



Harnett
C O U N T Y
NORTH CAROLINA

Harnett County Design Guidelines
Harnett County Historic Properties Commission

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Table of Contents

Introduction	4
Harnett County Historic Districts & Landmarks	4
Historic Properties Commission	4
Design Review Process	4
Secretary of the Interior’s Standards for Rehabilitation	6
Setting & Site Features	7
Public Access	7
Guidelines: Public Access	8
Fences & Walls	9
Guidelines: Fences & Walls	10
Light Fixtures	11
Guidelines: Light Fixtures	12
Steps, Walkways, Parking Lots, & Pavement	13
Guidelines: Steps, Walkways, Parking Lots & Pavement	14
Garages & Accessory Structures	15
Guidelines: Garages & Accessory Structures	16
Advertising Signs	17
Guidelines: Advertising Signs	18
Building Exterior	19
Wood	19
Guidelines: Wood	20
Masonry	21
Guidelines: Masonry	22
Architectural Metals	23
Guidelines: Architectural Metals	24
Roofs	25
Guidelines: Roofs	26
Exterior Walls & Trim	27
Guidelines: Exterior Walls & Trim	28
Windows & Doors	29
Guidelines: Windows & Doors	30
Porches, Entrances, & Balconies	32
Guidelines: Porches, Entrances, & Balconies	33
Utility Structures & Energy Retrofit	34
Guidelines: Utility Structures & Energy Retrofit	35
Accessibility & Emergency Access	36
Guidelines: Accessibility & Emergency Access	37
New Construction & Additions	38
Decks	38
Guidelines: Decks	39
Additions	40
Guidelines: Additions	41
New Construction	42

Guidelines: New Construction	43
Relocation & Demolition	44
Relocation	44
Guidelines: Relocation	45
Demolition	46
Guidelines: Demolition	47
Appendixes	48
Resources	48
Routine Maintenance, Minor Improvements, & Major Modifications	49

Introduction

Historic districts and landmarks in Harnett County are meant to preserve the heritage of the region by safeguarding important elements of our cultural, social, political, and architectural history. Conserving these elements of the County will make certain that current and future generations have the opportunity to enjoy these sites for education, pleasure, and enrichment for years to come.

These design guidelines are meant to aid citizens within designated districts and landmarks in making changes to their property. The Historic Properties Commission (HPC) is charged with ensuring that these guidelines are a best fit for the character of each historic district and landmark, as well as maintaining a fair and equal review process for each citizen making application.

Harnett County Historic Districts & Landmarks

A Harnett County Historic District or Landmark is an area of special significance due to its historical character. The district or landmark may be as large as a neighborhood or as small as a single structure and is not strictly limited to residential areas. Land masses and easements of historical significance may also be characterized as a historic district or landmark.

Once designated as a district or landmark, the property is protected from unmanaged change through the Historic Preservation Ordinance and these guidelines. Property owners will find that rehabilitation of qualified structures may be eligible for State and federal tax benefits.

Historic Properties Commission

The Harnett County Historic Properties Commission was established in 2006 by the adoption of the Harnett County Historic Preservation Ordinance. Its mission is to serve the citizens of the County by adopting and applying regulations to protect and maintain the integrity of historic resources. The Commission is designed to assist property owners in planning alterations, changes, additions, or new construction and guides them through the process necessary to implement those changes.

The Historic Properties Commission consists of five (5) regular members and two (2) alternate members, all residents of Harnett County, appointed by the County Board of Commissioners. Each HPC member has a demonstrated special interest, education, or background in historic preservation that was determined to qualify them for appointment. The Commission is supported by County Planning Department Staff.

Design Review Process

In no case are historic districts or landmarks created to prevent change. Rather, they are created to offer assistance to citizens in making changes that are consistent with the historic character of the area. The Historic Properties Commission does not require property owners to make changes to their property, and cannot review interior changes without the owner's expressed prior consent. Additionally, the Commission does not review routine maintenance or minor repairs of property (see Appendix for a list of routine maintenance and minor works). The HPC does review exterior building alterations, exterior features not including color and landscaping, new construction, relocation, and demolition. The Commission may delay demolition of designated property for a period of 365 days.

The HPC staff [County Planning Department Staff] is available to citizens for any questions or concerns, and to provide assistance in interpreting and applying the Historic Preservation Ordinance and Design Guidelines. Property owners should contact the HPC staff early in the planning process to obtain a copy of the Design Guidelines and an Application for a Certificate of Appropriateness (COA). A completed application form will include a thorough written description of existing conditions and proposed work, as

well as photographs and drawings, respectively. Completed applications are reviewed by the HPC at their regular meetings. A Certificate of Appropriateness is then issued for approved applications. The COA is required before a building permit can be issued and must be posted in a visible location on the property throughout the construction process.

Various less substantial exterior changes are reviewed by HPC staff through what are called 'minor works'. This is meant to expedite the review process, unless staff feels that full review by the HPC is warranted. For more information on what changes are considered minor works, please see the Appendix or contact Commission staff.

The Historic Properties Commission typically meeting every third month, on the fourth Monday of the month. To be included on the meeting agenda, a completed application must be received at least fifteen (15) working days prior to the meeting. HPC staff can provide more information on meeting dates, times, and locations.

Secretary of the Interior's Standards for Rehabilitation

The United States Department of the Interior has developed a set of national standards for the rehabilitation of historic properties. These standards are to be applied equally and in a reasonable manner to all applications. State legislation requires that these standards be the sole guidelines utilized for review of COAs for state-owned buildings.

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will 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 elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the Old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will 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.

Setting & Site Features

Public Access

The character of a historic district is not only defined by the structures found within it, but also the access leading to it. It is vital to the integrity of historic districts that development of new rights-of-way and maintenance of existing rights-of-way is in keeping with the character of the district. Features within the access, or right-of-way, include paving material, dimension, and pattern, benches, street lights, sidewalks, curbs, and gutters. Additional contributing features include utility lines and poles, above-ground utility structures, and traffic signs.

Considerations

Both new construction and maintenance of existing rights-of-way should be done with considerable attention given to the district's distinct features. Original features should be replaced only if absolutely necessary. Installation of underground utilities is strongly suggested, as they will provide no interference with the character of the district. Contributing features mentioned above should be in keeping with the location, design, materials, and scale of the district.

Guidelines: Public Access

1. Preserve and maintain the patterns, features, materials, and dimensions of rights-of-way, sidewalks, and other street features that contribute to the integrity of the district.
2. If repair or new construction in the right-of-way is necessary, protection and retention of historical features, including curb and gutter, sidewalks, and paving, is a major priority. Replacement shall be in keeping with existing material, design, pattern, and texture.
3. Signage shall be limited to that absolutely necessary as required by local and State regulations for motor vehicle and pedestrian safety, and shall be located so as not to interfere with the character of the district.
4. Benches, trash receptacles, mailboxes, and other similar elements shall be located so as not to interfere with the character of the district. These elements shall be in keeping with existing material, design, pattern, and texture.
5. Utility poles and structures in the rights-of-way shall be kept to a minimum. Seek alternatives and less intrusive locations wherever possible. Underground lines shall be a priority.
6. New and replacement street lights shall be in keeping with the existing lights in design, material, and scale.
7. Paving materials, lighting, or other items included in this section shall not be installed in historic districts in an effort to create a false historical appearance.

Fences & Walls

Fences and walls served both as a decorative addition to property and as a security measure. Most often fences were constructed of wooden vertical slats mounted to wooden posts; however other materials such as brick, iron, stone, and lattice have been used as well. In some instances fences or walls are supplemented by plantings which added to the decorative feature of the structure.

Considerations

In order to retain the integrity of existing fencing and walls, routine care and maintenance is a must. Repairs should be made when necessary and should be in keeping with the existing structure.

Replacement of wooden posts should be done so as to extend the lifespan of the fence. By keeping the fenceline raised above ground level and protecting the wood with a stain or paint, the best results will be yielded. The same considerations should be given to iron fences and walls.

Brick or other masonry materials are typically left unpainted, unless stucco is used. Painting previously uncoated masonry may actually increase the rate of deterioration. The most common maintenance problems with these types of structures are failing joints and mortar. Drainage holes near the base of the structure may help to alleviate those problems.

New fences or walls should be evaluated for conformity with the character of the existing district. Conformity with style, material, pattern, scale, and shape should be taken into consideration. Materials such as vinyl, chain-link, and imitation stone are not appropriate.

