HISTORIC PROPERTIES
LOCAL REVIEW CRITERIA

City of Durham
Adopted February 1, 2016

Durham County
Adopted March 14, 2016
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Historic Preservation in Durham

Durham has been proactively dedicated to the protection and preservation of its historic resources since the 1970s and, as stated in the Durham Comprehensive Plan, the City is committed to the identification, protection and promotion of historic resources as an integral component of quality growth in its jurisdiction. Durham began designating historic resources in 1987 with the Cleveland Street and Holloway Street Historic Districts. In 2015, the Historic Preservation Commission’s (HPC) responsibilities have grown to include design review in seven local historic districts and over 80 local historic landmarks. In addition, the HPC and its staff provide historic preservation education and technical advice for other local government agencies and the community at large.

This document is the result of an effort by the Historic Preservation Commission and its staff to establish a community-supported preservation philosophy and to outline the policies, criteria, and procedures applicable to our locally designated Historic Districts and Landmarks. The manual contains a wide variety of information, and is designed to clarify the application process and to give owner’s of historic properties an understanding of what constitutes appropriate rehabilitation, renovation, and construction. The Historic Preservation Commission and its staff intend for this document to be useful to anyone needing information on development and renovation for any of Durham’s locally designated historic properties.
How To Use The Local Review Criteria Document

This document is intended to introduce property owners, designers, developers, and applicants to Durham’s historic preservation program and help guide them through the certificate of appropriateness (COA) process for locally designated historic resources. The introductory sections of this document describe Durham’s preservation philosophy and provide information on Durham’s designated landmarks and districts, the National Historic Register, the Durham Historic Preservation Commission, and the COA process. The criteria sections then follow with separate sections for the residential historic districts and the downtown historic district, with sections for contributing properties, non-contributing properties, and rights-of-way. Then follows sections on landmark properties, archaeology, and cemeteries. In determining the appropriate criteria to apply in the COA review process, follow these steps prior to beginning work:

- Determine whether the property is designated as a landmark or within a district. (www.durhamnc.gov/historicpreservation)
- If a district property, determine whether it falls within the Downtown district or one of the Residential districts and proceed to that section.
- Once the appropriate district section has been identified, determine whether the property is contributing to the historic character of the district or non-contributing and proceed to the appropriate section. All properties are listed as either contributing or non-contributing in the preservation plan for the district (found on the website listed above).
- If a landmark property, proceed to the Landmarks section (page 72). If both a landmark and within a district, follow the landmark criteria section for the structure and the site and the rights-of-way criteria from the relevant district section (Residential on page 52 or Downtown on page 70).
- Once the appropriate section(s) of the criteria has been identified, review all review criteria that are relevant to the scope of work for your project from that section. Follow the chart on page 30 for the Certificate of Appropriateness process. Your COA application must show compliance with these criteria in order to gain approval for work. Approval must be granted prior to beginning construction.
- If any cemeteries or archaeological sites are present on the property, also review and meet these sections of the review criteria (page 83 and 84, respectively).
Statement of Philosophy

As the North Carolina general statutes state: “the historical heritage of our State is one of our most valued and important assets. The conservation and preservation of historic districts and landmarks stabilize and increase property values in their areas and strengthen the overall economy of the State.” The statutes go on to state that the intention behind enabling the designation of historic districts and landmarks by local jurisdictions is both “to safeguard the heritage of the City or County by preserving...important elements of its culture, history, architectural history, or prehistory” and “to promote the[ir] use and conservation...for the education, pleasure and enrichment of the[ir] residents.”

As the National Park Service enumerates, preservation approaches for historic resources can range from:

- Restoration – depicting a property at a particular period of time in its history, while removing evidence of other periods; to
- Rehabilitation – acknowledging the need to alter or add to a historic property to meet continuing or changing uses while retaining the property’s historic character.

A successful preservation program must balance the tenets of preservation with a variety of other needs and priorities in the community. A strict preservation approach without community support will stifle a preservation program just as one too watered-down will be an exercise in futility. The challenge the HPC and its staff have undertaken in this document is to find the appropriate place along the preservation spectrum that is supported by the community and appropriately balances the benefits of preservation with considerations of economy and livability.

This exercise has resulted in a tiered preservation approach that focuses the most stringent standards on our most prized historic resources, our Landmark properties; allows greater flexibility for the historic structures that in combination retain the integrity of our local historic districts, the contributing properties; and finally defines a few parameters of overall development patterns and design compatibility that govern changes to non-historic properties and the creation of new structures, the non-contributing properties.
In order to ensure that properties continue to be classified appropriately as contributing or non-contributing over time, the significance of each property within the districts will be reassessed every ten years. The following methods are used in evaluating the significance of each district property.

- Generally, properties constructed within the period of significance for each district (see pages 13-24 of this document) are classified as contributing. In establishing the period of significance the overall architectural styles and periods of significant development for each district were considered.
- Some properties constructed within the period of significance for the district are classified as non-contributing; generally if inappropriate modifications have been made to the property or if the property does not represent a significant or common architectural style within that district.
- Properties constructed after the period of significance for each district are classified as non-contributing.
- All vacant properties have been classified as non-contributing for the purposes of applying the non-contributing criteria to new construction.

The HPC and its staff are committed to continuing to engage with and listen to the community in order to identify when modifications to Durham’s preservation strategy need to be made to ensure that the program continues to function for the education, pleasure and enrichment of Durham’s residents.
Historic Landmarks And Districts

Durham Historic Landmarks and Districts are physical remnants of the community's unique heritage preserved for current and future generations to appreciate.

Local historic landmark designations recognize individual historic properties significant for their distinctive architectural or historical association. These properties can be residential, commercial, or industrial in nature, but represent the most important individual historic properties in the City and County. A list of designated local historic districts follows.

Local historic district designations recognize groups of historic properties, significant for their collective representation of historic development patterns. Whether a district is residential or commercial in character, its buildings, streets, sidewalks, alleys, public spaces, views, and vistas are all part of the ensemble that creates an authentic sense of place, making it appealing to those who live, work, or visit there. Significance statements and boundary maps for each of the adopted local historic districts can be found below.

Both historic districts and landmarks are recognized and valued by the community for their authentic sense of place and the connection they maintain with our cultural history.
## Local Historic Landmarks

<table>
<thead>
<tr>
<th>PROPERTY NAME</th>
<th>SITE ADDRESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>111 West Main Street Commercial Building</td>
<td>111 West Main Street</td>
</tr>
<tr>
<td>1915 Commercial Building</td>
<td>213 West Main Street</td>
</tr>
<tr>
<td>Amed Tilley Farm</td>
<td>6404 Amed Road</td>
</tr>
<tr>
<td>Baldwin Building</td>
<td>107 West Main Street</td>
</tr>
<tr>
<td>Bassett House</td>
<td>1017 West Trinity Avenue</td>
</tr>
<tr>
<td>Bassett-Brown House</td>
<td>410 North Buchanan Boulevard</td>
</tr>
<tr>
<td>Branson-Umstead House</td>
<td>1552 Hermitage Court</td>
</tr>
<tr>
<td>Brodie L. Duke Warehouse</td>
<td>300 Liggett Street</td>
</tr>
<tr>
<td>Bullington Warehouse</td>
<td>500 North Duke Street</td>
</tr>
<tr>
<td>C. C. Thomas House</td>
<td>206 North Dillard Street</td>
</tr>
<tr>
<td>C. R. Harris House</td>
<td>804 Hermitage Court Drive</td>
</tr>
<tr>
<td>City Garage and Fire Drill Tower</td>
<td>501 Washington Street</td>
</tr>
<tr>
<td>Clark and Sorrell Building</td>
<td>323 Foster Street</td>
</tr>
<tr>
<td>Clements Building</td>
<td>104 West Parrish Street</td>
</tr>
<tr>
<td>Cobb-Toms House</td>
<td>914 Vickers Avenue</td>
</tr>
<tr>
<td>Creighton Hall</td>
<td>513 Holloway Street</td>
</tr>
<tr>
<td>Crowell House</td>
<td>504 Watts Street</td>
</tr>
<tr>
<td>Dillard and Mildred Teer House</td>
<td>43 Beverly Drive</td>
</tr>
<tr>
<td>Dillard House</td>
<td>101 West Markham Avenue</td>
</tr>
<tr>
<td>Dr. Hickman and Ethel Ray House</td>
<td>117 West Lynch Street</td>
</tr>
<tr>
<td>Durham Laundry Building</td>
<td>209 North Church Street</td>
</tr>
<tr>
<td>East Durham Graded School</td>
<td>107 South Driver Street</td>
</tr>
<tr>
<td>Ephphatha Church Building</td>
<td>220 West Geer Street</td>
</tr>
<tr>
<td>Erwin Square Mill Building</td>
<td>200 West Main Street &amp; 707-715-723-731 Ninth Street</td>
</tr>
<tr>
<td>Evans House</td>
<td>1401 Forestview Street &amp; 1111 Wells Street</td>
</tr>
<tr>
<td>First National Bank Building</td>
<td>123 West Main Street</td>
</tr>
</tbody>
</table>
# Local Historic Landmarks

<table>
<thead>
<tr>
<th>PROPERTY NAME</th>
<th>SITE ADDRESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Former Fidelity Bank Building</td>
<td>318 South Driver Street</td>
</tr>
<tr>
<td>Former Herald Sun Complex</td>
<td>123 Market Street</td>
</tr>
<tr>
<td>Former Library Building</td>
<td>311 East Main Street</td>
</tr>
<tr>
<td>Former Liggett and Myers Tobacco Company Complex-</td>
<td>700 West Main Street, 601 West Main Street, 600</td>
</tr>
<tr>
<td>West Village Expansion</td>
<td>West Main Street, 710 West Main Street</td>
</tr>
<tr>
<td>Former Palms Restaurant Building</td>
<td>303-305 East Chapel Hill Street</td>
</tr>
<tr>
<td>Former Public Service Building</td>
<td>310 East Main Street</td>
</tr>
<tr>
<td>Gamble House</td>
<td>1307 North Mangum Street</td>
</tr>
<tr>
<td>Golden Belt Manufacturing Complex</td>
<td>900 East Main Street</td>
</tr>
<tr>
<td>Golden Belt Manufacturing Complex II</td>
<td>800 Taylor Street</td>
</tr>
<tr>
<td>Grey Building</td>
<td>2020 West Main Street</td>
</tr>
<tr>
<td>Greystone</td>
<td>618 Morehead Avenue</td>
</tr>
<tr>
<td>Hackney House</td>
<td>1012 West Knox Street</td>
</tr>
<tr>
<td>Hardscrabble</td>
<td>219 Hardscrabble Drive</td>
</tr>
<tr>
<td>Hill Building</td>
<td>111 North Corcoran Street</td>
</tr>
<tr>
<td>Imperial Tobacco Building</td>
<td>215 Morris Street</td>
</tr>
<tr>
<td>J. S. Manning House</td>
<td>911 North Mangum Street</td>
</tr>
<tr>
<td>John O’Daniel Hosiery Mill Building</td>
<td>801 Gilbert Street</td>
</tr>
<tr>
<td>Jourdan House</td>
<td>514 South Duke Street</td>
</tr>
<tr>
<td>King’s Daughter’s Home</td>
<td>204 North Buchanan Boulevard</td>
</tr>
<tr>
<td>Kress Building</td>
<td>101 West Main Street</td>
</tr>
<tr>
<td>Kronheimer Building</td>
<td>315 West Main Street</td>
</tr>
<tr>
<td>L. D. Rogers Furniture Building</td>
<td>107 East Parrish Street</td>
</tr>
<tr>
<td>Leary-Coletta House</td>
<td>809 Cleveland Street</td>
</tr>
<tr>
<td>Mabel and G. Frank Warner House</td>
<td>119 West Lynch Street</td>
</tr>
<tr>
<td>Mangum-Wilson Building</td>
<td>104 East Main Street</td>
</tr>
</tbody>
</table>

