DRAFT Historic District Handbook & Design Standards



CONCORD HISTORIC PRESERVATION COMMISSION

Adopted by the Concord Historic Preservation Commission, <u>Month</u>, 2024 Adopted by Concord City Council, <u>Month</u>, 2024 Handbook Committee members & Welcome letter

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APPROVAL REQUIREMENT NEEDS

| Type of Work: | No Approval Required For: | Planning Department May Extend Approval For: | Commission Hearing and Approval Required For: | Handbook Section Cross- reference: |
|--|--|---|--|--|
| Accessory Buildings (Detached) (Carriage houses, garages, outbuildings, and sheds) | | | New construction, demolition, and moving. | Chapter 7 Section 7.3 |
| Art (Sculpture, Other Outdoor Art) | Temporary Art (installed for less than one-year). | | Permanent Art (installed for more than one-year). | |
| Attached Utility buildings and carports | | | Attachments such as metal utility buildings, garages, and carports. | Chapter 7 Section 7.3 |
| Awnings and Canopies | | | Adding awnings and canopies. | Chapter 6 Section 6.2 |
| Balconies and Decks | Repair of existing with same materials. | Rebuilding or replicating original. | Addition of balcony and deck where none previously existed. | Chapter 7 Section 7.4 |
| Stained, Art, and Leaded Glass | Removal of broken or hazardous pieces; repairing existing glass using similar material. | | Removal of existing intact glass. Adding decorative and leaded glass or changing material. | Chapter 6 Section 6.2 |
| Certificate of Appropriateness | | Renewal of a Certificate of Appropriateness before 12 months. | Certificate of Appropriateness. | Chapter 3 |
| Chain Link Fences (See Fencing) | Removal. | | | Chapter 5 Section 5.2 |
| Cleaning Masonry | Chemical or low- pressure water cleaning. | Use of harsh cleaning treatments. | | Chapter 9 |

| Type of Work: | No Approval Required For: | Planning Department May Extend Approval For: | Commission Hearing and Approval Required For: | Handbook Section Cross- reference: |
|----------------------------|---|---|--|--|
| Cornices | Repair using existing materials and duplicating design. | Rebuilding formerly existing cornice detailing. | Any work that does not duplicate original appearance. | Chapter 6 Section 6.4 |
| Demolition | | | Demolition of any building or part thereof. | Chapter 8 Section 8.1 |
| Doors | Repair of existing or original doors with same materials. | | Replacement of original doors. Changes in door openings. Stained glass panels. Security grills or bars. | Chapter 6 Section 6.2 |
| Fencing | Replacing or repair of existing with same materials. | Rear fences and safety fences. (Safety fences are defined as fencing that helps prevent access to dangerous areas, especially for children). | All types of new fencing in public view (safety fencing excluded). | Chapter 5 Section 5.2 |
| Fire Escapes | Repair of existing escapes. | | All types of fire escapes. | Chapter 6 Section 6.5 |
| Flag Pole | Any installations. | | | |
| Gutters | Replacement or repair with similar style and material of existing. | Roofing over built-in gutters and adding new gutter to overhang if style and color is appropriate and no architectural details are obscured. | Installing gutters which obscure or change architectural detailing of style of facade or building. | |
| Landscaping (See Trees) | Tree planting and general landscaping (excluding tree removal and pruning). | | | Chapter 5 Section 5.1 Chapter 9 Section 9.1 |
| Lighting (Exterior) | Repair of existing with same material. | | Removal or alteration of significant architectural fixtures. Or additions of permanent, general illumination fixtures within public view. | Chapter 5 Section 5.4 |

APPROVAL NEEDS LIST

| Type of Work: | No Approval Required For: | Planning Department May Extend Approval For: | Commission Hearing and Approval Required For: | Handbook Section Cross- reference: |
|--|---|---|--|--|
| Masonry Foundation | Repair or replacement of masonry foundations where the original foundation material is retained or where new material matches the original as closely as possible. Installation of metal foundation vents (on sides and rear only), and replacement of wood access doors. Installation of foundation access doors which are not in public view. | Installation of metal foundation vents and foundation access doors which are in public view. | Repair or replacement where new material does not match existing. | Chapter 6 Section 6.1 Chapter 9 Section 9.5 |
| Masonry Walls | Walls not in public view and under 18 inches in height. | Retaining Walls. | All walls in public view or over 18 inches in height. | Chapter 5 Section 5.2 Chapter 9 Section 9.5 |
| Mechanical Equipment and Electrical Services Equipment | Installation of residential mechanical equipment such as heating and air conditioning units which are not in public view. | Installation of residential mechanical equipment such as heating and air conditioning units which are in public view (excluding temporary window units). | All commercial mechanical equipment. | Chapter 5 Section 5.5 |
| Metal Storefronts (Architectural Metals) | Cleaning with appropriate methods. (See Painting). | | Removal or alteration. | <u>SOI Standards</u> |

| No Approval Required For: | Planning Department May Extend Approval For: | Commission Hearing and Approval Required For: | Handbook Section Cross- reference: |
|---|---|--|--|
| | | Any type of alteration of exterior features of a building, site, or environment which is not specifically listed. | Varies depending on improvement. |
| | | Moving a Building (Relocation) | Chapter 8 Section 8.2 |
| | | All new construction and additions. | Chapter 7 Sections 7.1, 7.2, 7.3 |
| Repainting any material other than unpainted masonry and using gentle paint removal methods. | | Painting unpainted masonry—stone, brick, terra cotta. | Chapter 9 Section 9.5 (paint removal) |
| Resurfacing with same material. | | Construction or enlargement of parking lot. | Chapter 5 Section 5.1, 5.3 |
| Repair or replacement of patios, walks, and driveways with similar materials and design. | | All new patios, walks, and driveways. Change of materials and design of existing. | Chapter 5 Section 5.3 |
| Residential playground equipment. | | All new commercial and institutional playground equipment. | Varies depending on structure. |
| Flag brackets, house or address numbers, mail boxes. | | | Chapter 5 Section 5.4 |
| Repair of existing with same materials and color provided existing details and features such as handrails, balusters, columns, and roofs are not altered. | Porch rails. | Removal of porches, adding a new porch, altering the porch or enclosing a porch. | Chapter 6 Section 6.3 |
| | Repainting any material other than unpainted masonry and using gentle paint removal methods. Resurfacing with same material. Repair or replacement of patios, walks, and driveways with similar materials and design. Residential playground equipment. Flag brackets, house or address numbers, mail boxes. Repair of existing with same materials and color provided existing details and features such as handrails, balusters, columns, and roofs are not | No Approval Required For: Extend Approval For: Extend Approval For: Extend Approval For: Repainting any material other than unpainted masonry and using gentle paint removal methods. Extend Approval For: Resurfacing with same material. Resurfacing with same material. Repair or replacement of patios, walks, and driveways with similar materials and design. Residential playground equipment. Flag brackets, house or address numbers, mail boxes. Porch rails. Repair of existing with same materials and color provided existing details and features such as handrails, balusters, columns, and roofs are not altered. Porch rails. | No Approval Required For:Extend Approval For:Required For:Any type of alteration of exterior features of a building, site, or environment which is not specifically listed.Moving a Building (Relocation)All new construction and additions.Repainting any material other than unpainted masonry and using gentle paint removal methods.Resurfacing with same material.Resurfacing with same material.Construction or enlargement of parking lot.Repair or replacement of patios, walks, and driveways with similar materials and design.Residential playground equipment.Flag brackets, house or address numbers, mail boxes.Porch rails.Removal of porches, adding a new porch, altering the porch or enclosing a porch.Removal of porches, adding a new porch, altering the porch or enclosing a porch. |

| Type of Work: | No Approval Required For: | Planning Department May Extend Approval For: | Commission Hearing and Approval Required For: | Handbook Section Cross- reference: |
|--|---|---|--|--|
| Public Right-of-Way Improvements | | | Changes in street lights, paving, disturbing root systems, landscaping, and sidewalks. | Varies depending on improvements |
| Ramps (ADA Compliant) | | Installation of a temporary ramps (installed for less than one year). | Installation of a permanent ramps. | Chapter 7 Section 7.4 |
| Repointing Old or Existing Mortar Joints | Repointing with mortar of same color as original. | Repointing with material different than existing. | | Chapter 9 Section 9.5 |
| Roof Shape | Repairs which do not change the shape or texture. | | Repairs or changes which alter roof shape. | Chapter 6 Section 6.4 |
| Roofing Material | Repairs or replacement using same materials, color, and texture and existing architectural features such as dormers, windows, cupolas, cornices, brackets, chimneys and crestings are retained. | | Roofing repair or replacement with materials currently existing inappropriate to style and period of building or repairs which obscure or change original architectural features. Replacement of shingles with a lighter color. | Chapter 6 Section 6.4 Chapter 9 Section 9.7 |
| Roofing Vents | Additions not visible from the public right-of-way. | | Additions in public view. | Chapter 6 Section 6.4 |
| Sandblasting, Waterblasting, Etc. | Sandblasting metal and low-pressure water cleaning. | | Blasting all other materials. | Chapter 9 Section 9.5 |
| Satellite Dishes and Transmitting Antennas | Interior installation. | | All other installation. | Chapter 5 Section 5.5 |

| Type of Work: | No Approval Required For: | Planning Department May Extend Approval For: | Commission Hearing and Approval Required For: | Handbook Section Cross- reference: |
|----------------------------------|--|--|--|--|
| Security Grilles | | | Additions to and removals from windows and doors. | <u>SOI Standards</u> |
| Siding | Replacement of missing or deteriorated siding and trim, porch floors, ceilings, columns, balusters or architectural details with materials that are identical to the original. | | Alteration of siding from one material to another (shingles to clapboard, etc.). Applications of any simulated materials, aluminum siding, plastic siding, etc. | Chapter 6 Section 6.2 Chapter 9 Section 9.5 |
| Siding Removal | | Removal of asbestos, asphalt, or other artificial siding when the original siding is to be repaired and repainted to original condition. | Removal of siding to be replaced with another material (shingles to clapboard etc). | Chapter 6 Section 6.2 |
| Signs | Repair of existing signs when signs meet City Code. Temporary signs – real estate, political, removal of signs. | | New permanent signs. | <u>SOI Standards</u> |
| Skylights | | Remove and replace with like roofing. | Any installations. | Chapter 6 Section 6.4 |
| Solar Panels | | | Any installations. | Chapter 6 Section 6.4 |
| Stairs or Steps (See Porches) | Repair and replacement with like materials. | | Removal, addition or alteration of external stairs or steps. | Chapter 6 Section 6.2 Chapter 9 Section 9.5 |

| Type of Work: | No Approval Required For: | Planning Department May Extend Approval For: | Commission Hearing and Approval Required For: | Handbook Section Cross- reference: |
|--|---|---|---|--|
| Storefronts | Repair or replacement of existing with same materials and colors. | | Remodeling of storefronts which results in new or different door, storefront or window placements or use of materials different from existing. Restorations of original storefronts using documented photos or other references. Construction of new storefronts. | <u>SOI Standards</u> |
| Storm Doors, Storm Windows, Screen Windows | Addition or replacement if it matches trim and does not obscure details (full view). | | Other additions. | Chapter 6 Section 6.2 |
| Street Furniture | Replacing existing furniture in same material, temporary benches or trash receptacles. | | Permanent placement of benches, street lights, kiosks, fountains, bollards. | Varies depending on improvements |
| Stucco | Repair of existing stucco. | | Addition of stucco to any previously non- stuccoed surface. | Chapter 6 Section 6.2 Chapter 9 Section 9.5 |

APPROVAL NEEDS LIST

| Type of Work: | No Approval Required For: | Planning Department May Extend Approval For: | Commission Hearing and Approval Required For: | Handbook Section Cross- reference: |
|--|--|--|--|--|
| Trees | Pruning tree limbs that have a diameter of <u>6 inches</u> <u>or less</u> on trees that are located outside the street rights-of-way and located more than 15 feet from the street pavement. | Removal of healthy trees (replacement is required) or pruning of limbs over six inches in diameter in any location on the property. Removal of damaged or unhealthy trees of any size and in any location if recommended by a certified Arborist. (Replacement is required). Pruning damaged or unhealthy tree limbs of any size and in any location if pruning is recommended by a certified Arborist due to potential hazard. | Tree topping. Removal of more than one-third of green surface of canopy, or leaving stubs larger than 3 inches in diameter. | Chapter 5 Section 5.1 Chapter 9 Section 9.1 |
| Utility Work (See Public Right-of- Way improvements) | | | Major utility work that would impact such items as tree canopies, streetlights, sidewalks, curb and gutters, etc. Installation of new utilities including signal boxes, stop lights, etc. | Varies depending on improvement |
| Waterproof Coatings on Original Masonry | Clear waterproofing. | | All opaque masonry coatings. | Chapter 9 Section 9.5 |
| Windows | Repair of windows using similar materials. | | Replacement/changes in window design. Removal of original windows, window components and changes in the window openings. Addition of shutters not original to building and stained-glass windows. | Chapter 6 Section 6.2 Chapter 9 Section 9.6 |

CHAPTER ONE: PREFACE

Chapter 1: Preface

The Historic Preservation Commission's authority and the standards of the Historic Handbook are incorporated into the City's Zoning Ordinance by reference. This "handbook" was originally published and adopted in 1983. Since that time, Concord's historic districts have grown in popularity and continue to be focal points of the community. The revised and expanded handbook is intended to further enhance the preservation efforts of Concord's historic districts.