Guidelines: Fences & Walls

1. Preserve and maintain existing contributing fences and walls in historic districts and landmarks. Supplemental elements to fences and walls, including gates, posts, hardware, and the like shall be held to the same parameter.
2. Preserve and retain fence and wall materials by adequate maintenance:
 - Inspect regularly for signs of moisture damage, corrosion, structural damage, settlement, and infestation.
 - Ensure appropriate drainage is available to prevent excessive moisture leading to rot and corrosion.
 - Fencing and walls should be kept free of heavy soiling and corrosion through the mildest means possible.
 - Maintain coating, including stain or paint, to ensure durability of materials.
 - Reapply coating whenever necessary to effected areas.
 - Follow the guidelines for masonry, architectural metals, and wood were applicable.
3. Repair and reconstruct fencing and walls using recognized preservation methods.
4. When replacing materials, replace only the effected portion of the feature in keeping with the structure as a whole. Conformity to material, style, pattern, and proportion shall be required. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
5. Reconstruct of missing or highly deteriorated fencing or walls shall be in keeping with the original feature in material, style, pattern, and proportion. Accurate documentation shall be utilized to ensure the new design is in conformity with the character of the historic district or landmark. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
6. Construction of new fences and walls shall be in keeping with the nature of the historic district or landmark. Installation shall occur only in locations and configurations found in the area.
7. Covering of historic fences and walls with contemporary materials or coatings shall not be permitted.
8. Vinyl and chain-link shall not be permitted.

Light Fixtures

Light fixture styles, types, and locations in historic districts and landmarks are often an indication of the economic status of the original inhabitant of residential properties.

Considerations

Review of any proposed light fixtures shall include elements such as quantity, location, design, material, proportion, and brightness. Large scale lighting proposals, such as for parking lots, may warrant the installation of a sample fixture.

Preservation and maintenance of existing light fixtures shall be a priority in all historic districts and landmarks. Replacement of missing or nonfunctional light fixtures shall be in keeping with the character of the site. Simple, discreet designs and materials are often the most appropriate solution; however, if additional lighting is desired, recessed and unobtrusive contemporary lighting may be an option.

Consideration shall be given to the integrity of the site when supplemental lighting is proposed. Solutions shall be as much in keeping with the historical nature of the district or landmark as possible and should be kept to a minimum, and may include residential scale posts, recessed lights, or footlights.

Guidelines: Light Fixtures

1. Preserve and maintain existing light fixtures integral to the historical character of the district or landmark. Preservation and maintenance shall be through the most appropriate method possible.
2. If replacement or installed of new light fixtures is necessary, protection and retention of historical features shall be a major priority. Replacement shall be in keeping with existing material, design, quantity, location, proportion, and brightness.
3. Light fixtures in residential districts and landmarks shall be low-level lighting that can provide for safety without impeding on the historical character of the area.
4. Light fixtures shall be located so as not to impede on adjacent property.
5. Indiscriminate area lighting, new security lightings, flood lights, and lighting on standard height power poles shall not be permitted in historic districts or landmarks, specifically in residential areas.
6. Light fixtures shall not be installed if they will detract from the historical character of a district or landmark.
7. Light fixtures shall not be installed in historic districts or landmarks in an effort to create a false historical appearance.
8. Light fixtures that predate the principal structure of a site or are stylistically anachronistic shall not be permitted.

Steps, Walkways, Parking Lots, & Pavement

Similarly to public access in historic districts, steps, walkways, parking lots, and pavement contribute to the character of historical buildings and landmarks. Material, spacing, placement, scale, and pattern of these elements contribute to the area.

Considerations

Both new construction and maintenance of existing steps, walkways, parking lots, and pavement should be done with considerable attention given to the area's distinct features. Original features should be replaced only if absolutely necessary and new construction shall be in keeping with the integrity of the historic building or landmark.

When it becomes absolutely necessary to locate a parking lot in a historic district or landmark, it shall be as unobtrusive as possible, preferably located out of the view of the public right-of-way. Substantial, compatible screening shall be provided when in view of the right-of-way. Existing vegetation shall be maintained wherever possible. Large parking lots shall be divided by planting strips, or islands, to reduce its impact on the area. Materials used shall include gravel, brick, or paved with aggregated-textured asphalt. Parking lots in residential areas shall not be located in the front setback area or overwhelm the site.

Guidelines: Steps, Walkways, Parking Lots & Pavement

1. Preserve and maintain existing steps, walkways, parking lots, and pavement surfaces that contribute to the historical character of the site.
2. Preserve and retain steps, walkways, parking lots, and pavement by adequate maintenance:
 - Inspect regularly for signs of moisture damage, mildew, cracks, settlement, deterioration, and loosening.
 - Provide adequate drainage to prevent standing water.
 - Clean only when absolutely necessary to remove heavy soiling or prevent deterioration. Use the most unobtrusive methods possible.
 - Repaint painted steps, walkways, parking lots, and pavement surfaces only when absolutely necessary.
3. Repair and reconstruct only when absolutely necessary and according to appropriate guidelines found elsewhere in this text. Replacement shall be made only of those elements or features in need and shall be in keeping with the existing structure. Conformity to material, style, pattern, and proportion shall be required. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
4. Reconstruct of missing or highly deteriorated steps, walkways, parking lots, and pavement shall be in keeping with the original feature in material, style, pattern, and proportion. Accurate documentation shall be utilized to ensure the new design is in conformity with the character of the historic district or landmark. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
5. New or replacement steps, walkways, parking lots, and pavement shall be constructed in a location in keeping with the historical character of the site.
6. Painting of previously unpainted steps, walkways, parking lots, and pavement surfaces that were not painted historically shall not be permitted.
7. Accessory steps, walkways, parking lots, and pavement similar in appearance, material, and proportion but not stylistically anachronistic with the character of the principal structure or other accessory structures in the district shall not be permitted.
8. Introduction of new steps, walkways, parking lots, and pavement shall not be permitted if they will detract from the historical character of the building or landmark, or other historical features located on the site.
9. The addition of features or details to steps, walkways, parking lots, and pavement in an effort to create a false historical appearance shall not be permitted.

Garages & Accessory Structures

Garages, sheds, storage buildings, and other accessory structures contribute to historic buildings and landmarks. Most often, this structure will mimic the principal structure in some or all aspects. These structures are typically found in the rear yard.

Considerations

In order to retain the integrity of existing fencing and walls, routine care and maintenance is a must. Repairs should be made when necessary and should be in keeping with the existing structure. Additional information on upkeep of these structures can be found in the Building Exterior section of this text.

New construction of garages and accessory structures shall conform to the character of the principal structure on the site. Review of conformity shall include location, orientation, scale, material, finish, and detail.

Guidelines: Garages & Accessory Structures

1. Preserve and maintain existing garages and accessory structures that contribute to the historical character of the site.
2. Preserve and maintain integral materials and details, including foundations, roofs, siding, masonry, windows, doors, and trim.
3. Repair and reconstruct only when absolutely necessary and according to appropriate guidelines found elsewhere in this text. Replacement shall be made only of those elements or features in need and shall be in keeping with the existing structure. Conformity to material, style, pattern, and proportion shall be required. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
4. Reconstruct of missing or highly deteriorated garages and accessory structures shall be in keeping with the original feature in material, style, pattern, and proportion. Accurate documentation shall be utilized to ensure the new design is in conformity with the character of the historic district or landmark. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
5. New or replacement garages and accessory buildings shall be constructed in a location in keeping with the historical character of the site.
6. Prefabricated accessory buildings shall not be permitted if not compatible in material, style, pattern, and proportion to the historical character of the area.
7. Accessory buildings similar in appearance, material, and proportion but not stylistically anachronistic with the character of the principal structure or other accessory structures in the district shall not be permitted.
8. Garages and accessory structures shall not be permitted if they will detract from the historical character of the building or landmark, or other historical features located on the site.
9. The addition of features or details to a garage or accessory structure in effort to create a false historical appearance shall not be permitted.

Advertising Signs

Early signage was typically straightforward and informative. Commercial signs were often found painted directly onto window glass. Lettering designs were usually in sans serif typefaces or other simple serifs and were often in all capital letters. Fancy lettering was typically used only as an accent or emphasis to the main text.

Overhanging and fixed advertising signs were typically rectangular in shape but include several corner treatments including rounded, concave, or simple squared-off corners.

Considerations

Preservation and maintenance of existing historic signs should be a major priority. Original signage incorporated into the design of historic buildings and structures shall be retained.

New and replacement advertising signs shall be in keeping with the character of the district or landmark. Review of compatibility shall include location, material, style, pattern, and proportion. Compliance with existing County regulations is required.

Commercial uses in historically residential structures and districts shall include unobtrusive signs. Advertising signs shall be affixed and flush to the building façade near the main entrance or on the glass of the main entrance door.

Signs in historically commercial and institutional structures and districts may vary, as did historical signs in commercial areas. Awnings, storefront windows, and transoms are often used for signage. New signage shall be in keeping with and enhance the architectural style and details of the building façade and shall not damage the building features.

Guidelines: Advertising Signs

1. Preserve and maintain existing advertising signs that contribute to the historical character of the site.
2. New or replacement signs shall be constructed in keeping with the historical character of the structure or landmark and shall enhance the architectural character of the structure. Compatibility shall be determined by location, material, style, pattern, and proportion.
3. Commercial and institutional advertising signs shall be designed so as to be an integral feature of the building façade. Signage shall not cover a large portion of the building or architectural features.
4. New or replacement signs shall be easily read and straightforward. The proportion of the sign shall be appropriate for the awning or window on which it is located and shall not obscure the view.
5. Identification signs and historic plaques for residential structures may be utilized so that no features are adversely affected.
6. Plastic advertising signs shall not be permitted.
7. Affixed, flush signs shall be mounted so as not to adversely affect the building façade. Holes for fasteners on masonry buildings shall be installed on the mortar joints.
8. Freestanding signs shall be on low, ground bases and in appropriate locations.
9. Lighting of signs shall be in compliance with the Light Fixtures section of this text and all County regulations. In no case shall illuminated awnings be permitted in historical districts or landmarks.