**INTRODUCTION**

Historic Landmarks and Districts
# Local Historic Landmarks

## PROPERTY NAME | SITE ADDRESSES
--- | ---
Mason-Jones House | 1702 Vista Street
Massey Chapel | 7222 Fayetteville Road
Maynard Mangum-Rice Diet House | 1111 North Mangum Street
Old Hill Building | 307 West Main Street
Oren Belvin House | 918 North Mangum Street
Original Watts Hospital | 302 Watts Street
Paschall's Bakery and Studebaker Buildings | 115-121 North Duke Street
Paschal-Thomas House | 2009 West Club Boulevard
Penny Furniture Building | 111 East Chapel Hill Street
Percy Reade House | 510 Holloway Street
Plylar-Raba House | 1415 North Gregson Street
Powe House and Erwin Cottage | 1503 Pettigrew Street
Rogers Drugs Building | 200 North Mangum Street
S. Parks Alexander House | 1622 University Drive
Sessoms-Markham House | 1817 Chapel Hill Road
Simpson-Umstead House | 807 Hermitage Court Drive
Snow Building | 331 West Main Street
Teermark Building | 212 West Main Street
Tempest Building | 102 City Hall Plaza
Temple Building | 302 West Main Street
Venable Center | 302 East Pettigrew Street
Watts & Yuille Tobacco Warehouse | 905 West Main Street
Webb-Thompson House | 1009 Burch Avenue
West Village Complex | 602 West Morgan Street, 300 Fuller Street, 210 N Duke Street
Whitted House | 1204 West Markham Avenue
## Local Historic Landmarks

<table>
<thead>
<tr>
<th>PROPERTY NAME</th>
<th>SITE ADDRESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wiley and Elizabeth Forbus House</td>
<td>3307 Devon Road</td>
</tr>
<tr>
<td>William and Margaret Lynch House</td>
<td>112 West Lynch Street</td>
</tr>
<tr>
<td>Wilson Reinhardt Building</td>
<td>401 North Mangum Street</td>
</tr>
<tr>
<td>Wright House</td>
<td>105 West Knox Street</td>
</tr>
<tr>
<td>Wright's Auto Machinery Building</td>
<td>1005 Calvin Street, 915 Holloway Street</td>
</tr>
<tr>
<td>W. W. Card House</td>
<td>1110 Minerva Avenue</td>
</tr>
</tbody>
</table>

*At the time of adoption of this document, both the land and structure were designated on all landmark designations.*
Local Historic Districts

The significance of properties in each local historic district is identified within the local district preservation plan. Each plan includes a survey of each property within the district boundary and designates each property as either contributing or non-contributing to the historic character of the district. This status determines the appropriate approach to a preservation project.

Contributing properties form the foundation of a historic district. A contributing property reflects the significance of the district due to its historic associations, historic architectural details, or archaeological features. These properties were constructed or altered during the district’s period of significance and retain their historical integrity. The primary objective of the criteria for contributing structures is to maintain the historical significance and integrity of the property, while allowing for compatible modifications to the property to be undertaken.

Non-contributing properties are properties that exist within the boundary of a local historic district that do not reflect the district’s significance. Some of them were constructed during the period of significance, but have been so substantially altered that they no longer convey the historic significance of the district. Other non-contributing properties are more recently constructed, and therefore have not taken on historic significance. Many of these are still compatible with the character of the district, but do not contribute to the identified period of significance of the area. The primary objective of the criteria for non-contributing properties is to assure that any alterations will be compatible with the historic district and maintain the overall visual coherence of the district. Therefore, the HPC will review proposed changes in terms of their compatibility with the overall district setting, streetscape, and context.

Property significances can be found in each plan as follows:

- Cleveland Street and Holloway Street Preservation Plan: Page 11
- Downtown Durham Preservation Plan: Page 60
- Fayetteville Street Preservation Plan: Page 17
- Morehead Hill Preservation Plan: Page 16
- Trinity Heights Preservation Plan: Page 14
- Watts-Hillardale Preservation Plan: Page 22

Contributing property in the Watts-Hillardale District.

Non-contributing property in the Morehead Hill District.
Local Historic Districts

Cleveland Street and Holloway Street Historic Districts

Period of Significance: 1880s-1920s

The Cleveland Street and Holloway Street Historic Districts are both surviving, intact portions of Durham’s most fashionable late nineteenth-century neighborhood, originally identified by one of its most attractive streets, Dillard Street. As the finest early residential expression of the tremendous success of the City’s young tobacco industry, the neighborhood began in the late 1860s at the east edge of the downtown area. The major landowners who spearheaded the development of the district were members of some of Durham’s pioneering families. By the 1870s, leading industrialists, financiers, merchants and professionals benefitting from the rapid expansion of the City’s industrial base were exhibiting their recently acquired wealth by constructing new houses, often substantial and elaborately decorated at the edge of the business district, convenient to their places of employment. Dillard Street, also known as “Mansion Row,” was the heart of the neighborhood. From the 1880s through the 1920s, handsome Queen Anne and classically derived period revival style houses were built. The neighborhood has been recognized consistently through the decades as the greatest concentration of Durham’s finest and most architecturally distinct turn-of-the-century homes.
The Downtown Durham Historic District is a unified twentieth-century urban area containing notable Classical, Gothic, and Art Deco buildings designed by prestigious architects. This remarkable concentration of commercial, public, and ecclesiastical buildings reflects the period of Durham’s golden age, its midtwentieth-century decline, and planning approaches to alleviate the downturn. The City’s commercial expansion, based principally on the tobacco industry, began about 1880 and lasted through the 1930s, attracting and creating men of wealth and position whose social and cultural ambitions for themselves and Durham are reflected in the quality, pretentiousness, and artistic conservatism of their buildings. The district’s collection of commercial and institutional buildings reflects prevailing architectural styles from the period of significance, including vernacular commercial, Italianate, Classical Revival, Colonial Revival, Mission Revival, Art Deco, Moderne, and mid-twentieth-century Modernism. A number of architecturally distinctive buildings, together with a highly irregular street pattern, create a lively, dense urban district.
Local Historic Districts

Downtown Durham Historic District
Period of Significance: 1890s-1968
The Fayetteville Street Historic District represents the southern, and only remaining, portion of the largest historically African-American community in Durham. Development of the neighborhood in the racially segregated early-twentieth century Durham was in direct response to the rise of the tobacco industry and the rapid growth of the City during that period. More importantly, the district exemplifies the self-sufficiency of the black community and the growing African-American middle-class in Durham during this period. The influence of primary black institutions on the neighborhood, including the North Carolina Mutual Life Insurance Company, Lincoln Hospital, and North Carolina Central University, is evident in the architecture and planning of the district as well as the health, education, and financial stability of its residents. Hayti, the African-American business district, stood just north of the neighborhood; it paralleled downtown Durham several blocks away, providing goods and services as well as work opportunities to the black community. The Fayetteville Street Historic District is a largely intact early-twentieth century, center-city neighborhood with architectural resources ranging from simple triple-A and Foursquare forms to Bungalows, Minimal Traditional, and Ranch forms. Stylistic influences include Colonial Revival, Craftsman, Mission, and Moderne styles.

Local Historic Districts

Fayetteville Street Historic District
Period of Significance: 1900—1935

The Scarborough House at 1406 Fayetteville Street in the Fayetteville Street District.
Local Historic Districts

Fayetteville Street Historic District
Period of Significance: 1900—1935

INTRODUCTION
The Morehead Hill Historic District is a complex and varied collection of housing important for its architecture and for the unique way in which it developed as one of Durham’s first suburbs. Its initial development was strongly affected by early landowners, the Proctors and William Gaston Vickers. The Proctor heirs’ disposition of their undeveloped land at the north end of the district was a classic reaction to the new trolley line, evident today in the array of popular house types built by Durham’s growing middle class. By contrast, elsewhere in the district, William Gaston Vickers sold parcels of his farm for residential development over a period of five decades, beginning in the 1870s. Among his first buyers were two of Durham’s most influential businessmen: banker Eugene Morehead, after whom the neighborhood is named, and industrialist George W. Watts. They purchased several tracts, established the area’s exclusive reputation with their adjoining estates, and helped to induce numerous family members and business associates to build their houses nearby. Often construction necessitated removal of an older sound, but no longer stylish, house to another lot in the vicinity, a common practice unique in its frequency to the Morehead Hill Historic District. The district contains an eclectic mix of residential structures from the early decades of the twentieth century that range from Durham’s grandest mansions to its simplest cottages.

Local Historic Districts

Morehead Hill Historic District

*Period of Significance: 1890—1950*

The Morehead Hill Historic District is a complex and varied collection of housing important for its architecture and for the unique way in which it developed as one of Durham’s first suburbs. Its initial development was strongly affected by early landowners, the Proctors and William Gaston Vickers. The Proctor heirs’ disposition of their undeveloped land at the north end of the district was a classic reaction to the new trolley line, evident today in the array of popular house types built by Durham’s growing middle class. By contrast, elsewhere in the district, William Gaston Vickers sold parcels of his farm for residential development over a period of five decades, beginning in the 1870s. Among his first buyers were two of Durham’s most influential businessmen: banker Eugene Morehead, after whom the neighborhood is named, and industrialist George W. Watts. They purchased several tracts, established the area’s exclusive reputation with their adjoining estates, and helped to induce numerous family members and business associates to build their houses nearby. Often construction necessitated removal of an older sound, but no longer stylish, house to another lot in the vicinity, a common practice unique in its frequency to the Morehead Hill Historic District. The district contains an eclectic mix of residential structures from the early decades of the twentieth century that range from Durham’s grandest mansions to its simplest cottages.
Local Historic Districts

Morehead Hill Historic District

Period of Significance: 1890—1950

INTRODUCTION
The Trinity Heights Historic District stands as an important reflection of Durham’s coming of age that began in the 1890s. Once financial security had been assured with a healthy and diversifying industrial base, the men responsible for that security—Julian S. Carr, the Dukes, Richard H. Wright and others—turned their attention to the public services and cultural amenities essential for Durham to become a thriving, progressive city. In 1890, Carr and Washington Duke attracted rural Trinity College to Durham with their offers of a site and substantial funding. The relocation of the college and the primitive trolley system begun a few years earlier together prompted real estate development beyond the City limits near Trinity College, beginning with Carr and Wright’s Trinity Heights at the north edge of the campus. However, it was not until 1901 when Wright announced his new efficient trolley system that there was any significant suburban development in Durham. Lot sales in Trinity Heights increased immediately.

The neighborhood grew rapidly over the next three decades, attracting successful businessmen and professionals as well as many Trinity College faculty and administrators. Architecturally, the district is one of Durham’s most important areas, serving as a lexicon of the City’s fashionable residential and institutional architecture of the late 1890s to the 1950s. Its building styles range from the scattered Queen Anne-style houses constructed during the early twentieth century, to the Bungalows built in the 1920s and again in the later 1930s, to the post World War II infill with small Minimal Traditional style houses and the introduction of a few Ranch houses in the 1950s. The district also includes a number of early twenty-first century infill homes designed in traditional house forms.
Local Historic Districts

Trinity Heights Historic District
Period of Significance: 1900—1935
The Watts-Hillandale Historic District in northwest Durham is a compact, residential district consisting of six blocks of Club Boulevard and Englewood Avenue between the former Watts Hospital campus and the Durham Waterworks, as well as several blocks along each of the perpendicular streets connecting these two major thoroughfares. Watts Hospital opened in 1909 on a wooded rural tract north of town donated by philanthropist George W. Watts. When businessman John Sprunt Hill built a country club on land six blocks west in 1912, the intervening farmland quickly became a fashionable subdivision. The Durham trolley line was extended out to Watts Hospital by 1910, and down Club Boulevard to the new Durham Waterworks, just beyond Hill’s country club, by 1912. The West End Land Company subdivided the Club Boulevard area as Club Acres in 1913, with a picturesque creekside park in the middle. Club Acres slowly built up with large, comfortable middle-class houses of doctors, businessmen, and professionals in the late 1910s and 1920s. Hill’s Durham Loan and Trust Company subdivided Englewood, with lots bordering Englewood Avenue in 1912. Middle and working-class Bungalows were built on the smaller lots in the 1910s, 1920s, and 1930s.
Local Historic Districts

Watts-Hillandale Historic District

Period of Significance: 1910—1950
Durham Historic Preservation Commission

The Durham Historic Preservation Commission (HPC) was established in 1992 with the combination of the City’s Historic Districts Commission and the County’s Historic Landmarks Commission by the City Council and County Board of Commissioners. The HPC consists of nine members appointed for overlapping three-year terms. A majority of HPC members must have demonstrated experience, education, or special interest in history, architecture, archaeology, or related fields. All commission members must reside within the City or County.

