walls.
- 3) Retain and preserve historic fence and wall material wherever possible. If replacement is necessary, use new material that matches the historic material in composition, size, shape, color, pattern, and texture.
- 4) Design new fences that are compatible with the associated building, site, and streetscape in height, proportion, scale, color, texture, material, and design. Synthetic fence materials, such as vinyl, are not appropriate in the historic district.
- 5) Fences shall not exceed a height of four feet in front yards and other areas of primary visual concern. Fences at rear yards and other areas not readily seen from the public view may be up to six feet high. The transition between low front fences and higher rear fences should be made as far to the rear of the enclosed structure or yard as possible, and no more than half the depth of the yard forward of the principal structure. Any fence that meets a structure should join the building at an architectural feature on the structure, such as a cornerboard, break, or other appropriate junction point.
- 6) Historic retaining walls should be preserved. New low walls are appropriate only where a sharp change in grade exists, and shall not exceed a height of two feet. Such walls should be constructed of brick or concrete block covered with a true sand-finish stucco.

7) The use of false historical details or other non-original architectural embellishments on existing fences is not appropriate.

8) Contemporary or utilitarian fence materials are not appropriate for fences in the public view. Inappropriate materials include: plastic, vinyl, chain link, wire, and all other modern materials. The use of modern fencing is permitted for rear yards only, in areas not seen from the public view, using vinyl-coated chain link (dark green or black), standard chain link, or heavy wire (“hog wire”). Use plantings such as ivy, climbing roses, jasmine, or other vines to hide wire fences.

9) Use a combination of fences and plantings to screen parking lots. To provide adequate visibility for drivers entering and leaving, the fence should not exceed a height of three (3) feet at the street/sidewalk edge. (See the Off-Street Parking guidelines for more details, § [152.296](#)(H), Swansboro Unified Development Ordinance.)

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)