Building Exterior

Wood

Wood has been the most commonly used building material throughout American history and continues to be today. The interior structural system in most homes is also constructed from wood. Decorative features, including molding, brackets, pediments, balustrades, and columns can be found in many homes as well.

Considerations

Wooden elements and features of historical buildings shall be maintained and repaired so that their inherent qualities and original character are kept. Regular inspections and maintenance will aid in warding off possible problems. This includes caulking, sealing, carpentry, cleaning, and painting to help manage and protect the wood. These efforts keep moisture from penetrating and prevent damage from ultraviolet light to wood and the after effects of each.

Replacement of wooden features shall be done in such a manner to be preserve as much of the original wood as possible and shall be done in keeping with the existing elements. Decay-resistant wood species may help to prevent the need for continuous replacement of these features.

Wood preservatives and pressure-treated wood has a similar effect as decay-resistant wood species. However, care must be taken to follow manufacture instructions on weathering and painting.

Covering wooden structures with synthetic and imitation materials, such as vinyl, aluminum, and asphalt are often 'Band-Aids' on larger problems and diminish the historical quality of the structure. Because of these two major concerns, covering original materials is never permitted in historic districts or landmarks.

Guidelines: Wood

1. Preserve and maintain existing wooden features and surfaces that contribute to the historical character of the site, including functional and decorative elements such as siding, shingles, cornices, architraves, brackets, pediments, columns, balustrades, and trim.
2. Preserve and retain wood surfaces and features by adequate maintenance:
 - Inspect regularly for signs of moisture damage, mildew, and infestation.
 - Provide adequate drainage to prevent standing water.
 - Wooden joints shall be properly sealed or caulked to prevent moisture.
 - Historically unpainted, exposed wooden features shall be treated with chemical preservatives to prevent or slow decay.
 - Protective surface coating, such as paint, shall be maintained and repainted only when absolutely necessary.
 - Surfaces shall be cleaned by the most unobtrusive method possible.
3. Replacement of wood features shall be through recognized preservation methods.
4. Repair and reconstruct only when absolutely necessary and only of those elements or features in need. Replacement shall be in keeping with the existing structure. Conformity to material, style, pattern, and proportion shall be required. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
5. Reconstruct of missing or highly deteriorated wood features shall be in keeping with the original structure in material, style, pattern, and proportion. Accurate documentation shall be utilized to ensure the new design is in conformity with the character of the historic district or landmark. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
6. Destructive cleaning methods including sandblasting, power washing, and torches shall not be permitted on wooden features and surfaces. Noninvasive methods such as low-pressure washing with detergents and natural bristles brushes shall be utilized as a primary cleaning method. Chemicals shall be used only if previously mentioned methods are ineffective and absolutely necessary.
7. Historically painted surfaces shall not be stripped to bare wood in an effort to apply stain or finish to create a natural wood appearance.
8. Painted wooden siding that is sound shall not be replaced.
9. Replacement or covering of wooden siding, trim, or window sashes with contemporary materials shall not be permitted.
10. The addition of wooden features or details to a building or structure in effort to create a false historical appearance shall not be permitted.

Masonry

Site features as well as building elements, surfaces, and details constructed in masonry materials contribute to the character of historic districts and landmarks. A variety of historic masonry materials, including brick, terracotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, are used throughout districts and landmarks for sidewalks, driveways, steps, walls, roofs, foundations, parapets, and cornices.

In some cases, elements such as roofs are constructed with these materials in an decorative pattern. Original granite curbing and patterned brick sidewalks contribute to the character of historic districts and landmarks.

Considerations

Masonry surfaces require minimal maintenance and are known for their durability. They develop a patina over time and should be cleaned only when heavy soiling or stains occur. Gentle cleaning using a low-pressure water wash with detergent and the scrubbing action of a natural bristle brush will accomplish the task.

Occasionally, and only if absolutely necessary, a chemical masonry cleaner may be needed. A chemical cleaner should be experienced with the specific masonry material, and a test of the solution should be done on an inconspicuous sample area in advance. After any chemical is applied to a masonry surface, the surface should be neutralized and rinsed thoroughly to prevent any further chemical reaction. The use of abrasive methods such as sandblasting, water blasting, and power washing shall not be permitted.

The painting of unpainted masonry surfaces is not considered appropriate because it conceals the inherent color and texture and initiates a continuing cycle of paint maintenance. However, the repainting of previously painted masonry is encouraged over attempts to remove the paint films chemically or abrasively.

Moisture penetration, with subsequent damage to a masonry wall, is often the result of open or deteriorated mortar joints. The wall can be repaired through skillful repointing of the joints with new mortar. Before repointing, any loose or deteriorated mortar must be removed with hand tools, taking care not to chip or damage the surrounding masonry. In a proper repointing, the new mortar will match the visual and physical properties of the original mortar, including its strength. Mortar high in portland cement content exceeds the strength of historic brickwork and will deteriorate it. The new mortar joint should match the original in width and profile. Moisture damage may also cause a stucco coating to separate from its masonry backing. To repair it, any loose or deteriorated stucco should be removed, and the area should then be patched with new stucco to match the original in composition, texture, and strength.

If masonry units themselves are damaged or missing, replacement units shall be in keeping with the original in design, material, proportion, texture, and detail. Beyond the individual units, any bond pattern or detailing of the original feature should be consistent. Given the selection of brick and stone units available today, replacement in kind is generally not an issue. Consequently, substitutions of materials or masonry systems, such as concrete units for brick or exterior insulation systems for traditional stucco, shall not be permitted.

Guidelines: Masonry

1. Preserve and maintain existing masonry features that contribute to the historical character of the site including walls, foundations, roofing materials, chimneys, cornices, quoins, steps, buttresses, piers, columns, lintels, arches, and sills.
2. Preserve and maintain existing masonry materials, including brick, terracotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile and their distinct features.
3. Preserve and retain masonry features by adequate maintenance:
 - Inspect regularly for signs of moisture damage, mildew, cracks, settlement, deterioration, and loosening.
 - Provide adequate drainage to prevent standing water.
 - Clean masonry only when absolutely necessary to remove heavy soiling or prevent deterioration. Use the most unobtrusive methods possible.
 - Repaint painted masonry surfaces only when absolutely necessary.
4. Repair of masonry features shall be through recognized preservation methods. Application of a waterproof coating rather than necessary replacement shall not be permitted.
5. Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing or if damp walls or damaged plaster indicate moisture penetration. Before repointing, carefully remove deteriorated mortar using hand tools. The mortar shall be replaced with new mortar that is consistent with the original in strength, texture, and composition. The original mortar joints shall be conforming in width and profile.
6. Repair and replacement shall be made only when absolutely necessary and only of those elements or features in need. Replacement shall be in keeping with the existing structure. Conformity to material, style, pattern, texture, and proportion shall be required. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
7. Replacement of a large area or the entire features shall be in keeping with the original structure in material, style, pattern, texture, and proportion. Accurate documentation shall be utilized to ensure the new design is in conformity with the character of the historic district or landmark. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
8. Test any cleaning technique, including chemical solutions, on an inconspicuous sample area well in advance of the proposed cleaning to evaluate its effects. Cleaning of masonry features and surfaces with destructive methods, including sandblasting, high-pressure water blasting, and power washing shall not be permitted.
10. Painting of previously unpainted masonry surfaces that were not painted historically shall not be permitted.

Architectural Metals

A variety of architectural metals are found in the detailing and the surfacing of many buildings, elements, and site features. Architectural metals are commonly used for roofing and guttering applications, including standing-seam roofs, flashing, gutters, downspouts, finials, cornices, copings, and crests. Beyond those building features, other architectural elements detailed in metal include storm doors and windows, vents and grates, casement windows and industrial sash, railings, storefronts, hardware, and trim work. Architectural metals also appear throughout historic districts and landmarks in the form of fences, gates, streetlights, signs, signposts, statuary, and fountains.

Traditional architectural metals, such as copper, tin, cast iron, wrought iron, lead, and brass, and more contemporary metals, such as stainless steel and aluminum, are often found within the historic districts and landmarks. The shapes, textures, and detailing of these metals reflect the nature of their manufacture, whether wrought, cast, pressed, rolled, or extruded.

Considerations

The preservation of architectural metal surfaces, features, and details requires regular inspection and routine maintenance to prevent their deterioration due to corrosion, structural fatigue, or water damage. Corrosion, or oxidation, of metal surfaces is a chemical reaction usually resulting from exposure to air and the moisture it contains, but corrosion can also result from galvanic action between two (2) dissimilar metals. With all ferrous metal surfaces, maintaining a sound paint film is critical in protecting the surfaces from corrosion. If a paint film fails, leaving a ferrous metal unprotected, corrosion begins. The subsequent removal of all rust and immediate priming with a zinc-based primer or other rust-inhibiting primer is critical to halt the deterioration and prevent future corrosion.