The handbook explains how the regulations work and answers the most frequently asked questions about living in a historic district. It also provides background about the history and the architecture of Concord's historic districts. It illustrates the importance of physical features and sound site planning practice in the process of historic preservation. Additionally, the handbook is intended to serve as a supplement to the City of Concord Deveopment Ordinance and as a resource and reference manual for the Historic Preservation Commission in their deliberations.

Included in this document is a glossary of common architectural terms and a list of reference materials. Also included is **The Secretary of the Interior's Standards for Rehabilitation**, the basis for a majority of the design requirements of the districts. Whenever possible, photographs and illustrations have been included as examples of desirable features, details, and architectural styles.

One purpose of traditional zoning is to plan a community's ultimate physical design. Conversely, historic zoning is designed to preserve significant architectural and historical character. Historic zoning encompasses a specific geographical area and may include properties which have no distinctive



Dr. P.R. MacFadyen House 75 Grove Ave NW, ca 1925

historic features; however, combined with the properties which have such features, a total historic character is created.

Concord's hstoric districts consist of three such areas. The North and South Union Street Historic Districts were established in 1982. In 1988, the Edgewood Neighborhood was designated as a historic district. The North and South Union Street Historic Districts are listed in "The National Register of Historic Places," whereas the Edgewood Historic District is a locally designated district. The City designated the Coleman-Franklin-Cannon Mill as its first historic landmark structure in 2018: historic landmarks are evaluated according to *The Secretary of the Interior Standards* and are subject to Certificate of Appropriateness reviews as set forth in their designation ordinances.

With the first designations, the Concord Historic District Commission was established in order to promote, enhance and preserve the character of the districts, and to administer the Commission's Ordinance. With the passage of Senate Bill 139 in 1989, the North Carolina General Statutes were amended to allow consolidation of historic district and historic properties commissions into "historic preservation commissions." As a result, the name of the Concord Historic District Commission was changed to the Concord Historic Preservation Commission in June 1991.

Mission Statement

The Concord Historic Preservation Commission is tasked with the responsibility of promoting, enhancing, and preserving the character of the historic districts, as well as protecting and conserving the heritage of the City of Concord.

North Union Historic District



South Union Historic District



Edgewood Historic District

In 1988, the Edgewood Neighborhood was designated as a locally designated historic district.

MAP KEY:

OFFICIAL MAP EDGEWOOD HISTORIC DISTRICT CABARRUS COUNTY CONCORD, NORTH CAROLINA * PIVOTAL © CONTRIBUTING © INTRUSIVE 76 ADDRESSES •••••••• HISTORIC DISTRICT BOUNDARY



CTIV-OF-CONCORDIN-C PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

CHAPTER TWO: HISTORY

Chapter Two: History

Settlement of present day Cabarrus County began in the mid-eighteenth century. The area was populated primarily by Dutch, Scotch-Irish, Germans, and a small group of Welsh-English families, all of whose influences are apparent in the designs of many of the homes in the districts.

In 1792, the North Carolina Legislature approved the formation of Cabarrus County from what was then part of Mecklenburg County. Crucial support for a separate county came from Stephen Cabarrus of Edenton, the Speaker of the House of Commons, and the new county was named in his honor.

For some time following its creation there was much discussion and disagreement as to the location of the new county seat and the courthouse for the new town. Finally, Stephen Cabarrus wrote a letter appealing to the citizens to bury their differences and have "concord."

Accordingly, a site was selected, and it was agreed to name the town "Concord." The principal street was named "Union" to mark the resolution of the dispute about the town's location.

The town of Concord was established near the center of the County in February 1796, when Samuel Huie sold 26 acres of his land to the newly appointed town commissioners: John Means, James Scott, and Leonard Barberick. Union Street and Corban Avenue was the primary intersection for much of the daily activities.

In 1837, Concord was incorporated, and a city government was organized with a land area of one square mile. For more on Concord's history please see Historic Cabarrus Association, Inc.'s publications.



E.T. Cannon House (First Presbyterian Church Fellowship Bldg.) 58 Union Street, North, ca late 1920s



Odell-Locke Mill, Buffalo Ave NW, ca 1882, 1899, 1908



Franklin C. Niblock House, 449 Union Street, South, ca 1928-29

In 1839–1840, the Concord Manufacturing Company built a textile mill on the highest point on the newly extended North Union Street, (the current Odell-Locke-Randolph Cotton Mill, 1 Buffalo Avenue NW).

This prevented Union Street from extending any further north, but insured that Concord would grow in that direction. Completion of the North Carolina Railroad on the western edge of town also spurred growth and opened an additional route of transportation, Depot Street, now known as Cabarrus Avenue.

In 1882, the North Union Street neighborhood began to take on the stately appearance it has today. In contrast, the southern and eastern sides of town remained sparsely inhabited.

By the turn of the century, the textile industry had transformed agrarian Concord into a leading industrial town. The more prosperous textile mill owners and professional citizens built residences along North Union Street. These homes were built on the remaining lots and in some instances, existing dwellings were moved to a side street location so that a more "modern" residence could be built. During this same period, South Union Street experienced more limited growth; however, gradual residential development emerged making the street a residential thoroughfare for the owners of small retail, service enterprises and the employees of the downtown stores. Greater development occurred between Corban Avenue and Chestnut Street, but it was not until the late 1920's, with the construction of the F.C. Niblock residence (449 South Union Street), that this area began to establish its present architectural and developmental patterns. By 1930, development around Concord had extended primarily to the north and south of the original city boundaries. In the late 1970's, Peter Kaplan was hired by the city and county governments to do an inventory of the historic properties of Cabarrus County. His work, <u>The Historic Architecture of Cabarrus County North Carolina</u>, was published in 1981. This research generated public support for the establishment of the historic districts for Concord.

A variety of architectural styles are present in Concord's districts. The most prominent styles are Queen Anne, Colonial Revival, Bungalow, and Italianate. Less common styles include Gothic and Jacobethan Revival, and there are several examples of "hybrids" which blend characteristics of more than one style.

One of the most prominent examples of Queen Anne architecture is the James Dayvault house at 216 Union Street, South. This home was constructed in the early 1900's and features asymmetrical massing which is one of the style's main features.

The Charles Wagoner house at 106 Cabarrus Avenue, West, is representative of the Colonial Revival style. The home was constructed in 1903 and has a symmetrical facade, and a portico, which are significant features of Colonial Revival architecture.

An example of Bungalow design is located at 156 Union Street, North. The Levi Sides house was constructed in the early 1920's and features the large square piers and overall design simplicity associated with the architectural style.

The Moses L. Brown home at 168 Union Street, South, is one of the best examples of the Italianate style, with its molded cornices and sawn brackets. However, several elements of the Queen Anne style were added



James Dayvault House 216 Union Street, South, ca 1901



Moses L. Brown Home 168 Union Street, South, ca 1880-1882



John Milton Odell house; 288 Union Street, North, ca 1882



James William Cannon house; 65 Union Street, North, ca 1899-1900

after the original construction of the home in the early 1800's.

A rare example of Gothic Revival architecture is the B. Franklin Rogers house at 40 Franklin Avenue, N.W. The prominent features of the style represented in this structure include pointed rooflines and sharply pitched dormers, with wavy bargeboard.

The E.T. Cannon house at 58 Union Street, North, is the only example of the Jacobethan Revival style in the entire county. This house was designed by Charlotte architect William H. Peeps, and features many of the characteristic features of the style. These features include tall corbeled chimneys, parapeted roof lines and brick construction with stone trim. This structure is currently used as the fellowship hall for the First Presbyterian Church.

Two of the most visible and easily identifiable structures in the districts employ combinations of more than one architectural style. The John Milton Odell house at 288 Union Street, North, combines elements of Italianate and Second Empire styles. Main features include the use of a projecting central bay with cast iron cresting. The James William Cannon house at 65 Union Street North, combines elements of Queen Anne and Colonial Revival styles. The home was constructed about 1900 and has a two-story gable and domed turret which are elements of Queen Anne architecture and fluted columns on the front porch which are elements of Colonial Revival. The structure is best known as the former site of Cabarrus Academy.

CHAPTER THREE: WORKING with the HISTORIC PRESERVATION COMMISSION

Chapter 3: Working with the Historic Preservation Commission

The Historic Preservation Commission

The Historic Preservation Commission is a voluntary citizen board composed of seven members and two alternate members appointed by the City Council. Members may serve for two consecutive 3-year terms. The Commission is charged with the administration of the historic district regulations as defined by the City of Concord Historic District Handbook. The Commission meets the second Wednesday of each month at 6:00 p.m. Meetings are held in the City Hall Council Chambers at 35 Cabarrus Ave W.

Certificate of Appropriateness

A property owner must apply for and obtain a Certificate of Appropriateness (COA) prior to engaging in the majority of exterior projects on buildings or grounds in the historic district. Prior to beginning work, a property owner should first consult the handbook and then contact the City of Concord Planning and Neighborhood Development Department to determine if a Certificate of Appropriateness is required. In some cases, no Certificate is required, or can be issued by the Planning and Neighborhood Development Department. In others cases, the applicant must appear before the Historic Preservation Commission. Completed applications to appear before the Commission must be submitted to the Planning and Neighborhood Development at least 28 days prior to a regularly scheduled Commission meeting. Application forms may be obtained from the Planning and Neighborhood Development Department.

Applications must include sufficient details of the proposed project or work such that the Commissioners will able to fully understand the proposed project. Typical supporting materials include photographs, drawings, site plans, manufacturer's brochures, etc. Applicants are encouraged to consult with Planning and Neighborhood Development Department staff regarding the materials that will effectively illustrate their proposed project.

Because the Commission is a quasi-judicial body under North Carolina law, certain rules of procedure must be followed. These procedures include: official notification of adjacent property owners of a proposed project that requires that an applicant appear before the Commission, and the placement of a public hearing sign on the subject property.





A HPC Public Hearing is a

quasi-judicial process where staff presents the facts of the case, other interested parties can speak, and the applicant responds to additional questions.

An **Appeal** may be taken by an applicant or by any other aggrieved party. The appeal of a decision by the HPC to the BOA is in the nature of "certiorari." The aggrieved party may not present new evidence but must show that the Commission failed to follow the appropriate administrative or procedural regulation or that the decision was contrary to the evidence or was arbitrary or capricious.

A **Certificate of Appropriateness (COA)** must be obtained before issuance of a building permit or any other permit needed. Failure to do so is a zoning violation and if not corrected or remedied, will result in legal action.

Appearing before the Commission

All hearings before the Historic Preservation Commission follow a set structure:

1. A member of the Planning and Neighborhood Development Department staff presents the application to the Commission. The presentation reviews the material submitted by the applicant and frames the application within the appropriate regulations as found in the City of Concord Historic District Handbook.

2. The applicant is given an opportunity to present additional information and/or clarify aspects of the proposed project in response to questions by Commissioners.

3. Other interested parties (adjacent property owners, etc.) are given an opportunity to speak specifically about the case.

4. The Commissioners discuss and review the application to confirm that they have an accurate understanding of the case.

5. The Commission decides whether or not to grant a Certificate of Appropriateness (COA). Once a COA has been issued, the applicant has 6 months to commence work, otherwise they will need to reapply.

6. Detailed information regarding Quasi-Judicial Hearings is included in Appendix D of the Handbook.

Appeals

Decisions of the Historic Preservation Commission may be appealed to the Board of Adjustment. An appeal may be taken by the applicant or by any other aggrieved party. The appeal application must be filed with the Zoning Administrator within 30 days of the Commission's decision. Any appeals from the Board of Adjustment are to be taken to the Superior Court of Cabarrus County.

The appeal of a decision by the Historic Preservation Commission to the Board of Adjustment is in the nature of "certiorari." The aggrieved party cannot present new evidence but must show that the Commission failed to follow the appropriate administrative or procedural regulation or that the decision was contrary to the evidence or was arbitrary and capricious.

Enforcement

The regulations and guidelines found in the City of Concord Historic District Handbook fall under the broader umbrella of the City of Concord Development Ordinance. Enforcement of the provisions of the City of Concord Development Ordinance is done by the Code Enforcement Department. Failure to obtain a required Certificate of Appropriateness is a zoning violation and if not corrected or remedied will result in legal action.

The Historic Preservation Commission: Other Powers and Duties

In addition to hearings and decisions on Certificates of Appropriateness, Article 2 of the Concord Development Ordinance tasks the Commission with other powers and duties, as briefly listed below:

• Provide resources to property owners concerning the treatment of the historical and visual characteristics of properties located within the districts such as color schemes, gardens and landscaping, and minor decorative elements.

• Secure the appropriate rights of public access and promote preservation of the property.

• Publish information about, or otherwise inform property owners within the districts of pertinent matters; conduct educational programs with respect to the historic districts and landmarks within its jurisdiction.

• Cooperate with City of Concord Boards and Committees or with agencies of the City or other governmental units; offer or request assistance, aid, guidance, or advice concerning matters under its purview.

• Recommend to the Planning and Zoning Commission that areas, landmarks, sites, buildings, or structures, to be designated as Historic, as designated by Ordinance.

• Propose to City Council any changes to, or recommendations of, new ordinances or laws related to historic districts or historic landmarks

• Recommend to City Council, and the State of North Carolina, those structures, sites, objects, or districts worthy of local, state, or national recognition.

