Town of Wilkesboro
Local Historic Preservation District
Design Guidelines

Historic Preservation Commission

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Town of Wilkesboro Historic District Design Guidelines

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I. INTRODUCTION

Intent

The intent of these design review guidelines is to provide guidance to property owners of historic properties in planning exterior changes to their properties. These guidelines also assist the Historic Preservation Commission in evaluating the appropriateness of proposed changes to historic properties.

Historic preservation efforts like Wilkesboro's are not established to prevent change, but rather to ensure that future changes to properties are consistent with the historic character of the site or district. In general, these design guidelines are an expansion of the United States Secretary of the Interior's Standards for Rehabilitation. These standards describe appropriate preservation treatments with priority given to retaining and repairing historic features rather than replacing them. The text of the Standards can be found in the Appendix.

Wilkesboro Historic Preservation Commission

The Wilkesboro Historic Preservation Commission (HPC) was established by the Town Board in 2004. Its mission is to identify, study, and protect Wilkesboro's historic resources. These resources may range from significant architectural features to archaeological resources. The HPC consists of citizen volunteers that are assisted in their duties by Town planning staff.

Brief History

The ancestors of generations of Wilkesboro citizens came to the North Carolina backcountry seeking better lives and more freedom than they had ever known. Before 1730, only an occasional white hunter or Indian trader was to be found in the vast backcountry of North Carolina. However, around the middle of the century the flow of people to the backcountry became a rapid stream. A large factor in this migration was the Great Wagon Road that ran from Pennsylvania to Georgia. This route was an ancient trading path used by the Indians of the north to come south to trade or make war in Virginia or the Carolinas.

The chief reason for the massive movement of population was economic. Areas of Virginia, Maryland, and Pennsylvania had begun to see rising land costs and soil depletion that motivated these pioneers to search for fertile, cheaper land elsewhere. However, some of the pioneers were dissenters who came to this unsettled area seeking religious freedom from the established Anglican Church. The settlers were a heterogeneous group, often distinguished by place of origin. The area around Wilkesboro saw mostly Scots-Irish, German, and English settlers. The Scots-Irish and Germans mostly came down the Great Wagon Road, while the English arrived by routes from every direction.

As the North Carolina backcountry became settled, there arose a need for greater political structure. Among other functions, county courts at that time had jurisdiction in civil cases, could certify deeds, wills, or bills of sale, and could record the marks and brands of cattle. In addition, the court regulated local businesses by granting licenses and fixing rates. However, during the 1750's and 1760's this area was part of Rowan County, with the county seat a great distance away. In 1771, when Surry County was created from Rowan, the seat of local government was made more accessible for people in this area. However, by 1777, a group of petitioners, led by Benjamin Cleveland, attended the North Carolina

Assembly to point out the "grievous and burthensome problems" created by the sheer distance to attend court in Surry County. The delegation succeeded in having a separate and distinct county formed.

The place where the new Wilkes County Court would choose to meet was first known as Mulberry Fields. Early Baptists had built the Mulberry Fields Meeting House on the south side of a hill above the Yadkin River, and justices decided to use the old wooden structure as a temporary courthouse. The justices had made a rather logical choice because the site was a low, flat ridge rising above the Yadkin and the "bottomlands" of the river were rich in alluvial soils.

In 1799, the North Carolina General Assembly appointed a committee headed by Thomas Fields, a surveyor, to acquire 50 acres around the temporary courthouse to provide land for a permanent courthouse and other official county buildings and to organize the town. The Wilkes County Court, chaired by General William Lenoir, a hero of the Battle of Kings Mountain, took the Fields committee deeds and divided the land into a grid of streets and lots with a public square in the middle for the courthouse and public facilities. The lots were sold in May 1800, and Wilkesboro was formed in the same general shape we know today - a courthouse square, Main Street, and a downtown bordered by North, South, East and West Streets. Bridge Street led to the main highway into town. General Lenoir's streets, going in four directions from the courthouse, defined lots for homes and businesses. There already was a post office, named Wilkes, opened in 1793, which became Wilkesborough, later changed to Wilkesboro. In 1847, the Town of Wilkesboro was chartered by the North Carolina General Assembly.

The Town of Wilkesboro has changed a great deal over the last two centuries, but historic resources remain that remind us of earlier times. These resources include civic and commercial buildings as well as a number of large homes that belonged to prominent lawyers, doctors, and the like. These historic resources provide at least a glimpse into the lives of those that came before us.

> *"Time goes along at an even but increasingly rapid pace. People are interested in conditions as they prevailed seventy-five to a hundred years ago. The changes through the years are unbelievable, chiefly because the people who were on the stage of life at that time are gone, and except for the nostalgic urge to remember things such as the old drug store, will never be thought of again …. It is a blessing to those who can remember things that went on in Old Town years ago, and to think about them."*
>
> Dr. Fred C. Hubbard from Old Town: When Wilkesboro and I Were Younger

II. PROJECT REVIEW AND APPROVAL

The following are general categories of projects addressed by these guidelines:

- Normal maintenance, or acts of a temporary nature, for which no Certificate of Appropriateness is required;
- Minor works for which a Certificate of Appropriateness can be issued by the Planning Director;
- Other works that require a Certificate of Appropriateness to be approved by the Historic Preservation Commission.

A **Certificate of Appropriateness** is a document issued by the Historic Preservation Commission indicating the Commission's approval of proposed exterior alterations, new construction, or demolition. Any building which is located in a historic district or which is a locally designated individual historic property cannot be materially altered, restored, moved, or demolished unless a Certificate of Appropriateness has been issued. Some landscaping or archaeological projects also require a Certificate of Appropriateness.

Property owners should consult HPC staff **before** any exterior work (including tree removal) is begun to determine if a Certificate of Appropriateness is needed. Normal maintenance (addressed later in this section) will generally not require approval, but it is a good idea to make sure **before** the work is started.

Application forms for a Certificate of Appropriateness and copies of the Design Review Guidelines are available from HPC staff.

It is important to plan projects well in advance because the review process requires a certain amount of lead time. **Applications should be complete and submitted to the Planning Department staff no later than fifteen working days prior to the next regularly scheduled meeting of the Commission.** Property owners are urged to submit their applications as early as possible so that the staff can determine if the application is complete; that is, all illustrative material necessary to describe the project has been submitted. The applicant is encouraged to be present during the Commission meeting when the application is being considered. If the applicant cannot attend, a representative who can speak for and legally bind the applicant should be present. The applicant and any adjacent property owners will be given the opportunity at the meeting to make comments or to ask questions.

Normal Maintenance

The following acts of normal maintenance, or acts of a temporary nature, are exempted from obtaining a Certificate of Appropriateness:

(1) Street, sidewalk, and underground utility work that does not change the appearance of the streetscape. This includes, but is not limited to, the burial of overhead lines, replacement of water and sewer lines, replacement of sidewalks, and the replacement and/or installation of standard utility boxes;

(2) Painting of siding or trim when it will be of the same color as existing paint, or a slight variation in the shade of the base color, as determined by the Zoning Enforcement Officer;

(3) Replacement of roof or roofing material when the shape, dimensions, and color are the same as previously existing or a slight variation in materials and colors, as determined by the Zoning Enforcement Officer;

(4) Temporary signs or flags when permitted and displayed in accordance with the Town of Wilkesboro sign regulations;

(5) Repairs such as caulking, weather-stripping, or crack-filling of patios or driveways when the repairs will be imperceptible or the replacement materials match the original or existing material in detail, dimension, and color.

(6) Minor landscaping such as rear-yard trees, maintenance trimming (not topping), or removal of unhealthy plants;

(7) Repairs to lighting fixtures as long as replacement materials match the original or existing materials in detail;

(8) Minor repointing and other masonry and stone repairs such as loose bricks in steps.

Minor Works

The following works of a minor nature require a Certificate of Appropriateness that may be issued by the Minor Works Committee:

(1) Removal of artificial siding when the original siding is to be replaced or repaired and painted or stained;

(2) Installation of mechanical equipment such as heating or air-conditioning units that are screened from public view (setbacks must me maintained);

(3) Fences that are located in the side or rear yard;

(4) Installation of radio/television antennae, satellite dishes, or permanent mechanical equipment that is screened or otherwise outside of public view;

(5) Installation, repair, or replacement of foundation vents, gable end vents, wood access doors, and foundation access doors when these are on the side or rear only or cannot be easily seen from the street;

(6) Removal of trees larger than 12” in diameter as measured 4 feet above the ground when these have been severely damaged or brought down by disease or extreme weather;

(7) Repair, replacement or installation of exterior lighting fixtures which comply with the guidelines and are appropriate to the structure;

(8) Repair or replacement of exterior stairs, landing and steps which are made of masonry or wood and are compatible with the design of the structure;

(9) Replacement of missing or deteriorated architectural details including siding and trim, porch floors, ceilings, columns, balustrades, or other architectural details with new materials that are identical to the original details;

(10) Landscaping that does not alter the streetscape, including but not limited to, the installation of garden furniture and the like in a side or rear yard and removal of trees smaller than 12” in diameter as measured 4 feet above the ground.