Copper and bronze surfaces develop a distinctive patina and shall not be painted. The cleaning of architectural metals varies, depending on how soft, or malleable, the metals are. Soft metals, such as lead, tin, and copper, are best cleaned with chemical cleaners that will not abrade their soft surface texture. However, any chemical cleaner shall be tested on an inconspicuous sample area in advance to determine if it will discolor or otherwise harm the historical character of the metal itself. Destructive cleaning techniques such as grit blasting shall not be permitted for soft metals. Once cleaned, unpainted soft metal elements like brass or bronze hardware may be protected from corrosion with a clear lacquer.

Cleaning hard metals, such as cast or wrought iron and steel, is best accomplished by hand scraping or wire brushing to remove any corrosion before repainting. In extreme cases a low-pressure (80–100 lbs. per square inch) glass bead abrasive cleaning may be necessary only after wire brushing has proven ineffective.

Patching or replacing deteriorated metal in keeping with the existing feature is a primary source of preservation. Corrosion due to galvanic reaction between dissimilar metals limits the options of patching one metal with another. If a detail of a painted metal feature such as a decorative cornice is missing or deteriorated, replacement in kind may not be feasible, and the replication of the detail in fiberglass, wood, or aluminum may be appropriate. Asphalt products such as roofing tar corrode metals and should never be used to patch flashing or other metal surfaces.

Guidelines: Architectural Metals

1. Preserve and maintain existing architectural metal features that contribute to the historic character of the site, including roofing, flashing, storefronts, cornices, railings, hardware, casement windows, and fences.
2. Preserve and maintain architectural metals, such as copper, tin, brass, cast iron, wrought iron, and lead, that contribute to the historic character of the district or landmark.
3. Preserve and retain architectural metal features by adequate maintenance:
 - Inspect regularly for signs of moisture damage, corrosion, structural failure or fatigue, galvanic action, and paint film failure.
 - Provide adequate drainage to prevent standing water.
 - Clear metal roofs and gutters of leaves and debris.
 - Retain protective surface coatings, such as paint and lacquers, to prevent corrosion.
 - Clean only when absolutely necessary to remove corrosion or to prepare for recoating. Use the most unobtrusive method possible.
 - Repaint promptly when paint film deteriorates.
4. Repair of metal features shall be through recognized preservation methods for splicing, patching, and reinforcing.
5. Repair and replacement shall be made only when absolutely necessary and only of those elements or features in need. Replacement shall be in keeping with the existing structure. Conformity to material, design, dimension, texture, and proportion shall be required. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
7. Replacement of an entire architectural metal feature shall be in keeping with the original structure in material, style, pattern, texture, and proportion. Accurate documentation shall be utilized to ensure the new design is in conformity with the character of the historic district or landmark. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
8. Clean soft metals, including lead, tin, and copper, with chemical solutions after pretesting them to ensure that they do not damage metal surface. Soft metal surfaces shall not be cleaned with destructive methods like grit blasting.
9. Clean hard metals such as cast iron, wrought iron, and steel using the most unobtrusive means possible. Consider low-pressure glass bead blasting only if hand scraping and wire brushing have been ineffective and absolutely necessary.
10. The addition of architectural metal features or details to a building or structure in effort to create a false historical appearance shall not be permitted.
11. Patching metal roofs or flashing with tar or asphalt products shall not be permitted.

Roofs

Roof form and pitch are among the primary distinguishing characteristics of historic buildings. Roofs can be flat, pitched, hipped, curved, or arranged in various combinations of these forms. Roofing materials also contribute to the character of historic buildings. Depending on the age and the style of the building, the original roofing may have been any of a variety of materials, including wood or metal shingles, slates, clay tiles, and standing-seam metal. Asphalt and asbestos shingles became popular roofing materials in the twentieth century both for new construction and for reroofing of earlier buildings.

Considerations

The roof of structure, being one of its most distinctive features, shall always be maintained and preserved to the fullest extent possible. Effects created through shape, pattern, pitch, and decorative features all contribute to the historical character of a building. If a roofing material must be replaced and is not readily available, a property owner should identify the most compatible substitute material to the original. When a roofing material is clearly distinctive to a building's architectural style, retaining or replacing it in keeping with the original material is vital.

Routine care and maintenance of a roof are critical to preventing leaks and other damage. A leaky roof allows water to damage the structure and detail elements of a building. Roofs shall be kept clear of leaves and other debris, and shall be inspected regularly for leaks, checking for loose or damaged shingles, slates, or tiles and repairing them immediately. Slate and clay tiles are extremely durable but brittle. They can last more than a century, but their fasteners, flashing, and sheathing may not. However, if they are carefully reset, they may last another lifetime. Metal roofs, if kept painted, can last more than a century as well. By contrast, a good-quality fiberglass shingle roof will last twenty (20) to thirty (30) years. The metal flashing around chimneys and at the juncture of roof planes must be maintained and replaced as necessary. Using terne-coated metal (which requires paint), copper, or rolled aluminum with a factory-applied finish to construct valleys is far more authentic in appearance and longer lasting than weaving asphalt shingles.

Coating valleys or roofing materials with roofing tar shall not be permitted. Gutters, scuppers, and downspouts shall be cleaned out regularly and kept in optimal working condition if they are successfully to carry water off the roof. Distinctive built-in gutters that are incorporated into the roof and concealed from view within a boxed cornice are important to retain. The distinctive shape of half-round gutters is typical for exposed gutters and preserves cornice crown molding.

Contemporary roof features including skylights and solar collectors often compromise the historical character of a building and frequently will damage to roof features and materials. If they are proposed, it is imperative to ensure that they will not damage or diminish the historic character of the building or the district.

Guidelines: Roofs

1. Preserve and maintain roofs and roof features that contribute to the historic character of the site, including both functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices.
2. Preserve and retain metal, wooden, and masonry features of roofs by adequate maintenance:
 - Inspect regularly for signs of deterioration and moisture.
 - Clean gutters and downspouts to ensure proper drainage.
 - Replace deteriorated flashing as necessary.
 - Reapply appropriate protective coatings to metal roofs as necessary.
 - Maintain adequate ventilation of roof sheathing to prevent moisture damage.
 - Ensure that roofing materials are adequately anchored to resist wind and water.
 - Re-fasten loose (or replace damaged) shingles, slates, or tiles.
3. Repair historic roofs and roof features through recognized preservation methods for resetting or reinforcing.
4. Repair and replacement shall be made only when absolutely necessary and only of those elements or features in need. Replacement shall be in keeping with the existing structure. Conformity to material, design, dimension, texture, and proportion shall be required. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
5. Replacement of an entire roofing material or feature shall be in keeping with the original structure in material, detail, style, pattern, texture, and proportion. Accurate documentation shall be utilized to ensure the new design is in conformity with the character of the historic district or landmark. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
6. Removal of roof features that are vital contributors to the historic character of a landmark or district shall not be permitted if repair or replacement is possible.
7. Installation of new gutters and downspouts shall not damage or impede existing architectural features and shall match in design, style, shape, and proportion.
8. Concealed and/or built-in gutter systems shall not be replaced with exposed gutter systems.
9. New roof features, including skylights, solar collectors, antennas, mechanical equipment, dormers, or vents shall not be installed if installation will compromise the integrity of the roof design, material, or other defining features. Such features, if proposed and approved, shall never be visible from the public right-of-way.
10. Tarpaper rolls and roofing tar shall never be used as finished roofing materials or replacements for valley flashing.
11. Tar or asphalt products shall never be used to patch any roofing or flashing.

Exterior Walls & Trim

The most dominate feature of a home, its exterior wall and contributing trim, set the stage for the historic character of a building. Many factors add to the significance of an exterior wall, including shape, features, materials, details, finishes, and the detailing that accompany those listed. Structural features including bays, chimneys, towers, and pediments add individual character to a building, just as design features including quoins, corner boards, cornices, brackets, entablatures, and skirt boards do the same. Variations in exterior wall materials contribute further to the pattern, texture, scale, and finish of the building exterior.

Materials used for exterior walls may differ between historic landmarks and even within districts; however wooden shingles, brick, stone, and stucco were most commonly used. Combinations of materials, including brick with stone details or lapped siding with wooden shingles, are also found. Masonry materials were more commonly installed on commercial and institutional buildings.

Not to be forgotten, the foundation of a home is also evaluated as part of the exterior wall. Typically, the foundation is constructed from a differing material than the main portion of the exterior wall. Often, foundations are brick, but stone or coated masonry are also found. Each of these materials are unique to a structure in material, plane, and design.