• Contract, with the approval of City Council, for services or funds from the state of North Carolina or agencies/departments of the United States government.

• Recommend to City Council that areas, landmarks, sites, buildings, or structures, designated as historic within the districts, or part thereof, be revoked or removed for cause.

• Accept funds granted to the Commission from private or non-profit organizations.

• Assist City Staff on obtaining the services of private consultants to assist in carrying out programs for research and/or analysis. Also, undertake programs of information, research, or analysis relating to any matter under its purview.

•Establish standards under which the Planning and Neighborhood Development Director, or designee, may approve minor modifications on behalf of the Commission. No application will be denied without first being considered by the Commission.

• Report violations of the Concord Development Ordinance or

related ordinances to the Code Enforcement Department responsible for enforcement.

• Organize and conduct business by whatever legal means are necessary and exercise such other powers and perform other such duties that are required elsewhere, either by the Concord Development Ordinance, the General Statutes of North Carolina, or City Council. CHAPTER FOUR: LOCAL STANDARDS and GENERAL POLICIES

Chapter Four: Local Standards and General Policies

Local Standards and General Policies are based on the Commission's past actions and experiences in administering historic requirements. The Commission views each of Concord's historic districts as a whole and thus more than the sum of its individual parts. For this reason, all buildings within the districts are deemed to be of architectural significance, unless otherwise expressed by the Commission. Additionally, buildings within the districts have different status based on an assessment of their historical value.

Building Categories

Building categories are established by the National Register of Historic Places Inventory and they reflect what was in place at the time the nomination was completed. An individual building's designation may determine the degree to which standards apply. **Pivotal** – Those properties which, because of their historical, architectural, and/or cultural characteristics, play a primary, central or "pivotal" role in establishing the qualities for which the district is significant.

Contributing – Those properties which, while not pivotal, support and add to the historical, architectural, or cultural characteristics for which the district is significant.

Noncontributing - Those properties which do not have an especially negative impact on the general characteristics of the district. They may be similar in form, height, and materials to contributing buildings in the district, but cannot be considered contributing because of the date of construction. The noncontributing designation impacts only the Edgewood Local Historic District as of December 2022.

Intrusive – Those properties which have a definite negative impact on the historical, architectural, or cultural characteristics for which the district is significant.

Fill – Those properties which were constructed on single or scattered site undeveloped lots in established neighborhoods, after the period of significance of the more important structures, but prior to official establishment of the district.

Vacant Lot – Grass or dirt-covered area, not used as parking, but also not intended as a planned green space or park.

Parking Lot - Any lot, parcel, area or place for the parking or storing of motor and other vehicles, open to public use without charge or for a fee, and shall without limiting the foregoing, include all real and personal property, driveways, roads, approaches, structures, garages, meters, mechanical equipment, and all appurtenances and facilities either on, above or under the ground which are used or usable in connection with such parking or storing of such vehicles. (Adapted from: Parking Authority Law, NCGS § 160A-551); (Article 14 Concord Development Ordinance)

General Policies

Use of *The Secretary of the Interior's Standards:* The Commission has officially adopted the ten standards found in *The Secretary of the Interior's Standards for Rehabilitation* as part of this document in order to provide standards for rehabilitation and to assist in administration of its duties. Standards that are not found in Chapters 5-8 of the this handbook may be found here. *The Secretary of the Interior's Standards* shall be the general standards considered for Certificates of Appropriateness for designated Historic Landmarks.

The Secretary of the Interior's Standards for Rehabilitation

- 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize the property shall be avoided.
- 3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- 5. Distinctive features, finishes, and construction techniques or examples of craftmanship that characterize a property shall be preserved.
- 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be

substantiated by documentary, physical, or pictorial evidence.

- 7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- 8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- 10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

A Note about Terminology

The following words in a standard indicate that <u>compliance is required for</u> <u>approval</u>: **shall, should, must.**

The following words in a standard indicate that <u>compliance is not required</u> <u>but is highly recommended</u>: **recommend, suggest, encourage.**

State and Federal Tax Credits

For properties that are on the National Register of Historic Places or are a Contributing or Pivitol property within the North and South Union Street National Register Historic District, information on State and Federal Tax Credits can be found by contacting:

The North Carolina State Historic Preservation Office Restoration Branch 109 E Jones Street 4617 Mail Service Center Raleigh, NC 27699 Telephone: 919-814-6570

https://www.hpo.nc.gov/restoration-services/ rehabilitation-tax-credit-programs

CHAPTER FIVE: DESIGN STANDARDS

for SITE & SETTING

5.1 Landscaping & Trees



One of the most visible features of the districts is the landscaping and the associated tree canopy. Significant natural features in the landscape, such as mature gardens, grassy lawns, shrubs, climbing vines, ornamental trees, and tree canopies all contribute to conveying the history of a specific site and the character of the historic district as a whole. As such, they shall, to the extent practicable, be maintained and preserved. Activities which negatively impact any aspect of the landscape shall be avoided, such as the removal of healthy trees and mature shrubs.

The character, pattern, and rhythm of plantings within a historic district or landmark property shall be preserved through proper maintenance, repair, and the introduction of compatible new or replacement features. When introducing new landscaping, the property owner shall consider the distinctive landscaping of the site as well as those of the historic district.

Historically, large shade trees, prudently located, were an important means of providing summer cooling. Today they still contribute shade as well as defining streets and giving distinctive character to the historic districts. Whenever a tree is removed, whether it is diseased, storm damaged, or healthy, the district or landmark setting is diminished. The planting of a similar replacement tree in its place or nearby helps perpetuate the tree canopy that is so important to the landscape.
DESIGN STANDARDS: Landscaping & Trees

- 1. Property owners shall provide proper care and maintenance for the existing landscape and landscape patterns, including trees and shrubs. Refer to Chapter 9, Section 9.1 of this Handbook for maintenance information.
- 2. Removal of trees with a diameter at breast height (DBH) of 6" or more requires a COA. Consult with the City of Concord's City Arborist before removing these trees.
- 3. All trees that are removed shall be replaced by a tree of similar species in an appropriate location unless no suitable location exists on the subject site. Refer to the <u>Arbor Day</u> <u>Foundation website</u> for information on tree replanting. Refer to the <u>Acceptable Plant Species Table in the City of Concord's</u> <u>Development Odinance</u> which includes a list of tree species which are preferable for landscaping in this area of North Carolina.
- 4. Trees removed within street view must also have the stumps removed below ground level.
- 5. Consider placement, species and type of new trees to avoid damage to sidewalks, curbs, retaining walls, and foundations.
- 6. Placement of all vegetation shall not interfere with utilities and vehicular traffic (sight-triangles).

- 7. Design new construction or additions so that large trees and other significant site features, such as vistas and views, are preserved.
- 8. Protect trees and plantings from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the critical root zone of trees. Consult with the City Arborist to determine best management practices.
- Planting of parking lot landscaping and buffering materials for new or converted non-residential and multi-family dwellings must be in accordance with <u>Article 11 in the City of Concord's</u> <u>Development Ordinance</u>.
- Pruning of tree limbs 6" or greater in diameter requires a COA. Consult with the City Arborist before pruning limbs. Removing these large limbs can cause irrevocable damage to the tree and encourage diseases.
- 11. It is inappropriate to top trees as a method of pruning. Consult with the City Arborist for information on acceptable pruning practices and refer to Chapter 9, Section 9.1 of this Handbook for guidance on proper pruning techniques.

5.2 Fencing & Walls



Fences and walls are compatible with most structures in the districts. The style of fence or wall shall respond to the historic nature of the property.

Fences

All wooden fences shall be "stick-built" on site. The styles shown to the left are encouraged as well as custom designs with appropriate architectural detailing. Wooden fences visible from the street and/or wooden fences in front yards and side yards of corner lots are required to be painted white or a color matching the body or trim of the structure, including shutters, foundation color, etc. Painting is recommended, but not required, for rear yard fences unless they are visible from the street. If a fence is designed as a single-sided fence, one with detailing on only one side, the finished detail must be on the outside face of the fence (facing the neighboring property or the street). Additionally, wood picket fences shall have pickets spaced at a minimum of 1 inch or half the width of the picket. (See notes regarding "Privacy Fences" for allowable exceptions to this rule). Walls or fences in front yards and side yards at corner lots shall not be not be more that 65% "solid. Cast-iron, powder coated aluminum, or wroughtiron fences shall be designed to follow historic precedents found in the districts.

Where fences are desired in front yards and side yards at corner lots, the design shall be primarily decorative in nature. Front yard fences shall not exceed four feet in height.

Rear yard fences are defined as fences, which do not extend forward on the applicant's property beyond the side centerline of the house in plain view. Approval of the location may also will be handled on a case-by-case basis to determine the best natural break in the rear and front yards for placement of fences. Rear yard fences may be higher than four feet. The portions of rear yard fences that face the street shall be landscaped with shrubs and trees of a planting size that will fully hide the fence from the street within two years. Size, type, and growth habits of plant materials to screen rear yard fences that face the street shall be submitted at time of application. If a front yard fence adjoins a rear yard fence, or an existing neighboring property fence, attention shall be given to the transition between the two fences. Also, attention shall be given to the design of fences placed along a sloping grade. All proposed fences and walls shall not negatively affect existing trees and mature landscaping.

Privacy fences are defined as: 1) fences with no spacing between pickets or 2) fences of the shadowbox design. Privacy fences may be allowed at the discretion of the Commission in the following circumstances:

- 1. Privacy fences are most appropriate located in rear yards.
- 2. Privacy fences may be allowed where the applicant's rear yard is directly adjacent to property that is either not in a historic district, or is within a historic district but is noncontributing or intrusive in that district. The applicant shall must show to the satisfaction of the Commission:

(a) that the adjacent property is unsightly in comparison to other properties surrounding the applicant's property, or

(b) that the adjacent property or nearby property raises reasonable security concerns for the applicant, or

(c) that the adjacent property could reasonably be determined

to negatively impact the property value of the applicant's property.

- 3. Privacy fences shall be allowed only on the applicant's property line directly adjoining the aforesaid adjacent property unless the Commission feels that such a partial privacy fence would not be visually appropriate or would not accomplish the purpose(s) of the privacy fence set forth above.
- 4. Privacy fences encompassing an area of no more than 250 square feet may be allowed at the discretion of the Commission when adjacent to the applicant's house, garage, or other outbuilding in order to screen from view trash cans, mechanical equipment, cars or other unsightly items, provided such fence does not unreasonably impact any neighbor by blocking windows or the like.

Privacy fences allowed by the Commission shall be landscaped where practical with appropriate shrubbery to soften the appearance of the fence.

Chain link, basket weave, plastic/vinyl, and split-rail fences are prohibited within the historic districts: where chain link fences already exist, they shall be accompanied by landscaping materials, which will "climb" the fence and act as a screen.



Walls

Where walls are concerned, natural stone or brick masonry walls are encouraged and shall not be coated or painted. The type and color of stone and masonry shall respond to the historic nature of the property. The transparency or openings in the walls will be considered on an individual basis. Poured-in-place concrete walls are discouraged. Concrete-masonry walls constructed of plain concrete-masonry-units or CMUs (often referred to as "concrete blocks" or "cinder blocks") and walls constructed from railroad ties are prohibited.

Concrete-masonry walls constructed of decorative concrete blocks (such as split-face blocks that are textured, colored, etc.) will be considered by the Commission on a case-by-case basis. Decorative concrete block shall not have a beveled face and shall not be stacked in a manner that allows the flat surface of the block to be visible on the wall's front façade. Decorative concrete blocks shall have textured faces to mimic the shape irregularities of natural stone. Examples of inappropriate materials and materials that may be considered on a case-by-case basis are exhibited below. Front yard walls equal to and taller than 36 inches may not utilize decorative concrete blocks.

Fences and walls found in the districts.



"Example A" - Inappropriate concrete-masonry-unit material examples.



"Example B" - Inappropriate beveled edge, concrete block designs.



"Example C" -Decorative concrete block considered on a cases-by-case basis.

DESIGN STANDARDS: Fences & Walls

- 1. Materials such as natural stone, brick, wood, and powder coated aluminum and iron are appropriate for use in the historic districts.
- 2. Chain link, basket weave, plastic/vinyl, and split-rail fences are prohibited. Adding slats to existing chain link fences for screening purposes is also prohibited.
- 3. Fence and wall materials and style shall coordinate with building and neighboring buildings, as well as other walls and fences in the area.

5.3 Driveways, Walkways, & Parking



The first residential driveways constructed in the districts were fairly narrow, because cars were smaller than they are now. Some of these driveways consist of two parallel "runners" with a grass strip in between. These driveways shall be retained, and the style can serve as a model for new driveways. When new driveways are constructed, they shall be separated from existing driveways by a grass strip, and shall be narrow, since double width driveways are out of scale with the relatively small lots in the districts. Gravel and pavement are acceptable materials for driveways, as are some alternative materials such as cobblestone, brick, and pervious pavers.

Gravel may be appropriate in some instances for established commercial driveways and parking areas. The Concord Development Ordinance dictates that some parking areas be paved; however, if the Historic Preservation Commission finds that gravel parking is more appropriate to the historic nature of the property, it can recommend to the Planning and Zoning Commission that a waiver of the paving requirement be granted. New nonresidential and some multifamily structures are subject to the Concord Development Ordinance paving requirements and the North Carolina State Building Code.