III. CHANGES TO BUILDING EXTERIORS

The following are guidelines that should be followed when applicants are considering exterior changes to either a historic landmark or a structure in a historic district, and should be used by the Historic Preservation Commission in reviewing applications for Certificates of Appropriateness.

Masonry

Considerations

Masonry plays a prominent part in many historic structures. Foundations, roofs, chimneys, and parapets are among the features made out of masonry materials. Brick, concrete, stucco, and stone are all examples of the types of masonry materials found in historic buildings. These masonry materials contribute texture, color, scale, and pattern to historic districts.

Masonry materials are generally quite durable and require minimal maintenance. The most common masonry repair is the repointing of masonry joints when deteriorated mortar is allowing moisture to penetrate the wall. Repair of these joints should be done with attention to matching the original strength, color, texture, and size of the original joint. Similar attention should be paid in repairing stone or patching stucco units.

Guidelines

(1) Retain and preserve masonry features that contribute to the overall historic character and form of a historic building or site;
(2) Maintain and protect masonry features, surfaces, and details through appropriate methods;
(3) Clean masonry surfaces using the gentlest effective method;
(4) Repaint masonry surfaces that were previously painted in colors appropriate to the building or site. It is not appropriate to paint previously unpainted masonry surfaces;
(5) Repair masonry features, surfaces, and details using appropriate repair methods including reinforcing, consolidating, piecing in, and patching;
(6) For masonry features that are damaged or deteriorated beyond repair, any replacements should match the original in design, dimension, material, color, and the like. Replacement should be limited to the damaged area if possible.

Wood

Considerations

Wood is a common material used in historic structures. Wood siding, wooden doors, and wood trim work are all examples of the various uses of wood as a building material. Wood requires proper care to protect it from dampness or other threats that can shorten its useful life. The use of flexible sealants and caulks can prevent moisture penetration as wood joints shrink and swell.

Wood is a relatively soft material and can be susceptible to deterioration if not properly protected. Typical repair of wood features may include repainting, sealing, or replacement of deteriorated sections.

Guidelines

(1) Retain and preserve wood features that contribute to the overall historic character and form of a historic building or site;
(2) Maintain and protect wood features, surfaces, and details through appropriate methods;
(3) Prepare previously painted wood for repainting using the gentlest effective method;
(4) Repaint wood surfaces in colors appropriate to the building or site;
(5) Repair wood features, surfaces, and details using appropriate repair methods including reinforcing, consolidating, piecing in, and patching;
(6) For wood features that are damaged or deteriorated beyond repair, any replacements should match the original in design, dimension, material, color, and the like. Replacement should be limited to the damaged area if possible.

Architectural Metals

Considerations

Architectural metals include copper, brass, bronze, tin, steel, wrought iron, cast iron, stainless steel, chrome, and aluminum. Whether cast, pressed, wrought, extruded, or rolled, each metal fabrication process creates distinct physical and visual properties. Historic buildings often demonstrate the use of architectural metals to imitate wood or stone features on building exteriors.

Different metals exhibit different reactions to the environment. Copper and brass tend to develop a protective green patina while stainless steel and aluminum resist atmospheric corrosion. In contrast, iron and steel tend to rapidly corrode when exposed to moisture in the atmosphere when not coated with protective paint. Contact between two dissimilar metals can cause corrosion of the weaker metal through galvanic action. For this reason, it is best to confirm the compatibility of nails and fasteners for repairs and to replace specific metal elements in kind rather than introduce a different metal.

Guidelines

(1) Retain and preserve architectural metal features that contribute to the overall historic character and form of a historic building or site;
(2) Maintain and protect architectural metal features, surfaces, and details through appropriate methods;
(3) Clean architectural metals using the gentlest effective method;
(4) Repaint architectural metal surfaces in colors appropriate to the building or site. It is not appropriate to paint previously unpainted architectural metal surfaces;
(5) Repair architectural metal features, surfaces, and details using appropriate repair methods including reinforcing, splicing, and patching;

(6) For architectural metal features that are damaged or deteriorated beyond repair, any replacements should match the original in design, dimension, material, color, and the like. Replacement should be limited to the damaged area if possible.

Paint and Exterior Color

Considerations

The variety of paint colors found in historic districts reflects shifting aesthetics, changes in technology, and the preferences of property owners. In addition to a decorative role, paint is important in protecting wood and ferrous metals from deterioration due to exposure to the elements.

Historic masonry surfaces, such as brick and stone walls, have inherent color and texture that is concealed by the application of paint. For this reason, painting an unpainted masonry surface is not recommended. Property owners interested in recreating a building's original paint scheme should work with architectural or restoration specialists to analyze physical evidence and ensure the authenticity of the colors. Property owners may select new color schemes appropriate to the building's architectural style and era.

Guidelines

(1) Retain and preserve painted features that contribute to the overall historic character of a historic building or site;
(2) Retain and preserve intact historic exterior finishes including paints, stains, lacquers, and decorative finishes;
(3) Maintain and protect painted exterior finishes through appropriate methods;
(4) Clean painted surfaces using the gentlest effective method;
(5) Reapply paints or stains to previously painted or stained surfaces in colors that are appropriate to the building and site.

Exterior Walls

Considerations

Exterior walls, which include siding and trim, are significant as a reflection of the architectural style of a building. These exterior features add scale, pattern, and texture. Wood siding brick, or stone are some of the materials used for the exterior walls of historic structures.

Wood siding can last indefinitely if it is kept free of excessive moisture and coated with a sufficient paint film. Improper scraping, caulking, and painting techniques can result in moisture damage and deterioration of the wood. Neglect over time often leads to a need to selectively replace sections of siding. Fortunately, wood siding and trim are available in a variety of widths and configurations, making replacement in kind a straightforward solution. For buildings that contain exteriors made of brick or stone, cleaning and repairs should also be done in a fashion that will not inflict damage.

Artificial and composite materials are discouraged in the historic district. Replacing or covering wood siding with a substitute siding – such as vinyl, aluminum, asbestos, asphalt, or cement board – is not appropriate for historic buildings because it compromises the integrity of the building. In addition to eliminating or damaging the original siding, the installation process often results in the removal or concealment of architectural trim and details. While these modern sidings may temporarily eliminate the need to repaint the original siding, they can also conceal ongoing moisture problems, insect damage, or structural deterioration – allowing these problems to go undetected.

The approval of the use of artificial or composite siding materials will be determined by the Commission on a case by case basis. A primary determining factor will be the exterior wall materials of adjacent structures.

Guidelines

(1) Retain and preserve exterior walls and materials that contribute to the overall historic character of the building and/or district.
(2) Maintain, repair, and protect the features, material surfaces, and details of exterior walls through appropriate methods.
(3) Replacement of portions of exterior walls that are damaged beyond repair should match the original in design, material, dimension, pattern, detail, texture, and color. Replacement should be limited to the damaged area if possible.
(4) If an exterior wall feature or detail is completely missing, replace it with a new feature or detail that is based upon accurate documentation of the original or is otherwise a design compatible in scale, material, and detail with the historic character of the building and district.
(5) It is not appropriate to compromise the architectural integrity of a building by introducing, removing, or concealing windows, doors, bays, chimneys, or other exterior wall features.
(6) It is not appropriate to cover over or replace historic exterior wall materials - such as clapboards, bricks, or stucco – with contemporary synthetic coatings or substitute sidings such as aluminum or vinyl. Nor is it appropriate to paint or coat unpainted historic exterior walls.
(7) It is not appropriate to create a false sense of historical development by making changes to exterior walls based upon insufficient historical, pictorial, or physical documentation.

Fenestration

Considerations

The fenestration pattern is the arrangement of windows and doors. The architectural style of a building is often reflected in the size, shape, location, and placement of windows and doors. These openings visually connect the interior and exterior, providing opportunities for view, daylight, and ventilation. The pattern and rhythm of window and door openings on any elevation of a historic building – especially the front façade – are important components of its architectural character. Consequently, altering the fenestration pattern by adding or removing window and door openings that are on a prominent exterior elevation is not appropriate.

Windows and doors require relatively high maintenance to keep them fully operable. However, properly maintained, they will continue to function indefinitely. If windows and doors required

replacement, it is important to replace them with units that match the original in dimension, design, material, texture, color, and panel/sash configuration.

