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## THE SPECIAL CHARACTER STATEMENT

*The West End neighborhood was one of the first streetcar suburbs in North Carolina designed to reflect the picturesque concept of suburban planning promoted on the national level by Frederick Law Olmstead. In addition, it was the first picturesque suburb in North Carolina developed according to its original design. Developed on the western edge of the town of Winston, the West End was planned in 1890 by Jacob Lott Ludlow, who would become a nationally-recognized municipal, sanitary, and hydraulic engineer and who was Winston's first city engineer. Ludlow's remarkable plan of curvilinear streets and parks took advantage of the already dramatic topography of the area and formed a radical departure from the grid plans of Winston and Salem.*

*The West End reflected Winston's phenomenal growth period from the late 1880s through the 1920s, as tobacco and textile manufacturing reached new levels of production and Winston-Salem became North Carolina's largest city. The economic growth of the city enabled some of its citizens to build handsome residences of distinctive character found in the West End. The neighborhood contains well-detailed examples of the Queen Anne, Neo-Classical Revival, Colonial Revival, and Craftsman styles. Many of the houses were designed by locally- and regionally-known architects and executed by prominent local construction firms. Hill Linthicum, C. Gilbert Humphreys, Willard Northup, and other architects of regional prominence designed houses in the West End, and one nationally-known architect, Ralph Adams Cram, designed a church in the neighborhood – St. Paul's Episcopal. The local construction firm of Fogle Brothers, which had been building in Winston and Salem since 1871, constructed many of West End's residences. The neighborhood today is one of the most intact and fully-realized examples of a turn-of-the-century streetcar suburb in North Carolina, and it has retained its systems of parks and residential boulevards.*

- West End Historic Overlay District Report, Statement of Significance, 1992

## DISTRICT ARCHITECTURE AND ENVIRONMENT

The West End Historic District was listed in the National Register of Historic Places in 1986 because of its importance in architecture and community planning. Winston-Salem and Forsyth County have placed the historical heritage of the community among their most valued and important assets. The West End Historic Overlay District was designated by the City of Winston-Salem in 1993 when authority to regulate alterations in the neighborhood was given to the Historic Districts Commission, the forerunner of today's Historic Resources Commission.

*The late nineteenth-early twentieth century urban neighborhood is defined by its picturesque landscape features – including a system of curvilinear streets, terraced lawns with stone retaining walls and steps, and parks – which take full advantage of the dramatic hilly topography of the site, and by its rich and varied collection of architecture reflective of West End's period of development.*

*Into this idyllic setting were built some of the finest houses in Winston-Salem between 1887 and 1930, representing the most popular architectural styles of the day, along with a collection of less sophisticated yet well-built and representative examples of the same styles. Other man-made components of the district include numerous outbuildings associated with the houses, four architecturally significant churches, several commercial buildings and apartment buildings from West End's primary period of development, and post-1930 structures ....*

*The oldest houses in the West End are products of the late Victorian period and reflect to a large degree the visual variety associated with the Queen Anne style. Though few in number, some of the most impressive houses in the West End were built during the early years of the twentieth century in the Neo-Classical Revival style. One of the two most widely represented architectural styles in the West End is the Colonial Revival, popular throughout the first quarter of the twentieth century when the West End experienced its greatest period of building activity. While the Colonial Revival continued, the formality of that style began to give way to the informality of the Craftsman style – with the Colonial Revival, the second of the two most frequently expressed architectural styles in the West End. Other revival styles made brief appearances in the West End, adding to both the visual variety and the romanticism of the neighborhood. The most popular of these was the Tudor Revival of the 1910s and 1920s. The Spanish Mission style is rare in the West End, but its two main examples are both prominent buildings. Two monumental Gothic Revival churches in the West End add significantly to the dignified character of the neighborhood.*

- West End Historic Overlay District Report, Description, 1992

## WHAT DOES IT MEAN TO LIVE IN A HISTORIC OVERLAY DISTRICT?

In 1993, the West End was designated as Winston-Salem's first Historic Overlay District. The purpose of the Historic Overlay District is to protect the unique-special character of the neighborhood, while at the same time recognizing the need for adaptations necessary to accommodate modern lifestyles. The authority of the Historic Resources Commission to review significant changes within the West End Historic Overlay District gives protection to the neighborhood.

## WHAT IS THE DIFFERENCE BETWEEN A HISTORIC OVERLAY (HO) DISTRICT AND A HISTORIC (H)?

West End is a Historic Overlay District. "HO", or Historic Overlay, Districts are rehabilitation districts that overlay existing land use zoning in designated historic areas. The overlay does not regulate land use.

### What is Rehabilitation as a Historic Preservation treatment?

Rehabilitation means to return a property to a state that makes a contemporary use possible, while still preserving those portions or features of the property that are significant to its historical, architectural, and cultural values. Rehabilitation may include a change in use of the building or additions. The treatment is the broadest of the appropriate treatments for historic properties. The Guidelines are consistent with the principles of the Secretary of the Interior's Standards for Rehabilitation, while expanding on the basic rehabilitation principles as they apply in Forsyth County.