New walkways shall consist of appropriate natural material including gravel, concrete, stone, brick or pervious pavers. Walkways shall avoid prefabricated and imprinted stepping stones within front yards.





Walkways and runner style (wagon wheel) driveways found in the districts.

DESIGN STANDARDS: Driveways, Walkways, & Parking

- 1. Parking areas shall not be the focal point of the property, and shall be located in such a manner as to minimize their visibility from the street.
- 2. Trees shall be planted or retained in order to maintain the tree canopy and to minimize the focus of the parking areas.
- 3. Excessive expanses of paving shall be avoided.
- 4. Use vegetation screen or berms to reduce reflection and visual confusion. Within residential areas, integrate parking areas into landscaping and surface with the appropriate materials such as concrete, brick, crushed stone or gravel. In general, asphalt shall only be used for areas not visible from the street; its use will be considered on a case by case basis by the Historic Preservation Commission.

5.4 Lighting & Transformers



Residential lighting is historically minimal. Minor usage of low level landscape lighting added at ground level, with fixtures not visible from the street and that do not shine on the building façade are appropriate. Exterior lighting units that produce high levels of light and/or fixtures that are visible from the street are discouraged and require review and approval from the Historic Preservation Commission.

Removal of historic light fixtures require review and approval from the Historic Preservation Commission.

Adding security lights and transformers on either new or existing poles requires approval of the Commission. Security needs can usually be met with low profile lights, which are compatible with the neighborhood.

DESIGN STANDARDS: Lighting & Transformers

- 1. Maintain subtle effects with selective spots of light rather than indiscriminate area lighting.
- 2. Use lights to define spaces and accent vegetation.
- 3. Hide non-decorative light fixtures.
- 4. Do not use fixtures which are incompatible with existing details, styles, etc.

5.5 Mechanical & Electrical Service Equipment



The Commission recognizes that mechanical equipment such as air conditioning and central heating units, compressors, and electrical service equipment are necessary modern conveniences. However, these items as well as satellite dishes, shall be placed out of public view. Equipment that is visible from the street shall utilize shrubbery or fencing for screening from the street and adjacent property. When possible, refrigerant lines and similar features, shall be located on the inside of the structure. Note: Solar panels are discussed in Chapter 6 Section 6.4: Roofs.

DESIGN STANDARDS: Mechanical & Electrical Service Equipment

- 1. Place mechanical equipment in areas which utilize existing features such as fences, walls, and landscaping to screen their view.
- 2. Integrate new screening walls into the design of the structure, making them as inconspicuous as possible.

CHAPTER SIX: DESIGN STANDARDS for EXTERIOR CHANGES TO BUILDING

6.1 Siding & Exterior Material



There are a variety of materials available for use on the exterior of existing structures and new construction.

Wood siding is the predominate exterior material used within the historic districts, although some structures have masonry. The most common type of wood siding is clapboard, which consists of beveled boards that are thicker on the bottom, and are installed so there is some overlap. Other types of wood siding that may be encountered include rabbeted, drop, flush, and board and batten.

Another type of exterior material found in the districts are cut wood shingles. Examples of cut wood shingles include spaced and cut, fish scale, feather cut, imbricated and beveled, and stagger butt.

Stone and brick exteriors are also found within the districts. English, Flemish, American and "mechanical bonds" are all common brick patterns. The historic integrity of structures shall not be compromised by altering the original siding, even if the proposed siding is composed of historically accurate materials (example: wood siding to shingle siding) unless proof can be provided that the proposed alteration has a historic basis.

A number of artificial sidings have been developed since the construction of many of the structures in the districts. Artificial products that are found on some structures may include asbestos shingles and vinyl or aluminum siding. Artificial or synthetic siding is not appropriate for additions on Pivotal and Contributing structures or for large accessory structures. Artificial and synthetic siding, when used for additions or accessory structures on lots containing noncontributing, fill, or intrusive structures, will be considered on a case-by-case basis.



American



Masonry Illustrations

DESIGN STANDARDS: Siding and Exterior Materials

- 1. To the greatest extent possible, wood siding shall be preserved and maintained.
- 2. In the replacement of wood siding, materials shall match the original as closely as possible. "Rough-sawn" siding shall be avoided.
- 3. The use of artificial siding to cover original siding is prohibited.
- 4. The removal of artificial siding and restoration of original siding materials is encouraged.
- Artificial and synthetic siding is permitted for new construction on a limited basis in coordination with this section and Chapter 7: "New Residential Construction."
- 6. Do not apply paint or other coatings, including stucco, to historically unpainted brick.

Masonry Foundation Features

- 7. Do not remove, conceal, or infill character defining features such as windows and vents, especially if visible from the street.
- 8. Locate new masonry foundation features such as windows, vents and access doors, on side and rear elevations where they are minimally visible from the street, and where they will not compromise the historic foundation design, or compromise the historic integrity of the building.

6.2 Fenestrations (Windows and Doors)



There are a variety of existing patterns and forms of windows and doors within all of the historic districts. Windows on most of the historical homes are of the double hung variety, and the emphasis is on vertical rather than horizontal orientation. The number of lites (panes) in the sash varies with the style and period of the house. Although doors are often obscured by porches, they are an important architectural characteristic. Typical doors in the historic districts include solid-paneled doors and doors with one or more lite panels. New doors shall be compatible with the period and style of the building. Flat-surfaced doors are not recommended.

Whenever possible, the original windows and doors and their features (sashes, glass, lintels, sills, architraves, shutters, door frames, pediments, hoods, steps, and hardware) shall be preserved. In the event that only a portion of the existing windows need repair/replacement, replace only the damaged or deteriorated section with appropriate material. If total replacement of a window or a door is necessary, one shall be used that matches the original in dimension, configuration, material, and detail. Replacements shall not alter the original door or window opening.

Alteration in door and window openings, especially on the principal facade, shall be avoided, except as a restorative measure to return an opening to its original size. New openings shall be located in areas where they are not visible from the street or in areas where they are compatible with the original design.

New windows shall be consistent or compatible with existing units. The emphasis of the new windows shall be vertical rather than horizontal. Wood is the most appropriate material, and vinyl and aluminum clad windows are inappropriate in most instances. Modern window production includes hybrid windows that include synthetic components or mixed composition of wood and synthetic products. This type of window shall not be used for replacement of traditional wooden windows or within structures designated as Pivotal or Contributing. Mixed composition synthetic windows may be used under the following circumstances (1) New construction of primary structures (2) New construction of accessory buildings on lots with buildings not designated as Pivotal or Contributing, and (3) New construction of additions to structures not designated as Pivotal or Contributing

Only wooden shutters shall be installed in the districts. The shutters shall match the size of the window opening, sash spacing, and shall be attached to the casing and not to the siding.

Storm windows and doors shall not obscure the appearance or conflict with the style of the inner door and window and shall look like an original feature, not an accessory. Unpainted aluminum storm doors and windows shall be avoided.

Awnings and canopies constructed of canvas are appropriate with commercial structures and in some instances with residential structures. Types of residential structures with which awnings are most compatible are Bungalow, Queen Ann, and Colonial Revival. Awnings are not appropriate on structures where shutters were historically used. Aluminum awnings or canopies are inappropriate.

Window muntin/grille options found in new windows: traditional "divided lite" windows as found in the district, "simulated divided lite" windows that mimic historic windows and which are appropriate, and "grilles between the glass (GBG)" windows and removable grilles, which are not allowed.



Simulated Divided Lite (appropriate)



Simulated Divided Lite with Spacer Bar (appropriate)

Authentic Divided Lite (appropriate)



Grilles-betweenthe-Glass (not appropriate)



Removable Grilles (not appropriate)



DESIGN STANDARDS: Fenestrations (Windows and Doors)

- 1. Choose windows that are appropriate for the style of building, maintain vertical emphasis, and avoid large single paned units.
- 2. Use doors that are appropriate for the style of building.
- 3. Avoid unpainted aluminum storm doors, and select a style which does not distort or change the appearance of the inner door.
- 4. Awnings or canopies shall be mounted within the opening, directly on the window or door frame, or as an alternate, just outside the opening. Awnings and canopies attached to roofs are inappropriate.
- 5. Full glass doors are not appropriate for the front and side elevations.
- 6. Contemporary doors (including glass doors) facing the rear yard may be considered on a case-by-case basis.

Doors found in the historic districts.

6.3 Porches



Porches are often the most prominent features of a home. Porch forms and details contribute to the unique sense of place found within the historic districts. The details and features that contribute to historic porches include, but are not limited to, posts and columns, railings and balustrades, cornices, brackets, piers, steps, soffits, roofs, ceilings, and floors.

Wrap around porches and full facade porches are a few of the most commonly found porch styles in the historic districts. In addition to front porches, some houses have side porches, back porches, sleeping porches, porte cocheres, screen porches, sun porches, and balconies which offer additional outdoor access and living space.





Front porches found in the historic districts.

DESIGN STANDARDS: Porches

- 1. Identify, retain, and preserve character-defining architectural elements and details of entrances, porches, porte cocheres, and balconies including but not limited to form and configuration, roofs, cornices, piers, lattice, flooring, porch supports, columns, capitals, plinths, ceilings, rails, balusters, steps, brackets, and other decorative trim work.
- 2. Composite/substitute materials may be approved for Pivotal and Contributing structures by the Historic Preservation Commission for porch and deck flooring on a case-by-case basis, provided that one of the following four circumstances are present: unavailability of historic materials, unavailability of a skilled craftsman to reproduce the historic material, inherent flaws in original materials and/or design, and code-required changes.

- 3. Substitute materials shall be compatible with historic materials in appearance, physical properties, and general installation.
- 4. Do not remove, screen, or enclose a porch, entrance, or balcony on a primary, street-facing elevation.
- 5. If a side or rear porch enclosure is necessary, it will be reviewed on a case-by-case basis. Installation shall be recessed behind the railing and columns.
- 6. It is appropriate to remove existing nonhistoric porch enclosures to restore the original appearance of an open porch.

6.4 Roofs



Roofs in the historic districts are typically pitched with variations in steepness, shape, orientation and combination. Materials are usually consistent over the entire structure, although there are often changes in material where there are changes in steepness or shape. Typical roofing materials are tin, copper, slate, tile, wood, and composition shingles.

Changes to roof pitch, configuration, and materials from that of the original shall be avoided. Roofing materials such as slate and tile shall be maintained and repaired rather than be replaced. Metal roofs shall also be preserved. Soffits, fascia's, moldings, and brackets shall be restored or replaced with reproductions.

The addition of new dormers, gables, turrets, and towers shall be avoided unless it can be shown that their use is architecturally and historically appropriate. The addition of new dormers shall be avoided on the front façade but may be considered on a caseby-case basis. New dormers shall be constructed in a manner in which they may be easily removed to revert the structure to its original appearance.

Gutters that are hidden or built in the eaves shall be retained whenever possible, as shall attached copper gutters. Installation of traditional attached seamless aluminum gutters or "half round" gutters is appropriate.

While roofs can provide convenient locations for new mechanical or communication equipment and solar panels, their installation may compromise the architectural integrity of a historic building. Roof locations for such elements shall only be considered if they can be located on roof planes not visible from the street and if they will not compromise the historic roof design, damage characterdefining features or materials, or otherwise compromise the architectural integrity of the building. Skylights are not generally appropriate for historic structures. In most instances, the addition of dormers are preferred to skylights, provided that the dormer is architecturally compatible with the structure. However, when skylights are proposed, they shall be placed so as to be as inconspicuous as possible. New skylights shall be flat rather than the "bubble" type.

Original features on chimneys such as corbeling shall be preserved. Enlarging, altering, removing, or shortening chimneys shall be avoided.



DESIGN STANDARDS: Roofs

- 1. New construction shall avoid A-frame, dome, shed and flatalone roof shapes.
- 2. On new construction the roof shall not be more than one-half the building's height.
- 3. Materials in new construction shall be consistent with the style of the original building; materials shall also be unobtrusive in texture as well as color.
- 4. Skylights and solar energy hardware are to be considered on a case-by-case basis, and when proposed, shall be located in such a manner as to not be readily visible from the street.
- 5. Original roof material shall be maintained and/or replaced with like material (if possible).
- 6. Synthetic products that mimic historic materials are inappropriate in most circumstances, including the replacement of historic materials and on Pivotal and Contributing structures.
- 7. When replacing asphalt shingles, darker color shingles shall be used since they are more historically appropriate.

6.5 Accessibility, Health, & Safety Considerations



Because of use change or extensive rehabilitation, buildings often require modifications to comply with current requirements for health, life, safety and accessibility by persons with disabilities. These changes shall be carefully planned to ensure that the integrity and character defining features of the buildings are preserved.

The North Carolina State Building Code and the federal standards for adhering to the Americans with Disabilities Act (ADA) of 1990 both provide some flexibility in the administration of code requirements on historic buildings. The North Carolina Rehabilitation Code may provide more flexibility in compliance with building and life safety codes as well as the design standards.

The Historic Preservation Commission bases its review of proposed exterior alterations to meet life, safety and accessibility standards on whether the alteration will compromise the architectural and historic character of the building and the site.

Introducing a large feature such as a accessibility ramp on the exterior of a historic building without destroying or diminishing significant architectural features can be a challenge. Likewise, adding an exterior fire stair or fire exit requires careful study of all alternatives. Less demanding revisions, such as the introduction of a handrail for the front steps, can be resolved more simply. Regardless of the magnitude of an alteration to a historic building, temporary and reversible changes are preferred over permanent and irreversible ones.