Guidelines

(1) Retain and preserve windows and doors that contribute to the overall historic character and form of the building and district.
(2) Maintain, repair, and protect the features, material surfaces, and details of windows and doors through appropriate methods.
(3) Replacement of windows or doors, or portions thereof, which are damaged beyond repair, should match the original in design, material, dimension, pattern, detail, texture, and color.
(4) If a window or door is completely missing, replace it with a new feature or detail that is based upon accurate documentation of the original or is otherwise a design compatible in scale, material, and detail with the historic character of the building and district.
(5) It is not appropriate to compromise the architectural integrity of a building by introducing, removing, or concealing historic windows, doors, or related features such as sidelights, transoms, shutters, beveled glass, and architectural trim.
(6) It is not appropriate to create a false sense of historical development by making changes to windows or doors based upon insufficient historical, pictorial, or physical documentation.

Roofs

Considerations

The roof form and pitch are among the most distinguishing characteristics of the architecture of historic buildings. Decorative features such as dormers, chimneys, cornices, and parapets also contribute to the character of the overall building. The roofing material itself can also be distinctive in its makeup. For instance, slate and tile are increasingly rare and add to the visual character of historic buildings.

The care and maintenance of the roof is one of the most important practices in preserving a historic building. Diligence in routine maintenance and timely replacement of deteriorated shingles or flashing helps the roof continue to provide shelter from the elements. Over the years, deteriorated roof shingles have often been replaced by more contemporary composition shingles. Roofing material on older buildings was usually dark in color, and replacements should be used that blend in well. Tile and slate roofs, however, are distinctive and require extra effort to repair and replace them appropriately. Metal roofs also require adequate maintenance of a sound paint film to prevent corrosion.

Two key elements in protecting a roof are providing adequate ventilation and preventing water infiltration. Also, many older buildings have louvered wooden vents that match the windows and trim and these should be replaced or maintained in harmony with their original design. New vents should be low-profile and inconspicuous, unlike the often seen ridge vents and turbine ventilators. Flashing and gutters are common ways of deflecting or channeling water away from the roof. Valley flashing material - such as copper, galvanized sheet metal, or aluminum – with a baked enamel finish is potentially the most appropriate form of flashing. Seamless gutters with a baked enamel finish are recommended.

Roofs often provide convenient locations for the installation of new mechanical, communication, and utility equipment. The introduction of these elements can compromise the architectural integrity of a

historic building and damage historic roof materials. Locating new mechanical units, ventilators, solar panels, skylights, satellite dishes, and other contemporary elements on historic roofs should only be considered if there is a location that is not visible from the street and there will be no significant damage to the roof. Also, new decorative features such as dormers and gables should be permitted only when they are appropriate for the house style.

Guidelines

(1) Retain and preserve roofs that contribute to the overall historic character and form of the building and district.
(2) Maintain, repair, and protect the features, material surfaces, and details of roofs through appropriate methods.
(3) Replacement of roofs, or portions thereof, that are damaged beyond repair should match the original in design, material, dimension, pattern, detail, texture, and color. Replacement should be limited to the damaged area if possible.
(4) If a roof feature of detail is completely missing, replace it with a new feature or detail that is based upon accurate documentation of the original or is otherwise a design compatible in scale, material, and detail with the historic character of the building and district.
(5) It is not appropriate to compromise the architectural integrity of a building by introducing, removing, or concealing dormers, chimneys, vents, or related historic features.
(6) Install new flashing, gutters, and downspouts, if needed, with care so that no architectural features are damaged or lost. Select flashing, gutters, and downspouts that are painted or coated with baked enamel finish in a color that is appropriate to the building.
(7) It is not appropriate to install solar panels, skylights, ventilators, mechanical equipment, and the like on roof slopes that are visible from the street or in locations that compromise the architectural integrity of the building.
(8) It is not appropriate to create a false sense of historical development by making changes to roofs based upon insufficient historical, pictorial, or physical documentation.

Porches, Entrances, and Balconies

Considerations

Front porches played an important role in the architecture of historic homes. Likewise, front entrances and balconies are very prominent features of historic buildings. Porches, entrances, and balconies are extremely vulnerable to weathering and moisture damage because they are so exposed to the elements making timely repair, repainting, and regular maintenance essential. The repair of porches, entrances, and balconies will vary depending on the material. The repair of masonry features such as steps or foundations should follow the guidelines for masonry materials. The repair for wooden features should follow those for wood.

Given their prominence, it is not appropriate to alter or remove a front porch, balcony, or entrance. If new entrances or porches are needed, it is best to accommodate them on rear elevations or unobtrusive locations. A side or rear porch, entrance, or balcony may be altered if its overall character is retained.

Guidelines

(1) Retain and preserve porches, entrances, and balconies that contribute to the overall historic character and form of the building and district.
(2) Maintain, repair, and protect the features, material surfaces, and details of porches, entrances, and balconies through appropriate methods.
(3) Replacement of porches, entrances, or balconies, or portions thereof, that are damaged beyond repair should match the original in design, material, dimension, pattern, detail, texture, and color. Replacement should be limited to the damaged area if possible.
(4) If a porch, entrance, or balcony is completely missing, replace it with a new feature that is based upon accurate documentation of the original or is otherwise a design compatible in scale, material, and detail with the historic character of the building and district.
(5) It is not appropriate to compromise the architectural integrity of a building by introducing, removing, or concealing historic porches, entrances, or balconies on character-defining elevations. Details of historic porches, entrances, and balconies – such as columns, balustrades, steps, and trim work – should also not be removed or concealed.
(6) It is not appropriate to enclose a front porch, entrance, or balcony on a character-defining elevation.
(7) It is not appropriate to create a false sense of historical development by making changes to porches, entrances, or balconies based upon insufficient historical, pictorial, or physical documentation.

Energy Efficiency and Mechanical Systems

Considerations

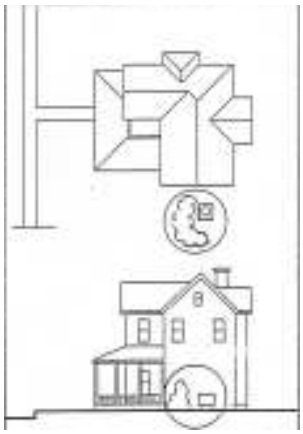
Historic buildings were often constructed with an understanding of the local climate. Certain features of these buildings – for example, porches, double-hung windows, shutters, and gable vents - offered inhabitants a degree of control over exposure to conditions outside. There now exists materials and mechanical systems that are able to make buildings quite energy-efficient, such as storm windows and

doors and weather-stripping. Also mechanical systems like central heating and air conditioning allow virtual complete control over the interior climate of a structure.

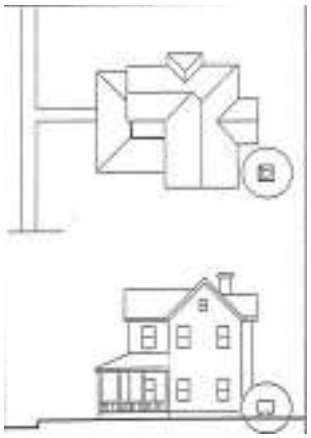
If choosing to install exterior storm windows or doors, it is important to install them properly to minimize their visual impact and to prevent unnecessary damage to the window sill and frame. The color and material of these features should also be appropriate to the structure. Maintenance such as caulking of joinery, reglazing of windows, or the replacement of deteriorated weather-stripping should be undertaken with an eye toward maintaining the visual integrity of the structure.

The visual impact of mechanical units, solar panels, skylights, and utility meters can be minimized through inconspicuous sitting in rear or side yard locations and screening with plantings or fencing. Attached features should be located on a non-character defining elevation or roof slope that is not visible from the street.

Inappropriate



Appropriate w/Screening



Appropriate

<u>Guidelines</u>

(1) Retain and preserve the inherent energy-conserving features of historic buildings and sites.
(2) Improve and maintain the energy efficiency of historic buildings by following appropriate maintenance practices including weather-stripping openings, caulking, and reglazing loose window panes. Consideration should be given to installing appropriate storm windows and doors.
(3) Replace deteriorated or missing wooden shutters with new wooden shutters that match the originals in design and are sized to fit the openings. It is not appropriate to install shutters in locations where they were not used historically.
(4) Ridge vents and the like should be low-profile and not destroy historic roofing materials and details.
(5) Install mechanical equipment and utilities, such as heating and air-conditioning units, in areas and spaces that require the least amount of alteration to the appearance and materials of the building and that are screened from view.