"H", or Historic, Districts are established as separate zoning districts. The only permitted land uses are residential, specific institutional uses, or a use that is documented to have existed in a specific building during the period of significance. "H" Districts are preservation and/or restoration districts. Winston-Salem's "H" Districts include Old Salem and Bethabara.

Both types of districts promote historic preservation, but Historic Overlay Districts allow and anticipate a greater degree of change.

## FORSYTH COUNTY HISTORIC RESOURCES COMMISSION

The Forsyth County Historic Resources Commission (Commission) was established to maintain, protect, and preserve the County's buildings, districts, and features that have historical, cultural, and architectural significance. The Commission is an appointed board that conducts the design review process for the Historic Districts, Historic Overlay Districts, and Local Historic Landmarks. The board consists of members appointed by the Forsyth County Board of Commissioners; Winston-Salem City Council upon recommendation from the Mayor; Clemmons Village Council; and Kernersville Board of Alderman. All commission members must reside in Forsyth County. Six of the members must fill one of the categorical requirements listed below.

- Architect licensed in the State of North Carolina
- Architectural historian or historic preservationist
- Archaeologist, landscape architect/designer, planner, surveyor, or arborist

- Historic (H) District property owner
- Historic Overlay (HO) District property owner
- Local Historic Landmark (LHL) property owner

To assist in achieving the Commission's goals, a historic preservation ordinance is included in the Winston-Salem/Forsyth County Unified Development Ordinances (UDO). The NC General Statutes and the UDO enable the establishment of locally-zoned Historic Districts, Historic Overlay Districts, and Local Historic Landmarks.

## **WEST END HISTORIC OVERLAY DESIGN REVIEW GUIDELINES**

Guidelines establish the rules and requirements for alterations to properties in West End. The goal of the Guidelines is to provide a framework for decision making so that the Commission arrives at appropriate and consistent decisions. Each case is decided based on its own merits. At times, the Commission receives applications for work that is not specifically addressed in the Guidelines. In such cases, the Commission makes its determination based on whether or not the work is incongruous with the special character of the District. Many buildings have alterations that predate creation of the West End Historic Overlay District and do not meet the Guidelines. These are not examples to follow and are not considered precedents by the Commission in reviewing applications.

The Secretary of the Interior's Standards for Rehabilitation, rather than the Guidelines, may be used by the Commission if a project is a comprehensive rehabilitation or it has been reviewed by the State Historic Preservation Office for historic preservation tax credits.

To prepare for a project, become familiar with the Design Review Guidelines, the Historic Resources Commission, and its purposes and procedures. The following section explains the design review process and procedures established for the West End.

## **DESIGN REVIEW PROCESS**

The Historic Overlay District was not created to prevent change, but rather to ensure that proposed alterations to historic properties do not compromise the special character of an individual property or the District as a whole. Therefore, the Commission works to prevent changes that are incongruous or inconsistent with the special character of the District. During the design review process, the Commission examines and evaluates plans before work is begun. The Commission then applies the District's Design Review Guidelines to determine if the proposed changes are consistent with the Guidelines and not incongruous with the special character of the District. It is the responsibility of the property owner to seek Commission review and approval prior to commencing any work on the exterior of the building or site. Commission approval is issued in the form of a Certificate of Appropriateness (COA).

One of the purposes of the Commission is to assist and consult with property owners about proposed projects. In the early planning stages of a project, property owners should consult with Commission staff. The staff can

assist by explaining the Guidelines, suggesting solutions to problems, and explaining the review process. You can contact the Commission staff by calling the City/County Planning Division at 336-727-8000 or emailing [preservation@cityofws.org](mailto:preservation@cityofws.org).

## CERTIFICATES OF APPROPRIATENESS

A Certificate of Appropriateness (COA) is a document issued by the Commission allowing an applicant to proceed with approved work. COAs are required for any Major or Minor Work project prior to initiating said project. Routine Maintenance does not require a COA.

### COA APPLICATIONS

A COA application form may be obtained by contacting Commission staff by phone at 336-727-8000, by email to [preservation@cityofws.org](mailto:preservation@cityofws.org), or by downloading a copy from the Historic Resources section of the Planning Division website.

When applying for a COA, attach the required documentation listed on the application. Typical documentation is a detailed description of the project, which includes the materials to be used and the location of proposed work; relevant architectural or site drawings; photographs of the building(s) and/or site; and product literature for materials to be used. Please refer to the Summary of Submission Materials in the Appendices for more details.

## COA APPLICATION PROCESS

### PRE-REVIEW MEETINGS

Staff will gladly meet with you to discuss your project prior to the submission deadline for COA applications to be heard by the Commission. Pre-review meetings are scheduled by appointment the week prior to the application deadline. This meeting is an opportunity for the applicant to meet with staff and review an application. Staff will advise the applicant if there are missing pieces to the application, staff's opinion as to compliance with the Guidelines, and describe the Commission meeting procedure. This can help to avoid a continuance or denial at the Commission meeting.