Considerations

Routine inspection, maintenance, and repair of exterior walls should follow the guidelines found elsewhere in this text for the specific wall materials. Deteriorated materials shall be replaced with consideration given to the scale, texture, pattern, and detail of the original material. Texture is particularly important, as it is distinctive in differing materials. Moldings, trim, and other details are three (3) dimensional. This factor, as well as the bonding pattern and substance, shall be considered when doing a replacement. Unless a clear need is demonstrated, replacing or concealing original materials with contemporary materials is prohibited. Exterior wall features, including bays, chimneys, towers, and pediments are vital to the historical character of a structure and shall not be removed.

Construction of new features in an effort to create the appearance of historical value shall not be permitted. These types of introductions will destroy the integrity of the exterior wall itself. However, applying the previous statement, if such changes are proposed without interfering with the character of the structure, they be permitted.

Guidelines: Exterior Walls & Trim

1. Preserve and maintain exterior wall materials that contribute to the historic character of the site, including both functional and decorative features, such as brickwork, stucco, stone, wooden shingles, wooden siding, asbestos siding, and metal, wooden, or masonry trimwork.
2. Preserve and maintain exterior wall features that contribute to the historic character of the site, including those both functional and decorative, such as cornices, foundations, bays, quoins, arches, water tables, brackets, entablatures, and storefronts.
3. Preserve and retain metal, wooden, and masonry features of roofs by adequate maintenance:
 - Inspect regularly for signs of deterioration, moisture, vegetation, infestation, corrosion, structural damage, and settlement.
 - Provide adequate drainage to prevent standing water.
 - Clean exterior walls as necessary to remove heavy soiling or to prepare for repainting. Use the most unobtrusive method possible.
 - Maintain coatings, including paint or stain, to prevent deterioration, reapplying as necessary.
3. Repair exterior wall surfaces, details, and features through recognized preservation methods for the material or coating.
4. Repair and replacement shall be made only when absolutely necessary and only of those elements or features in need. Replacement shall be in keeping with the existing structure. Conformity to material, design, dimension, texture, and proportion shall be required. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
5. Replacement of an entire exterior wall or feature shall be in keeping with the original structure in material, detail, style, pattern, texture, and proportion. Accurate documentation shall be utilized to ensure the new design is in conformity with the character of the historic district or landmark. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
6. New exterior features, including windows and door openings, bays, vents, balconies, or chimneys shall not be introduced to character-defining exterior walls if doing so results in compromising the historical significance of the structure.
7. Removing or covering historic exterior wall materials, including wooden siding or shingles, stucco, brick, and stonework, shall not be permitted unless required to meet accurate restoration of the building. Covering such materials with contemporary materials shall not be permitted.
8. New exterior features shall not be introduced in an effort to create a false sense of historical appearance.

Windows & Doors

Arrangement, size, proportions, and decorative elements of windows and doors are significant architectural features that contribute to the historical significance of a structure or landmark. The configuration of panes and panels and glazing may vary from structure to structure, and may even vary within the same element. Decorative stained, beveled, and etched glass is sometimes found, often in entry sidelights and transoms or individual fixed sash.

Commercial and institutional buildings often established a hierarchy through the placement, size, and scale of windows and doors. The front facade, particularly its first floor, was usually distinguished from the less significant facades with larger, more decorative windows and doors.

Considerations

Usually, repairing the original windows in an older building is more appropriate than replacing them with new ones. Peeling paint, high air infiltration, sticking sash, or broken panes are all repairable conditions and do not necessitate replacement.

Wooden-framed windows are generally easy and inexpensive to repair. The inherent imperfections in historic glass give it a visual quality not replicated by contemporary glass manufacturing and shall not be replaced. If the features of a window or a door, such as casing, muntins, or tracery, are deteriorated and must be replaced, the replacement shall be in keeping with the original material.

Replacement of an entire window or door should be considered only if repair is not feasible. Replacement units should match the original in dimension, material, configuration, and detail. Substitute materials shall be used only if the original material is not available. Because the replacement unit should fill the original opening, it may have to be custom-made; today's open-stock windows and doors may not match the dimensions of the existing opening. Custom-made wooden window sashes to match many original windows can be ordered at most lumberyards.

Changing existing window and door openings, closing existing openings, or adding new openings shall be very carefully considered and undertaken only for illustrated, compelling reasons. Changes shall be in compliance with other sections of this text. Changes to original openings in a character-defining façade are not permitted. For less significant façades the proposed new openings shall be characteristic of and complementary to the historic structure or district.

Exterior shutters were functional features sized to fit the openings and hinged to close for security or solar control. Louvered shutters provided for some ventilation and light when closed. Beyond function, they embellished the building exterior and contributed to its architectural character. Existing shutters on historic buildings should be maintained and repaired or replaced in keeping with the structure as a whole. It is also appropriate to reintroduce shutters where there is clear evidence of earlier shutters. The new shutters should be operable, as were the earlier shutters. Introduction of new shutters on a building that did not have them historically would compromise the building's architectural character and shall not be permitted.

Historically, fabric awnings were energy-conservation features that also provided opportunities to introduce color and signage. The introduction of new fabric awnings that are compatible in scale, form, and design may be appropriate if evidence can be provided that the installation of such is in keeping with the historical character of the building. Aluminum awnings shall not be permitted.

Guidelines: Windows & Doors

1. Preserve and maintain windows and doors that contribute to the historic character of the site, including both their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, blinds, glazing, panels, sidelights, fanlights, and thresholds.
2. Preserve and retain the wood and metal elements of historic windows and doors by adequate maintenance:
 - Inspect regularly for signs of deterioration, moisture damage, air infiltration, paint failure, and corrosion.
 - Clean with the most unobtrusive method possible.
 - Limit paint removal and reapply protective coatings as necessary.
 - Reglaze sash and other features as necessary to prevent moisture.
 - Weather strip windows and doors to reduce air infiltration and increase energy efficiency.
3. Repair of windows and doors and their distinct features shall be through recognized preservation methods for patching, consolidating, splicing, and reinforcing.
4. Repair and replacement shall be made only when absolutely necessary and only of those elements or features in need. Replacement shall be in keeping with the existing structure. Conformity to material, design, dimension, texture, detailing, architectural trim, and proportion shall be required. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
5. Replacement of an entire architectural metal feature shall be in keeping with the original structure in material, style, pattern, texture, detailing, architectural trim, and proportion. Accurate documentation shall be utilized to ensure the new design is in conformity with the character of the historic district or landmark. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
6. Replacement of deteriorated or missing wooden shutters shall be in keeping with the original shutters, historic to the structure. Size and operability are integral parts of the replacement feature. New shutters shall not be introduced where no prior evidence of such is provided.
7. Installation of new windows and doors, necessary for a new use, shall be installed on a rear or non-character defining façade of the structure, and only if installation of such will not compromise the historical integrity of the structure or exterior wall. Such installations shall be in keeping with existing windows and doors.
8. Introduction of storm windows or doors, whether exterior or interior, shall not obscure or damage the existing sash and frame. Such windows shall be narrow-profile and dividers shall be aligned with existing windows. Bare aluminum storm doors shall not be permitted.
9. Installation of fabric awnings over windows, doors, storefronts, or porch openings shall be permitted only where historically accurate, and shall not damage or obscure the historical integrity of the structure.
10. Removal of original doors, windows, shutters, blinds, hardware, and trim from a character-defining façade shall not be permitted.
11. Removal of detail features of windows and doors, including stained, beveled, or textured glass, or tracery, shall not be permitted unless evidence of historical accuracy is illustrated.
12. Installation of snap-in muntins in an effort to create a false divided-light appearance shall not be permitted.

13. Clear glazing shall not be replaced with tinted or opaque glazing.

Porches, Entrances, & Balconies

Porches, entrances, and balconies provide an opportunity for distinction between buildings through stylistic embellishments, location, proportion, and scale. Sleeping porches, balconies, side porches, mudrooms, back porches, and rear entries offer additional outdoor access and living space.

Most often these spaces are constructed and detailed in wood and include a variety of functional yet decorative features such as columns, pilasters, rails, latticework, balustrades, soffits, steps, brackets, beaded board ceilings, and tongue-and-groove flooring. Entrances themselves draw attention to a front doorway with such features as sidelights, transoms, pilasters, architraves, and pediments. The prominent, character-defining role of front entrances, porches, and balconies for most historic buildings makes their preservation of primary importance.

Considerations

Entrances, porches, and balconies often weather more rapidly from exposure to the elements than do other features of a historic structure, and require regular inspection for signs of deterioration due to moisture, infestation, or structural settlement. Keeping gutters and downspouts maintained and ensuring that all flooring slopes away from the building for proper drainage will help protect entrances and porches from moisture damage.

Routine maintenance of wooden features includes caulking joints to prevent water or air penetration and repainting as necessary to maintain a sound, protective paint film. The repair of traditional entrance and porch materials, such as wood, masonry, and architectural metals, is addressed in the pertinent guidelines.

The removal or improper replacement of entrance or porch elements can compromise the architectural integrity of a historic building. Introducing architectural trim or stylistic details to an entrance or a porch in an attempt to create a false historical appearance shall not be permitted. Original features, elements, and details shall always be preserved unless they are damaged or deteriorated beyond repair.