It is the general responsibility of the HPC to advise the City Council and County Board of Commissioners on the establishment of historic districts and on their respective historic preservation plans and local historic landmarks; to undertake an inventory of properties of historical prehistorical, architectural, and/or cultural significance; to issue Certificates of Appropriateness for any exterior building or site modifications, new construction or demolition within local historic districts or local historic landmarks; to educate the public about the community’s historic resources and their preservation; and in addition the HPC has the right to carry out other powers as described in the North Carolina General Statutes § 160A-400.8.

The staff of the Durham City-County Planning Department is responsible for providing assistance to the HPC. Staff produces the preservation plans for proposed historic districts, processes applications for Certificates of Appropriateness, and provides the HPC and the public with technical assistance.
National Register Of Historic Places

The National Register of Historic Places is the official list of the nation’s historic places worthy of preservation, including both historic districts and individual properties. The National Register was authorized by the National Historic Preservation Act of 1966 and is administered by the National Park Service through each State Historic Preservation Office (SHPO).

Listing on the National Register allows recognition of our most important historic resources and provides access to Federal and state tax credits for the rehabilitation of these properties. National Register listing does not include any restrictions on the use, treatment, transfer, or disposition of private property unless it involves Federal funding. In contrast to local district and landmark designation, the National Register program does not involve overlay zoning or a local design review process. However, properties that utilize Federal or state tax credits must comply with the Secretary of the Interior’s Standards for the required period of time. For information about National Register nominations or state and Federal tax credits contact the NC SHPO.
Like all buildings and neighborhoods, Durham’s local historic districts and landmarks continue to change and evolve over time. The Historic Preservation Commission (HPC) reviews changes proposed by property owners on the exterior of the structure or to the site. In this design review process, applications must be submitted and approved before work is begun. It is the HPC’s role to determine if the proposed changes are compatible with, and not incongruous with, the historic character of the district or landmark property. The preservation plans for each historic district and the nomination of each local landmark describe the historic and architectural character of each district or landmark. Through the design review process the HPC determines whether the proposed change is consistent with, and compatible with, that historic and architectural character and these criteria. If so, it issues a Certificate of Appropriateness (COA) for the proposed change.

A COA is an official document that certifies that exterior changes to a property located in a local historic district, or a property designated as a local historic landmark, are in keeping with the design review criteria established for each district or landmark. This requirement applies to all properties located within a local historic district, regardless of age or significance. Any changes to the exterior of a property or to a site require a COA. This includes, but is not limited to, new construction, alterations and additions, restoration of buildings, walls and fences, paving, landscaping, above-ground utilities, lighting, signage, roofing, siding, windows, and doors. A COA is required whether or not the modification to the exterior or the site is visible from the public right-of-way.

The HPC’s review of certificates of appropriateness follows a quasi-judicial public hearing process to limit the amount of discretion in approving requests. The discretion is limited to how a project does or does not meet the applicable review criteria, and the hearing provides the public forum for the HPC to receive the evidence necessary to make the determination. Thus, it is the responsibility of the applicant to provide the necessary evidence in support of the project. That evidence can take the form of design or construction documents, historical documents, and expert/first-person testimony. Other members of the public may also testify for or against the proposal and are held to the same evidentiary requirements as the applicant. In reviewing COAs, the HPC considers the feasibility of a proposal meeting applicable criteria. While compliance with the criteria as written is expected, in some cases the applicant (or others testifying) may provide evidence (as per above paragraph) to the HPC that shows...
that compliance with a particular criterion is not feasible. The considerations of feasibility are described in the "Defined Terms" section below.

Process

COAs should be applied for prior to starting work on a project. Applications are available on the Planning Department's website.

There are four classifications of work, each have different levels of review. These include maintenance (no review), administrative COAs (staff review), minor COAs (HPC review), and major COAs (HPC review).

• The HPC’s Rules of Procedure and the Normal Maintenance section below narrowly define items considered maintenance for review purposes. Such tasks do not require COA approval and include items such as repainting a previously painted surface or replacement of small amounts of material that results in no change in appearance, design, or material.
• Administrative COAs generally include requests for small modifications, landscaping and site work, rear decks, and other items that will not alter the original character of the structure or site.
• Minor COAs include modifications to building or site elements that may impact the original character of the structure or site but do not include the construction of new square footage. A pre-submittal conference with Planning staff is required. Adjacent property owners are given mailed notice of the HPC meeting as part of the commission's quasi-judicial process.
• Major COAs are required for construction of new structures and additions as well as demolition or relocation of historically significant structures. A pre-submittal conference with Planning staff is required. Adjacent property owners are given mailed notice of the HPC meeting as part of the commission's quasi-judicial process.
• A full list of work items and the level of COA they require is on the HPC’s website in the “Work Requiring a Certificate of Appropriateness” document. Additionally, Planning staff is available to answer questions, provide technical resources and suggestions, and guide you through the application process.

Appeals

An applicant may appeal any action granting or denying a Certificate of Appropriateness to the Board of Adjustment, excluding actions involving the State of North Carolina (in which case the appeal is heard by the NC Historical Commission). An application for Appeal to the Board of Adjustment must be filed within 30 days following the receipt of the Commission’s decision. Appeals are in the nature of certiorari.
Compliance

Failure to obtain a COA prior to undertaking work could result in delays in permitting and the issuance of a Notice of Violation. Since these local historic designations are part of Durham’s zoning regulations, the property owner may be subject to daily fines for every day of non-compliance after receiving a Notice of Violation. If you have undertaken work without approval, please contact the Planning staff immediately to discuss options for rectifying the situation.
COA PROCESS OVERVIEW

Is the property designated as a local historic property (district or landmark)?

NO

Obtain any required permits and proceed with work (no COA is required).

YES

Obtain administrative COA application and checklist. Submit complete materials and fee to staff for review.

Project is reviewed by Planning staff

Does the scope of work fall under “normal maintenance”?

NO

Application is referred to the HPC for review if Planning staff cannot approve it administratively.

YES

Can the scope of work be approved administratively?

NO

Meet with staff prior to deadline on the application/checklist for HPC review (pre-submittal meeting).

NO

Submit complete application materials and fee to Planning staff deadline for scheduled HPC meeting.

HPC holds public hearing to review the proposed project against the local review criteria.

HPC approves COA based on compliance with the criteria. Approval may include conditions.

HPC denies COA based on non-compliance with the criteria.

Application may appeal HPC’s decision to BOA.

HPC continues COA for applicant to provide more evidence.

Application may submit revised proposal as a new application.

INTRODUCTION
Certificate of Appropriateness
Defined Terms

When applying these review criteria, the Commission balances a combination of objectives. While the criteria attempt to give applicants clear direction, there will always be an element of subjectivity in the Commission’s review, particularly because of the importance of designing in context within historic districts. In order to help applicants understand how the Commission will apply the criteria and provide further information on how somewhat subjective terms will be used we have included the following Defined Terms that are found throughout the criteria, above and beyond those simple definitions included in the glossary.

Character-Defining
A character-defining elevation is a primary and architecturally distinctive elevation of a building that defines its architectural character (elevation includes the building walls and roof). In most instances character-defining elevations will include only the front elevation of the structure; however if the property has multiple street frontages any street-facing elevations may also be considered character-defining elevations. In addition, where a landmark property has been designated, in full or part, due to its architectural significance, all elevations except the rear are considered character-defining.

A character-defining roof form is highly visible and may be an unusual or dramatic shape (such as gambrel or mansard) and/or may utilize distinctive roof elements (such as prominent dormers) or materials (such as slate, terracotta tiles, tin, etc.) not commonly found in Durham’s historic districts.

Compatible
References to compatibility in the review criteria indicate that the proposed work must be respectful of, not incongruous with, and make reference to character of the historic district or landmark while not requiring replication of historic elements. Compatibility is achieved through careful attention to the following aspects of the proposal: setback, orientation, scale, massing, height, proportion, rhythm, materials, architectural details, and landscape features. The proposal does not need to match district properties in these areas, and does not necessarily need to be similar to district structures in all of these areas. However, the overall proposal must share basic key design elements (setback, orientation, scale, massing, and height in the above list) and some secondary design elements (proportion, rhythm, materials, architectural details, and landscape features in the above list) with district properties. The compatibility of each proposal will be assessed with the specific district the property is located...
within or the specific landmark property under consideration. Given the range of variability within each of the district’s the interpretation of compatibility in one district may vary from that in another. This definition of compatibility allows for use of today’s materials and construction techniques and does not mean an exact duplicate of historic properties.

Feasible
In this document, “feasible” means capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, legal, social, and technological factors. While meeting a particular criterion in full is usually required, there may be instances in a specific application in which it may not be possible to do so. For example, there may be some extremely deteriorated conditions where repairing a feature may not be a reasonable approach. In all cases, the HPC shall make the determination of what is feasible based on evidence. It is the responsibility of the applicant or other parties to submit evidence to the HPC to determine whether meeting a particular criterion is feasible in a specific instance. The standard used to show infeasibility will be more stringent for Landmark properties, due to the relative importance of these structures.

Integrity
Integrity is the ability of a property to convey its significance and authenticity. Integrity is grounded in an understanding of a property’s physical character-defining features and how they relate to its significance. Historic properties either retain integrity or they do not. The National Register of Historic Places identifies seven aspects or qualities that, in various combinations, define integrity. These criteria are: location, design, setting, materials, workmanship, feeling, and association. To retain historic integrity a property will always possess several, and usually most, of the aspects. The retention of specific aspects of integrity is paramount for a property to convey its significance.
Maintenance

The historic property approval requirements allow for certain scopes of work to be considered normal maintenance and to therefore be conducted without obtaining a certificate of appropriateness (COA).

According to paragraph 3.17.2A of the Unified Development Ordinance, “nothing in this Ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in the historic district or on an historic landmark which does not involve a substantial change in the design, material, or outer appearance thereof provided that any required building permit is obtained.”

This category includes types of work that are specifically deemed by the Historic Preservation Commission to not have a significant impact on the overall historic character of the district or landmark and therefore do not require review. However, other permits may be required for this work. This information can be used as a guide in determining whether a COA is required, but should be verified with the Commission’s adopted Rules of Procedure or Planning staff to ensure the information is current. Note: any repairs or replacement must use matching material to fall under normal maintenance.

For All Properties

- All interior work so long as it has no exterior impact (i.e. window replacement is not considered interior work for these purposes).
- Minor repairs to windows including caulking or reglazing and replacement of window glass as long as window size and style is not altered.
- Minor repairs to doors, siding, trim, gutters, flooring, steps, fences and walls etc as long as the replacements match existing materials in scale, style, design, and materials.
- Roofing work, foundation work, and chimney work if no change in appearance occurs. Replacement of roofing material with matching material.
- Removing screen doors or storm windows.
- Caulking and weather stripping.
- Exterior painting of a previously painted surface, including when a change of color is proposed.
- Replacement of existing mechanical equipment (including vents).
- Repairing or repaving of flat paved areas such as driveways, walkways, and patios, if the material used is the same or similar in appearance.
• Installing landscaping, including vegetable and flower gardens, shrubs, and trees. Landscape maintenance, including pruning trees and shrubs. (This does not include removal of landscaping required to screen mechanical equipment or utilities.)
• Curb, gutter, and pavement work that follows the Public Works Procedural Approach for Preserving Granite Curbs in Historic Districts.
• Removal and/or replacement of street trees in the right-of-way with review and approval by the Urban Forestry Manager.

For Non-Contributing Properties (in addition to above)
• Painting of non-historic material, whether previously painted or not.
• Installation of pre-fabricated outbuildings or out-buildings that are 80 square feet or less when located in the rear yard.
• Modifications to or demolition of outbuildings.
• Addition of new rear decks or porches.
• Modification, installation, or replacement of windows and doors not facing the street.
• Addition of screen doors or storm windows.
• Alteration or replacement of roof materials.
• Installation of skylights and solar panels not visible from the street.
• Installation of gutters.
• Alterations to ornamentation or to cladding material.
Residential Districts

The majority of Durham’s local historic districts are primarily residential in character. The designated districts that fall under these criteria include Cleveland Street, Fayetteville Street, Holloway Street, Morehead Hill, Trinity Heights, and Watts Hillandale. The below criteria are specific to these district because of the development patterns and building types held in common by these districts. These areas are significant for their collection of historic structures in various styles with a distinctly different character than that of the Downtown Durham local historic district. This section includes criteria for contributing properties, for non-contributing properties, and for right-of-way work. Greatest care must be taken when modifying contributing properties as they make up the historic character of the district. Modifications to non-contributing properties and work in the right-of-way must not be incongruous with the historic character of the district but otherwise are allowed more flexibility.