Accessibility and Safety Features

Considerations

It is important for property owners to maintain the historic character of a historic building and site while accommodating accessibility and safety requirements. Accessibility is often an issue on multi-story historic structures. Accommodations to make these structures accessible are often in the form of ramps, or less commonly, mechanical lifts. Safety requirements may be satisfied by the addition of fire exits, fire stairs, or elevator towers. If carefully located, the visual impact of such additions on the building or site can be minimized.

Hopefully, property owners and local code officials can work together to identify multiple options for meeting these important accessibility and safety requirements. These options should address the need to meet relevant standards while preserving the integrity of the property. Some of these requirements can be satisfied through simple modifications such as the replacement of door hardware, the widening of an entrance, or the introduction of a slight slope to an entrance threshold. Generally, accessibility and safety issues are governed by relevant building codes and the Americans with Disabilities Act of 1990.

Guidelines

(1) Meet accessibility and safety requirements in ways that do not compromise the historic character of buildings or sites and their significant features.
(2) Design accessibility and safety features so they are compatible in design, scale, materials, and finish with the historic building.
(3) Site accessibility and safety features in locations that do not compromise the architectural integrity of the building and are not visible from the street.

IV. LANDSCAPING AND ACCESSORY FEATURES

Plantings

Considerations

Mature trees and shrubs are often seen around historic residential properties. Trees that were meant to cool the structure during hot weather now add aesthetic appeal. Shrubs that often frame or line the entrance to historic properties are also one of the more attractive elements of a historic property. When trees or shrubs are pruned or removed inappropriately, it can detract from the aesthetic appeal of the historic property or district. For non-residential properties, such as civic and commercial buildings, there may be very few plantings or shrubs in order to create a more open space.

Guidelines

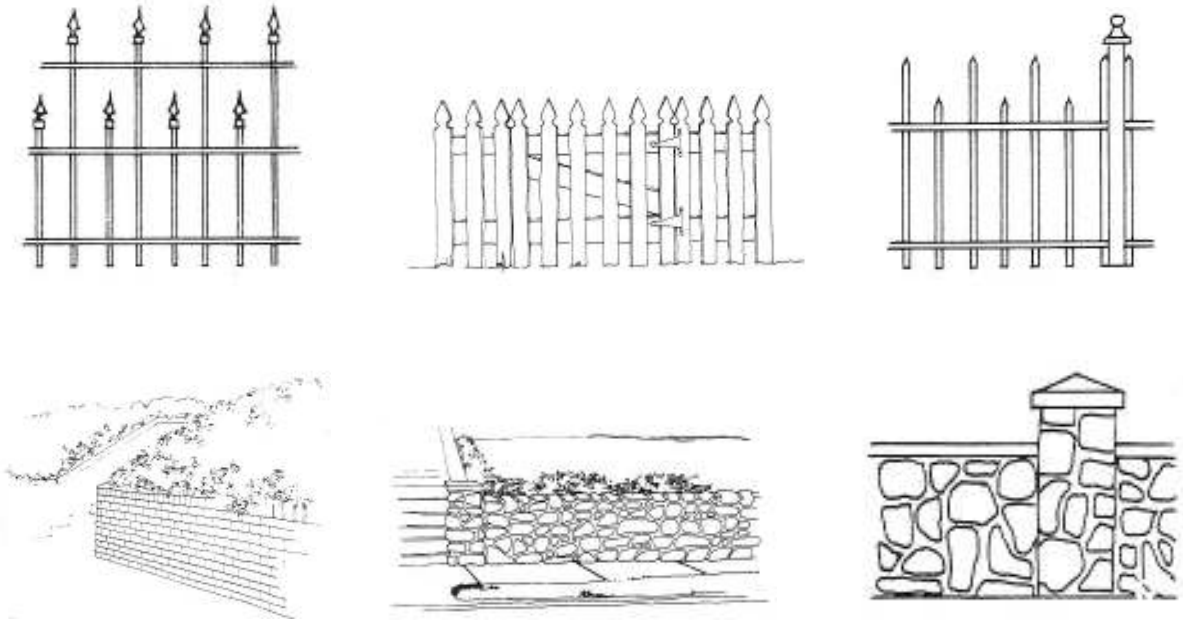
(1) Retain and preserve plantings that contribute to the overall historic character of a historic property or historic district.
(2) Retain and preserve plantings that relate buildings to their settings such as mature trees, hedges, paths, and foundation plantings, where appropriate. It is not appropriate to substantially alter the topography of a historic site by excavating, grading, or filling.
(3) Maintain and protect functional and decorative built and landscape site features through appropriate pruning and trimming. Any "topping" of trees is discouraged.
(4) Replace significant plantings – such as a mature tree, hedge, or foundation plantings – that are diseased or damaged with new plantings that are similar in species. Replacement plantings should be of similar appearance and size to the originals when they mature. Plantings that contribute to the overall character of the historic district should not be removed unless diseased or damaged.
(5) Introduce new plantings, if necessary, in locations that do not compromise the overall historic character of the building, site, or district.
(6) Mature trees and plantings should be protected from damage during construction.

Fences and Walls

Considerations

Historically, fences and walls served both utilitarian and decorative functions. Fences especially may have been used to delineate property lines, to confine animals, or to protect planted areas. Traditional fences would have been made of wood or iron. Walls would be predominantly of stone or brick. Typically, front yard fences would not be more than four (4) feet in height and rear yard fences may be six (6) feet tall. Incompatible contemporary materials, such as vinyl or chain link fencing, are not appropriate for historic properties or districts and should not be visible from the street.

Ongoing maintenance is essential in order to preserve existing fences and walls. A sound coat of paint can help to prevent moisture damage to wood fences or corrosion of metal fences. Stone or brick walls should be maintained in the same fashion as the masonry exterior of buildings. Walls should be monitored for signs of cracking or leaning that can occur as they settle.



Guidelines

(1) Retain and preserve fences and walls that contribute to the overall historic character of a district property, including their functional and decorative features.
(2) Maintain and protect the features, material surfaces, and details of fences and walls through appropriate methods.
(3) Replace in kind any portion of a fence or wall that is damaged or deteriorated beyond repair and match the original in design, material, dimension, configuration, detail, texture, and color.
(4) If a fence or wall is completely missing, or damaged beyond repair, replace it with a new feature that is based upon accurate documentation of the original or is a new design compatible in scale, material, and detail with the historic character of the building and district.
(5) New fences or walls, when necessary, should be sited to be compatible with the traditional relationship of fences or walls of similar historic properties in the district.
(6) New fences or walls should be designed to be compatible in materials, height, configuration, scale, detail, and finish with other fences and walls in the district.
(7) Fences that do not contribute to the historic character of the property or district, including vinyl or metal chain link fences, may be introduced only in a rear yard location and should not be visible from the street.

Garages and Outbuildings

Considerations

Historically, outbuildings served as carriage houses, privies, well houses, or general storage. Today, the most common surviving secondary structures are garages and carports. Original historic outbuildings are worthy of preservation because they contribute to the overall spatial and visual character of

individual sites and the historic district as a whole. These structures also convey a broader understanding of the activities associated with the historic site or district.

Guidelines

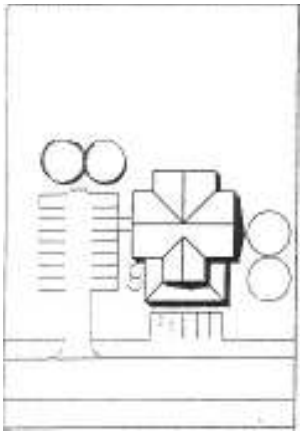
(1) Retain and preserve outbuildings and garages that contribute to the overall historic character or a district property including their functional and decorative features and details.
(2) Maintain and repair the features, material surfaces, and details of outbuildings and garages using appropriate methods.
(3) Replace in kind any portion of an outbuilding or garage that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, detail, texture, and color.
(4) If an outbuilding or garage is completely missing, or damaged beyond repair, replace it with a new feature that is based upon accurate documentation of the original or is a new design compatible in scale, location, material, and detail with the historic character of the building and district.
(5) It is not appropriate to compromise the integrity of a historic property or district by eliminating historic outbuildings or garages.
(6) It is not appropriate to conceal or remove material surfaces or details of historic outbuildings or garages, including doors, windows, siding, and architectural trim.
(7) It is not appropriate to create a false sense of historical development by making changes to outbuildings and garages, such as adding features based on insufficient historical, pictorial, or physical documentation.