North Carolina State Building Code and ADA (Americans with Disabilities Act) require accessibility ramps for some nonresidential and multifamily structures. Although their design is largely dictated by the Building Code, thoughtful planning can result in a design that requires little change to the appearance of the building and having minimal visibility from the street. Ramps shall be constructed in such a manner as to preserve the essential form and integrity of the structure, should the ramp be removed.

DESIGN STANDARDS: Accessibility, Health, & Safety Considerations

- 1. Meet health and safety code and accessibility requirements in ways that do not diminish the historic character, features, materials, and details of the building.
- 2. Accessibility ramps should be temporary structures and able to be removed once no longer needed. Ramps deemed appropriate by a Certificate of Appropriateness should not detract from the aesthetic and architectural character of the principle dwelling unit nor should the removal of a ramp jeopardize any portion of the unit's structural integrity. To the greatest extent feasible, handicap ramps should be located where they are not visible from the street.
- 3. The ideal approach is to place access ramps or other structures to the side or rear of the building. If site conditions preclude this option, a ramp on the front elevation shall be sensitive to the character and materials of the existing building. Designs shall be unobtrusive, simple, and meet slope requirements for such elements.
- 4. Landscaped screening, the careful choice of building materials, and compatible color choices are all suggested ways of lessening the visual impact of access ramp structures.
- 5. Stairs and fire escapes are often required by North Carolina State Building Code when single family residences are converted to multifamily or nonresidential uses. To the greatest extent possible, stairs and fire escapes shall be located where they are not visible from the street.

6.6 Housing Code



Historic regulations do not require owners to restore or maintain their property at a level higher than what is found in the <u>Minimum</u> <u>Housing Standards Section, Article II, of the City of Concord Code</u> <u>of Ordinances.</u>

More information on the Minimum Housing Standards is available by contacting the <u>City of Concord's Code Enforcement</u> <u>Department</u>.

CHAPTER SEVEN: DESIGN STANDARDS for NEW RESIDENTIAL CONSTRUCTION

7.1 New Principal Structure Construction



A principal structure is defined as the primary building on a given site (such as a house, apartment building, business, etc.). While there are only a few undeveloped lots within the districts, their treatment is critical to the future of the districts. The successful integration of new structures or buildings depends on how well the building preserves existing site features such as trees, slopes, natural drainage patterns, rock outcrops, etc.

In reviewing a request for a Certificate of Appropriateness for a new principal structure proposed for an undeveloped lot the Historic Preservation Commission will consider how well the proposed construction will maintain adjacent unifying features, such as tree canopies, boundaries, and architectural and landscape details. Other considerations include how compatible the proposed structure will be in material, scale, site setting, spatial relationship, color and details with immediate neighbors.



New principal structure construction should have continuity in setback from the street, orientation to the street, and spacing between existing buildings, as well as size, massing and form.

New principal structure construction should be compatible in height and proportion of front facade with surrounding buildings that contribute to the district character. The dotted lines indicade the implied proportion of the street facades. The proposed building on the top row is clearly lower in height and its facade proportion is horizontal instead of verticallike the others. Site planning is also of major importance when designing a new structure. Careful consideration shall be given to the design and placement of driveways, landscaping, lighting, signage and walkways and the retention of mature trees and/ or other historic features of landscape.

Building materials, features, fenestration, and architectural character are also important to consider when designing for compatibility. A wide range of features and materials presently used in the neighborhood may provide a broad range of options from which to choose. Through the use of porches, chimneys, bays and other details, new buildings can be designed to have an architectural character compatible with the historic context. Architectural visualizations shall be provided to show compatibility and consistency with surrounding structures.

Proposals for new construction shall refer to specific elements in the Handbook for additional guidance and standards (i.e. windows, doors, walkways, etc.).





Authentic

Divided Lite

Simulated Simulated Divided Lite **Divided** Lite with Spacer Bar (appropriate) (appropriate) (appropriate)



Grilles-betweenthe-Glass (not appropriate)

Removable Grilles (not appropriate)

Common roof types: These are few of the basic roof types found in the districts. Where feasible, roof forms should be consistent and compatible to others in the district. New construction should avoid A-frame, dome, shed, and flat roofs.

Window muntin/grille construction options for new construction: traditional "divided lite" windows as found in the district, "simulated divided lite" windows that mimic historic windows and which are appropriate, and "grilles between the glass (GBG)" windows and removable grilles, which are not allowed.

DESIGN STANDARDS: New Principal Structure Construction

- 1. New construction shall coordinate in material, scale, size, site position, spatial relationship and details with immediate neighbors within one hundred feet (100') of the proposed construction.
- 2. Where feasible, roof forms should be consistent and compatible to others in the district. Large flat expanses of walls or roofs should be avoided.
- 3. New construction should avoid A-frame, dome, shed, and flat roofs.
- 4. Locate and size window and door openings so they are compatible in placement, orientation, spacing, proportion, size and scale with the surrounding historic buildings.
- 5. The Historic Preservation Commission encourages compatible contemporary design in order to reflect accurately the differences between historic buildings and newer structures.
- 6. Introduce features such as porches, chimneys, bays and architectural details as appropriate so that the texture of new residential structures is compatible with surrounding historic structures. Detailing on new structures should be consistent with its overall scheme and design.

- 7. Contemporary substitute materials (such as HardiePlank® fiber cement lap siding) may be approved on a case-by-case basis for new structures. In order to qualify for use in new construction, these materials must have a demonstrated record of overall quality and durability. The physical properties of substitute materials must be similar to those of the historic materials they mimic. When considering substitute materials, the closer an element is to the viewer, the more closely the material and craftsmanship should match the original. The appropriateness of substitute materials shall be reviewed on an individual basis.
- 8. Vinyl siding for new construction is not appropriate.

7.2 New Addition Construction



Over time buildings change to accommodate changing needs and lifestyles. When making an alteration to a historic building the challenge is to balance the individual property owner's need with the community's intent to maintain architectural integrity.

Wherever possible, new additions to buildings shall be done in such a manner that if they were to be removed in the future, the essential form and integrity of the original building would not be impaired.

New addition design for historic structures shall be compatible with the size, scale, material and character of the building and its environment. Although designed to be compatible with the historic building, an addition shall be discernible from the original building.





Additions found in the districts.

DESIGN STANDARDS: New Addition Construction

- 1. Additions on the front elevation are not allowed.
- 2. New additions shall be sited (located) as inconspicuously as possible, preferably on rear elevations and/or where historic character defining features are not damaged, destroyed, or obscured.
- 3. Additions shall be inset from rear building corners to differentiate them from the existing building and to reduce visibility.
- 4. Additions shall be designed so that they are compatible with the existing building in height, massing, roof form and pitch.
- 5. The visual impact of an addition on a historic building may be reduced by limiting its scale and size. Do not overpower the site or substantially alter the site's proportion of built area to green space.
- 6. New additions shall be built in such a manner that would allow the home to be reverted to its original state without damaging historic features.

- 7. New additions shall be compatible in character but use a contemporary design in order to differentiate additions from the historic structure.
- 8. Windows in additions shall be similar to those in the original buildings in their proportions, spacing, and materials.
- 9. Contemporary substitute materials for siding and roofing on additions shall only be considered in cases in which the primary structure utilizes the subject material or a similar non-historic material or if the material used on the structure is no longer available.
- Additions shall be constructed in a structurally selfsupporting manner to reduce damage to the historic building.
- 11. Foundations and eaves or other major horizontal elements, shall generally align on buildings and their additions
- 12. Significant site and landscape features shall be protected from damage during or as a result of construction by minimizing ground disturbance.



An accessory structure is a building detached from a principal structure on the same parcel, which is incidental to the principal structure. Examples of accessory structures include garages, outbuildings, carriage houses, etc. A number of these buildings survive in the historic district. Many echo the materials, the details, and the roof form of the main house on the site and contribute to the architectural character of the district. Through their siting and relationship to the houses, the streets, and the alleys, the accessory buildings contribute to the historic character of the district as well.

Early garages were typically single-bay structures located in the rear yard at the end of the driveway. Early storage buildings and sheds were usually small frame structures sited toward the back of the rear yard and were generally not visible from the street.

DESIGN STANDARDS: Accessory Structures

Existing Accessory Structure

- 1. Original carriage houses, garages, and accessory structures shall be retained and preserved in their original location.
- 2. All architectural features that are character defining elements of carriage houses, garages and accessory structures, including foundations, steps, roof form, windows, doors, architectural trim, and lattices shall be retained and preserved.
- 3. Historic garages and outbuilding materials, such as siding, masonry, roofing materials, and wooden trim shall be retained and preserved. If replacement is necessary, use new materials that match the historic materials in composition, dimension, shape, color, pattern, and texture.

4. If replacement of an element or a detail is necessary, replace only the deteriorated item to match the original in size, scale, proportion, material, texture, and detail.

Replacement of Missing Accessory Structure

5. If an original carriage house, garage or outbuilding is completely missing, replace it with either a reconstruction based on accurate documentation or a new design compatible with the historic character of the main building or historic accessory structures in the district.

New Accessory Structure

- 6. Keep the proportion of new garages and accessory structures compatible with the proportion of the main house. Typically these buildings were smaller in scale than the main house.
- 7. New garages and accessory structures must use traditional roof forms, materials, and details compatible with the main building or historic accessory structures in the district.
- 8. Locate new garages and accessory structures in rear yards and in traditional relationship to the main buildings.
- 9. It is not appropriate to locate a garage or an outbuilding in front of the main building unless such a location is historically accurate for a specific site.

- 10. All accessory structures shall remain detached from the main building.
- 11. Metal utility sheds, metal carports, and metal garages are prohibited.
- 12. Accessory buildings for Pivotal and Contributing structures shall complement the siding and roof material of the primary structure.
- 13. Prefabricated storage buildings which are not visible from the street may utilize synthetic materials (excluding vinyl, metal or plastic) if they are equal to or less than 144 square feet. Prefabricated buildings shall have contemporary roof styles compatible with the primary structure. Gable or hip roofs are most appropriate. Barn style buildings are not appropriate.

7.4 New Decks, Patios & Porches



Decks & Patios

The outdoor deck and patio are contemporary exterior features, essentially uncovered, private versions of a back porch or terrace. Decks are not typical features of most historic homes within the districts.

When decks are constructed, they should be located in the rear yards only, and should not project into side yards or be visible from the street. Like any addition to a historic building, a deck should be compatible with but differentiated from the building and constructed to be structurally independent so that it could be removed in the future without damage to the building. A deck should never be so large that it overpowers the building or the site.

Decks should be avoided on corner lots, since their view can not be completely obscured from both streets. Rails on decks should match those on the porches. Lattice and/or shrubbery around the foundations should be utilized when possible. Patios are typically constructed at grade and may be laid with concrete, brick, flagstone, slate, or other masonry. While patios tend to be less visually intrusive than decks, it is imperative to consider the size, location, and material of patios in order to minimize the impervious surface area of the site.

Porches

A porch is the focal point of the facade of most historic houses. Because of decoration and articulation, these features help to add variety and rhythm to each block. New residential buildings can better blend with the historic district if a porch is incorporated into the design. The local historic districts in Concord have a rich variety of porch types and styles from which design cues may be taken.

DESIGN STANDARDS: New Decks, Patios & Porches

New Decks

- 1. Decks may only be located in the rear of the property.
- 2. Decks shall be designed to be compatible in material, color, and detail with the historic building.
- 3. Decks shall be built so that they can be removed in the future without damaging the historic structure.
- 4. Decks shall be designed so that there is the least possible loss of historic fabric. Also, ensure that character-defining features of the historic building are not obscured, damaged, or destroyed.
- 5. Decks shall be inset from the corner of the primary structure where necessary in order to prevent visibility from the street.

New Patios

6. Select appropriate paving materials for patios, including concrete, brick and stone. Simulations of natural materials, such as stamped concrete or interlocking pavers, are not appropriate.

New Porches

- 7. Design new buildings with porches that complement the size, proportion, placement, and rhythm of existing historic porches when the majority of surrounding existing houses also contain a porch.
- 8. Design porches to provide usable outdoor space.
- 9. Design porches and entrances to be compatible with the overall architectural style of the building.

CHAPTER EIGHT: DESIGN STANDARDS for DEMOLITION & RELOCATION

8.1 Demolition



Photo courtesy of the National Park Service.

Demolition of any pivotal or contributing structure in any Historic District is undesirable. Historic Preservation Commission approval is required for any demolition. Historic Preservation Commission approval is required for any demolition. The City of Concord Development Ordinance – Historic Preservation Overlay Districts, Delay in Demolition states that an application for a Certificate of Appropriateness authorizing the demolition of a building or structure within the District may not be denied. However, the effective date of such a certificate may be delayed for a period of up to 365 days from the date of approval.

The maximum period of delay authorized by this section shall be reduced by the Historic Preservation Commission where it finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use of or return from such property by virtue of the delay. During such period, the Historic Preservation Commission may negotiate with the owner and other parties in an effort to find a means of preserving the building. If the Historic Preservation Commission finds that the building has no particular significance or value toward maintaining the character of the District, it may waive all or part of such period and authorize earlier demolition or removal.

After receiving a COA, a demolition permit may be obtained through the <u>Cabarrus County Construction Standards</u> <u>Department</u>.