For any district properties where cemeteries or archaeological resources are present, the Cemeteries and Archaeology sections shall also apply. Only those paragraphs below relevant to the proposed scope of work will be applied in the COA review process.

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### Rights-of-Way

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These criteria apply to all local historic district properties that are designated in the Preservation Plan as contributing to the historic character of the residential historic districts (Cleveland Street, Fayetteville Street, Holloway Street, Morehead Hill, Trinity Heights, and Watts-Hillandale).

A. General

1. It is not appropriate to create a historic style not original to the historic structure. It is not appropriate to add architectural details or ornamentation not compatible with the style of the structure.

2. When changes are required due to code requirements for accessibility and life/safety, modify the historic element or structure to the minimum extent necessary.

3. Undertake new additions and alterations to the structure in a manner that, if they were to be removed in the future, the essential form and integrity of the original structure would be unimpaired. When attaching to the structure, alter historic building material to the minimum extent possible.

4. It is not appropriate to obstruct significant views of historic structures.

B. Roofs

1. It is not appropriate to modify character-defining original roof forms.

2. It is not appropriate to add dormers, monitors or clearstories to the character-defining elevations. When added, place these elements to minimize their visibility from the street and design to be compatible with the style of the historic structure.

3. Retain historic gutters and downspouts. Select new gutters and downspouts appropriate to the style of the structure in design, material, color, and placement.

4. Roof Materials
   a. With the exception of asphalt shingles, retain and repair original roof material. Material may be consolidated and used on street-facing or character-defining elevations.
b. Retain slate, tile, and other character-defining roof materials on structures where these materials were original. Replacement simulated materials may be used so long as they closely match the design in shape, size, color, exposure, and texture of the original material.

c. Select replacement roof materials from historic roof materials found in the district.

d. Modern roof materials may be used on flat roofs where they are not visible from the adjacent right-of-way.

e. Select modern metal roof materials that match historic metal profiles.

5. Retain historically significant roof elements and features. It is not appropriate to encapsulate exposed masonry chimneys with non-original material.

6. Where deteriorated beyond repair, design and select replacement roof elements and features to match the style of the original in form and detail.

7. It is not appropriate to introduce new roof elements and features that are incongruous with the overall character of the historic property.

8. Modifications to original roof elements shall retain the form, material, and detailing.

9. For rooftop utilities, mechanical equipment, skylights, and solar arrays follow the provisions in the Utilities and Mechanical Equipment section below.

C. Exterior Walls, Trim, and Foundations

1. Retain and repair historic exterior cladding and trim material (such as masonry, metal panels, siding).

2. It is not appropriate to cover historic cladding or trim material.

3. Select replacement siding and trim material to match the historic material in design, cross-section, profile, reveal, and texture. Intact historic material may be consolidated and used on street-facing or character-defining elevations.

4. Select replacement masonry to match the historic material in type, unit size (excluding depth), mortar joint thickness and tooling, bond, texture, finish (such as parging), and color.
5. It is not appropriate to add new architectural details that are not compatible with the style of the structure.

6. Select infill material between masonry foundation piers to be compatible with the historic material. Inset infill material from the face of the piers to distinguish from the original material.

7. It is not appropriate to strip wooden surfaces that were historically painted and apply clear stains or sealer to create a natural wood appearance.

8. It is not appropriate to paint or coat original exterior materials such as stone, brick, metal, or concrete surfaces that were not painted or coated historically.

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

1. Retain original storefront openings, kickplates, storefront windows, transoms, materials, recessed entries, tiles, foundation sills, cornices, and any other architectural details.

2. If original materials or elements are missing or deteriorated beyond repair, reconstruct storefront elements to be compatible with historic documentation of the structure or with other historic storefronts, using materials with the same appearance as the historic materials.

3. Retain or reintroduce historic recessed entries and cornices. Where reintroducing these elements the new shall be compatible with historic precedents in scale, material appearance, and placement on the structure.

E. Doorways and Doors

1. Retain character-defining doorways in their original design, shape, and location and with their associated features.

2. When doorways are modified, added, or removed on non-character-defining, non-street-facing elevations, retain the overall rhythm and proportion of openings on the structure.

3. Retain original doors in place on street-facing elevations. Select new and replacement doors to be compatible with the style of the structure.

4. Select new and replacement storm and screen doors to minimize the obstruction of original doors.
5. It is not appropriate to install garage doors on character-defining and street-facing elevations unless historically present in that location. Select garage doors to be compatible in design and material with the structure.

F. Window Openings and Windows

1. Retain window openings in their original size, proportion, and location on street-facing and character-defining elevations.

2. When window openings are modified, added, or removed on non-character-defining, non-street-facing elevations, retain the overall rhythm and individual proportion of window openings on the structure.

3. Retain and repair original windows. Window components may be consolidated and used in the most prominent location. Retain all original window details.

4. Select new or replacement windows that conform to the shape, proportion, and configuration of window lights (panes) of windows original to the structure. Select materials for replacement windows and details to match the characteristics of the original material. It is not appropriate to install vinyl windows.

5. When modifying original window openings, windows, and window details, uncover, repair, and reconstruct these elements.

6. Select triple grid muntins (interior, internal, and exterior) on simulated divided light windows.

7. It is not appropriate to use darkened, shaded, or reflective glass except where decorative glass (such as stained or prismatic glass) is compatible with the historic character of the property.

8. Select storm windows to conform in color, size, and style to the existing windows. It is not appropriate for storm windows to obscure original windows.

9. It is not appropriate to add non-functional shutters unless original to the structure.

10. It is not appropriate to install window-mounted heating and air conditioning units on character-defining and street-facing elevations.
G. Canopies and Awnings

1. Locate new canopies and awnings to conform to the appropriate historic placement on the structure.

2. Design canopies and awnings to be compatible with the structure in size, scale, style, material, and graphics.

3. It is not appropriate to install new canopies and awnings on character-defining and street-facing elevations if not historically appropriate to the style of the structure.

H. Additions

1. It is not appropriate to place additions on the front elevation of a structure. Attach additions to the rear of the structure where feasible. Locate side additions behind the front plane of the existing structure.

2. It is not appropriate to construct an addition that is incongruous with the overall historic character of the primary building or that will remove or obscure a character-defining elevation.

3. Design additions to be distinguishable from the original structure through placement and/or design. Design additions to be compatible with, and subordinate to, the historic structure in mass, proportion, general amount of and pattern of window and door openings, roof shape, materials, and finish. Design the height of additions to be compatible with the historic structure and to be subordinate to the historic structure when viewed from the street.

4. It is not appropriate for additions to residential buildings to alter the primary roof form of the structure or to modify character-defining original roof forms.

I. Porches, Stoops, and Balconies

1. Retain historic porches, stoops, and balconies on street-facing or character-defining elevations.

2. When historic porches, stoops, or balconies are deteriorated beyond repair, reconstruct these elements to match the design, size, and pattern of the original element. Select replacement materials to match the appearance of the historic materials.
3. It is not appropriate to enclose, screen, extend, add or remove porches, stoops, and balconies on character-defining elevations unless reconstructing documented historic features.

4. It is not appropriate to add railings to front porches and stoops where they did not historically exist unless required by code.

5. Design and place additions to, or expansions of, porches, stoops, and balconies on non-character-defining elevations to utilize compatible architectural details and materials.

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

J. Decks and Screened-in Porches

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

2. Design decks and screened-in porches to be compatible with the historic structure in style, material, scale, and proportion.

K. Stairs, Ramps, and Railings

1. Retain historic front stairs, ramps, and railings with their original architectural details and materials.

2. When these elements are deteriorated beyond repair, reconstruct stairs, ramps, and railings to match the design, size, and material appearance of the original.

3. Design new stairs, ramps, and railings to be compatible in design and scale with the historic structure.

4. It is not appropriate to place new fire escapes and egress stairs on character-defining elevations. Locate and design these features to minimize their visibility from the street.

L. Accessory Structures (only this section applies)

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

2. Design any modifications to non-historic accessory structures to be compatible with the existing primary structure and
not incongruous with the overall character of the historic structure or the district.

3. New Structures
   a. Locate new accessory structures to the rear or side of the primary structure and to protect significant views of the property.
   b. Design new accessory structures to be clearly subordinate to the primary structure.
   c. Design new accessory structures to be compatible with the architectural style of the primary structure.

4. Appropriate exterior materials include:
   a. Original materials found on contributing structures throughout the district.
   b. The modern equivalent (same outward appearance and feel) of original materials found on contributing structures throughout the district.
   c. Other durable modern materials deemed compatible by the Historic Preservation Commission.

M. Site Work

1. Landscaping
   a. Replace diseased and dying street trees with new trees compatible as recommended and approved by the Urban Forester.
   b. Remove canopy trees 12” DBH or greater only where the tree is diseased or dying or where the removal will is not incongruous with the character of the historic district.
   c. In siting new construction or building additions, preserve mature trees and significant views that contribute to the historic character of the property and district.

2. Fences and Walls
   a. Retain and repair historic fences and walls. If repair is not feasible, replace historic fences and walls to match the original in design and location, using materials with the same characteristics as the historic material.
b. Introduce new fences and walls only in configurations and locations that are typical of the historic property and district and that do not obscure character-defining elevations.

c. It is generally not appropriate to introduce chain link or vinyl fencing and exposed concrete block walls to historic properties.

d. It is not appropriate to coat or cover over historic fences or walls with contemporary materials or coatings.

3. Walkways, Driveways, and Parking Areas

a. Retain the location, extent, and material of historic walkways, driveways, and off-street parking areas.

b. Locate new walkways, driveways, and off-street parking areas to preserve the topography of the site, mature trees, and other significant site features.

c. Design new walkways, driveways, or off-street parking areas to be compatible in location, size, configuration, scale, and material with the historic character of the property and the district.

4. Utilities and Mechanical Equipment

a. Locate mechanical and telecommunications equipment (including vents, fans, and co-located wireless communication facilities) to minimize visibility from the street.

b. Select and locate rooftop appurtenances (such as solar devices and skylights) to minimize their visibility from the street. When located on character-defining elevations and roofs, select solar devices that mimic the roof material on the structure.

5. Lighting, Signage, and Art

a. Retain and preserve historic exterior light fixtures, signage, and art.

b. Introduce new site and building lighting, signage, and art that is compatible with the style of the structure and the historic character of the district.
c. It is not appropriate to introduce signage or art that covers a large portion of the character-defining elevation or any significant architectural features.

d. Illuminate new signage, if desired, in a manner compatible with the historic character of the property.

N. Relocation

1. Work with the HPC to pursue all alternatives to the proposed relocation of a historic structure.

2. If the original setting of the structure is within a historic district, submit a site plan for proposed development or treatment of the original site after relocation of the structure to the HPC prior to the move.

3. Protect significant site features of the original site, the new site, and the route of the move during relocation.

4. Follow the new construction standards for placement when relocating a structure within the district or to another district or landmark property.

5. When a site becomes vacant due to relocation, stabilize the site including planting of ground cover, grass, or other appropriate landscape or hardscape material.

O. Demolition

1. Work with the HPC to pursue all alternatives to the proposed demolition of a historic structure.

2. If the original setting of the structure is within a historic district, submit a site plan for proposed development or treatment of the original site after demolition of the structure to the HPC prior to the demolition.

3. When a site becomes vacant due to demolition, stabilize the site including planting of ground cover, grass, or other appropriate landscape or hardscape material.

A pedestrian-scale light post illuminates the front steps in the Watts-Hillandale District.
Non-Contributing Properties

These criteria apply to all local historic district properties that are designated as non-contributing to the historic character in the Preservation Plan of the residential historic districts (including Cleveland Street, Fayetteville Street, Holloway Street, Morehead Hill, Trinity Heights, and Watts-Hillandale).

A. Existing Structures

1. It is not appropriate for modifications to windows and doors to significantly reduce the amount of glazing on street-facing elevations.

2. Design roof modifications to be compatible with contributing structure roof forms within the district.

3. Orient primary entrances to face the street.

4. Design additions (such as porches, stoops, decks, upper floors, expanded floor area, etc.) with scale, height, proportion, and massing to be compatible with that of the existing structure and contributing structures within the district.