Walkways, Driveways, and Off-Street Parking

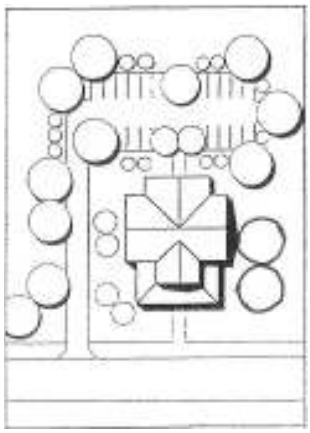
Considerations

Facilities for use by pedestrians and automobiles are a necessary feature of historic districts. Concrete or brick walkways lead from the sidewalk to the front porch or entrance. Since automobiles were so much smaller than they are today, driveways are relatively narrow in historic areas. The first driveways were usually constructed of two parallel concrete runners. Regular maintenance and repair of deteriorated walkway and driveway surfaces helps preserve the character of the historic district. New walkways and driveways should be designed to enhance the existing neighborhood character.

As a result of the growing need to accommodate more automobiles, off-street parking areas can have a significant impact on historic districts. If designed and located appropriately through the use of screening and plantings, off-street parking areas can have a minimal impact on the historic environment.



Inappropriate



Appropriate

Guidelines

(1) Retain and preserve walkways, driveways, and off-street parking areas that contribute to the overall historic character of a district property including their functional and decorative features and details.
(2) Retain and preserve materials that contribute to the overall historic character of walkways, driveways, and off-street parking areas.
(3) Maintain and repair the features, material surfaces, and details of walkways, driveways, and off-street parking using appropriate methods.
(4) Replace in kind any portion of a walkway, driveway, or off-street parking area that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, configuration, detail, texture, and color.
(5) If a walkway, driveway, or off-street parking area is completely missing, or damaged beyond repair, replace it with a new feature that is based upon accurate documentation of the original or is a new design compatible in scale, material, and detail with the historic character of the building and district.
(6) New walkways, driveways and off-street parking areas, when necessary, should be sited to be compatible with the traditional relationship of walkways, driveways, and off-street parking areas of similar historic properties in the district.
(7) New walkways, driveways, and off-street parking areas should be designed to be compatible in materials, height, configuration, scale, detail, and finish with other walkways, driveways, and off-street parking areas in the district.
(8) Off-street parking areas should be appropriately screened to minimize their visual impact on the historic property and the historic district as a whole.

Public Right-of-Way

Considerations

Historic districts contain public areas that may include parks, cemeteries, streets, sidewalks, and plantings. The Town of Wilkesboro is responsible for most of these public areas. Wilkes County and the North Carolina Department of Transportation also may have responsibility for some public areas. Changes to public areas should respect historic character. New plantings, signage, benches, utilities, and sidewalks are examples of features that might be changed.

Guidelines

(1) Retain and preserve public right-of-way features that contribute to the overall historic character of the historic district including their functional and decorative features and details.
(2) Benches, trash receptacles, street lighting, and other street furniture should be compatible with the historic district in terms of size, scale, material, and color.
(3) Limit signage in the public right-of-way to signs necessary for traffic and pedestrian safety. Site and locate signs to minimize their impact on the historic character of the district.
(4) Minimize the introduction of new utility poles, transformers, cables, and wires in the public right-of-way so that the historic character of the district is not compromised by a proliferation of these elements.

Exterior Lighting

Considerations

Some historic properties predate the introduction of electrical exterior lighting. As historic areas continued to be used for modern uses, exterior lighting became a safety necessity. It is important when introducing porch, entry, or security lighting that adequate illumination is provided without detracting from the historic building or site. The use of low-level lighting in key locations and the use of directional fixtures can prevent the over-illumination of individual properties and the district as a whole.

If the original light fixtures exist on a historic structure, they should be treated as valuable antiques. If fixtures must be replaced, there are many lines of fixtures available that reflect historic architecture.

is more appropriate than

Guidelines

(1) Retain and preserve exterior lighting fixtures that contribute to the overall historic character of a district property including their functional and decorative features and details.
(2) Repair the features, material surfaces, and details of historic lighting fixtures using appropriate methods.
(3) Replace deteriorated, damaged, or missing exterior lighting fixtures with new fixtures that are compatible in design, scale, material, finish, and detail with the historic character of the building and district. Introduce new exterior lighting, if necessary, in traditional locations that do not compromise or diminish the overall historic character of the building, site, or district.

(4) Design the new lighting to be compatible in orientation, location, brightness, height, scale, material, and configuration.
(5) The area illuminated by a lighting fixture should be limited so that it does not detract from the historic property, adjacent properties, or the district as a whole.

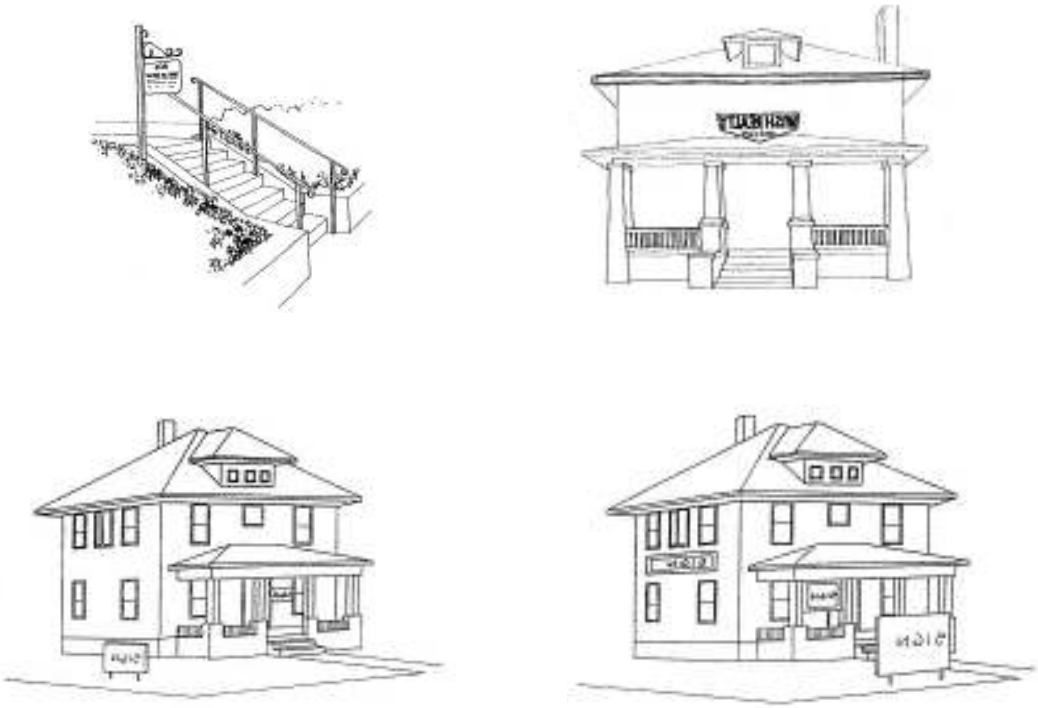
Signage

Considerations

Signage can often contribute to the historic character of a building or district. It is appropriate to allow signage to remain on historic buildings, such as downtown businesses, that are cherished as local landmarks. The preservation of these reminders of community history should be encouraged.

New signage should be consistent with traditional locations for signage and should be designed and located so as not to interfere with historic features. It is important to consider the design of the sign, including materials, color, overall size, and means of support or attachment. Signs within any historic district have to comply with the Town's local sign ordinance.

Historic sites and districts are often a place for commemorating persons and events. If a civic building is on a historic site or part of a historic district, then it is possible that many monuments and markers have been installed over time. If being installed piecemeal and without an overarching layout in mind, these markers may start to look cluttered and detract from the historic character of the site or district. The Commission should also ensure that property owners who would like to identify their property as historic should do so with appropriate markers.



Guidelines

(1) Retain and preserve historic signs that contribute to the overall historic character of a district property including their functional and decorative features and details.
(2) Preserve and repair the features, material surfaces, and details of historic signage using appropriate methods.
(3) Replace deteriorated, damaged, or missing signage with new signage that is compatible in design, scale, material, finish, and detail with the historic character of the building and district.
(4) Introduce new signage, when necessary, in traditional locations that do not compromise or diminish the overall historic character of the building, site, or district. The new signage should be designed to be compatible in orientation, location, height, scale, material, and configuration with the historic character of the building, site, and district.
(5) Fabricate new signage out of traditional materials, such as wood, stone, or metal, or apply lettering to glass or awning fabric. It is not appropriate to introduce signage in contemporary materials, such as plastic or internally-lit signage that are incompatible with the overall historic character of the site or district.

Archaeological Features

Considerations

The material evidence of any past human activity found below or partially below the ground is considered an archaeological resource. Archaeological resources can provide useful information about the history of an area and the lifestyles of the previous inhabitants. Grading, excavating, or even landscaping can uncover archaeological features as the ground is disturbed. For this reason, projects in historic districts should consider an archaeological review as part of the development planning process. Assistance is available from the Office of State Archaeology in the North Carolina Division of Archives and History.