DESIGN STANDARDS: Demolition

- 1. A COA is required for any demolition of a structure in a historic district.
- Completely document the building in its original location through photographs (black & white and color) and provide a copy of the documentation to the Concord Planning & Neighborhood Development Department and the State Historic Preservation Office.
- 3. Consult with a structural engineer who specializes or is knowledgeable about historic buildings to document the structural integrity of the building and determine if the building can be relocated to save it from demolition.
- 4. A COA for post-demolition site development for the proposed use of the property after the building is removed to the Concord Historic Preservation Commission is required before or simultaneously with the COA for demolition. Refer to the standards for Site and Setting for additional information.
- 5. Protect adjacent buildings and structures during the demolition.

- Protect archaeological resources during demolition. Report any archaeological findings to Concord's Planning and Neighborhood Development Department and the N.C. Office of State Archaeology immediately.
- Work with the HPC and other interested parties to salvage usable architectural materials and features. Maintain a secure site during the demolition and redevelopment process.
- 8. Conduct demolition activities during specific times of the day and notify neighbors of activities.
- 9. Following demolition, develop the site promptly, in accordance with the approved COA.

8.2 Relocation (Moving)



Moving and relocating historic properties shall only be considered as a last resort, and only to save a property from demolition. All other alternatives shall be carefully considered before a move. Moving a building or structure removes it from its historic context and therefore disconnects the tangible evidence of that history. If it becomes necessary to move a building within Concord's Historic Districts, it shall remain within the original district, as close to its original location and positioned with similar setback and orientation, thereby maintaining its historic context. Similarly, it is appropriate for landmark properties to maintain a close proximity to original location.

Careful planning is essential in relocating a property. Contact the State Historic Preservation Office and Concord's Planning & Neighborhood Development Department for advice and assistance regarding relocating buildings. A COA is required from the Concord Historic Preservation Commission to remove a property from its original location and must be completed simultaneously with a COA for the post removal site.

Photo courtesy of the National Park Service.



An example of an historic building being moved and relocated using hydraulically powered dollies. Photo courtesy of the National Park Service.
DESIGN STANDARDS: Relocation

- Consider relocation only when all other on-site preservation alternatives have been exhausted (all alternatives investigated must be included in the COA).
- 2. Prior to relocation, document the historic building in its original setting and record the existing site conditions through photographs. Provide a copy of the documentation to both the Commission and the State Historic Preservation Office.
- 3. Enlist contractors experienced in moving historic buildings to do the following:
 - Determine the structural condition of the property before the move.
 - Coordinate the move with the utility companies and appropriate City departments.
 - Protect the structure from vandalism or weather damage before, during, and after the move.
 - Minimize structural damage during the move.
- 4. Ensure that the relocation of a structure will not diminish or damage existing historic district buildings or the overall

character of the district. Pay particular attention to the tree canopy along the route of the move.

5. Submit a COA application with site plan for the post-removal site stabilization. Clear the site of debris and implement the approved site plan promptly after the relocation.

CHAPTER NINE: MAINTENANCE

with Guidelines for Preservation, Rehabilitation, Restoration & Reconstruction of Historic Buildings

9.1 Landscaping & Trees

Mulch Trees

- Remove any grass within a 3-foot area (up to 10 feet for larger tree).
- Pour natural mulch such as wood chips or bark pieces 2 to 4 inches deep within the circle.
- Keep the mulch from touching the trunk of the tree.

Water Newly Planted Trees

- For new trees, water immediately after you plant a tree, usually 30 seconds with a steady stream of water from a garden hose w/ a diffuser nozzle per tree seedling is sufficient.
- During the first couple growing seasons, provide water and covering the soil with wood-chip mulch. Deep watering can help speed the root establishment. Deep water consists of keeping the soil moist to a depth that includes all the roots.

Prune trees at the appropriate time

- Light pruning and the removal of dead wood can be done anytime.
- Winter Pruning: Pruning during dormancy is the most common practice. It results in a vigorous burst of new growth in the spring and should be used if that is the desired effect. It is usually best to wait until the coldest part of winter has passed.

- Summer Pruning: To direct the growth by slowing the branches you don't want, or to "dwarf" the development of a tree or branch, pruning should be done soon after seasonal growth is complete. Another reason to prune in the summer is for corrective purposes. Defective limbs can be seen more easily.
- Flowering trees: For trees that bloom in spring, prune when their flowers fade. Trees and shrubs that flower in mid- to late summer should be pruned in winter or early spring.
- When not to prune-Fall: Because decay fungi spread their spores profusely in the fall and wounds seem to heal more slowly on fall on cuts, this is a good time to leave your pruning tools in storage.

Additional information and illustrations on tree planting, choosing the right tree, and tree maintenance can be found at the <u>Arbor Day Foundation website</u>.

9.2 Fences & Walls

Fences

- Apply chemical preservatives or paint to wood features that are subject to weathering, such as exposed beam ends, outriggers, or rafter tails.
- Retaining coatings (such as paint) that protect the wood from moisture and ultraviolet light. Paint removal should be considered only when there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate coatings.
- Clean metals, when necessary, to remove corrosion prior to repainting or applying other appropriate protective coatings.
- Use the least abrasive cleaning method for hard metals (such as cast iron, wrought iron, and steel) to remove paint buildup and corrosion. If hand scraping and wire brushing have proven ineffective, low-pressure abrasive methods may be used as long as they do not damage the surface.

Walls

- Repair masonry walls by repointing the mortar joints where there is evidence of deterioration, such as disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plaster on the interior.
- Provide proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape.

More information on the maintenance of materials can be found in <u>The Secretary of</u> <u>the Interior's Standards for the Treatment</u> <u>of Historic Properties with Guidelines for</u> <u>Preserving, Rehabilitating, Restoring &</u> <u>Reconstructing Historic Buildings</u> on these pages:

For wood maintenance: pages 37-40 (preservation), 88-90 (rehabilitation), and 176-179 (restoration).

For masonry maintenance: pages 31-36 (preservation), 80-87 (rehabilitation), and 168-175 (restoration).

For metal maintenance: pages 41-43 (preservation), 93-97 (rehabilitation), and 180-183 (restoration).

9.3 Driveways, Walkways & Parking

- Water-pervious materials such as gravel, crushed stone, or pervious paving blocks minimize runoff, increase infiltration, and are strongly encouraged for new or deteriorated driveways and off-street parking areas.
- Replace in kind extensively deteriorated or missing components of building and landscape features in the setting when there are surviving prototypes, such as balustrades or paving materials, or when the replacement can be based on documentary or physical evidence.

More information on driveways, walkways and parking maintenance can be found in <u>The Secretary of the</u> <u>Interior's Standards for the Treatment</u> <u>of Historic Properties with Guidelines for</u> <u>Preserving, Rehabilitating, Restoring &</u> <u>Reconstructing Historic Buildings</u> on these pages: 63-65 (preservation), 137-142 (rehabilitation), 209-213 (restoration),and 236-237(reconstruction).

9.4 Lighting & Transformers

• Protect and maintain functioning mechanical, plumbing and electrical systems and their features through cyclical maintenance.

9.5 Mechanical and Electrial Serice Equipment

- Protect and maintain functioning mechanical, plumbing and electrical systems and their features through cyclical maintenance.
- Provide adequate structural support for new mechanical equipment.
- Repair mechanical systems by augmenting or upgrading system components (such as installing new pipes and ducts), rewiring, or adding new compressors or boilers.

More information on mechanical equipment maintenance can be found in <u>The Secretary of</u> <u>the Interior's Standards for the Treatment of</u> <u>Historic Properties with Guidelines for Preserving,</u> <u>Rehabilitating, Restoring & Reconstructing Historic</u> <u>Buildings</u> on these pages: 58-59 (preservation) and 125-127 (rehabilitation).

9.6 Siding & Exterior Material

Wood Siding

Features and surfaces on a building should be maintained and repaired in a manner that enhances their inherent qualities and preserves their original character. Appropriate routine maintenance and repair methods for wood features include:

- Inspect surfaces routinely for signs of moisture damage, mildew, fungi, termites or other infestation and provide adequate drainage to prevent standing water.
- Keep wooden joints properly sealed or caulked to prevent moisture infiltration.
- Treat traditionally unpainted, exposed wooden features with chemical preservatives to prevent or slow their decay and deterioration.
- Retain protective surface coatings, such as paint, to prevent damage from ultraviolet light and moisture.
- Clean painted surfaces regularly and repaint them only when the paint film is damaged or deteriorated.
- When repairing deteriorated wooden elements, it is best to selectively replace portions in kind through splicing or piecing or apply a wood epoxy consolidant to stabilize the deteriorated portion in place.

- Use decay resistant wood species for replacement of deteriorated wooden elements to prevent future deterioration.
- The application of wood preservatives or the use of pressure-treated wood can also extend the life of wooden elements and surfaces. However, most pressure-treated wood must weather for six to twelve months before it is primed and painted.

| METHOD | ADVANTAGES | DISADVANTAGES |
|--|--------------|-------------------|
| Hand scraping and sanding | most gentle | time consuming |
| Chemical | fairly quick | potentially toxic |
| Low pressure water blasting | gentle | time consuming |
| Electric Heat Gun or Heat Plate (limited use) | gentle | time consuming |

Low-Intensive Paint Removal Methods for Wood (Appropriate)

High-Intensive Paint Removal Methods for Wood (Not Appropriate)

| METHOD | ADVANTAGES | DISADVANTAGES |
|-------------------------------------|------------------|---------------------------|
| Disc and power sanding | effective, quick | swirl marks, damages wood |
| High pressure water or sandblasting | effective, quick | pits & damages wood |
| Extensive heat removal (including | quick, | damages wood, fire |
| torches) | economical | |

More information on wood maintenance can be found in <u>The Secretary of the Interior's Standards for the</u> <u>Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing</u> <u>Historic Buildings</u> on these pages: 37-40 (preservation), 88-90 (rehabilitation), and 176-179 (restoration).

Masonry

Masonry material surfaces require minimal maintenance and are known for their durability. Appropriate routine maintenance methods for masonry surfaces include the following:

- Inspect surfaces and features regularly for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundations and piers, and rising through.
- Clean masonry only when necessary to remove heavy soiling or prevent deterioration. Use the gentlest method possible.
- Re-paint previously painted masonry surfaces as necessary.
- Re-point deteriorated mortar joints to prevent damage caused by moisture penetration.
- Remove loose or deteriorated mortar with hand tools prior to repointing, taking care not to chip or damage the surrounding masonry. The new mortar should match the visual and physical properties of the original mortar. Mortar high in Portland cement exceeds the strength of historic brickwork and will deteriorate it.
- Repair stucco coating if separated from its masonry backing. Remove loose or deteriorated stucco and patch area with new stucco to match the original in composition, texture, color, and strength.

| Cleaning Methods f | for Masonry |
|--------------------|-------------|
|--------------------|-------------|

| METHOD | ADVANTAGES | DISADVANTAGES |
|--|----------------------|--|
| Low-pressure water wash and detergent / scrub with natural brush | most gentle | time consuming |
| Sandblasting, power washing | quick | destructive, not appropriate |
| Chemical masonry cleaner | quick, economical | potential for damage, potentially toxic |

More information on masonry maintenance can be found in <u>The Secretary of the Interior's Standards for</u> <u>the Treatment of Historic Properties with Guidelines for</u> <u>Preserving, Rehabilitating, Restoring & Reconstructing</u> <u>Historic Buildings</u> on these pages: 31-36 (preservation), 80-87 (rehabilitation), and 168-175 (restoration).

9.7 Fenestrations (Windows and Doors)

With routine maintenance and repair, original wooden windows and doors can be preserved. Windows become less weatherproof and energy efficient as the caulking and the glazing putty that seal the glass panes within the wooden sash dry and crack apart. Weatherstripping around a sash or a door can deteriorate over time and need replacement. Wood itself must be protected from moisture and ultraviolet light by paint or protective sealers.

Preserving original windows and doors is always more desirable and generally less expensive than replacing them. Frequently, repair or replacement of only the damaged portion of the frame, the sash, the sill, or the threshold will eliminate the problem. A number of wood consolidates on the market can restore a section of rotten or damaged wood. The standards for wood materials provide more information on wood repair.

Protect and maintain existing windows and doors in appropriate ways:

- Monitor the condition of wooden windows and doors on an annual basis.
- Maintain caulking and glazing putty to prevent air or water infiltration around glass.
- Weatherstrip windows and doors to prevent moisture and air infiltration.

- Check sills and thresholds to ensure that water runs off and does not collect.
- Maintain a sound paint film on all wooden windows and doors. Note: Both the peeling of paint and the widening of joints may create the false appearance of deteriorated wood.
- Doors that were originally stained rather than painted can be restored by stripping the applied paint layers, re-staining the door, then sealing the wood with a clear finish like marine varnish.

More information on fenestration maintenance can be found in <u>The Secretary of the Interior's Standards for</u> <u>the Treatment of Historic Properties with Guidelines for</u> <u>Preserving, Rehabilitating, Restoring & Reconstructing</u> <u>Historic Buildings</u> on these pages: 46-48 (preservation) and 102-109 (rehabilitation).