5. Locate additions to retain a front setback consistent with contributing structures in the district.

6. Where garage additions are proposed on the front elevation, it is not appropriate for the garage to project beyond the front elevation of the structure, nor to comprise more than 40% of the width of the primary elevation.

7. Design modifications to existing accessory structures to be compatible with the existing primary structure and not incongruous with the historic character of the district.

8. Materials
   a. Appropriate materials include:
      i. Original materials found on contributing structures throughout the district;
      ii. The modern equivalent (same outward appearance and feel) of original materials found on contributing structures throughout the district; and
iii. Other durable modern materials deemed compatible with materials found on contributing structures throughout the district by the Historic Preservation Commission.

b. It is not appropriate to install hollow profile siding or trim. It is generally not appropriate to install new cladding material over existing material.

B. New Structures

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

2. Scale, Height and Massing
   a. Design new structures to be compatible in scale, height, proportion, and massing with contributing structures in the blockface and within the district. Break down massing of structures to no more than 125% of the average width of contributing structures in the blockface (such as by recessing the footprint of the structure at such intervals).
   
   b. Design new accessory structures to be clearly subordinate to the primary structure.

3. Design Elements
   a. Design new structures to provide a rhythm and order of doors and windows along street-facing elevations compatible with contributing structures in the blockface and within the district.
   
   b. Design roof forms to be compatible with contributing structures in the district.
   
   c. Design porches to have a comparable depth with other porches within the district.
   
   d. Orient the primary entrance towards the street.
Where garages are proposed on the front elevation, it is not appropriate for the garage to project beyond the front elevation of the structure, nor to comprise more than 40% of the width of the front elevation.

Design new accessory structures to be compatible with the architectural style of the primary structure.

4. Materials
   a. Appropriate exterior materials include:
      i. Original materials found on contributing structures throughout the district;
      ii. The modern equivalent (same outward appearance and feel) of original materials found on contributing structures throughout the district; and
      iii. Other durable modern materials deemed compatible with materials found on contributing structures throughout the district by the Historic Preservation Commission.
   b. It is not appropriate to install hollow profile siding or trim.

C. Site Work

1. Landscaping
   a. Replace diseased and dying street trees with new trees compatible as recommended and approved by the Urban Forester.
   b. Remove canopy trees 12” DBH or greater only where the tree is diseased or dying or where the removal will is not incongruous with the character of the historic district.
   c. In siting new construction or additions, preserve mature trees and significant views that contribute to the historic character of the district.

2. Fences and Walls
   a. Introduce new fences and walls only in configurations and locations that are typical in the historic district and do not obscure significant views in the district.
   b. It is generally not appropriate to use chain link or vinyl fencing and exposed concrete block walls on properties.
3. Walkways, Driveways, and Parking Areas
   a. Locate new walkways, driveways, and off-street parking areas to preserve the topography of the site, mature trees, and other significant site features.
   b. Design new walkways, driveways, or off-street parking areas to be compatible in location, size, configuration, scale, and material with the character of the district.

4. Utilities and Mechanical Equipment
   a. Locate mechanical and telecommunications equipment (including vents, fans, and co-located wireless communication facilities) to minimize visibility from the street.
   b. Select and locate rooftop appurtenances (such as solar devices and skylights) to minimize their visibility from the street. When located on character-defining elevations and roofs, select solar devices that mimic the roof material on the structure.

5. Lighting, Signage, and Art
   a. Introduce new site and building lighting, signage, and art that is compatible with the style of the structure and the historic character of the district.
   b. It is not appropriate to locate new lighting, signage, or art that obstructs views of historic structures within the district.

D. Relocation

1. Submit to the HPC a site plan for proposed development or treatment of the property after relocation of the structure prior to the move or demolition.

2. Protect significant site features of the original site, the new site, and the route of the move during relocation.

3. Follow the new construction standards for placement when relocating a structure within a district or to another district or landmark property.

4. When a site becomes vacant due to relocation, stabilize the site, including planting of ground cover, grass, or other appropriate landscape or hardscape material.
E. Demolition

1. Submit to the HPC a site plan for proposed development or treatment of the property after demolition of the structure prior to the move or demolition.

2. When a site becomes vacant due to demolition, stabilize the site, including planting of ground cover, grass, or other appropriate landscape or hardscape material.
Rights-Of-Way

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

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

B. Retain character-defining features such as granite curbs, brick gutters, and street trees, in accordance with the Public Works Procedural Approach for Preserving Granite Curbs in Historic Districts.

C. Retain existing planting strips between the curb and the sidewalk. It is not appropriate to pave over existing planting strips or medians except when the curb line is being modified.

D. Minimize the visual impact of new or replacement utility poles, transformers, wires, cables, signs, etc. within the district by selection and placement.
The Downtown Durham local historic district is unique among the local districts as the only primarily commercial district. The following criteria are specific to this district because of the different types of buildings present in this district and the different development potential of this district. This area is significant for its collection of historic structures in various styles from a greater time period than the residential districts. In addition, the Downtown District contains more local historic landmark properties than any other local district. This section includes criteria for contributing properties, for non-contributing properties, and for right-of-way work. Greatest care must be taken when modifying contributing properties as they contribute significantly to the historic character of the district. Modifications to non-contributing properties and work in the right-of-way must not be incongruous with the historic character of the district, but otherwise are allowed more flexibility.

For any district properties where cemeteries or archaeological resources are present, the Cemeteries and Archaeology sections shall also apply. Only those paragraphs below relevant to the proposed scope of work will be applied in the COA review process.

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A. General

1. It is not appropriate to create a style not original to the historic structure. It is not appropriate to add architectural details or ornamentation not original to the structure.

2. When changes are required due to code requirements for accessibility and life/safety, modify the historic element or structure to the minimum extent necessary.

3. Undertake new additions and alterations to the structure in a manner that, if they were to be removed in the future, the essential form and integrity of the original structure would be unimpaired. When attaching to the structure, alter historic material to the minimum extent possible.

4. It is not appropriate to obstruct significant views of historic structures.

B. Roofs

1. It is not appropriate to modify character-defining original roof forms.

2. It is not appropriate to add dormers, monitors, and clearstories where visible on character-defining elevations. Place these elements to minimize visibility from the street and design to be compatible with the style of the historic structure.

3. Retain historic gutters and downspouts. Select new scuppers, gutters, and downspouts appropriate to the style of the structure in design, material, color, and placement.

4. Roof materials
   a. Retain and repair original, character-defining roof material. Material may be consolidated and used in the most prominent location.
   b. Retain slate, tile, and other character-defining roof materials on structures where these materials were original. Replacement simulated materials may be used so long as they closely match the design in shape, size, color, exposure, and texture of the original material.
c. Select replacement roof materials and material style from historic roof materials found in the district.

d. Modern roof materials may be used on flat roofs where they are not visible from the adjacent right-of-way.

5. Retain historically significant roof elements and features where visible from the street.

6. Design and select replacement roof elements and features to match the style of the original in form and details.

7. It is not appropriate to introduce new roof elements and features that are incongruous with the overall character of the historic property.

8. Modifications to original roof elements shall retain the form, material, and detailing.

9. Rooftop utilities, mechanical equipment, skylights, and solar arrays follow the provisions in Utilities and Mechanical Equipment below.

C. Exterior Walls, Trim, and Foundations

1. Retain and repair historic exterior cladding and trim material (such as masonry, metal panels, siding).

2. It is not appropriate to cover over historic cladding or trim material.

3. Select replacement siding and trim material to match the historic material in design, cross-section, profile, reveal, and texture. Intact historic material may be consolidated and used along the most character-defining elevation.

4. Select replacement masonry to match the historic material in type, unit size (excluding depth), mortar joint thickness and tooling, bond, texture and finish (such as parging), and color.

5. It is not appropriate to add new architectural details that are not compatible with the style of the structure.

6. It is not appropriate to strip wooden surfaces that were historically painted and apply clear stains or sealer to create a natural wood appearance.

7. It is not appropriate to paint or coat original exterior materials, such as stone, brick, metal, or concrete surfaces that were not painted or coated historically.
D. Storefronts

1. Retain original storefront openings, kickplates or bulkheads, storefront windows, transoms, materials, recessed entries, tiles, foundation sills, cornices, and any other architectural details.

2. Reconstruct storefront elements to be compatible with historic documentation of the structure where available or other contributing structures in the district, using materials with the same appearance as the historic materials.

3. Retain or reintroduce historic recessed entries and cornices. Where reintroducing these elements the new shall be compatible with historic precedents in scale, material appearance, and placement on the structure.

4. It is not appropriate to use darkened, shaded, or reflective glass in storefronts.

5. It is not appropriate to install internal or external horizontal or vertical bars in storefronts.

E. Doorways and Doors

1. Retain character-defining doorways in their original design, shape, and location and with their associated features.

2. Non-character-defining doorways may be modified, added, or removed as long as the overall rhythm and proportion of openings on the structure is retained.

3. Retain original doors in place on character-defining elevations. Select new and replacement doors to be compatible with the style of the structure.

F. Window Openings and Windows

1. Retain window openings in their original size, proportion, and location on character-defining elevations.

2. When window openings are modified, added, or removed retain the overall rhythm and individual proportion of window openings on the structure.

3. Retain and repair original windows. Window components may be consolidated and used on character-defining or street-facing elevations.
4. Select new or replacement windows on character-defining elevations that conform to the shape, proportion, and configuration of window lights (panes) of windows original to the structure. Select materials for replacement windows and details to match the characteristics of the original material. It is not appropriate to install vinyl windows.

5. Select replacement windows on non-character-defining elevations that are compatible in style with the structure and of materials with the same outward appearance and feel of the original materials.

6. Select a consistent window light configuration for all upper-story windows in a given elevation, unless this pattern is inconsistent with the historic windows in the structure.

7. Retain all original window details including sills, headers, decorative hoods, and other trim. Design replacement window details to match the original in design, size, and appearance.

8. When modifying original window openings, windows, and window details, uncover, repair, and reconstruct these elements.

9. Use triple grid muntins (interior, internal, and exterior) on simulated divided light windows.

10. It is not appropriate to use darkened, shaded, or reflective glass except where decorative glass (such as stained or prismatic glass) is compatible with the historic character of the property.

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

G. Canopies and Awnings

1. Locate new canopies and awnings to conform to the appropriate historic placement on the structure.

2. Design canopies and awnings to be compatible with the structure in size, scale, style, material, and graphics.

3. It is not appropriate to install new canopies and awnings on character-defining and street-facing elevations if not historically appropriate to the style of the structure.
H. **Additions** (including rooftop additions)

1. It is not appropriate to place additions on the front elevation of a structure. Attach additions to the rear of the structure where feasible. Locate side additions behind the front plane of the existing structure.

2. It is not appropriate to construct an addition that is incongruous the overall historic character of the primary structure or that will remove or obscure a character-defining elevation.

3. Design additions to be distinguishable from the original structure through placement and/or design. Design additions to be compatible with, and subordinate to, the historic structure in mass, proportion, height, general amount of and pattern of window and door openings, roof shape, materials, and finish (including color).

4. Set rooftop additions back to preserve the existing massing along street and to minimize visibility on the character-defining elevations.

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

1. Retain historic porches, stoops, and balconies on character-defining elevations.

2. Reconstruct historic porches, stoops, or balconies on character-defining elevations to match the design, size, and pattern of the original element. Select replacement materials to match the appearance of the historic materials.

3. It is not appropriate to enclose, screen, extend, add or remove porches, stoops, and balconies on character-defining elevations unless reconstructing documented historic features.

4. It is not appropriate to add railings to porches and stoops on character-defining elevations where they did not historically exist unless required by code.

5. Design and place additions to, or expansions of, porches, stoops, and balconies on non-character-defining elevations to be differentiated from the primary structure, and to utilize compatible architectural details and materials.

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

1. Locate and design new decks and patios on non-character-defining elevations and inset them from the corners of the historic structure and not incongruous with the overall historic character of the historic structure or the district.

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

1. Retain historic front stairs, ramps, and railings with their original architectural details and materials.

2. When these elements are deteriorated beyond repair, reconstruct stairs, ramps, and railings to match the design, size, and material appearance of the original.

3. Design new stairs, ramps, and railings to be compatible in design and scale with the historic structure.

4. It is not appropriate to place new fire escapes and egress stairs on character-defining elevations. Locate and design these features to minimize their visibility from the street.

L. **Accessory Structures**

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

2. Design any modifications to non-historically-significant accessory structures to be compatible with the existing primary structure and not incongruous with the significance of the property or the district.