### RESPONSIBILITIES OF THE APPLICANT

It is the **responsibility of the applicant** to seek Commission review and approval. The applicant is responsible for the following, as necessary:

- Submit a complete application
- Research the history or historic appearance of a building, site, or structure within the District
- Present expert witnesses
- Design the project
- Demonstrate how the application meets the Guidelines

## **COMMISSION MEETINGS FOR MAJOR WORK APPLICATIONS**

The Commission typically meets at 4 pm on the first Wednesday of the month. Attendance by the applicant at the Commission meeting is not required but is **highly recommended**. The applicant's presence is important should the Commission have questions or need clarification on any portion of the application. It is also important to have present any expert witnesses, such as the architect, designer, or contractor. An applicant may amend their application during the Commission meeting to address concerns raised by the Commissioners. During the meeting, an applicant may also request a continuance of the hearing to a date certain or withdraw the application.

## **COA APPROVAL/DENIAL**

If the Commission approves an application, a COA will be issued, and work can proceed on the project. A COA can be issued with conditions. Should this happen, an applicant is required to follow those conditions when proceeding with the work. If a COA application is denied, work cannot be initiated on the proposed project and proceeding with any such work would be a violation of the Zoning Ordinance. An applicant can resubmit a revised application if there are substantial changes from the initial application.

## **OTHER REQUIRED PERMITS**

It is the responsibility of the property owner to verify with the Winston-Salem/Forsyth County Inspections Division whether any building, sign, or other permits are required before proceeding with a project. This includes, but is not limited to, projects such as building additions, new constructions, demolitions, fence installations, and sign installations. These permits cannot be issued until after a COA has been approved. The Permit Office of the Inspections Division can be reached by phone at 336-747-2624.

## **AFTER-THE-FACT COA APPLICATIONS**

Commencing with work without a COA when one is required is a violation of the UDO and is subject to civil and criminal penalties, injunctive relief, and other legal remedies. Any project requiring a COA that is initiated or completed prior to obtaining a COA must be applied for with a Major Work COA application. The Commission reviews these applications as if they were filed prior to the work commencing, not taking into consideration the expense or the time expended to complete the project.

To discourage activity without a COA and to assist in offsetting the costs associated with the additional staff work that accompanies an after-the-fact application, an escalated fee system has been implemented. Contact Commission staff at 336-727-8000 or [preservation@cityofws.org](mailto:preservation@cityofws.org) for a list of the current fees.

## **COA RENEWAL PROCESS**

Standard COAs are valid for a period of three (3) years from the date of issuance. Staff can renew an approved COA for a single one (1) year period if there are no changes to the approved project and there has been no change to the circumstances under which the COA was initially approved. ~~All further renewals must be made by the Commission.~~ All renewal requests require the completion of a new [Minor Work](#) COA application and should include the reason(s) for the expiration of the previously issued approval. All renewal requests that propose changes to the original application will be considered a new application.

## COA APPEALS

An appeal of a decision of the Commission in granting or denying any Certificate of Appropriateness shall be taken to the Winston-Salem Zoning Board of Adjustment. Appeals shall be taken by any aggrieved party by the later of thirty (30) calendar days after the decision is effective or after a written copy thereof is delivered. Appeals shall be in the nature of certiorari. Only evidence presented at the Commission's meeting shall be considered at the appeal. You can reach staff of the Winston-Salem Zoning Board of Adjustment at 336-734-1247. Appeals from the decision of the Zoning Board of Adjustment shall be to the Forsyth County Superior Court.

## VIOLATIONS, COMPLAINTS, AND ZONING ENFORCEMENT

Any work not categorized as routine maintenance that is completed without a COA or work completed that is not what was approved by the Commission, is a violation of the UDO and is subject to civil and criminal penalties, injunctive relief, and other legal remedies. Nevertheless, State law prohibits the City of Winston-Salem from requiring remedy of a violation that is more than seven (7) years old. The Commission staff works on a complaint basis. So, "if you see something, say something."

Violations are handled in the same way as violations of other ordinances and zoning regulations, which includes levying civil and criminal penalties, and/or injunctive relief. You may file a complaint with Commission staff at 336-727-8000 or [preservation@cityofws.org](mailto:preservation@cityofws.org).

## WHEN DO I HAVE TO GET A COA?

### ROUTINE MAINTENANCE

Routine Maintenance, also known as preventive, preventative, or cyclical maintenance, is an essential part of the on-going care and upkeep of any building or structure. Its focus is on keeping a property in good condition. Repairs that do not change the exterior of the building, structure, or site **DO NOT** require approval from the Commission or staff. Repainting already painted surfaces in a different color **DOES NOT** require approval.

#### Routine Maintenance

##### Changes to the Environment:

- Walkways, Steps, and Railings
- Driveways and Parking Areas
- Retaining Walls and other Landscape Walls
- Fences
- Exterior Lighting
- Repair and maintenance
- Replacement of deteriorated feature in-kind

### **Changes to the Environment:**

- Rights-of-way
- Parks
- Landscape Features
- Signage
- Accessory Features

Replacement of rights-of-way with the same design, material, size, and location

Repair and maintenance including street patching, resurfacing in-kind when the granite curbing is retained and not obscured

Repair and replacement of sidewalks in-kind

Replacement of substandard utility poles with underground utilities

Replacement and maintenance of traffic and parking signs

Maintenance and repair of street lights, signals, and related equipment

Planting of street trees

Use of garden or patio furniture, bird houses, pieces of art, planting containers

Installation of signs smaller than 144 square inches

Installation of neighborhood house plaques

Installation of signs permitted without a Zoning Permit, including construction, development, and lender signs; political signs; real estate signs; builder signs; yard sale signs; special event signs; and banners for religious, charitable, and civic organizations.