9.8 Porches

Because of the exposed nature of porches and entrances, maintenance is a continuing concern. Ensuring their water-shedding ability through proper sloping of all floors and steps, which should slope away from the house. Maintenance of related roofing, gutters, and downspouts is also essential. Keeping a sound paint film on all wooden porch and balcony surfaces to prevent moisture damage is critical as well.Protect and maintain existing windows and doors in appropriate ways:

- Maintain the slope of the floor and the steps to ensure that water does not collect and run off.
- Maintain a sound paint film on all elements that were traditionally painted.
- Check the condition of all wooden elements regularly for signs of water damage or rot.
- Keep wooden joinery adequately sealed to avoid moisture damage.
- Inspect masonry piers or foundation walls regularly for signs of deterioration or moisture damage.

More information on porch maintenance can be found in <u>The Secretary of the Interior's Standards for the</u> <u>Treatment of Historic Properties with Guidelines for</u> <u>Preserving, Rehabilitating, Restoring & Reconstructing</u> <u>Historic Buildings</u> on these pages: page 49 (preservation), page 110 (rehabilitation), and page 190 (restoration).

9.9 Roofs

The roof provides a weather-tight covering for any structure. Generally, the roofing system also includes the controlled removal of rainwater through gutters and downspouts. Maintenance of the entire system, including elimination of moss or vegetation that compromises its surface material or drainage, is critical.

The protective role of roofs requires attention to the integrity of the roofing material as well as continuing the maintenance of all gutters, downspouts, flashing, and coping. This is especially the case where changes in roofing planes or penetration of a chimney or a dormer interrupt the roofline. Concealed, or built-in, gutters require routine monitoring and maintenance to avoid damage from unseen leaks in their decorative cornices. Roof and soffit vents facilitate the drying of wet attic or soffit areas caused by leaks or condensation.

Protect and maintain the roofing system in appropriate ways:

- Repair leaks promptly to limit damage to the roof and the building.
- Provide temporary protection to a leaking roof before repair.
- Clean gutters and downspouts regularly.
- Eliminate any vegetation that may cause deterioration of the roof, the gutters, or the downspouts.
- Replace deteriorated flashing.

- Inspect the roof sheathing for signs of insect infestation or moisture damage.
- Provide adequate ventilation of the attic space to prevent condensation.
- Provide adequate anchorage for roofing material to guard against wind and moisture damage.

More information on roof maintenance can be found in <u>The Secretary of the Interior's Standards for the</u> <u>Treatment of Historic Properties with Guidelines for</u> <u>Preserving, Rehabilitating, Restoring & Reconstructing</u> <u>Historic Buildings</u> on these pages: 44-45 (preservation), and 98-101 (rehabilitation).



Appendix A: Glossary of Terms

The following is a collection of online resources for terminology found in preservation, architecture, and historic districts.

National Park Service Preservation Terminology: <u>https://www.</u> <u>nps.gov/articles/sec-stds-pres-terminology.htm</u>

Dictionary of Architectural Terms: <u>https://www.phmc.state.</u> <u>pa.us/portal/communities/architecture/resources/dictionary.</u> <u>html</u>

Appendix C: Glossary of Terms (Utah): <u>http://www.slcdocs.com/</u> <u>historicpreservation/MFDG/AC.pdf</u>

Appendix B: Resources

Preservation Briefs

Preservation Briefs have been prepared by the Technical Preservation Services of the National Park Service. They are intended to assist property owners in preserving, rehabilitating, and restoring their historic structures. Like these standards, the Preservation Briefs present practices that follow **the Secretary of Interior's Ten Standards for Rehabilitation.** These briefs are available in print form at http://www.nps.gov/tps/education/printpubs.htm or can simply be downloaded from the Park Service website at https://www.nps.gov/tps/how-to-preserve/briefs.htm

Preservation Briefs relevant to these design standards are shown below.

- <u>Cleaning and Water-Repellent Treatments for Historic</u>
 <u>Masonry</u>
- Buildings Repointing Mortar Joints in Historic Masonry Buildings
- Improving Energy Efficiency in Historic Buildings
- <u>Roofing for Historic Buildings</u>
- The Repair of Historic Wooden Windows
- <u>New Exterior Additions to Historic Buildings: Preservation</u>
 <u>Concerns</u>
- <u>The Use of Substitute Materials on Historic Building</u> <u>Exteriors</u>
- The Repair and Replacement of Historic Wooden Shingle Roofs
- <u>Heating, Ventilating, and Cooling Historic Buildings:</u>

Problems and Recommended Approaches

- The Repair, Replacement, and Maintenance of Historic Slate Roofs
- The Preservation and Repair of Historic Clay Tile Roofs
- <u>Making Historic Properties Accessible</u>
- <u>The Preservation and Repair of Historic Stained and Leaded</u> <u>Glass</u>
- Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
- The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
- Preserving Historic Wooden Porches
- <u>Maintaining the Exterior of Small and Medium Size Historic</u> <u>Buildings</u>

Technical Information

There are a number of online technical resources for preservation projects including those from the National Park Service, trade resources, and businesses.

- Illustrated Guide for Rehabilitating Historic Buildings
- <u>Illustrated Guidelines on Sustainability for Historic Structures</u> National Park Service Technical Preservation Services
- <u>NC Department of Housing & Human Services Lead Safe</u> <u>Guidelines</u>
- EPA Lead Safe Renovation, Repair, and Painting Guidelines
- Sanborn Maps in North Carolina

Books on Architecture

- What Style Is It? A Guide to American Architecture (Revised Edition: 2003) by John C. Poppeliers and S. Allen Chambers.
- A Field Guide to American Houses (1984) by Virginia McAlester, Lee McAlester, Juan Rodriguez-Arnaiz and Lauren Jarrett.
- The Penguin Dictionary of Architecture and Landscape Architecture (Fifth Edition: 2000) by
- John Fleming, Hugh Honour and Nikolaus Pevsner.
- North Carolina Architecture (2009) by Catherine W. Bishir
- A Guide to the Historic Architecture of Piedmont North Carolina (2005) by Catherine W. Bishir and Michael T. Southern.
- American Architecture: A History (2003) by Leland Roth.

Paint Resources

The following resources are trade guides to historic paint color palettes, including architectural styles and application. None of these private companies are endorsed by the City of Concord or the HPC, but can be used as a resources when preparing a paint plan and selecting appropriate colors.

- Valspar National Trust Colors (Found at Lowes and in partnership with the National Trust for Historic Preservation).
- Sherwin Williams Historic Paint Color Collection (for interiors, exteriors, and architectural styles).

Local Resources

City of Concord

- Planning & Zoning office (704) 920-5152
- Code Enforcement Office (704) 920-5150

Cabarrus County

• Building Inspections Department (704) 920-2128

Other Resources

- State Historic Preservation Office, North Carolina Division of Archives and History
 - For information on historic structures and the National Register, contact the Survey and Planning Branch, (919) 814-6573.
 - For information on preservation tax credits and technical restoration assistance, contact the Restoration Branch, (919) 814-6589.
 - ♦ For information on archaeological sites, contact the Office of State Archaeology, (919) 814-6550.
- U.S. Department of the Interior, National Park Service Office of the Director: (202) 208-6843.
- Southeast Regional Office of the National Park Service Public Information Office: (404) 507-5792.

Appendix C: List of Addresses in the Historic Districts

U115 EDGEWOOD AVE NE

★105 EDGEWOOD CIR NE

Edgewood Circle NE

Edgewood Historic District

★ PIVOTAL ● CONTRIBUTING ◆ NON CONTRIBUTING **U**UNCATEGORIZED

Edgewood Avenue NE ●41 EDGEWOOD AVE NE ★44 EDGEWOOD AVE NE **U**47 EDGEWOOD AVE NE **U**51 EDGEWOOD AVE NE ★52 EDGEWOOD AVE NE ●56 EDGEWOOD AVE NE ●59 EDGEWOOD AVE NE ●60 EDGEWOOD AVE NE **U62 EDGEWOOD AVE NE** ●63 EDGEWOOD AVE NE ●66 EDGEWOOD AVE NE ●67 EDGEWOOD AVE NE ●70 EDGEWOOD AVE NE ●71 EDGEWOOD AVE NE •76 EDGEWOOD AVE NE ♦77 EDGEWOOD AVE NE ♦87 EDGEWOOD AVE NE ●99 EDGEWOOD AVE NE

North Union Historic District

VL VACANT LOT ★ PIVOTAL ● CONTRIBUTING ■ FILL ■ INTRUSIVE UUNCATEGORIZED

Academy Avenue NW u19 ACADEMY AVE NW u20 ACADEMY AVE NW u23 ACADEMY AVE NW u27 ACADEMY AVE NW

Barrow Avenue NE

U20 BARROW AVE NE U21 BARROW AVE NE

Bell Street SW

- ●18 BELL ST SW
- ●20 BELL ST SW
- ●22 BELL ST SW
- •31 BELL ST SW

■32 BELL ST SW

- •39 BELL ST SW
- •44 BELL ST SW
- •45 BELL ST SW
- ●51 BELL ST SW
- ●52 BELL ST SW

●69 BELL ST SW

- ●70 BELL ST SW
- •79 BELL ST SW
- •87 BELL ST SW

Buffalo Avenue NW

 \star (41) 1 BUFFALO AVE NW

Cabarrus Avenue W •44 CABARRUS AVE W ■50 CABARRUS AVE W **U**51 CABARRUS AVE W **U**53 CABARRUS AVE W **U**55 CABARRUS AVE W ★56 CABARRUS AVE W **U**59 CABARRUS AVE W **U**61 CABARRUS AVE **U63 CABARRUS AVE W** •64 CABARRUS AVE W •67 CABARRUS AVE W **VL68 CABARRUS AVE W VL**74 CABARRUS AVE W •75 CABARRUS AVE W **VL**76 CABARRUS AVE W **VL**78 CABARRUS AVE W •79 CABARRUS AVE W ●90 CABARRUS AVE W ●96 CABARRUS AVE W **U**97 CABARRUS AVE W ●98 CABARRUS AVE W ●103 CABARRUS AVE W ★106 CABARRUS AVE W

•109 CABARRUS AVE W

★117 CABARRUS AVE W ●118 CABARRUS AVE W ★127 CABARRUS AVE W **U145 CABARRUS AVE W Church Street N U**65 CHURCH ST N **U**75 CHURCH ST N **U99 CHURCH ST N U**103 CHURCH ST N **U**109 CHURCH ST N U213 CHURCH ST N **U**217 CHURCH ST N **U**223 CHURCH ST N **U**229 CHURCH ST N **U233 CHURCH ST N U**241 CHURCH ST N U247 CHURCH ST N **U**253 CHURCH ST N **U**257 CHURCH ST N **U**263 CHURCH ST N **U**279 CHURCH ST N **U285 CHURCH ST N Donnie Avenue NW U**11 DONNIE AVE NW **U**50 DONNIE AVE NW

Edgewood Avenue NE

- ●17 EDGEWOOD AVE NE
- •21 EDGEWOOD AVE NE Franklin Avenue NW
- ●19 FRANKLIN AVE NW
- •24 FRANKLIN AVE NW
- ●25 FRANKLIN AVE NW
- ●26 FRANKLIN AVE NW
- •31 FRANKLIN AVE NW
- •39 FRANKLIN AVE NW
- **\star** 40 FRANKLIN AVE NW
- •43 FRANKLIN AVE NW
- •49 FRANKLIN AVE NW
- •63 FRANKLIN AVE NW
- •68 FRANKLIN AVE NW
- ★71 FRANKLIN AVE NW
- •74 FRANKLIN AVE NW
- •78 FRANKLIN AVE NW

Georgia Street NW

- •15 GEORGIA ST NW
- •19 GEORGIA ST NW
- ■24 GEORGIA ST NW
- ●25 GEORGIA ST NW
- 30 GEORGIA ST NW
- ★31 GEORGIA ST NW

North Union Historic District

VL VACANT LOT ★ PIVOTAL ● CONTRIBUTING ■ FILL ■ INTRUSIVE UUNCATEGORIZED

● 36 GEORGIA ST NW ● 37 GEORGIA ST NW ●41 GEORGIA ST NW \star 49 GEORGIA ST NW ●59 GEORGIA ST NW **U**67 GEORGIA ST NW ●68 GEORGIA ST NW **Grove Avenue NW** ●21 GROVE AVE NW ●31 GROVE AVE NW ●61 GROVE AVE NW ●67 GROVE AVE NW ●75 GROVE AVE NW ■80 GROVE AVE NW ●81 GROVE AVE NW •85 GROVE AVE NW ■86 GROVE AVE NW ●90 GROVE AVE NW ●91 GROVE AVE NW ●97 GROVE AVE NW ■100 GROVE AVE NW ★113 GROVE AVE NW ●116 GROVE AVE NW

| | | ATTOTAL | |
|---------------|-------|-----------------|-------------|
| Marsh Avenue | e NW | •70 SP | RING ST NW |
| ■16 MARSH AV | VE NW | ■74 SP | RING ST NW |
| ■21 MARSH AV | VE NW | U 78 SPI | RING ST NW |
| ●22 MARSH AV | VE NW | •84 SP | RING ST NW |
| ■27 MARSH AV | VE NW | ●86 SP | RING ST NW |
| ●28 MARSH AV | VE NW | U 92 SPI | RING ST NW |
| U32 MARSH AV | 'E NW | U 97 SPI | RING ST NW |
| •40 MARSH AV | VE NW | ●98 SP | RING ST NW |
| •43 MARSH AV | VE NW | •111 S | PRING ST NW |
| ●46 MARSH AV | VE NW | ★125 S | PRING ST NW |
| ■57 MARSH AV | VE NW | •129 SI | PRING ST NW |
| ●58 MARSH AV | VE NW | •135 SI | PRING ST NW |
| U60 MARSH AV | | •143 SI | PRING ST NW |
| U62 MARSH AV | | •146 SI | PRING ST NW |
| Spring Street | | ●151 SI | PRING ST NW |
| ●17 SPRING ST | NW | ■154 S | PRING ST NW |
| ●18 SPRING ST | NW | ■155 S | PRING ST NW |
| •23 SPRING ST | NW | Spring | street SW |
| ●24 SPRING ST | NW | | ING ST SW |
| •34 SPRING ST | NW | | ING ST SW |
| •42 SPRING ST | NW | | ING ST SW |
| ■48 SPRING ST | NW | | RING ST SW |
| ★49 SPRING ST | NW | U 20 SPI | RING ST SW |
| ●52 SPRING ST | NW | | RING ST SW |
| ■∎61 SPRING S | ST NW | U 50 SPI | RING ST SW |
| | | | |