When entrance, porch, or balcony features and details are deteriorated and require replacement, it is important to match the original features and details in design, dimension, detail, texture, material, and proportion. Similarly, should an entire entrance or porch be deteriorated or damaged beyond repair, the property owner should match the original feature. The design of a new entrance, porch, or balcony for one that is lost should be an accurate reproduction of the original or a design that is compatible with the historic character of the building and its site. Compatibility of a new design should be reviewed in terms of proportion, height, roof shape, material, scale, texture, and detail.

The introduction of a new entrance, porch, or balcony on a secondary façade may be appropriate if it does not diminish the building's architectural character and the design is compatible with the building and the site.

Occasionally, the enclosure of a side or rear porch will be considered to accommodate a change in use or a need for space. Although the enclosure of a front entrance, porch, or balcony shall not be permitted, the sensitively designed enclosure of a side or rear porch may be appropriate if the building's architectural integrity is not compromised and the character of the porch is retained.

Guidelines: Porches, Entrances, & Balconies

1. Preserve and maintain porches, entrances, and balconies that contribute to the historic character of the site, including both their functional and decorative features, such as columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.
2. Preserve and retain the wood, masonry, and metal elements of porches, entrances, and balconies by adequate maintenance:
 - Inspect regularly for signs of moisture, rust, structural damage or settlement, and infestation.
 - Provide adequate drainage to prevent standing water.
 - Clean with the most unobtrusive method possible.
 - Caulk wooden joints properly to prevent moisture and air infiltration.
 - Retain protective surface coatings, including paint or stain, to prevent damage from moisture and ultraviolet light, reapplying as necessary.
 - Weather strip windows and doors to reduce air infiltration and increase energy efficiency.
3. Repair of porches, entrances, and balconies shall be through recognized preservation methods for patching, consolidating, splicing, and reinforcing.
4. Repair and replacement shall be made only when absolutely necessary and only of those elements or features in need. Replacement shall be in keeping with the existing structure. Conformity to design, dimension, detail, texture, and material shall be required. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
5. Replacement of an entire porch, entrance, or balcony shall be in keeping with the original structure in design, dimension, detail, texture, and material. Accurate documentation shall be utilized to ensure the new design is in conformity with the character of the historic district or landmark. Compatible substitute materials shall be permitted only when use of the original material is not feasible.
6. The enclosure of a historic porch to accommodate a new use shall be permitted only if the enclosure can be designed to preserve the historic character of the porch and building. Enclosure of such features on the front building façade shall not be permitted.
7. Removal of materials associated with porches, entrances, or balconies, including graining, spindle work, beveled glass, or beaded board, shall not be permitted unless an accurate restoration requires it and such evidence is provided.
8. Replacement of an original entrance or porch to install a new one shall not be permitted.
9. Introduction of features or details to a historic porch, entrance, or balcony shall not be permitted unless historically accurate evidence is provided.

Utility Structures & Energy Retrofit

Energy conservation, replacement, or upgrading of inadequate utility service, and introduction or upgrading of mechanical systems are typical concerns of property owners today. It is especially important in historic landmarks and districts to ensure that such concerns are addressed in ways that do not damage or diminish the historic character of such.

Thoughtfully located shade trees buffer residences and sidewalks from the hot summer sun, especially that reflected from adjacent right-of-way and sidewalks. Projecting porches provide shaded outdoor space and lessen the impact of harsh sunlight on the building's interior. Operable windows, shutters, and awnings allow property owners to control the introduction of sunlight and breezes within the building. Commercial and institutional buildings often capture daylight through storefront transoms, lightwells, and skylights. An understanding of how such historic features enhance energy efficiency is critical to maximizing the energy efficiency of historic buildings.

Considerations

Prior to proposing energy retrofitting on historical structures, the property owner should be sure that existing features, mentioned above, are being utilized properly. Many times, shade trees have been removed or destroyed. The reintroduction of such may provide to be a better alternative than contemporary methods of energy savings.

Beyond those steps, typical retrofit measures include introduction of storm windows, storm doors, additional weather-stripping, insulation, and more energy-efficient mechanical systems. All retrofit measures must be reviewed with their impact on the historic character of the building and the district in mind. Following any necessary repair of windows to ensure their weather tightness, additional efficiency may be realized with the introduction of exterior storm windows.

Relatively unobtrusive, narrow-profile exterior storm windows that do not obscure the window itself, that are carefully installed to prevent damage to the sill or the frame, are fairly common in the historic districts. To retain the opportunity to open the windows, the property owner should remember to select operable storm window or door units that align with the meeting rails of the existing feature. Before bare aluminum storm sash is painted, it should always be primed with a zinc chromate primer to ensure that the finish paint will bond. If a property owner chooses interior storm windows, they should be tension-mounted with airtight gaskets. On both exterior and interior storm windows, the ventilating holes must be kept open to prevent condensation from damaging the window or the sill. Selection and installation of new screen or storm doors should follow the guidelines for exterior storm windows.

New mechanical or communication systems that include outside units or equipment, such as condensers, ventilators, solar collectors, satellite dishes, and large antennas, should be located and installed so that they do not damage or diminish the historic character of the building, site, or district. An inconspicuously located outdoor unit can often be further screened by plantings or fences.

Although utility lines and poles have long been a part of the districts, attention should also be given to consolidating old and new utility and communication lines where possible to avoid overpowering the landscape with additional overhead wires. If a new or upgraded power supply will necessitate an additional pole and overhead wires, the use of underground cables may be preferable to prevent visual intrusion.

Guidelines: Utility Structures & Energy Retrofit

1. Preserve and maintain the inherent energy-conserving features of historic buildings and their sites that contribute to the historic character of the site, such as shade trees, porches, awnings, and operable windows, transoms, shutters, and blinds.
2. Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weather-stripping and caulking, and by introducing energy-efficient features, such as awnings, operable shutters, and storm windows and doors, where appropriate.
3. In such cases when installation of a new mechanical system is necessary, such systems shall be introduced so to cause the least amount of alteration to the building's exterior, historical fabric, and site features.
4. Introduction of exterior or interior storm windows shall not obscure or damage the existing sash and frame, and shall be narrow-profile. For double-hung windows, operable storm window dividers should align with the existing meeting rails.
5. Introduction of full-light storm doors, constructed of wood or aluminum, shall not obscure or damage the existing door and frame. Bare aluminum storm doors and storm windows are not appropriate.
6. Replacement of deteriorated or missing wooden blinds and shutters shall be in keeping with the original feature, historic to the structure. Size and operability are integral parts of the replacement feature. New shutters shall not be introduced where no prior evidence of such is provided.
7. Installation of fabric awnings over windows, doors, storefronts, or porch openings shall be permitted if historically appropriate and existing historical features are not damaged or obscured by doing so.
8. Installation of new mechanical equipment and utilities, such as heating and air-conditioning units, meters, exposed pipes, and fuel tanks, shall be in the most inconspicuous location possible, typically in the rear of the structure, and screened from view.
9. Underground utility lines shall be encouraged wherever possible to reduce the intrusion of overhead lines on the historic district or landmark. In doing so, archaeological and historic features, including tree roots, shall not be disturbed.
10. Introduction of portable air-conditioning units shall be on the rear of historical structures, or in other inconspicuous locations, as approved.
11. Installation of vents, solar collectors, antennas, satellite dishes, or mechanical equipment shall not be permitted on roof slopes visible from the public right-of-way, or where the historic character of the structure will be destroyed by doing such.

Accessibility & Emergency Access

A need for public access to, a change in use of, or a substantial rehabilitation of a historic building may necessitate compliance with current standards for life safety and accessibility. Both the North Carolina State Building Code and the federal Americans with Disabilities Act of 1990 include some flexibility in compliance when a historic building is involved.

Considerations

Substantial considerations shall be given to how these necessary changes can be introduced without compromising the historical character of the structure, its integral features, and the site itself.

Accessibility for persons with disabilities often requires the introduction of a ramp or a lift to the first-floor level. Safety codes may also dictate additional exits and/or a fire stair. The introduction of railings, handrails, or other safety features may be needed as well. Complying with such requirements in ways that are sensitive to the historic character of the building and the site demands creative design solutions developed with input from local code officials, representatives of local disability groups, and historic preservation specialists. Whether the modifications are large or small, however, with respect to the long-term preservation of the historic building, temporary or reversible alternatives are preferable to permanent or irreversible ones.

Guidelines: Accessibility & Emergency Access

1. Changes to historic structures shall be evaluated as to whether or not the proposal is compatible with the historic character of the structure and site, while meeting the accessibility and life-safety code required.
2. Accessibility and life-safety code requirements shall be met in such a way as to preserve the defining characteristics of the historic structure and site, as well as integral features, including façades and finishes.
3. Consult with historic preservation specialists, local disability groups, and code enforcement officials as necessary, to reach a solution to satisfy all parties involved. Code enforcement officials may provide alternatives that are equal or superior in effectiveness in meeting requirements while preserving the historic integrity of the structure.
4. Introduction of accessibility and life-safety requirements shall be reversible or temporary wherever possible.
5. Fire doors, exterior fire stairs, or elevator additions shall be located on non-character defining façades, and shall be designed in keeping with the character, material, scale, proportion, and finish of the historical structure.