### **Changes to the Building Exterior:**

Masonry, Stucco, and Pebbledash

Wood

Roofs

Windows and Doors

Architectural Details

Entrances, Porches, Enclosures, and Balconies

Decks, Terraces, and Patios

Garages and Accessory Buildings

Safety, Accessibility, and Code Requirements

Repair and maintenance

Replacement of a deteriorated feature in-kind

Installation, replacement, or removal of roof ventilators and chimney caps

Installation, replacement, or removal of vent pipes, ventilators or similar features in areas of low visibility

Installation of painted or enamel-finished storm windows and full-view storm doors

Painting of already painted surfaces

Installation of new hardware and locks

## MINOR WORK

Minor Work projects are more substantial than Routine Maintenance, but the project complies with all Guidelines and the character-defining features of highly-visible portions of a building, structure, or site are not significantly altered. Minor work projects are eligible for staff review and approval. Staff has the discretion to refer **any** Minor Work project to the Commission for **any** reason. Staff does not have the authority to deny a Minor Work project or approve an after-the-fact Minor Work project.

Before a Minor Work project can commence, a Minor Work Certificate of Appropriateness application must be filed with Commission staff. Staff will review the application and issue a Minor Work COA, **if approved**. A copy of the approved COA will be sent to the applicant and the Winston- Salem/Forsyth County Inspections Division. Staff will brief the Commission each month on Minor Works approved during the previous month.

### Minor Work

#### Changes to the Environment:

- Walkways, Steps, and Railings
- Driveways and Parking Areas
- Retaining Walls and other Landscape Walls
- Fences
- Exterior Lighting

Replacement of a deteriorated feature in areas of low visibility

Installation, expansion, or relocation in areas of low visibility

Removal in areas of low visibility

Items that are not mentioned in the Guidelines will be reviewed by staff to determine if the project qualifies as a Minor Work

Construction of outdoor living spaces in areas of low visibility

#### Changes to the Environment:

- Rights-of-way
- Parks
- Landscape Features
- Signage
- Accessory Features

Installation of street furniture and accessory and recreational features

Removal of lighting, signage, fencing, walls, furniture, and all other accessory features in the Parks

Signage panel changes in existing signs

Removal of street trees

Items that are not mentioned in the Guidelines will be reviewed by staff to determine if the project qualifies as a Minor Work

### **Changes to the Building Exterior:**

Masonry, Stucco, and Pebbledash  
Wood  
Roofs  
Windows and Doors  
Architectural Details  
Entrances, Porches, Enclosures, and Balconies  
Decks, Terraces, and Patios  
Garages and Accessory Buildings  
Safety, Accessibility, and Code Requirements

Replacement of deteriorated features with substitute materials depending on the scope of work, design, size, and materials

Installation of new, or relocation of, features in areas of low visibility

Removal of decorative or functional features in areas of low visibility

Installation, replacement, or removal of vent pipes, ventilators, or similar features in areas of high visibility

Replacement of deteriorated windows and doors in-kind in areas a of low visibility

Replacement of windows and doors on noncontributing buildings

Installation and removal of awnings, canopies, and shutters

Enclosure of a porch or other exterior space in areas of low visibility

Screening of a porch not previously screened in areas of low visibility

Replacement, removal, installation, or expansion of a deck, terrace, or patio in areas of low visibility

Changes for safety, accessibility, and code requirements in areas of low visibility

Installation of a garage or accessory building that is 150 square feet or less in areas of low visibility

Items that are not mentioned in the Guidelines will be reviewed by staff to determine if the project qualifies as a Minor Work

### **Others:**

Renewal of a valid Certificate of Appropriateness for one year

## **MAJOR WORK**

Major Work projects require that the full Commission review the application and issue a COA. Major Work projects include, but are not limited to, changes to the appearance of a highly-visible portion of a building or a structure; new construction; demolition or relocation of a contributing building; additions; the first use of a new substitute material in West End; after-the-facts; and projects that do not comply with one or more of the Guidelines.