Union Street N U47 UNION ST N **U**49 UNION ST N ★60 UNION ST N (listed as 58) ★65 UNION ST N \star 70 UNION ST N ●71 UNION ST N ●83 UNION ST N ★84 UNION ST N ●91 UNION ST N ★94 UNION ST N ★97 UNION ST N \star 100 UNION ST N •103 UNION ST N ●108 UNION ST N \star 113 UNION ST N ●116 UNION ST N ●120 UNION ST N (listed as 118) \star 122 UNION ST N \star 123 UNION ST N ★130 UNION ST N ■131 UNION ST N \star 138 UNION ST N \star 139 UNION ST N ●145 UNION ST N

| North Union Histo | oric District v | \star VACANT LOT \star PIVOTAL | •CONTRIBUTING | FILL | ■INTRUSIVE | UUNCATEGORIZED |
|-------------------------|---------------------------|------------------------------------|---------------|------|------------|----------------|
| ■150 UNION ST N | ●229 UNION ST N | ●36 YORKTC | OWN ST NW | | | |
| U 151 UNION ST N | ●230 UNION ST N | ●39 YORKTC | DWN ST NW | | | |
| ●156 UNION ST N | ●235 UNION ST N | | | | | |
| ●157 UNION ST N | ■238 UNION ST N | | | | | |
| ●160 UNION ST N | ●246 UNION ST N | | | | | |
| ●161 UNION ST N | ●250 UNION ST N | | | | | |
| ■166 N UNION ST N | ■251 UNION ST N | | | | | |
| ★167 UNION ST N | ■258 UNION ST N | | | | | |
| ●172 UNION ST N | U260 UNION ST N | | | | | |
| U 177 UNION ST N | U 265 UNION ST N | | | | | |
| ■180 UNION ST N | ●266 UNION ST N | | | | | |
| ★181 UNION ST N | ★288 UNION ST N | | | | | |
| ★183 UNION ST N | Yorktown Street N | W | | | | |
| ■186 UNION ST N | (White Street NW in the I | nventory) | | | | |
| ●189 UNION ST N | U16 YORKTOWN ST | NW | | | | |
| ●192 UNION ST N | ★17 YORKTOWN ST | 'NW | | | | |
| ●195 UNION ST N | ●20 YORKTOWN ST | NW | | | | |
| ■201 UNION ST N | ●21 YORKTOWN ST | NW | | | | |
| ●204 UNION ST N | ●22 YORKTOWN ST | NW | | | | |
| ●208 UNION ST N | ●23 YORKTOWN ST | NW | | | | |
| ●212 UNION ST N | ●26 YORKTOWN ST | NW | | | | |
| ■213 UNION ST N | ●27 YORKTOWN ST | NW | | | | |
| ●220 UNION ST N | ●31 YORKTOWN ST | NW | | | | |
| ■221 UNION ST N | ●32 YORKTOWN ST | NW | | | | |
| | | | | | | |

•224 UNION ST N

•35 YORKTOWN ST NW

| South Union His | storic District | VL VACANT LOT | ★ PIVOTAL ● CONTRIBUTING | FILL INTRUSIVE | U UNCATEGORIZED |
|-------------------------|-----------------|---------------|--------------------------|----------------|------------------------|
| Blume Avenue SE | ■187 UNION S | ΓЅ | ●269 UNION ST S | ●349 UNIC | DN ST S |
| ■5 BLUME AVE SE | ★188 UNION S | ТЅ | ●272 UNION ST S | ●355 UNIC | DN ST S |
| ■7 BLUME AVE SE | ■193 UNION ST | ΓЅ | ■274 UNION ST S | ■356 UNIC | DN ST S |
| ■9 BLUME AVE SE | ●194 UNION ST | ΓЅ | U275 UNION ST S | ●359 UNIC | DN ST S |
| Union Street S | ■197 UNION ST | ГЅ | ●282 UNION ST S | ●362 UNIC | DN ST S |
| ★100 UNION ST S | ●200 UNION ST | ГЅ | ★287 UNION ST S | ●368 UNIC | DN ST S |
| \star 142 UNION ST S | U204 UNION ST | T S | ●290 UNION ST S | ■374 UNIC | DN ST S |
| U 146 UNION ST S | ★205 UNION S | ТЅ | ■293 UNION ST S | ●377 UNIC | DN ST S |
| ●148 UNION ST S | ●208 UNION ST | ГЅ | ●298 UNION ST S | ●378 UNIC | DN ST S |
| ■153 UNION ST S | •210 UNION S | ΓЅ | ■299 UNION ST S | ●386 UNIC | DN ST S |
| ★154 UNION ST S | ■211 UNION S | ΓЅ | ■305 UNION ST S | ★391 UNI | ON ST S |
| U 155 UNION ST S | ●215 UNION S | ΓЅ | ■306 UNION ST S | ●392 UNIC | DN ST S |
| ●157 UNION ST S | ★216 UNION S' | ΤS | ●309 UNION ST S | ●398 UNIC | DN ST S |
| ★158 UNION ST S | ■217 UNION S | ΓЅ | ●311 UNION ST S | ★401 UNI | ON ST S |
| U159 UNION ST S | ■222 UNION S | ΓЅ | •312 UNION ST S | ●406 UNIC | DN ST S |
| ●163 UNION ST S | ●226 UNION ST | ΓЅ | 317 UNION ST S | ●414 UNIC | DN ST S |
| ■164 UNION ST S | •230 UNION S | ГS | ●321 UNION ST S | ●422 UNIC | DN ST S |
| ■165 UNION ST S | ●236 UNION ST | ГS | ●324 UNION ST S | ●429 UNIC | DN ST S |
| ■166 UNION ST S | •239 UNION ST | ГS | ■327 UNION ST S | ●430 UNIC | DN ST S |
| ■167 UNION ST S | •242 UNION ST | ГЅ | ●330 UNION ST S | ●438 UNIC | DN ST S |
| ★168 UNION ST S | •245 UNION ST | ГЅ | ●335 UNION ST S | ●442 UNIC | DN ST S |
| ●178 UNION ST S | ●250 UNION S | ГЅ | •339 UNION ST S | ●448 UNIC | DN ST S |
| ■179 UNION ST S | ■255 UNION S | ГЅ | ●340 UNION ST S | ★449 UNI | ON ST S |
| ■183 UNION ST S | ●264 UNION ST | ГЅ | ■345 UNION ST S | ■452 UNIC | DN ST S |
| ★184 UNION ST S | ●265 UNION ST | ГЅ | ■348 UNION ST S | | |

Appendix D: Quasi-Judicial Proceedings

§ 160D-406. Quasi-judicial procedure.

(a) Process Required. – Boards shall follow quasi-judicial procedures in determining appeals of administrative decisions, special use permits, certificates of appropriateness, variances, or any other quasi-judicial decision.

(b) Notice of Hearing. - Notice of evidentiary hearings conducted pursuant to this Chapter shall be mailed to the person or entity whose appeal, application, or request is the subject of the hearing; to the owner of the property that is the subject of the hearing if the owner did not initiate the hearing; to the owners of all parcels of land abutting the parcel of land that is the subject of the hearing; and to any other persons entitled to receive notice as provided by the local development regulation. In the absence of evidence to the contrary, the local government may rely on the county tax listing to determine owners of property entitled to mailed notice. The notice must be deposited in the mail at least 10 days, but not more than 25 days, prior to the date of the hearing. Within that same time period, the local government shall also prominently post a notice of the hearing on the site that is the subject of the hearing or on an adjacent street or highway rightof-way. The board may continue an evidentiary hearing that has been convened without further advertisement. If an evidentiary hearing is set for a given date and a quorum of the boardis not then present, the hearing shall be continued until the next regular board meeting without further advertisement.

(c) Administrative Materials. – The administrator or staff to the board shall transmit to the board all applications, reports, and written materials relevant to the matter being considered. The administrative materials may be distributed to the members of the board prior to the hearing if at the same time they are distributed to the board a copy is also provided to the appellant or applicant and to the landowner if that person is not the appellant or applicant. The administrative materials shall become a part of the hearing record. The administrative materials may be provided in written or electronic form. Objections to inclusion or exclusion of administrative materials may be made before or during the hearing. Rulings on unresolved objections shall be made by the board at the hearing.

(d) Presentation of Evidence. – The applicant, the local government, and any person who would have standing to appeal the decision under G.S. 160D-1402(c) shall have the right to participate as a party at the evidentiary hearing. Other witnesses may present competent, material, and substantial evidence that is not repetitive as allowed by the board. Objections regarding jurisdictional and evidentiary issues, including, but not limited to, the timeliness of an appeal or the standing of a party, may be made to the board. The board chair shall rule on any objections, and the chair's rulings may be appealed to the full board. These rulings are also subject to judicial review pursuant to G.S. 160D-1402. Objections based on jurisdictional issues may be raised for the first time on judicial review.

(e) Appearance of Official New Issues. – The official who made the decision or the person currently occupying that position, if the decision maker is no longer employed by the local government, shall be present at the evidentiary hearing as a witness. The appellant shall not be limited at the hearing to matters stated in a notice of appeal. If any party or the local government would be unduly prejudiced by the presentation of matters not presented in the notice of appeal, the board shall continue the hearing.

(f) Oaths. – The chair of the board or any member acting as chair and the clerk to the board are authorized to administer oaths to witnesses in any matter coming before the board. Any person who, while under oath during a proceeding before the board determining a quasi-judicial matter, willfully swears falsely is guilty of a Class 1 misdemeanor.

(g) Subpoenas. – The board making a quasi-judicial decision under this Chapter through the chair or, in the chair's absence, anyone acting as chair may subpoena witnesses and compel the production of evidence. To request issuance of a subpoena, the applicant, the local government, and any person with standing under G.S. 160D-1402(c) may make a written request to the chair explaining why it is necessary for certain witnesses or evidence to be compelled. The chair shall issue requested subpoenas he or she determines to be relevant, reasonable in nature and scope, and not oppressive. The chair shall rule on any motion to quash or modify a subpoena. Decisions regarding subpoenas made by the chair may be immediately appealed to the full board. If a person fails or refuses to obey a subpoena issued pursuant to this subsection, the board or the party seeking the subpoena may apply to the General Court of Justice for an order requiring that its subpoena be obeyed, and the court shall have jurisdiction to issue these orders after notice to all proper parties.

(h) Appeals in Nature of Certiorari. – When hearing an appeal pursuant to G.S. 160D-947(e) or any other appeal in the nature of certiorari, the hearing shall be based on the record below, and the scope of review shall be as provided in G.S. 160D-1402(j).

(i) Voting. – The concurring vote of four-fifths of the board shall be necessary to grant a variance. A majority of the members shall be required to decide any other quasi-judicial matter or to determine an appeal made in the nature of certiorari. For the purposes of this subsection, vacant positions on the board and members who are disqualified from voting on a quasi-judicial matter under G.S. 160D-109(d) shall not be considered members of the board for calculation of the requisite majority if there are no qualified alternates available to take the place of such members.

(j) Decisions. – The board shall determine contested facts and make its decision within a reasonable time. When hearing an appeal, the board may reverse or affirm, wholly or partly, or may modify the decision appealed from and shall make any order, requirement, decision, or determination that ought to be made. The board shall have all the powers of the official who made the decision. Every quasi-judicial decision shall be based upon competent, material, and substantial evidence in the record. Each quasi-judicial decision shall be reduced to writing, reflect the board's determination of contested facts and their application to the applicable standards, and be approved by the board and signed by the chair or other duly authorized member of the board.

A quasi-judicial decision is effective upon filing the written decision with the clerk to the board or such other office or official as the development regulation specifies. The decision of the board shall be delivered within a reasonable time by personal delivery, electronic mail, or first-class mail to the applicant, landowner, and any person who has submitted a written request for a copy prior to the date the decision becomes effective. The person required to provide notice shall certify to the local government that proper notice has been made, and the certificate shall be deemed conclusive in the absence of fraud.

(k) Judicial Review. – Every quasi-judicial decision shall be subject to review by the superior court by proceedings in the nature of certiorari pursuant to G.S. 160D-1402. Appeals shall be filed within the times specified in G.S. 160D-1405(d). The governing board of the local government that is a party to the judicial review of the quasi-judicial decision shall have the authority to settle the litigation, subject to Article 33C of Chapter 143 of the General Statutes. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d); 2021-168, s. 3(a).)