Guidelines

(1) Retain and preserve known archaeological features that are significant to the site or historic district.
(2) Maintain and protect known archaeological features from damage during construction or site work. Grading and other forms of site disturbance should be minimized within the historic district to reduce the potential danger to known or unknown archaeological resources.
(3) If archaeological resources are exposed during site work and cannot be preserved in place, available resources should be used to record the archaeological evidence.

V. NEW CONSTRUCTION AND ADDITIONS

The following are guidelines that should be followed by the Historic Preservation Commission when applicants are considering construction of new buildings on a historic site or within a historic district. These guidelines should also be used when considering additions to an existing historic structure.

New Construction

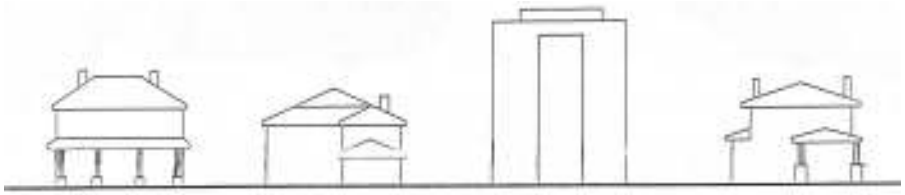
Considerations

It is not necessary or desirable to directly mimic historic building designs in the historic district, but contemporary designs that respect the visual and spatial character of the district are encouraged. Compatibility is measured by considering both the building as well as its siting.

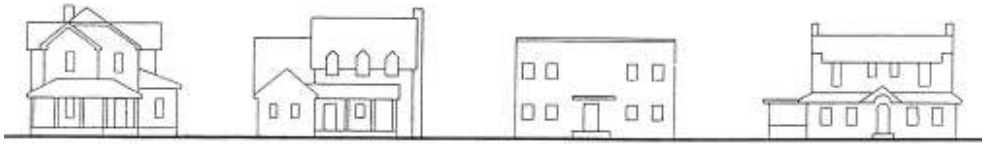
The proposed positioning of a new building on a lot within a historic district must be consistent with the setback and spacing of the surrounding buildings. The orientation of the building should also fit with the historic context, for example, the front façade of surrounding buildings may be parallel to and fronting on the street. In terms of lot coverage, new construction should not cover significantly more of the lot than the surrounding structures. New construction projects are usually accompanied by site modifications such as landscaping, driveways, walkways, and lighting that need to comply with the relevant guidelines.

Beyond site considerations, the design of the proposed building must be reviewed for compatibility with surrounding buildings that contribute to the historic character of the district. Criteria include scale, height, roof form, materials, and features. The significance of each criterion must be judged by analyzing the buildings that surround the proposed building site. The use of artificial and composite materials for the exterior of new primary buildings is discouraged. The use of these materials will be judged on a case-by-case basis in terms of how they fit with the materials of adjacent structures.

If a new building is going to be an accessory structure, such as an outbuilding or a garage, then it should relate appropriately in overall form and materials to the principal structure.



Scale of elements of the new construction should be compatible with existing buildings.



Prominent features such as roofs should be compatible in shape and form.

Height of new construction should match existing buildings

Guidelines

(1) Site new buildings so they are consistent with surrounding buildings in terms of setback and orientation from the street and spacing between existing buildings.
(2) Follow relevant design guidelines in planning related site modifications such as landscaping, driveways, and lighting.
(3) Protect significant site features, including mature trees and unknown archaeological resources, during construction.
(4) Design new buildings to be compatible in height, roof form, scale, material, and details with surrounding buildings that contribute to the historic character of the district.
(5) Locate and size door and window openings in new buildings so they are compatible in placement, orientation, spacing, proportion, size, and scale with those of surrounding buildings that contribute to the historic character of the district.
(6) Select materials and finishes for new buildings that are compatible in composition, texture, scale, pattern, detail, finish, and color with those of surrounding buildings that contribute to the historic character of the district.
(7) New buildings should be designed to be compatible with, but differentiated from, historic buildings in the district. Unless the building is and accurate reconstruction, it is not appropriate to create a false sense of historical development through the duplication of historic features or details from an earlier era.
(8) Site, orient, and design new accessory structures so they are compatible with the traditional relationship to the primary structure.
(9) Introduce simple, utilitarian storage buildings only in locations that will not compromise the overall historic character of the site or district.

Additions to Existing Buildings

Considerations

The continued usefulness of a historic building depends on accommodating change that allows the building to be used for modern purposes. However, additions have the potential to compromise the historic integrity of a building or site. An addition must not visually overpower the original building or destroy significant features of a historic building or site. While additions should be visually differentiated from the original building, it should be compatible in terms of height, roof form, scale, materials, and details. Additions that echo the original architectural style and additions that introduce a compatible contemporary style are appropriate for designing additions to historic buildings.

The use of artificial and composite materials for the exterior of new additions is discouraged. Their possible approval will be determined on a case-by-case basis in terms of how they fit with the materials of adjacent structures.

Guidelines

(1) Locate new additions cautiously and only on non-character defining elevations, usually rear or side-rear walls, so they do not compromise the architectural integrity of the historic building.
(2) Minimize the size, scale, and height of new additions so they do not visually overpower the historic building or substantially alter the site's proportion of constructed area to unbuilt area.
(3) Design the addition so that the overall character of the historic building and the building site are preserved.
(4) Protect significant site features, including mature trees and known archaeological resources, from damage during construction.
(5) Design new additions to be compatible in height, roof form, scale, materials, detail, and proportion with the historic building.
(6) Locate and size door and window openings in additions so they are compatible in placement, orientation, spacing, proportion, size, and scale with the historic building.
(7) Select materials and finishes for additions that are compatible in composition, texture, scale, pattern, detail, finish, and color with those the historic building.
(8) Design new additions to be compatible with, but differentiated from the historic building. Design and construction of an addition should preserve clear visual delineation of the original building and its changes over time.
(9) Additions should be constructed to be self-supporting and easily removed without damaging the historic building.

VI. RELOCATION AND DEMOLITION

Relocation of Existing Buildings

Considerations

The moving of a historic building should be considered a "last resort" alternative to the demolition of a structure. Moving a structure usually destroys the original context of the building and may result in the substantial loss of original building material. Sometimes the moving of a building becomes necessary as part of a revitalization plan. If a significant building is surrounded by an incompatible environment, it can sometimes be relocated to a more enhancing environment. This activity might, in addition to saving the building, increase its real estate value.

Since moving a building is a complicated and time-consuming process, it should not be undertaken until every aspect of the project has been considered and evaluated. Protecting and securing the building during and after the move is essential. If moving a structure is warranted, every effort should be made to move the building intact as a single unit. If the building is relocated within the historic district, the siting and all related modifications must be approved by the Commission.

Guidelines

(1) Record the historic building in its original setting and document the existing site conditions through photographs prior to its relocation.
(2) Thoroughly evaluate aspects of the project, such as the condition of the building and the route of the move, to ensure the building will be protected from damage.
(3) Significant site features at the original site, along the route of the move, and at the new site should be protected from damage.
(4) If the building is relocated within the historic district, the site should be compatible in the same terms as that for new construction.

Demolition of Existing Buildings

Considerations

The demolition of a historic building is an irreversible act that is strongly discouraged. While the Historic Preservation Commission cannot deny a Certificate of Appropriateness for demolition, enabling legislation grants the authority to delay the demolition of a structure for up to one full year. During this period, viable alternatives for preserving the structure will be explored. In the case of intrusive structures or those with little architectural value, the Commission may waive all or part of the delay period. In making this determination, the Commission will carefully weigh the value of the structure to the neighborhood setting.

Guidelines

(1) The Historic Preservation Commission should work with property owners and other interested parties to seek viable alternatives to demolition.
(2) Record the historic building in its original setting and document the existing site and building conditions through photographs and/or drawings prior to its demolition.
(3) Historic architectural materials and features that could be reused should be salvaged prior to demolition.
(4) When requesting a Certificate of Appropriateness for demolition, submit a site plan illustrating the treatment of the site following demolition.
(5) Protect significant site features, such as mature trees and known archaeological resources, during demolition.
(6) If the site is to remain vacant for more than 60 days, it should be cleared of debris and maintained in a manner consistent with other properties in the historic district.

VII. APPENDICES

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior is responsible for establishing standards for all national preservation programs under Departmental authority and for advising Federal agencies on the preservation of historic properties listed or eligible for listing in the National Register of Historic Places.