### **Major Work**

#### **Changes to the Environment:**

- Walkways, Steps, and Railings
- Driveways and Parking Areas
- Retaining Walls and other Landscape Walls
- Fences
- Exterior Lighting

Replacement of deteriorated features with substitute materials, depending on the scope of work, design, size, and materials

Installation, expansion, or relocation of features in areas of high visibility

Removal of historic features in areas of high visibility

#### **Changes to the Environment:**

- Rights-of-way
- Parks
- Landscape Features
- Signage
- Accessory Features

Replacement of rights-of-way with a different design, material, size, or location

Rights-of-way realignment, reposition, or change in material or width

Installation or removal of rights-of-way

Removal of granite curbing

Installation of lighting, signage, fencing, walls, furniture, and all other accessory features in the Parks

Installation of signage larger than 144 square inches

#### **Changes to the Building Exterior:**

- Masonry, Stucco, and Pebbledash
- Wood
- Roofs
- Windows and Doors
- Architectural Details
- Entrances, Porches, Enclosures, and Balconies
- Decks, Terraces, and Patios

## Garages and Accessory Buildings

### Safety, Accessibility, and Code Requirements

Replacement of deteriorated features with substitute materials in areas of high visibility

Installation of new, or relocation of, features in areas of high visibility

Removal of decorative or functional features in areas of high visibility

Change in roof shape, pitch, or line

Installation, change, or removal of dormers

Replacement of deteriorated historic windows and doors in areas of high visibility

Removal, fill-in, or enclosure of an opening in area of high visibility

Enclosure of a porch or other exterior space in areas of high visibility (including screening)

Installation of a garage or accessory building that is either more than 150 square feet or in an area of high visibility

Changes for safety, accessibility, and code requirements in areas of high visibility

Installation of solar panels, sky lights, or other like features in area of high visibility

### Others:

Additions to any building including main building, garages, and accessory buildings

New Construction

Relocation of any building including main building, garages, and accessory buildings

Demolition of any contributing building including main building, garages, and accessory buildings

### **How is my project evaluated if it's not addressed by the Guidelines? Do I still need a COA?**

All projects that alter the exterior of a building or structure or site in the District, other than changes in exterior paint color, require a COA. A decision on a COA application shall be made with reference to any comparable Guidelines, the Secretary of the Interior's Standards for Rehabilitation, and a determination as to whether the proposed project is not incongruous with the special character of the District.

### **Visibility**

*[Waiting for Commission to select how to review.]*

## CHANGES TO THE ENVIRONMENT

### PUBLIC RIGHTS-OF-WAY

Streets, sidewalks, ~~alleys,~~ and other public spaces link the District's buildings and structures to each other and the rest of Winston-Salem. Dimensions, topography, and patterns are important underlying features of the District's special character. ~~Service alleys are common features of older neighborhoods providing convenient access to the rear of homes and businesses.~~ Contact the City-County Planning ~~and Inspections and Development Services~~ Department to verify the required authorizations for changes made in the public rights-of-way.

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### GUIDELINES

1. ~~Retain and preserve and maintain~~ the topography, historic features, and dimensions of rights-of-way and sidewalks that contribute to the historic-special character of the District.
2. ~~Protect and~~ Retain and preserve historic features, including granite curbing, and brick or stone gutters. Removing, obscuring, or concealing granite curbing is inappropriate. Exposing and restoring granite curbs that have been covered is appropriate.
3. Repairs to, and replacements of, sidewalks, curbs, and paving shall match adjacent material.
4. Grading that significantly alters the topography of the public right-of-way is inappropriate.
5. Maintain street trees and the planting strip between the street and sidewalk. Installing pavement or other hard materials in the planting strip is inappropriate.
6. If ~~work is being proposed that~~ proposed work is not addressed in any of the previous guidelines, the work will be reviewed based on ~~its congruity with the District~~ whether or not it is whether it is incongruous with the special character of the District.

## CHANGES TO THE ENVIRONMENT

### WALKWAYS, STEPS, AND RAILINGS

Walkways and steps are features that aid circulation and contribute to the special character of the individual property and the District. In front yards, they connect the front door of a building to the public right-of-way, creating a pedestrian-friendly and inviting community.

Depending on the topography, walkways often incorporate steps. The design of steps often emphasizes the naturalistic qualities of the landscape, promoting a picturesque environment and park-like setting. Traditional materials for walkways and steps include granite, concrete, and brick.

The steep slope in many yards has necessitated the installation of modern railings along the steps and walkways in the District. Typically, the railing found in the District is a simple handrail that appears on one side or down the middle of the steps or walkway.

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#### GUIDELINES

1. Retain and preserve the topography, design, pattern, configuration, features, dimensions, and materials of existing walkways and steps that contribute to the historic-special character of the District. Removal of historic steps or walkways that connect a building with the sidewalk is inappropriate.
2. Repair only the deteriorated or damaged portions of highly visible historic walkways and steps ~~in an area of high visibility~~ rather than the entire feature. Match the original in-kind. Patching non-asphalt paving materials, in areas of high visibility, with asphalt is inappropriate.
3. Replace a completely missing, deteriorated, damaged, or incongruous walkway or step with a new feature based on accurate documentation of the original design, or a new design compatible with the historic-special character of the property ~~and-or~~ District.
4. Design new and highly visible walkways, steps, and railings to be compatible with existing walkways, steps, and railings that contribute to the ~~historic character~~ special character of the property ~~and-or~~ District. Locate new walkways so that the topography of the property and significant site features are retained.
5. Appropriate materials for new or replacement walkways and steps in areas of high visibility include stone, brick, and concrete. Asphalt is an inappropriate walkway material in areas of high visibility.