New Construction & Additions

Decks

The outdoor deck is a contemporary exterior feature frequently introduced in the residential historic districts. Essentially an uncovered, private version of a back porch, the deck can be compared functionally with a more traditional patio or terrace. To maintain a building's historic character, deck additions are generally located unobtrusively on the rear elevation. Decks are usually built on posts to align with the first-floor level of a residence and can consequently stand considerably above the ground. 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. Insetting a deck at least 6 inches from a building corner also helps to diminish its impact and differentiate it from the existing building.

Considerations

In locating a deck, property owners should always consider the proposed location's impact on the historic structure, the site, and the district. Locations that are visible from the right-of-way or that would damage or diminish significant architectural elements or significant site features, such as mature trees, should not be considered.

Because decks are exposed to the elements, decay-resistant woods, such as cypress or redwood, or pressure-treated lumber should be used. Opaque stains are a good option for exposed decks since they do not peel; stains are not an applied film like paint, but rather are a protective treatment that is absorbed into the wood surface. Galvanized nails and fasteners should be used in deck construction to avoid rust stains. If a deck is elevated more than thirty (30) inches above grade, the State Building Code requires a railing or a balustrade for safety.

To relate a deck visually to a historic building, the structural framing should be screened with traditional materials such as skirtboards, lattice, masonry panels, or dense evergreen plantings. Because a deck is a contemporary feature, detailing it to duplicate the architectural detailing of the historic building is usually unwise. Instead, simple balustrades and other elements that reflect the materials and the proportions of the building and the district are appropriate.

Guidelines: Decks

1. Decks shall be located and constructed so as not to interfere with the historic character of the primary structure and its defining features and details. Install decks so that they are structurally self-supporting, do not damage or obscure the historical structure or site, and so that it may be removed in the future without damage to the structure.
2. Construction of decks shall be done in an inconspicuous location, typically the rear of the structure, built to the elevation of the building where installed, and inset from the corners so that it is not visible from the right-of-way.
3. Decks and associated railings and steps shall be designed to reflect the materials, scale, and proportions of the building and its features.
4. In instances where proof is provided that installation is warranted on the side of a building, the deck shall be treated in a more formal architectural manner. Details, finishes, rails, structural support elements, and the like shall be compatible with the existing historical structure.
5. Deck shall be screened in keeping with the historical building, including materials such as skirt boards, lattice, masonry panels, and dense evergreen foundation plantings, as appropriate.
6. Introduction of a deck shall not be permitted if doing so will require removal of a significant building or site feature, if it will effect the integrity of the structure, or significantly changes the proportion of built area to open space.

Additions

Over the life of a building, its form may evolve as additional space is needed or new functions are accommodated. Many buildings reflect their history through the series of previous alterations and additions. Consequently, such changes are significant to the history of the building and the district, as they are part of its history. New additions within the historic districts are appropriate as long as they do not destroy historic features, materials, and spatial relationships that are significant to the original building and site. Further, new additions should be differentiated from the original building and constructed so that they can be removed in the future without damage to the building.

Considerations

New additions shall not compromise the integrity of the original structure or site either directly through destruction of historic features and materials or indirectly through their location, size, height, or scale. The impact of an addition on the historical structure can be significantly diminished by locating it on the least character-defining façade and by keeping it deferential in volume. It should never overpower the original building through height, size, or other proportion. The form, design, relationship of openings, scale, and selection of materials, details, and features of proposed new additions should be reviewed in terms of compatibility with the historical structure.

Although designed to be compatible with the historical building, an addition should be discernible from it. For example, it can be differentiated from the original building through a break in roofline, cornice height, wall plane, materials, siding profile, or window type.

The impact of an addition on the building site must be considered as well. The addition should be designed and located so that significant site features, including mature trees, are not lost. The size of the addition should not overpower the site or dramatically alter its historic character.

Guidelines: Additions

1. Introduction of new additions shall incur the least possible loss of historic character and shall not destroy, damage, or obscure any character defining features of the structure or site.
2. New additions shall be designed so the overall historical character of the site, topography, features, trees, and significant historic district or landmark vistas and views are retained.
3. Disturbance to the site topography and terrain shall be kept to a minimum in an effort to prevent the destruction of unknown archeological features, protect large trees, and protect other significant site features. Compaction of soil within the drip line of trees during construction shall not be permitted, as it may destroy root area.
4. New additions shall be located in an inconspicuous location on the site, typically the rear façade of the building.
5. The size, scale, and other proportional elements of the proposed addition shall not diminish or visually overpower the historic structure.
6. New additions shall be in keeping with the historical structure in building mass, materials, design, texture, and relationship of solids to void in exterior walls, yet shall demonstrate a discernible difference from the original structure.
7. Introduction of new additions shall not be permitted if doing such will damage the integrity of the historical structure or its historical character, or if it will require removal of a significant building or site feature.
8. Introduction of new additions shall not be permitted if doing such will significantly change the proportional built-up mass to open space ratio of the site.

New Construction

New construction within a historic district can enhance the existing district character if the proposed design and its siting reflect an understanding of, and a compatibility with, the distinctive character of the district setting and buildings. In fact, the introduction of a compatible but contemporary new construction project can add depth and contribute interest to the district.

Considerations

The compatibility of new site development with the district setting depends on its compatibility with characteristic district features as well as the retention of the specific site's topography and character-defining site features. The descriptions and guidelines included in the 'Setting & Site Features' Section of this text should be useful in determining the compatibility of proposed site development within a historic district.

The guidelines for various site features, including driveways, fences, lighting, garages, and the like, apply to both existing site features and proposed development. Because buildings within the historic districts generally display a clear consistency in setback, orientation, spacing, and distance between adjacent buildings, the compatibility of proposed new construction siting should be reviewed in those terms as well. The success of new construction within a historic district does not depend on direct duplication of existing building forms, features, materials, and details. Rather, it relies on understanding what the distinctive architectural character of the district is. Infill buildings must be compatible with that character. Contemporary design generated from such understanding can enrich the architectural continuity of a historic district.

In considering the overall compatibility of a proposed structure, its height, form, massing, proportion, size, scale, and roof shape should first be reviewed. A careful analysis of buildings surrounding the site can be valuable in determining how consistent and, consequently, how significant each of these criteria is. The overall proportion of the building's front elevation and orientation are especially important to consider because they will have the most impact on the streetscape.

A similar study of materials, building features, and details typical of existing buildings within the district will provide a vocabulary to draw on in designing a compatible building. Beyond the obvious study of prominent building elements such as porches and storefronts, particular attention should be given to the spacing, placement, scale, orientation, and size of window and door openings as well as the design of the doors and the windows themselves.

Compatibility at the building skin level is also critical. Certainly the selection of appropriate exterior materials and finishes depends on an understanding of the compatibility of proposed materials and finishes in composition, scale, module, pattern, texture, and sheen. Other sections of this text, as applicable, can provide valuable information on the type of materials typical of each building and site feature.

Guidelines: New Construction

1. New construction shall be compatible with surrounding buildings that contribute to the character of the historic district in terms of building setback, orientation, spacing, distance from adjacent buildings, height, form, size, scale, massing, proportion, roof shape, and front building façade.
2. New construction shall be designed so that the historical character of the site, including site topography, character defining features, trees, and significant district vistas and views are preserved.
3. Disturbance to site topography and terrain during construction shall be minimized to avoid the possibility of destroying unknown archaeological features.
4. Disturbance to large trees and other significant site features during construction shall be minimized to prevent damage, including loss of root area, by soil compaction from construction equipment. In no case shall soil compaction be permitted within the drip line of any trees.
5. New construction must conform to the 'Setting & Site Features' Section of this text in developing a proposed site plan.
6. Window and door openings in new construction shall be compatible to the character of surrounding buildings within the district in terms of spacing, placement, scale, orientation, proportion, size, material, subdivision, pattern, and detail.
7. Materials introduced in new construction shall be compatible with the materials used in surround historic buildings in terms, of composition, scale, module, pattern, detail, texture, finish, and sheen.
8. New construction shall be designed to be compatible with the discernible from the existing historic buildings within the district.

Relocation & Demolition

Relocation

Most often, the reasoning behind relocation of a historic building or structure is to prevent demolition. Secondly, buildings are sometimes relocated in an effort to meet a redevelopment plan. Typically these objectives complement each other; a significant building threatened with demolition or surrounded by an environment not compatible with an adaptive use to which it could be put, can be relocated into a compatible environment.

This activity can result in multiple benefits: saving the building, enhancing the environment, and increasing the real estate value of the building. However, relocation can also result in a loss of integrity of setting and environment, thus compromising the significance of the historic structure itself. Therefore, the decision must be weighed carefully.

Considerations

Because moving structures is complicated, time-consuming, and expensive, it should not be undertaken until every aspect of the project has been considered and evaluated. The property owner, Historic Properties Commission, and HPC Staff must give full consideration to the architectural and environmental aspects of the situation before addressing the practical problems of moving a structure.