The Standards for Rehabilitation, a section of the Secretary's Standards for Historic Preservation Projects, address the most prevalent preservation treatment today: rehabilitation. Rehabilitation is defined as the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

The Standards that follow were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction.

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Note: To be eligible for Federal tax incentives, a rehabilitation project must meet all ten Standards. The application of these Standards to rehabilitation projects is to be the same as under the previous version so that a project previously acceptable would continue to be acceptable under these Standards.
Certain treatments, if improperly applied, or certain materials by their physical properties, may cause or accelerate physical deterioration of historic buildings. Inappropriate physical treatments include, but are not limited to: improper repainting techniques; improper exterior masonry cleaning methods; or improper introduction of insulation where damage to historic fabric would result. In almost all situations, use of these materials and treatments will result in denial of certification. In addition, every effort should be made to ensure that the new materials and workmanship are compatible with the materials and workmanship of the historic property.

Guidelines to help property owners, developers, and Federal managers apply the Secretary of the Interior's Standards for Rehabilitation are available from the National Park Service, State Historic Preservation Offices, or from the Government Printing Office. For more information write: National Park Service, Preservation Assistance Division-424, P.O. Box 37127, Washington, D.C. 20013-7127.

Procedures for Obtaining a Certificate of Appropriateness

(A) Applications
Applications for a certificate of appropriateness shall be submitted to the Planning Director no later than fourteen (14) calendar days prior to the next regularly scheduled meeting of the Historic Preservation Commission. The names and addresses of the property owners filing the application and those of the property owners within one hundred (100) feet on all sides of the property that is the subject of the application. The Planning Director is responsible for transmitting the application to the Historic Preservation Commission.

(B) Notice and Hearing
The planning staff will notify by mail the owners of any property located within one hundred (100) feet on all sides of the property that is the subject of the application. Prior to the issuance or denial of a certificate of appropriateness, the Historic Preservation Commission will give the applicant and other affected property owners and/or residents the opportunity to be heard.

(C) Time Limit For Action
The Historic Preservation Commission shall act upon the application within sixty (60) calendar days after the filing. If the Commission fails to act upon the application within this time shall be deemed to constitute approval and a certificate of appropriateness shall be issued.

(D) Decisions
All actions of the Historic Preservation Commission shall be set forth in writing. The Historic Preservation Commission's final action on an application for a certificate of appropriateness shall be by the passage of a motion to take one (1) of the following actions:

(1) Approve the application for a certificate of appropriateness as proposed, and provide in writing the findings on which the decision is based;

(2) Approve the application for a certificate of appropriateness subject to specific conditions and/or modifications, providing these conditions of approval in writing;

(3) Disapprove the application for a certificate of appropriateness as proposed, and provide in writing the

findings on which the decision is based.

(E) <u>Time Limit on Approval</u>

(1) The applicant shall have one hundred eighty (180) days from the date the certificate of appropriateness is approved and issued to procure a building or demolition permit. Failure to procure the permit in this period will be a failure to comply with the certificate of appropriateness and it shall be void.

(2) If a building permit is not required, the work must be completed within the one hundred eighty (180) day period.

(3) If work is commenced, but discontinued for a period of one hundred eighty (180) days or more, the certificate will be void.

Designation of Historic Districts

(A) All requests shall first be presented to the Historic Preservation Commission. The requests should include reference to the historical, architectural, or archaeological significance of the proposed district. The Commission will conduct a preliminary investigation to determine the eligibility of the proposed area.

(B) If the Commission determines that the proposed area is ineligible to become an historic district, the Commission shall report such determination to the entity that requested the designation. Such report shall be made within thirty (30) days of the Commission's consideration of the request. The report may also include recommendations of if and how the request may be amended in order to make the area eligible as an historic district.

(C) If the Commission determines that a proposed area is eligible to become an historic district, it shall notify property owners within the area through first class mail that establishment of an historic district will be considered by the Commission at a specified date and time. The Commission shall hold the public informational meetings and receive questions and comments, after which they shall make refinements to any proposed boundaries.

(D) The Commission shall prepare and submit a report to the Planning Board, and the Town Board. The report shall include, but not be limited to, the following information:

(1) a boundary description of the area;
(2) a map at a scale of not less than one (1) inch represents two hundred (200) feet (1" to 200'), showing the boundaries of the proposed area, and;
(3) a description of the significance of the area, including its buildings, structures, features, sites, or surroundings.

(E) Pursuant to review and comment by the Town Board, the report shall be forwarded to the North Carolina Department of Cultural Resources who shall make an analysis of and recommendations concerning such report and description of proposed boundaries to the Town Board. Failure of the Department to submit its written analysis and recommendations to the Town Board within thirty (30) calendar days after a written request for such analysis has been received by the Department of Cultural Resources shall relieve the Town of any responsibility for awaiting such analysis, and the Town Board may at any time thereafter take any necessary action to adopt or amend its zoning ordinance.

(F) Once all of the previous procedural steps have been met, rezoning the proposed area to an historic district shall proceed in the same manner as would otherwise be required for a change in the zoning ordinance.

Designation of Historic Landmarks

(A) All requests shall first be presented to the Historic Preservation Commission. The requests should include reference to the historical, architectural, or archaeological significance of the proposed landmark. The Commission will conduct a preliminary investigation to determine the eligibility of the landmark.

(B) If the Commission determines that the proposed landmark is ineligible to become an historic landmark, the Commission shall report such determination to the entity that requested the designation. Such report shall be made within thirty (30) days of the Commission's consideration of the request. The report may also include recommendations of if and how the request may be amended in order to improve it.

(C) If the Commission determines that the proposed landmark is eligible to become an historic landmark, it shall notify property owners within the area through first class mail that designation of an historic landmark will be considered by the Commission at a specified date and time. The Commission shall hold the public informational meetings and receive questions and comments.

(D) The Commission shall prepare and submit a report to the Planning Board and the Town Board.

The report shall include, but not be limited to, the following information:

(1) The name and address of the current property owner.

(2) The location of the property proposed to be designated historic, including the street address and tax map and parcel numbers.

(3) The date of construction and of any later alterations, if any.

(4) An architectural or archaeological description of the area of the site or structure proposed to be designated. If outbuildings or other appurtenant features are proposed for designation, the report shall contain a description of those features.

(5) An assessment and historical discussion of the site or structure within its type, period, and locality.

(6) Photographs that clearly depict the property proposed for designation, including views of all facades, pertinent details and siting.

(7) A map clearly showing the location and boundaries of the property, including any outbuildings and appurtenant features.

(E) Pursuant to review and comment by the Town Board, the report shall be forwarded to the North Carolina Department of Cultural Resources who shall make an analysis of and recommendations concerning such report and description of proposed boundaries to the Town Board. If the department does not submit its written comments or recommendations in connection with any proposed designation within thirty (30) calendar days after a written request for such analysis has

been received by the department shall relieve the Town of any responsibility for awaiting such analysis.

(F) The Town Board and Historic Preservation Commission shall hold a joint public hearing on the proposed ordinance. Notice of the hearings shall be published at least once in a newspaper generally circulated within the Town. Written notice of the hearings shall also be mailed by the Commission to all owners and occupants of properties. All such notices shall be published or mailed not less than ten (10) nor more than twenty-five (25) days prior to the date set for the public hearing.

(G) Upon adoption of the ordinance or any amendments thereto, the owners and occupants of each designated historic property shall be given written notification of such designation. One (1) copy of the ordinance and each amendment thereto shall be filed by the Historic Preservation Commission in the office of the County Register of Deeds. Each historic property designated as an historic landmark in the ordinance shall be indexed according to the name of the owner of the property in the grantee and grantor indexes in the Register of Deeds office, and the Historic Preservation Commission shall pay a reasonable fee for filing and indexing. A second copy of the ordinance and of each amendment thereto shall be kept on file in the Town Clerk's office and shall be made available for public inspection at any reasonable time. A third copy of the ordinance and each amendment thereto shall be given to the Wilkes County Building Inspector.

(H) Upon adoption of the ordinance or any amendments thereto, it shall be the duty of the Historic Preservation Commission to give notice thereof to the Wilkes County tax assessor. The designation and any recorded restrictions upon the property limiting its use for preservation purposes shall be considered by the assessor in appraising it for tax purposes. The fact that a building, structure, site, area, or object has been designated an historic landmark shall be clearly indicated on all tax maps maintained by the County for such period as the designation remains in effect.