6. Appropriate materials for new or replacement railings in areas of high visibility include high-quality, painted metal or wood.
7. Steps, walkways, and railings in areas of low visibility will be reviewed for their dimensions, impact on any historic site features, and impact on topography.
8. If ~~work is being proposed that~~proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District~~whether it is incongruous with the special character of the District.

## CHANGES TO THE ENVIRONMENT

### DRIVEWAYS AND PARKING AREAS

Driveways and parking areas aid with vehicular circulation. Maintaining the traditional configuration of driveways is essential to preserving the historic special character of the District. Single-lane driveways located at the side of the building are the most common type of driveway in the District. Driveway designs in the District include unpaved paths, two concrete or brick driveway strips, or complete brick or concrete driveway surfaces. Traditional driveway paving materials include gravel, concrete, stone, and brick.

#### GUIDELINES

1. Retain and preserve the topography, configuration, dimensions, and materials of highly visible driveways and parking areas that contribute to the historic special character of the District.
2. Repair only the deteriorated or damaged portions of a highly visible driveway or parking area in-kind. Maintain the original location and width.
3. Replace a completely missing, deteriorated, damaged, or incongruous driveway or parking area with a new driveway or parking area based on accurate documentation of the original design, or a new design compatible with the historic special character of the property and District.
- ~~3.4.~~ Design new driveways to be compatible with the width, location, material, and design of existing driveways in the District that contribute to the special character of the District. Double-width and circular driveways are inappropriate in areas of high visibility.
- ~~4.5.~~ Construct new driveways and parking areas in locations that require a minimum of alteration to historic site features, including topography, retaining walls, curbs, and sidewalks. Keep new driveway aprons and curb cuts to the minimum width required. Driveways shall lead directly to the rear or side of the building.
- ~~5.6.~~ Appropriate paving materials for driveways and parking areas in locations of high visibility include gravel, stone, tinted-concrete, and brick. Asphalt may be used in areas of low visibility.
- ~~6.7.~~ Parking lots shall be screened, ~~or partially screened,~~ from view and located in an area of low visibility. It is inappropriate to locate parking lots directly in front of a building.
7. Pay-to-park equipment should be visually unobtrusive and use limited signage.

8. If ~~work is being proposed that~~proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District~~whether it is incongruous with the special character of the District.

### RETAINING AND OTHER LANDSCAPING WALLS

As part of the original landscaping plan for the District, the stone walls found within West End are a significant character-defining feature of the neighborhood. Beyond the aesthetic appeal of the walls, they also retain the earth between differing grade elevations, which are prevalent in the District, especially along the sidewalks. These walls help to establish a sense of visual continuity in the neighborhood while retaining the steep hillsides and assisting with erosion control.

Similar to steps, the retaining walls also assist in creating a close relationship between the District's landscape and architecture. In many cases, granite walls tie directly to granite steps, foundations, and/or porch features. The size and finish of the stone, as well as its mortar and design, are distinctive features that contribute to the historic special character of the District.

Walls vary in height along the streets due to changes in grade and aesthetic considerations. ~~It is important to maintain existing height and consistency of these walls.~~ Many of the original walls were constructed of granite; however, other materials used in the District include other types of stone, brick, concrete, and stucco.

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#### GUIDELINES

1. Retain and preserve walls in areas of high visibility that contribute to the historic special character of the property. Retain and preserve design features or unique construction methods in areas of high visibility. Examples include, but are not limited to, beaded mortar joints, stone pattern or design, and stone caps.
2. Repair only the deteriorated or damaged portions of a highly visible historic wall ~~in an area of high visibility~~ rather than the entire feature. Match the original in-kind.
3. Replace a completely missing, deteriorated, damaged, or incongruous ~~completely missing or deteriorated historic~~ wall in an area of high visibility with a new wall based on accurate documentation of the original design, or a new design compatible with the historic special character of the property ~~and or~~ District.
4. Design new walls in areas of high visibility to be compatible with existing walls that contribute to the historic special character of the property or District.

4.5. Design new walls to minimize impact to the property's historic features and to be compatible with the site in setback, size, and scale.

5.6. Appropriate materials for new walls in areas of high visibility include stone, stucco, brick, or tinted poured-in-place concrete. ~~The new design shall be consistent with existing walls on the property or in the District.~~

6.7. Landscape timbers, railroad ties, concrete block, modern landscaping blocks, and dry stack rock are inappropriate materials for retaining walls in areas of high visibility.

7.8. New retaining walls in areas of low visibility will be reviewed for their impact on site topography and historic site features.

8.9. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District.~~ whether it is incongruous with the special character of the District.