The following questions provide a framework for evaluating the architectural and environmental context for such a decision:

- Is the structure threatened with demolition?
- Is relocation the only alternative to demolition?
- Is the structure significant enough architecturally or historically to warrant moving it?
- Is the building sound enough structurally to survive a move and be adapted to its new site?
- If the structure is currently sited in a historic district, what is proposed for the site once the structure is removed?
- Will the move adversely affect the overall character of the historic district or of remaining historic structures within the landmark?
- Will the move damage significant district site features, such as a tree canopy, en route or on the site?
- If the proposed site for a relocated structure is in a historic district, does the structure fit into the era of the district; is its style, architectural quality, size, and scale compatible with the district?
- If the proposed site for a relocated structure is not in a historic district, what covenants, if any, will be established to preserve the distinctive character of the relocated structure?
- Is there an appropriate and practical new use for the structure on its new site?

The HPC must issue a Certificate of Appropriateness for the move before any other necessary permits can be obtained. The HPC will make every effort to help the property owner through the process.

Guidelines: Relocation

1. Proper documentation shall be made prior to relocation of a historic structure, including documenting its original setting and context, photographs, site plans, and other graphic and/or written statements to record the existing site conditions as necessary.
2. Contractors experienced in moving historic buildings shall be enlisted to do the following:
 - Determine the structural condition of the property before the move.
 - Coordinate the move with the utility companies and appropriate County and City departments.
 - Protect the structure from vandalism or weather damage before, during, and after the move.
 - Minimize structural damage during the move.
3. Structures shall be relocated to historic districts only after a determination has been made that it is architecturally in keeping with the surrounding buildings according to the guidelines for New Construction, for siting, orientation, and other pertinent aspects of the site and setting, found in this text.
4. Relocation of a structure shall not diminish or damage existing historic district buildings or the character of the district, particularly the tree canopy along the route of the move.
5. The HPC shall be provided with a site plan for the proposed site features of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.
6. In cases where the original site of the structure to be relocated is within a historic district, the HPC shall be provided with a site plan for the site features of the original site after the relocation.
7. Significant site features of the original site, the new site, and the route of the move shall not be destroyed or damaged.

Demolition

Demolition of significant buildings, structures, sites, or objects within Historic Districts is strongly discouraged. Given the irreversible nature of demolition, full deliberation of all alternatives before action shall be required. State enabling legislation and County ordinances provide that an application for a Certificate of Appropriateness authorizing demolition of a building, structure, or site may not be denied (unless the State Historic Preservation Officer has made a determination that the property has statewide significance). However, the HPC may delay the authorization date of such a certificate for 365 days from the date of approval. The purpose of this delay period is to give the Commission adequate time to explore every alternative to the destruction of the historic resource. Because the HPC takes the loss of resources in the historic districts and proposed historic districts very seriously, use of the delay time is extremely important in reviewing all possibilities for saving a threatened structure.

A property owner's failure to maintain a historic property properly can result in its eventual demolition due to the loss of its structural integrity. Such irresponsible treatment of historic structures conflicts directly with the goals of the County in establishing the historic districts.

Considerations

In considering a request for a Certificate of Appropriateness to demolish a structure within a historic district or a historic landmark, the HPC shall weigh the impact of the proposed demolition on the character of the historic district, as well as surrounding historic buildings. In addition, the Commission will consider whether any specific use for the site has been proposed to mediate the loss of the historic structure. A site plan illustrating any proposed development or introduction of plantings following demolition shall be developed and submitted to the HPC at the time the request for a Certificate of Appropriateness is made.

Before authorized demolition of a property, the owner is responsible for recording a significant structure through documents such as photographs and measured drawings as specified and approved by the HPC. The documents shall be kept in the Commission's files.

Guidelines: Demolition

1. All alternatives to demolition shall be evaluated in conjunction with the Historic Properties Commission prior to demolition.
2. Significant structure features shall be documented, including photographs and measured drawings, as specified by the HPC, prior to demolition.
3. Prior to demolition, property owner shall, in conjunction with the HPC and other interested parties, work to salvage usable architectural materials and features.
4. A site plan shall be submitted to the HPC, prior to demolition, illustrating proposed site development or plantings to follow demolition.
5. Property owner shall be responsible for ensuring that surrounding properties and historic resources remain safe during demolition.
6. Site shall be cleared promptly and thoroughly following demolition.
7. Site shall be developed or planted, as approved in the proposed site plan, promptly following demolition.

Appendixes

Resources

Local Resources

Harnett County Historic Properties Commission
C/O Harnett County Planning Department
PO Box 65
Lillington, NC 27546

For information on historic districts and landmarks, COAs, and other technical assistance, contact the Harnett County Historic Properties Commission Staff.

Office: 108 E. Front St., Lillington
Phone: (910)893-7525, option 4
Fax: (910)814-6459

State Resources

State Historic Preservation Officer
Department of Cultural Resources
Office of Archives & History
4617 Mail Service Center
Raleigh, NC 27699-4617

For information on the National Register program, contact the Survey and Planning Branch.

For information on preservation tax credits and technical restoration assistance, contact the Restoration Branch.

Office: 109 E. Jones St., Raleigh
Phone: (919)807-6570
Website: www.hpo.dcr.state.nc.us
Fax: (919)807-6599

National Resources

Heritage Preservation Services
National Park Service
US Department of Interior
1849 C Street, NW
Washington, DC 20240

Office: 1201 "Eye" Street, NW (2255), Washington, DC
Phone: (202)513-7270
Website: www.nps.gov/history/hps
Email: NPS_HPS-Info@nps.gov

Routine Maintenance, Minor Improvements, & Major Modifications

The following lists provide examples of the types of activities for which a Certificate of Appropriateness (COA) is and is not required, and provides guidance for administrative approval of COAs.

Routine Maintenance: The Historic Properties Commission considers the following activities to be routine maintenance of historic properties and do not require a COA. However, other County permits may be necessary.

- A. Interior work
- B. Interior painting
- C. Replacement of window glass and sash, as long as window size, style, and material are not altered.
- D. Caulking and weather stripping
- E. Landscape maintenance, including the removal of dead/ damaged plants, provided existing healthy trees and/ or shrubs are not removed or severely pruned.
- F. Real estate and political signs
- G. Repairs to walks, patios, fences, and driveways as long as replacement materials match the existing materials.
- H. Replacement of small amounts (< 50%) of missing or deteriorated siding, trim, roof shingles, porch flooring, steps, gutters and down spouts, etc, as long as the replacement materials match the existing materials.

Minor Improvements: Minor improvements to structures require COAs. The following activities are considered by the Historic Properties Commission to be minor modifications, as long as they do not have a significant impact on the exterior of the historic structures. The Harnett County Planning Department is responsible for issuing COAs for the following types of work:

- A. Installation of storm windows and doors
- B. Side and rear yard fences and walls not facing a public street.
- C. Installation of exterior mechanical equipment such as roof fans, heat pumps, and air compressors,
- D. Repairs to walls, patios, fences, and driveways as long as replacement matches what presently exists.]
- E. Repairs to vents and access doors of foundation.
- F. Replacement of exterior stairs, landings, and steps.
- G. Replacement of large amounts (> 50%) of missing or deteriorated siding, trim, porch floors, windows, and gutters or architectural details where there is no change in materials and design of original.
- H. Re-pointing and other masonry repairs
- I. Exterior lighting fixtures
- J. Removal of asbestos or other artificial siding
- K. New roof coverings using shingles from pre-approved list.
- L. Installation of satellite dishes.
- M. Exterior paint removal.

Major Modifications: Major modifications listed below require COAs approved by the Historic Properties Commission. These activities are examples of building alterations, site changes, new construction or demolition which require a COA.

- A. Exterior changes to the primary building or other structures on the property, not included in the normal maintenance or minor improvements list. Such changes include types or styles of windows, doors, porches, decks, roofs, and lighting fixtures.
- B. Alterations in exterior architectural details, such as additions or changes in style of porch railings, gutters, shutters, brackets, molding, gingerbread or other decorative work.

- C. The installation on any structure, of vinyl or aluminum siding or of any other siding of a different style or material than the existing siding.
- D. The disturbance of designated archeological sites.
- E. The construction of any addition to an existing structure; such as the addition of rooms, chimneys, porches, decks, ramps, solar panels, and skylights, or any new construction.
- F. The construction or placement of any outbuilding on the property, including carports, garages, utility sheds, barns, silos, drying sheds, and bulk barns.
- G. New construction or relocation of a primary structure
- H. The placement or construction of any yard fixtures such as lamp posts or other lighting fixtures, walkways, fences or walls, driveways, parking areas or the placement of any physical structure which could be considered ornamental.
- I. The demolition or removal of any structure, including outbuildings, yard fixtures or any part thereof. Although a COA is required and may include a delay before a demolition permit is issued, the County cannot prohibit demolition.
- J. Parking lots
- K. The installation of any permanent exterior sign measuring larger than three (3) square feet in area.
- L. Foundation repairs other than vents and access doors.