3. New structures
   
   a. Locate new accessory structures to be compatible with the historic placement of such structures within the district and to protect significant views of the property.

   b. Design new accessory structures to be clearly subordinate to the primary structure.

   c. Design new accessory structures to be compatible with the architectural style of the primary structure.

4. Appropriate exterior materials include:
   
   a. Original materials found on contributing structures throughout the district;
b. The modern equivalent (same outward appearance and feel) of original materials found on contributing structures throughout the district; and

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

M. Site Work

1. Landscaping

   a. Replace diseased and dying street trees with new trees compatible as recommended and approved by the Urban Forester.

   b. Remove canopy trees 12” DBH or greater only where the tree is diseased or dying or where the removal will is not incongruous with the character of the historic district.

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

2. Fences and Walls

   a. Introduce new fences and walls only in configurations and locations that do not obscure character-defining elevations or significant views of the district.

   b. It is generally not appropriate to introduce chain-link or vinyl fencing and exposed concrete block walls to historic properties.

3. Walkways, Driveways, and Parking Areas

   a. Retain the location, extent, and material of historic walkways, driveways, and off-street parking areas.

   b. Locate new walkways, driveways, and off-street parking areas to respect and preserve topography of the site, mature trees, and other significant site features.

   c. Design new walkways, driveways, or off-street parking areas to be compatible in location, size, configuration, scale, and material with historic character of the property and the district.
4. Utilities and Mechanical Equipment
   
a. Locate mechanical and telecommunications equipment (including vents, fans, and co-located wireless communication facilities) to minimize visibility from the street.

b. Select and locate rooftop appurtenances (such as solar devices and skylights) to minimize their visibility from the street. When located on character-defining elevations, select solar devices that mimic the roof material on the structure. It is not appropriate to place solar devices or skylights on character-defining roofs.

5. Lighting, Signage, and Art
   
a. Retain and preserve historic exterior light fixtures, signage, and art.

b. Introduce new site and building lighting, signage, and art that is compatible with the style of the structure and the historic character of the district.

c. It is not appropriate to introduce signage or art that covers a large portion of the character-defining elevations or any significant architectural features.

d. Locate new signs on commercial structures to conform to the historic placement of signs on such structures.

e. It is generally not appropriate to install billboards and large billboard-type signs in the District.

f. It is not appropriate to use translucent plastic signs that have lighting within the sign, where the background is completely illuminated. Signage composed of individual letters on translucent plastic backgrounds may be appropriate where they were historically present.

N. Relocation

1. Provide documentation of alternatives to proposed relocation of a historic structure to the HPC.

2. If the original setting of the structure is within a historic district, submit a site plan for proposed development or treatment of the original site to the HPC prior to the move.

3. Protect significant site features of the original site, the new site, and the route of the move during relocation.
4. Follow the new construction standards for placement when relocating a structure within the district or to another district or landmark property.

5. When a site becomes vacant due to relocation, stabilize the site, including planting of ground cover, grass, or other appropriate landscape or hardscape material.

O. Demolition

1. Provide documentation of alternatives to proposed demolition of a historic structure to the HPC.

2. If the original setting of the structure is within a historic district, submit a site plan for proposed development or treatment of the original site to the HPC prior to demolition.

3. When a site becomes vacant due to demolition, stabilize the site, including planting of ground cover, grass, or other appropriate landscape or hardscape material.
Non-Contributing Properties

A. Existing Structures

1. Design roof modifications to be compatible with other contributing structure roof forms within the district.

2. Orient primary entrances to face the street.

3. Design additions (such as porches, stoops, decks, upper floors, expanded floor area, etc.) with scale, height, proportion, and massing to be compatible with that of the existing structure and contributing structures within the district.

4. Locate additions to retain a consistent front setback with other contributing structures in the district.

5. Design modifications to existing accessory structures to be compatible with the existing primary structure and not incongruous with the historic character of the district.

6. Materials
   a. Appropriate materials include:
      i. Original materials found on contributing structures throughout the district;
      ii. The modern equivalent (same outward appearance and feel) of original materials found on contributing structures throughout the district; and
      iii. Other durable modern materials deemed compatible by the Historic Preservation Commission.
   b. It is not appropriate to install hollow profile siding or trim. It is generally not appropriate to install new cladding material over existing material.
   c. It is not appropriate to install traditionally residential materials (i.e. lap siding, asphalt shingles, shake or shingle siding) as a predominant building material.

B. New Structures

1. Placement
   a. Locate new primary structures to be compatible with the predominant placement of such structures in the blockface and within the district.
b. It is not appropriate to obscure character-defining elevations of historic structures within the district in the placement and design of new structures.

c. Place new accessory structures to the side or rear of the primary structure.

2. Scale and Height

a. Design new structures to be compatible in scale, height, proportion, and massing with contributing structures in the blockface and within the district.

b. Design the podium height of new structures to be a maximum of two stories higher than other podium heights in the blockface and compatible in design and scale with contributing structures in the district.

c. Design building massing above the podium to step-back at least 15 feet or sufficiently to preserve the continuity of the blockface’s street-level elevation. (See diagram in paragraph 6.12.2C.2 of the Unified Development Ordinance.)

d. Design new accessory structures to be clearly subordinate to the primary structure.

3. Design Elements

a. Design new structures to provide a rhythm and order of doors and windows along street-facing elevations compatible with contributing structures in the blockface and within the district.

b. Detail street level elevations to be compatible with other contributing structures in the blockface and within the district (i.e. cornices, storefronts, fenestration).

c. Design roof forms to be compatible with contributing structures in the district.

d. Orient the primary entrance towards the street.

e. It is not appropriate to install internal or external horizontal or vertical bars on windows that are visible from public rights-of-way.

f. Design new accessory structures to be compatible with the architectural style of the primary structure.
4. Materials
   a. Appropriate exterior materials include:
      i. Original materials found on contributing structures throughout the district;
      ii. The modern equivalent (same outward appearance and feel) of original materials found on contributing structures throughout the district; and
      iii. Other durable modern materials deemed compatible by the Historic Preservation Commission.
   b. It is not appropriate to install hollow profile siding or trim.
   c. It is not appropriate to install traditionally residential materials (i.e. lap siding, asphalt shingles, shake or shingle siding) as a predominant building material.

C. Site Work

1. Landscaping
   a. Replace diseased and dying street trees with new trees compatible as recommended and approved by the Urban Forester.
   b. Remove canopy trees 12” DBH or greater only where the tree is diseased or dying or where the removal will is not incongruous with the character of the historic district.
   c. In siting new construction or building additions, preserve mature trees and significant views that contribute to the historic character of the district.

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

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

4. Utilities and Mechanical Equipment
   a. Locate mechanical and telecommunications equipment (including vents, fans, and co-located WCFs) to minimize visibility from the street.
   b. Select and locate rooftop appurtenances (such as solar devices and skylights) to minimize their visibility from the street.

5. Lighting, Signage, and Art
   a. Introduce new site and building signage, lighting, and art that is compatible with the style of the structure and the character of the historic district.
   b. It is not appropriate to introduce signage or art that obscures significant views in the district.
   c. It is generally not appropriate to install billboards and large billboard-type signs in the district.
   d. It is not appropriate to use translucent plastic signs that have lighting within the sign, where the background is completely illuminated.

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

1. Submit to the HPC a site plan for proposed development or treatment of the property prior to demolition.

2. When a site becomes vacant due to demolition, stabilize the site, including planting of ground cover, grass, or other appropriate landscape or hardscape material.
Rights-Of-Way

These criteria apply to the Downtown Durham local historic district. The criteria apply to work within the right-of-way.

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

B. Retain street trees within the right-of-way. If retaining street trees is not feasible, plant replacement street trees based on the recommendation of the Urban Forester.

C. Locate and size signage and new or replacement utility poles, transformers, wires, cables, etc. to minimize their visual impact on the character of the historic district.
Durham’s locally designated landmark properties are the most important of our locally designated historic resources and are individually recognized for their special significance. As such, it is important to protect and retain the design integrity of these properties. Therefore, the review criteria to be applied to landmark properties are the most stringent. In addition, the tax deferral provided to landmark properties is intended to assist in offsetting the higher cost associated with maintaining properties to this high standard.

For any landmark properties where cemeteries or archaeological resources are presented, the Cemeteries and Archaeology sections shall also apply. Only those paragraphs below relevant to the proposed scope of work will be applied in the COA review process.

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A. General

1. It is not appropriate to create a historic style not original to the historic structure. It is not appropriate to add architectural details or ornamentation not original to the structure.

2. When changes are required due to code requirements for accessibility and life/safety, modify the historic element or structure to the minimum extent necessary.

3. Undertake new additions and alterations to the structure in a manner that, if they were to be removed in the future, the essential form and integrity of the original structure would be unimpaired. When attaching to the structure alter historic material to the minimum extent possible.

4. It is not appropriate to obstruct significant views of historic structures.

5. If a landmark property is located within a local historic district this section shall apply instead of the relevant district criteria section. However, criteria for Rights-of-Way from the relevant district shall also apply.

B. Roofs

1. It is not appropriate to modify character-defining original roof forms.

2. It is not appropriate to add dormers, monitors, or clearstories to the street-facing or character-defining elevations. If added, place these elements to minimize their visibility from the street and design to be compatible with the style of the historic structure.

3. Retain historic gutters and downspouts. Select new gutters and downspouts appropriate to the style of the structure in design, material, color, and placement.

4. Roof Materials

   a. With the exception of asphalt shingles, retain and repair original roof material. Material may be consolidated and used on character-defining or street-facing elevations.

   b. Select replacement roof materials to match the original material in design, size, material, color, and pattern.
5. Retain historically significant roof elements and features. It is not appropriate to encapsulate exposed masonry chimneys with non-original material.

6. Where deteriorated beyond repair, design and select replacement roof elements and features to match the style of the original in form, material, and detail.

7. It is not appropriate to introduce new roof elements and features that are incongruous with the overall historic character of the landmark property.

8. For rooftop utilities, mechanical equipment, skylights, and solar arrays follow the provisions in the Utilities and Mechanical Equipment section below.

C. Exterior Walls, Trim, and Foundations

1. Retain and repair historic exterior cladding and trim material (such as masonry, metal panels, siding).

2. Select replacement cladding and trim to match in design, cross-section, profile, material, reveal, and texture. Intact historic material may be consolidated and used character-defining elevation.

3. It is not appropriate to cover historic cladding or trim material.

4. Select replacement masonry to match the historic material in type, unit size (excluding depth), mortar joint thickness and tooling, bond, texture and finish (such as parging), and color.

5. It is not appropriate to add new architectural details that are not original to the style of the structure.

6. Select infill material between masonry foundation piers to match the historic material in type, unit size (excluding depth), mortar joint thickness and tooling, bond, texture, finish, and color. Inset infill material at a minimum of two inches from the exterior face of the piers.

7. It is not appropriate to strip wooden surfaces that were historically painted and apply clear stains or sealer to create a natural wood appearance.

8. It is not appropriate to paint or coat original exterior materials such as stone, brick, metal, or concrete surfaces that were not painted or coated historically.
D. Storefronts

1. Retain original storefront openings, kickplates, storefront windows, transoms, materials, recessed entries, tiles, foundation sills, cornices, and any other architectural details.

2. If original materials or elements (such as recessed entries or cornices) are missing or deteriorated beyond repair, reconstruct these elements in accordance with historic documentation of the structure when available or with other contributing structures, with materials to match original materials.

3. It is not appropriate to use darkened, shaded, or reflective glass in storefronts.

4. It is not appropriate to install window-mounted heating and air conditioning units in storefronts.

5. It is not appropriate to install internal or external horizontal or vertical bars in storefronts.

E. Doorways and Doors

1. Retain character-defining and street-facing doorways in their original design, shape, and location and with their associated features.

2. When doorways on non-street-facing, non-character-defining elevations are modified, added, or removed retain the overall rhythm and individual proportion of openings on the structure.

3. Retain original doors in place on street-facing elevations. Select new or replacement doors to be compatible with the style of the structure.

4. Select new and replacement storm and screen doors to minimize the obstruction of original doors.

5. It is not appropriate to install garage doors on character-defining or street-facing elevations unless historically present in that location. Select garage doors to be compatible in design and material with the structure.