~~The only fence mentioned in the West End Historic District National Register Overlay District Report is nomination was the Victorian ironwork fence at the Dalton Memorial Garden. Fences are not a historic feature of the West End landscape.~~ However, modern life in the District has increased residents' need for fencing. ~~New fences in areas of high visibility should not obscure the view of the building from the street, nor should they detract from the residential character of the West End.~~

## GUIDELINES

1. Retain and preserve the Victorian ironwork fence at the Dalton Memorial Garden, the site of the Frank Miller House.
2. Design new fences and fence features to minimize impact on the ~~historic building, special character of the property and District.~~ New fences and their associated features shall not significantly obscure the view of the building from the street. Both fence height and level of transparency through the fence shall be considered when assessing the level of obscurity created by fences. A fence with ~~less than panels that are 50% or more open space~~ opacity shall not be considered to obscure the building from the street.
3. Appropriate materials for new fences in areas of high visibility include painted or stained wood, cast iron, steel, and aluminum. A variety of materials, including vinyl-coated chain link, pressure-treated wood, composite wood, and pre-fabricated wood lattice, are appropriate in areas of low visibility.
4. The design of new fences in areas of high visibility shall be compatible with the design or period of the building and consistent with the period of significance of the District.
5. Solid privacy fences without articulation of the exterior wall plane are inappropriate when adjacent to any street. They are appropriate in rear yards not adjacent to the street.
6. The height of fences in the front yard of the building shall be limited to forty-two (42) inches. The front yard is defined as the open space between the primary facade of the building and the right-of-way.
7. It is inappropriate to construct fences with the structural side facing out, away from the yard being enclosed.
8. Posting of commercial, contractor, or manufacturer signs on fences is inappropriate.

9. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District.~~ whether it is incongruous with the special character of the District.

## CHANGES TO THE ENVIRONMENT

### PARKS

Parks are a source of pleasure for residents. Grace Court, Spring Park, and Hanes Park were part of the picturesque plan for the West End neighborhood. Park and communal areas include functional and recreational features that require repair and replacement. Street and park furniture include, but are not limited to, trash receptacles, benches, fences, water fountains, picnic tables, and planters. Recreational features include, but are not limited to, playgrounds, sports fields, and tennis courts. ~~The historic character of the neighborhood should be considered when selecting the type, size, and location of park features and details.~~

### GUIDELINES

1. ~~Retain and preserve and maintain~~ historic park features such as stone entrances and steps, creek beds, bridges, and significant trees that contribute to the ~~historic special~~ character of the District.
2. Repair historic park and site features to match the original in-kind.
3. ~~Replace a completely missing, deteriorated, damaged, or inappropriate incongruous historic park feature with a new feature based on accurate documentation of the original design, or a new design compatible with the historic special character of the park.~~
- ~~3.4.~~ Design ~~and install~~ new or replacement park features, including, but not limited to, street furniture, park furniture, trash receptacles, fountains, and recreational features, ~~and other site features~~, to protect historic park features and to be compatible with the ~~naturalistic special~~ character of the park and District.
- ~~4.5.~~ ~~Replace or install a~~ New ground cover in the parks with new materials when the material shall replicate the appearance of landscape materials that are be compatible in appearance with other materials that contribute to the historic special character of the District. Inappropriate ground cover materials include, but are not limited to, crushed stone, artificial pebbles, and brick chips.
- ~~5.6.~~ If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on its congruity with the District. whether it is incongruous with the special character of the District.

## CHANGES TO THE ENVIRONMENT

### LANDSCAPE FEATURES

The landscaping plays a significant role in creating the special character of West End. Lush yards and gardens, hilly topography, and terracing are all historic features of the West End. However, the only vegetation specifically described as contributing to the special character of the West End in the Historic District National Register nomination Overlay District Report was -the avenue of maple trees at the entrance to Hanes Park and the ~~W~~willow trees planted along Peters Creek in Hanes Park.

Garden ornamentation, such as birdbaths, fountains, urns, trellises, and statuary, were common features of turn-of-the-century gardens and are appropriate today. Care should be taken to not detract from the property with a profusion of ornamentation or inappropriate design.

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### GUIDELINES

1. Retain and preserve the historic relationship between buildings and landscape features of the District, including site topography and terracing.
2. Maintain~~Retain and replant~~ the avenue of maple trees in Hanes Park, five on either side of the path between the stone entrance to the park and the primary footbridge over Peters Creek.
3. Maintain~~Retain and replant~~ the willow trees randomly planted along Peters Creek in Hanes Park.
4. Protect trees on public lands and their critical root zones from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. The critical root zone is the ground radius of a tree calculated as the equivalent of 1.5 feet for every diameter inch of the tree.
5. When replacing or installing new ground cover in areas of high visibility, it is inappropriate to use landscape materials that are not compatible with the period of significance of the District, i.e. materials that were not commonly available before 1930. Inappropriate materials include, but are not limited to, crushed stone, artificial pebbles, and brick chips.
6. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on its congruity with the District.~~whether it is incongruous with the special character of the District.~~

## CHANGES TO THE ENVIRONMENT

### EXTERIOR LIGHTING

Electric lighting was brought to Winston in August 1887 by the Winston Electric Light and Motive Power Company. By the turn-of-the-century, electric lighting became commonplace, replacing gas, which had been introduced earlier in the 19th century. Historically, the design of exterior and interior lights reflected the period of the buildings, as well as the economic status of the occupants. Nevertheless, historic street lighting does not remain in the West End, and many, if not all, of the historic exterior light fixtures ~~on private property~~ have been replaced.