Local Resources

Wilkesboro Historic Preservation Commission
203 West Main Street
Wilkesboro, NC 28697
Phone: (336)838-3951
Fax: (336)838-7616
E-Mail: planning@wilkesboronorthcarolina.com

Old Wilkes, Inc.
203 North Bridge Street
Wilkesboro, NC 28697
Phone: (336)667-3712
E-Mail: oldwilkesjail@earthlink.net

State Resources

North Carolina State Historic Preservation Office
Department of Cultural Resources
4617 Mail Service Center
Raleigh, NC 27699-4617
Phone: (919)733-4763
E-Mail: hpo@ncmail.net
Website: www.hpo.dcr.state.nc.us

Preservation North Carolina
200 Fayetteville Street Mall, Suite 300
P.O. Box 27644
Raleigh, NC 27611-7644
Phone: (919)832-3652
Fax: (919)832-1651
E-Mail: info@presnc.org
Website: www.presnc.org

National Resources

Heritage Preservation Services
National Park Service
1201 Eye Street NW, 2255
Washington, DC 20005
Phone: (202)513-7270
E-Mail: nps_hps-info@nps.gov
Website: www2.cr.nps.gov

National Trust for Historic Preservation
1785 Massachusetts Avenue NW
Washington, DC 20036
Phone: (202)588-6000
Website: www.nationaltrust.org

Advisory Council on Historic Preservation
1100 Pennsylvania Avenue NW, Suite 809
Old Post Office Building
Washington, DC 20004
Phone: (202)606-8503
E-Mail: achp@achp.gov
Website: www.achp.gov

National Main Street Center
1785 Massachusetts Avenue NW
Washington, DC 20036
Phone: (202)588-6219
Fax: (202)588-6050
E-Mail: mainstreet@nhtp.org
Website: www.mainstreet.org

National Preservation Institute
P.O. Box 1702
Alexandria, VA 22313
Phone: (703)765-0100
E-Mail: info@npi.org
Website: www.npi.org

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Blumenson, John J. Identifying American Architecture: A Pictorial Guide to Styles and Terms 1600-1945. Nashville, TN: American Association for State and Local History, 1991.

Historic Preservation Foundation and National Park Service. Caring for Your Historic House. New York, NY: Harry N. Abrams, Inc., 1998.

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Phillips, Steven J. Old-House Dictionary: An Illustrated Guide to American Domestic Architecture (1640-1940). Washington, DC: Preservation Press, 1992.

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Glossary and Architectural Terms

Appurtenant Features – Those features which define or surround the site of a building.

Archaeological Resources – Objects made by people or materials altered by human activity, that are usually recovered from or found at a historic or prehistoric site.

Architectural Character – The overall appearance of the architecture of a building including its construction, form, and ornamentation.

Architectural Integrity – A measure of the authenticity of a property's architectural identity. For example, a building with high architectural integrity would not have been altered much over the years.

Balustrade – A railing and all the small posts or spindles supporting it.

Bandboard – Any flat horizontal member that projects slightly from the surface of which it is a part; often used to mark a division in a wall.

Beveled Glass – A type of decorative glass on which the edges of each pane are beveled or cut to an angle of less than 90°.

Board-and-Batten – Vertical exterior siding with the joints between the siding (boards) covered with narrow strips (battens). The battens are used to conceal the gaps between the siding boards.

Bracket – Projecting support member found under eaves or other overhangs

Boxed Gutter – A gutter that is enclosed within a soffit or cornice trimwork and thus concealed from view.

Brick Header – Bricks laid with their ends toward the face of a wall.

Building Element – Any portion of the structure or decoration of a building.

Bulkhead – A low wall or panels below the display windows of a storefront.

Casement Window – A window sash that opens on hinges fixed to its vertical edge.

Casing –The finished visible framework around a door or window.

Cast Iron – Iron formed by casting in foundry molds.

Chimney Pot – A terra cotta, brick, or metal pipe that is placed on the top of a chimney as a means of increasing the draft.

Character-Defining – Architecturally refers to features or details of a building that are significant in defining its architectural or historic character.

Clapboard – A narrow board usually thicker at one edge than the other; used for siding.

Conjectural Features – Refers to building elements or details that are based upon conjecture or speculation versus documentation.

Consolidating – To stabilize for repair a deteriorated building feature by infusing it with another material, such as injecting the proxy residents into rotten wood.

Corbelling – A series of projections, each stepped out further than the one below it; most often found on walls and chimney stacks.

Corner Board – A board that is used as trim on the external cover of a wood frame structure and against which the ends of the siding are fitted.

Cornice – The exterior trim of a structure at the meeting of the roof and wall.

Crown Molding – The crowning and finished molding, most often located in the area of transition between wall and ceiling, or on the extreme top edge of an exterior wall.

Dentil – A row of the small blocks at the base of a classical cornice.

Dormer – A vertical window projecting from the slope of a roof.

Double Hung Window – A type of window with an upper and lower sash in the vertical grooves, one in front of the other, which are movable by means of sash cords and weights.

Eave – The part of a sloping roof that projects beyond a wall.

Elevation – The external faces of a building.

Etched Glass – Glass whose surface has been cut away with a strong acid or by abrasive action into a decorative pattern.

Extruded Metal – Metals formed by pushing heated metal through an opening in a precision made die, which can create an infinite variety of products.

Façade – Normally refers to the front of a building.

False Historic Appearance – An appearance that misrepresents the history of a building, such as applying trim work that predates the original building.

Fascia – A flat board used to cover the ends of roof rafters.

Fenestration – The arrangement of windows and other exteriors openings on a building.

Flashing – Pieces of non-corrosive metal installed at junctions between roofs and walls, within a roof valley, and around chimneys.

Form –The shape or configuration of a building or part of a building.

Gable –the triangular and of an exterior wall in a building with a ridged roof.

Gable Roof – A sloping roof that terminates at one or both ends in a gable.
Gambrel Roof – A roof having a double slope on two sides of a building.

Hardboard –A very dense fiberboard usually having one smooth face.

Hipped Roof -- A roof formed by a four pitched roof surfaces

Historic Character – The form and detailing of the architectural materials and features that give a building or site its historical significance.

In Situ – Meaning that a detail or feature is in its original place or position.

Joinery – The way in which two or more materials or pieces are joined.

Lap Siding – Horizontal wood boards, laid so as to cover a portion of a similar board underneath and to be overlapped by a similar one above.

Masonry – Work constructed using stone, brick, concrete blocks, tile, or similar materials.

Molding – An ornamental device on both the interior and exterior of a building or structure that often serves the function of obscuring the joint formed when two surfaces meet.

Muntin – A bar or member supporting and separating panes of glass in a sash or door.

Parapet – A low wall along a roof directly above an outer wall.

Patina – The surface corrosion, due to exposure to the atmosphere that discolors copper or bronze elements to a green or brown color over time.

Pediment – A triangular section framed by horizontal molding on its base and two sloping moldings on each of its sides.

Pier – Vertical supporting member that is part of the foundation.

Pilaster – A shallow pier or rectangular column projecting only slightly from a wall.

Pitch – The slope of a roof in relation to the horizontal.

Portico – A covered walk or porch supported by columns or pillars.

Pressed Metal – Sheet metal that is a pressed into a raised design or pattern.

Repoint – To remove old mortar from courses of masonry and replace it with new mortar.

Reconstruction – The act of reproducing by new construction the exact form and detail of a vanished building, structure, or object, as it appeared at a specific period of time.

Rehabilitation – The act or process of returning a property to a state of utility through repair or alteration and which makes possible efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values.

Renovation – The restoration to a former better state by cleaning, repairing, or rebuilding.

Restoration – The act or process of accurately recovering the form and details of a property and its settings as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work

Ridge – The horizontal line formed when to roof surfaces meet.

Sash – The framework in which panes of glass are set in a window or door.

Scale – The size of construction elements or details and in comparison to the size of a human being.

Shed Roof – A roof that slopes in one direction

Sidelight – A narrow window adjacent to a door or window, often found in pairs.

Sill – The horizontal water-shedding member at the bottom of a door for window.

Soffit – The exposed underside of an arch, cornice, balcony, beam, etc.

Stucco – An exterior wall covering consisting of a mixture of Portland cement, sand, lime, and water.

Tongue-and-Groove – A joint made by a tongue on one edge of a board fitting into a corresponding groove on the edge of another board.

Topography – The shape of the surface of the ground.

Topping – The practice of cutting off the top portion of a tree resulting in a disfigured tree crown.

Transom – A small window above the door, sometimes hinged to be opened for ventilation.

Veneer – A decorative layer of brick, wood, or other material used to cover inferior structural material, thereby giving an improved appearance.

Veranda – A roofed open gallery attached to the exterior of a building.

Vernacular – In architecture, as in language, the non-academic local expressions of a particular region.

Wood shakes – Hand-cut would singles; shakes are not tapered and usually have more irregular surfaces.

Wrought Iron – Iron that is rolled or hammered into shape, never melted.