F. Window Openings and Windows

1. Retain window openings in their original size, proportion, and location on street-facing and character-defining elevations.
2. When window openings on non-character-defining, non-street-facing elevations are modified, added, or removed, retain the overall rhythm and individual proportion of window openings on the structure.

3. Retain and repair original windows. Window components may be consolidated and used on character-defining and street-facing elevations. Retain all original window details.

4. Select new or replacement windows and details that conform to the shape, proportion, material, and configuration of window lights (panes) of windows original to the structure.

5. When modifying original window openings, windows, and window details, uncover, repair, and reconstruct these elements. It is not appropriate to cover or infill windows and window openings on street-facing or character-defining elevations.

6. Select triple grid muntins (interior, internal, and exterior) on simulated divided light windows.

7. It is not appropriate to use darkened, shaded, or reflective glass except where decorative glass (such as stained or prismatic glass) is compatible with the historic character of the property.

8. Select storm windows to conform in color, size, and style to the existing windows. It is not appropriate for storm windows to obscure original windows.

9. It is not appropriate to add non functional shutters unless original to the structure.

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

11. It is not appropriate to install internal or external bars on windows that are visible from public rights-of-way.

G. Canopies and Awnings

1. Locate new canopies and awnings to conform to the appropriate historic placement on the structure.

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

H. Additions

1. It is not appropriate to place additions on character-defining elevations of a structure. Attach additions to the rear of the structure when feasible. Locate side additions behind the front plane of the existing structure.

2. It is not appropriate to construct an addition that is incongruous with the overall historic character of the landmark property or that will remove or obscure a character-defining elevation.

3. Design additions to be distinguishable from the original structure through placement and/or design. Design additions to be compatible with, and subordinate to, the historic structure in mass, proportion, height, general amount of and pattern of window and door openings, roof shape, materials, and finish.

4. It is not appropriate to construct an addition that will significantly change the proportion of overall built mass to open space on the site.

5. It is not appropriate for additions to residential structures to alter the primary roof form of the structure or to modify character-defining original roof forms.

I. Porches, Stoops, and Balconies

1. Retain historic porches, stoops, and balconies on street-facing and character-defining elevations.

2. Reconstruct historic porches, stoops, or balconies to match the design, size, material, and pattern of the original element.

3. It is not appropriate to enclose, screen, extend, add or remove porches, stoops or balconies on street-facing and character-defining elevations unless reconstructing documented historic features.

4. It is not appropriate to add railings to front porches and stoops where they did not historically exist unless required by code.

5. Design and place additions to, or expansions of, porches, stoops, and balconies on non-character-defining and non-street-facing elevations to utilize compatible architectural details and materials.

6. It is not appropriate to add incompatible details on porches, stoops, and balconies.
J. Decks and Screened-in Porches

1. Locate new decks and screened-in porches on non-character-defining and non-street-facing elevations, typically the rear elevation, and inset them from the corners of the structure not incongruous with from the overall character of the historic landmark.

2. Design decks and screened-in porches to be compatible with the historic structure in style, material, scale, and proportion.

K. Stairs, Ramps, and Railings

1. Retain historic front stairs, ramps, and railings with their original architectural details and materials.

2. Reconstruct stairs, ramps, and railings to match the design, size, and material of the original.

3. Design new stairs, ramps, and railings to be compatible in design and scale with the historic structure.

4. It is not appropriate to place new fire escapes and egress stairs on street-facing and character-defining elevations. Locate and design these features to minimize their visibility from the street.

L. Accessory Structures

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

2. Design any modifications to non-historic accessory structures to be compatible with the existing primary structure and not be incongruous with the historic character of the landmark property.

3. New Structures
   a. Locate new accessory structures to the rear or side of the primary structure and to protect significant views of the property.
   b. Design new accessory structures to be clearly subordinate to the landmark structure.
   c. Design new accessory structures to be compatible with the architectural style of the landmark structure.

    Stairs, railings, and ramps along the west side of the Walker Warehouse.

    Granite entrance stairs on the Citizens National Bank Building.
4. Appropriate exterior materials include:
   a. Original materials found on the primary landmark structure;
   b. The modern equivalent (same outward appearance and feel) of original materials found on the primary landmark structure; and
   c. Other durable modern materials deemed compatible with the specific landmark property by the Historic Preservation Commission.

M. Site Work

1. Landscaping
   a. Replace diseased and dying street trees with new trees compatible as recommended and approved by the Urban Forester.
   b. Remove canopy trees 12” DBH or greater only where the tree is diseased or dying or where the removal will is not incongruous with the character of the historic district.
   c. For landmark properties where the land has been designated, use plantings that will continue to retain the site’s sense of openness or enclosure.
   d. In siting new construction or building additions, preserve mature trees and significant views that contribute to the historic character of the landmark property.
   e. For landmark properties that are residential in character, it is not appropriate to change the residential character of the site by significantly reducing the proportion of original built area to open space through surface paving, building additions, or infill construction.

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

d. It is not appropriate to coat or cover over historic fences or walls with contemporary materials or coatings.

3. Walkways, Driveways, and Parking Areas

a. Retain the location, extent, and material of historic walkways, driveways, and off-street parking areas.

b. Locate new walkways, driveways, or off-street parking areas to preserve the topography of the site, mature trees, and other significant site features.

c. For landmark properties where the land has been designated, it is not appropriate to introduce new off-street parking and driveways where they will have a negative impact on the historic character of the landmark property, such as by significantly reducing the proportion of original built area to open space through surface paving.

d. Design new walkways, driveways, or off-street parking areas to be compatible in location, size, configuration, scale, and material with the historic character of the landmark property.

4. Utilities and Mechanical Equipment

a. Locate mechanical and telecommunications equipment (including vents, fans, and co-located wireless communication facilities) to minimize visibility from the street.

b. Screening of utilities and mechanical equipment may not be appropriate (such as on historically industrial properties).

c. Select and locate rooftop appurtenances (such as solar devices and skylights) to minimize their visibility from the street.

5. Lighting, Signage, and Art

a. Retain and preserve historic exterior light fixtures, signage, and art.
b. Introduce new site and building lighting, signage, and art that is compatible with the historic character of the landmark property.

c. It is not appropriate to introduce signage or art that covers a large portion of the character-defining elevations or any significant architectural features.

d. Illuminate new signage, if desired, in a manner compatible with the historic character of the landmark structure and site.

N. Relocation

1. Provide documentation of all alternatives explored to the proposed relocation of a historic structure to the HPC.

2. If the original setting of the structure is within a historic district or landmark property, submit a site plan for proposed development or treatment of the original site after relocation of the structure to the HPC prior to the move or demolition.

3. Protect significant site features of the original site, the new site, and the route of the move during relocation.

4. Follow the new construction standards for placement when relocating a structure within the landmark property or to another landmark property or district.

5. When a site becomes vacant due to relocation, stabilize the site including planting ground cover, grass, or other appropriate landscape or hardscape material. Landmark properties where the significance of the property is lost due to relocation will lose their landmark status through action by the appropriate governing body.

O. Demolition

1. Provide documentation of all alternatives explored to the proposed demolition or relocation of a historic structure to the HPC.

2. If the original setting of the structure is within a historic district or landmark property, submit a site plan for proposed development or treatment of the original site after demolition of the structure to the HPC prior to the move or demolition.
3. When a site becomes vacant due to demolition, stabilize the site including planting ground cover, grass, or other appropriate landscape or hardscape material. Landmark properties where the significance of the property is lost due to demolition or relocation will lose their landmark status through action by the appropriate governing body.
Cemeteries

These criteria apply to cemeteries on all locally-designated historic properties.

A. Retain and preserve features that contribute to the overall character of a historic cemetery, including its gravestones, monuments, overall layout, circulation patterns, mature plantings and trees, ground cover, boundary walls, cornerstones, fencing and gates.

B. Retain and preserve the historic relationship between constructed and landscape features of the historic cemetery, including site topography, circulation patterns, drainage systems, retaining walls, and significant views.

C. Repair damaged, broken, or toppled gravestones or monuments only under the supervision of a qualified conservator. It is not appropriate to re-inscribe an existing, eroded gravestone or monument or to attach a new plaque to an existing gravestone or memorial. If desired, place a new inscribed plaque nearby on a new base.

D. Repair historic fences, gates, or walls using recognized preservation repair methods for the material or surface coating.

E. If necessary, replace missing gravestones with new gravestones that are compatible in scale, materials, and detail.

F. Replace missing cemetery landscape features including trees and shrubs based on documentary evidence.

G. Avoid ground-disturbing activities (other than burials and installation of associated grave markers). If ground disturbance is required, use professional archaeologists and modern archaeological methods to determine that no unmarked burials are present.

H. It is not appropriate to relocate, rearrange, or remove gravestones or monuments.

I. It is not appropriate to use physical treatments such as polishing, sandblasting, and pressure washing to clean gravestones and monuments.

J. In association with new burials, it is appropriate to install new gravestones and markers that are compatible in scale, materials and details.
These criteria apply to known or unknown archaeological resources on all locally-designated historic properties.

A. Protect and preserve known, significant archaeological resources in place.

B. Minimize the disturbance of terrain in the historic districts and on landmark properties to reduce the possibility of destroying or damaging significant archaeological resources.

C. If preservation of significant archaeological resources in place is not feasible, use professional archaeologists and modern archaeological methods in planning and executing any necessary investigations prior to construction.

D. It is not appropriate to use heavy machinery or equipment on sites where doing so may disturb significant archaeological resources.

E. If a designated archaeological site is to be altered, survey and document the terrain in advance to determine the potential impact on significant archaeological resources.

F. If construction or site changes are proposed for a designated archaeological site, submit to the Durham HPC for review a report prepared with guidance from the Office of State Archaeology outlining what steps are necessary before any work occurs.
Other Resources

Local Resources

Durham Historic Preservation Commission
Durham City-County Planning Department
101 City Hall Plaza,
Durham, NC 27701
Website: http://durhamnc.gov/ich/cb/ccpd/Pages/Historic_Preservation/Historic-Preservation.aspx
Contact: Durham City-County Planning Department
Tel: 919.560.4137
Email: preservation@durhamnc.gov

Preservation Durham
P.O. Box 25411
Durham, NC 27702
Website: http://www.preservationdurham.org
Tel: 919.682.3032
Email: info@PreservationDurham.org
As the county-wide, local private, non-profit preservation organization, Preservation Durham’s mission is to protect Durham’s historic assets through Action, Advocacy, and Education.

State Resources

State Historic Preservation Office
North Carolina Office of Archives and History
4617 Main Service Center,
Raleigh, NC 27699-4617
Website: http://www.hpo.ncdcr.gov
For information on historic buildings and the National Register of Historic Places, contact the Survey and National Register Branch, 919.807.6576.
For information on preservation tax credits and technical restoration and rehabilitation assistance, contact the Restoration Services Branch, 919.807.6588.
Office of State Archaeology
North Carolina Office of Archives and History
4619 Main Service Center,
Raleigh, NC 27699-4619
Website: http://www.arch.dcr.state.nc.us
For information on archaeological sites, resource protection, and volunteer opportunities, contact the Office of State Archaeology, 919.807.6552.

Preservation North Carolina
PO Box 27644,
Raleigh, NC 27611-7644
Website: http://www.presnc.org
Tel: 919.832.3652
info@presnc.org
Preservation North Carolina is the state’s only private, non-profit statewide historic preservation organization. Its mission is to protect and promote buildings, landscapes, and sites important to the diverse heritage of North Carolina.

National Resources
U.S. Department of the Interior National Park Service
1849 C Street, NW,
Washington, DC 20240
Office of the Director: 202.208.3818
Website: http://www.nps.gov
Office of Communications: 202.208.6843
Heritage Preservation Services http://www.gove.history/hps

Southeast Regional Office of the National Park Service
100 Alabama St., SW NPS/1924 Building, Atlanta. GA 30303
Tel: 404.507.5600

National Trust for Historic Preservation
2600 Virginia Avenue NW, Suite 1100
Washington, DC 20037
Tel: 202.588.6000 or 800.944.6847
Website: http://www.preservationnation.org
The Secretary of the Interior is responsible for establishing standards for all programs under Departmental authority and for advising Federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places. To accommodate this task the Secretary’s Standards for Rehabilitation (Secretary’s Standards) were developed and are applied to National Register listed properties. While the local review criteria that apply to district and landmark properties do not specifically include the Secretary’s Standards as criteria, the criteria developed were based on these principles. They are included here for reference only.

A. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

B. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

C. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

D. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

E. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

F. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

G. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

H. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
I. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

J. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
Demolition by neglect is the destruction of a building through abandonment or lack of maintenance, or the gradual deterioration of a building when routine or major maintenance is not performed. The purpose of the demolition by neglect provisions in Section 3.18 of the Unified Development Ordinance (UDO) is to prevent demolition of landmarks or structures in local historic districts through the neglect of the property.

According to the UDO, a building can be declared in a condition of demolition by neglect if one or more of the following conditions exist (summarized from 3.18.1A, Conditions of Neglect Defined and Prohibited):

- Building parts that may fall and injure the public;
- Deteriorated or inadequate foundation;
- Defective or deteriorated floor supports, walls, ceilings, roofs, chimneys or vertical or horizontal supports that split, lean, list, buckle, sag, or split;
- Any fault, defect, or condition in the building which renders the same structurally unsafe or not properly watertight.

Anyone in the community can initiate an investigation of a potential demolition by neglect condition by petition to the Planning Director. The staff notifies the property owner of the pending investigation and gathers information on the condition of the structure. One or more public meetings are scheduled to gather evidence on the issue. The planning director makes a determination as to whether a condition of demolition by neglect is found. If the property owner wishes to appeal the planning director’s decision, the appeal is made to the Historic Preservation Commission (HPC).

If a property is found to be in a state of demolition by neglect, corrective measures will be required of the property owner. An order of abatement may be applied for by the City, and civil penalties may be assessed, for failure to comply with the terms of the demolition by neglect determination. The ordinance provides safeguards from undue economic hardship to the property owner.
ACCESSORY STRUCTURE – A structure that exists on the same lot with the principal structure and is subordinate in size and purpose to the principal structure.

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

ARCHITECTURAL SIGNIFICANCE - The importance of a particular structure based on its design, materials, form, style, or workmanship.

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

AWNING—A rooflike covering, often of canvas and adjustable, over a window, a door, etc., to provide protection against sun, rain, and wind. Aluminum awnings were developed in the 1950s.

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

BLOCKFACE—One side of a street where all lots share the same street frontage between two intersecting streets.

BOND—The laying of bricks or stones regularly in a wall according to a recognized pattern for strength. Masonry bond is essential to brickwork when wire reinforcement is not used.

BRACKET—A symbolic cantilever, usually of a fanciful form, used under the cornice. Brackets were used extensively in Victorian architecture and gave rise to a style known as Bracketed Victorian.

BULKHEAD—The area below the display windows on the front facade of a commercial storefront. Also Kickplate.

CEMETERY - A place used or to be used and dedicated or designated for interment of human remains or pet animal remains.

CERTIFICATE OF APPROPRIATENESS – The approval by the Historic Preservation that is required when modifications (including demolition and new construction) are made to a property designated as part of a local historic district or local historic landmark that finds that said modifications are in keeping with the applicable local review criteria.
CHARACTER-DEFINING— See “Defined Terms” section on page 31.

CLEARSTORY—Windows located at or near the top of a wall that often tend to form a continuous band. This was a feature of many Gothic cathedrals and was later adapted to many of the Revival styles found here.

COMPATIBLE – See “Defined Terms” section on page 31.

CONTEXT - Historic contexts are those patterns or trends in history by which a specific occurrence, property, or site is understood and its meaning (and ultimately its significance) within history or prehistory is made clear.

CONTRIBUTING PROPERTY - A contributing property reflects the significance of the district due to its historic associations, historic architectural details, or archaeological features. These properties were constructed or altered during the district’s period of significance and retain their historical integrity.

CORNICE—The top part of an entablature, usually molded and projecting; originally intended to carry the eaves of a roof beyond the outer surface.

DECK—An uncovered porch, usually at the rear of a building; popular in modern residential construction.

DESIGN – (v.) To decide upon the look and functioning of a building or other object, typically by making a detailed drawing of it. (n.) a. The purposeful arrangement of parts or details.

DESIGNATION - The act of choosing a place for a special purpose or giving it a special status.

DORMER—A structure containing a window (or windows) that projects through a pitched roof.

DOWNSPOUT—A vertical pipe, often of sheet metal, used to conduct water from a roof drain or gutter to the ground or a cistern.

EAVE—The part of a sloping roof that projects beyond a wall.

ELEVATION—The vertical elements of a building, either exterior or interior, as a direct projection to a vertical plane, including walls and roofs and their elements.

ELEVATION, PRIMARY – The front side of a structure, including the wall, elements, and roof.
ELEVATION, STREET-FACING – The sides of a structure, including the wall, elements, and roof, that parallel and are adjacent to public or private rights-of-way.

FACADE—The exterior face of a building.

FEASIBLE – See “Defined Terms” section on page 32.

FENESTRATION—The design and arrangement of windows and other glazed openings of a building.

FOOTINGS—A concrete support under a foundation that rests in solid ground and is wider than the structure supported.

FOUNDATION—The supporting portion of a structure below the first-floor construction, or below grade, including footings. When the foundation consists of individual support pillars rather than a continuous wall, those support pillars are called foundation piers.

GABLE—The vertical triangular piece of a wall at the end of a pitched roof.

GLAZING—The transparent parts of a wall typically composed of glass sheets set in door or window frames.

GUTTER—A shallow channel of metal or wood set immediately below or built in along the eaves of a building to catch and carry off rainwater.

HISTORIC CHARACTER—The historic elements of a property that are key to a historic district or property’s historic associations, historic architectural qualities, or archaeological qualities.

HISTORIC DISTRICT (LOCAL)—A distinctive area recognized and designated by the governing body as a place of singular historical flavor characterized by its streets and squares, buildings and trees, architectural design and landscape features.

HISTORIC LANDMARK (LOCAL)—A property that has been designated by the City or County governing body as having special historical significance in terms of association with events that have made a significant contribution to the broad patterns of local, regional, or national history; or association with the lives of persons significant in local, regional, national history; or embodying the distinctive characteristics of a type, period, or method of construction; representing the work of a master; possessing high artistic values (i.e., the architecture alone is significant in its own right); or yielding, or may be likely to yield, information important to Durham’s history or prehistory.
HISTORIC PRESERVATION COMMISSION (HPC) – A nine member body appointed by the City and County governing bodies to carry out historic preservation functions based on NCGS 160A-400.1 through 160A-400.15.

INCOMPATIBLE – Not “compatible” by expanded definition on page 31.

INFILL MATERIAL—A substance or material used to fill in, typically between foundation piers.

INTEGRITY – See “Defined Terms” section on page 32.

KICKPLATE—See BULKHEAD.

LIGHT—A pane of glass.

LOCAL REVIEW CRITERIA – The criteria adopted by the City and County governing bodies for use by the Historic Preservation Commission in consideration of issuance of certificates of appropriateness to ensure changes to historically designated properties are not incongruous with the character of the designated area.

MASSING—The size, expanse, and bulk of a building, especially with reference to how it is shaped or formed.

MONITOR—A raised structure running along the ridge of a double-pitched roof, with its own roof running parallel with the main roof. The long sides of monitors usually contain clerestory windows or louvers to light or ventilate the area under the roof.

MORTAR—A mixture of portland cement, lime, putty, and sand in various proportions, used for laying bricks or stones. Until the use of hard portland cement became general, the softer lime-clay or lime-sand mortars and masonry cement were common.

MORTAR JOINT—In masonry, mortar joints are the spaces between bricks, concrete blocks, or glass blocks, that are filled with mortar or grout. Mortar joints can be made in a series of different fashions, but the most common ones are raked, grapevine, extruded, concave, V, struck, flush, weathered and beaded.

MUNTIN—A molding forming part of the frame of a window sash and holding one side of a pane.

NON-CONTRIBUTING PROPERTY - Non-contributing properties are properties that exist within the boundary of a local historic district that do not reflect the district’s significance. Some of them were constructed during the period of significance, but have been so substantially altered that they no longer convey the historic
significance of the district. Other non-contributing properties are more recently constructed, and therefore have not taken on historic significance.

NON-HISTORIC MATERIAL--Any material dated within the period of significance for the historic district or historic landmark.

ORIGINAL-- Present or existing from the beginning; first or earliest.

PARAPET—The extension of an exterior wall vertically beyond a flat roof.

PARGING-- Covering (a part of a building, especially an external brick wall) with plaster or mortar that typically bears an ornamental pattern.

PATIO—An open, outdoor living space adjacent to a building, usually surfaced with stone, tiles, or concrete.

PODIUM—The initial portion of a building, beginning at ground level, specifically designed and articulated as the base or plinth of the building, above which the building steps back to greater height. Building podiums can vary from less than one story to several stories in height.

PRESERVATION—To keep something in its original state or in good condition or to keep something safe from harm or loss.

PROPERTY—A parcel of land as shown on the Durham County tax records or as described or shown on an ordinance designating a local historic landmark.

REHABILITATION—The act or process of making possible the continued use of a property through repair, alterations, and additions while preserving the portions or the features that convey the property’s historical, cultural, or architectural values.

REPOINTING—Raking out deteriorated mortar joints and filling them with a mortar to repair the joint.

RESTORATION—The act or the process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and the reconstruction of missing features from the restoration period.

RHYTHM—the regular pattern or repetition of building elements, lines, forms, or shapes.
RIGHT-OF-WAY-- A strip of land acquired by reservation, dedication, prescription or condemnation and occupied by a street.

ROOF PROJECTIONS—Chimneys, roof vents, finials, spires, and similar architectural features projecting upward from the roof and not containing usable space.

SCALE—The comparative size of one object or design in its relationship to the size of other objects with which it is to be associated.

SCUPPER-- An outlet in the side of a building for draining water.

SHINGLE—A roofing unit of wood, asphalt, slate, tile, or other material cut to stock lengths, widths, and thicknesses; used as an exterior covering on roofs and applied in an overlapping fashion.

SHUTTERS—Small louvered or solid panels hinged on the exterior of windows, and sometimes doors, to be operable.

SIDING, ALUMINUM—Sheets of exterior architectural covering, usually with a colored finish, fabricated of aluminum to approximate the appearance of wooden siding. Aluminum siding was developed in the early 1940s and became increasingly common in the 1950s and the 1960s.

SIDING, VINYL—Sheets of thermal plastic compound made from chloride or vinyl acetates, as well as some plastics made from styrene and other chemicals, usually fabricated to resemble clapboard.

SIGNIFICANCE —The quality of being worthy of attention. A measure of the impact or importance of something.

SILL—The lowest horizontal member in a wall opening.

STREET—An area for vehicular traffic that is dedicated to or maintained by a public agency (public street) or owned and maintained by a private corporation, individual, or group of individuals (private street).

STREET FACING—The sides of a property that are adjacent to a street or right-of-way.

TERRA-COTTA—Hard unglazed fired clay, used for ornamental work and roof and floor tile; also fabricated with a decorative glaze and used as a surface finish for buildings in the Art Deco style.

TRANSOM, OR OVERDOOR LIGHT—A glazed panel above a door or a storefront, sometimes hinged to be opened for ventilation at ceiling level.

TRIM—The finish material on a building, such as moldings applied around openings or at the floors and the ceilings of rooms.
Public Works Procedure for Preserving Granite Curbs

Public Works Department Engineering Design Division
August 2015

1. Determine if the site falls within a Local Historic District.

2. When possible, avoid disturbing the existing granite curbing.

3. If the granite curb must be removed, replace the same piece of granite as per Figure 1.

4. If the granite curb is damaged prior to or during removal:
   a. Contact appropriate Public Works staff (Project Manager or Inspector) to confirm that existing granite curb cannot be reused.
   b. Replace sections 3 feet in length or larger (no sections less than 3 feet will be installed).

3. For sections where granite curbing cannot be replaced due to damage, replace with concrete curb and gutter.

4. Replace existing concrete curbs with concrete curb and gutter.

5. Notes:
   a. The profile of the concrete curb should match that of the existing granite curb.
   b. Dye should be added to the concrete to match the shade of the existing granite curbing.
   c. The above guidelines do not apply to curb cuts for sidewalk ramps.
Acknowledgements

Contributors:
Durham Historic Preservation Commission
   Joe Fitzsimons, Chair
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   David Neill

Jo Ramsay Leimenstoll, AIA, Historical Consultant
PO Box 823, Greensboro NC 27402-0823

North Carolina State Historic Preservation Office
North Carolina Office of Archives and History
4617 Main Service Center,
Raleigh, NC 27699-4617

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