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### GUIDELINES

1. In areas of high visibility, install exterior light fixtures that are compatible with the ~~historic-special~~ character of the property, streetscape, and District. The location, design, size, and scale of a proposed fixture shall be compatible with the historic-special character of the property and District.
2. Attach new light fixtures in a manner that is minimally damaging to the ~~historic~~ building.
3. In areas of high visibility, it is appropriate to install new landscape lighting that is compatible with the human scale and the historic-special character of the property and the District. The location, design, size, and scale of a proposed fixture shall be compatible with the historic-special character of the property and District.
4. In areas of high visibility, it is not appropriate to ~~install~~ uplight the house or site features or to install moonlighting in the yard or trees.
5. It is appropriate to introduce new street lighting that does not detract from the ~~historic-special~~ character of the District. It is not appropriate to install period street lighting fixtures from an era that predates the District to create a false historical appearance.
6. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District~~, whether it is incongruous with the special character of the District.

The West End is composed of buildings with a multitude of uses, including residential, commercial, and institutional. Over time, the original function of many buildings has changed, requiring exterior signage to assist in identifying the new uses. However, purpose-built commercial buildings have been present in West End since its inception, and various types of signage have been utilized through time to identify these businesses. These signs reflected the era and the District. Signs in residential locations were often located beside the front walk near the public sidewalk.

~~In order to maintain the historic context of the neighborhood, it is important to install signage that will not detract from the pedestrian scale of the neighborhood or the original function and purpose of the building. New signage on commercial and institutional buildings should never obscure or damage significant building features or details.~~

A sign is considered new if it did not previously exist with the building, if there is a change in the main panel or body of the sign, or if a new sign of a different design covers an existing sign. All new signage must meet the Guidelines. ~~Signs also require permits from the Winston Salem/Forsyth County Inspections Division.~~

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## GUIDELINES

1. Signs shall be compatible with the size, scale, and design of the ~~historic~~ building and site.
2. Signs shall not conceal, obscure, damage, or destroy any significant architectural features or details. Signs shall not cover large portions of the façade, significant architectural features, or significantly block streetscape views.
3. Signs shall not shadow or overpower adjacent structures.
4. Signs shall be removable.
5. Construct new signage of materials such as wood, stone, metal, or of sturdy contemporary materials.
6. The design and size of the mounting apparatus shall be compatible with the building and enhance the sign's design.

7. Signs shall be attached to the building carefully, to prevent damage to historic fabric. Fittings shall penetrate mortar joints rather than brick, for example, and sign loads shall be properly calculated and distributed.
8. Signs may be lit with soft, indirect lighting sources, unobtrusive ground-mounted spotlights, or other unobtrusive lighting. Signs may not flash, blink, or strobe.
9. Internally illuminated and backlit signs are appropriate on purpose-built commercial buildings ~~commercially-zoned areas of the District~~. The use of internally illuminated sign faces shall be limited to lighting of the individual letters and accents. The use of large panel, internally illuminated signs is not appropriate. The illumination source for a sign shall be compatible with both the sign and building.
10. Use freestanding signs at residential buildings used for nonresidential purposes. Freestanding signs shall be located close to the front walk and near the public sidewalk.
11. For purpose-built commercial buildings~~commercial~~, institutional, and multi-family residential buildings, design signs to be integral to the overall building façade and site.
12. Projecting signs for purpose-built commercial buildings ~~nonresidential buildings~~ shall be limited in number and size. Projecting signs shall not obscure building facades or interrupt the rhythm of the streetscape.
13. Signs on awnings are appropriate, provided that the sign size is proportional to the awning size.
14. Small identification signs, measuring 144 square inches or less, at the entrance to a building are appropriate and do not require a Certificate of Appropriateness.
15. Painted wall signs are appropriate on ~~buildings that were originally built for a commercial use in the~~ purpose-built commercial buildings ~~commercially-zoned areas in the District~~, if applying paint will not destroy or damage the surface of the historical-historic building. ~~Ghost signs shall be retained and preserved.~~
16. Minimize signage in the public right-of-way. Locate necessary signage so that the historic-special character of the District is minimally affected. It is inappropriate to install large clusters of signage that block streetscape views.
17. Monument signs are inappropriate.
18. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District.~~ whether it is incongruous with the special character of the District.



### GARAGES AND ACCESSORY BUILDINGS

A number of original garages, carriage houses, and other accessory or outbuildings survive in the District. These buildings contribute to the historic-special character of individual property and the District. In some cases, the garage or other buildings echo the architectural style, materials, and details of the main house on the site. Others are simple frame buildings, whose size would allow them to accommodate little more than a single car. Gradually, over time and with the rise of the automobile, the size of carriage houses or garages became more substantial and sometimes included living quarters over the garage area.

Most early garages or carriage houses were located in the rear yard and accessed either by a linear driveway leading from the street or from the rear of the property by an alley. Corner lots sometimes oriented garages toward the side street. Smaller storage buildings and sheds were typically located unobtrusively in the rear yard.

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#### GUIDELINES

1. Retain, ~~maintain,~~ and preserve garages and accessory buildings that contribute to the historic-special character of the property and District, including their foundations, roofs, siding, masonry, windows, doors, and architectural trim.
2. Repair only the deteriorated or damaged features of contributing garages and accessory buildings rather than replacing the entire feature. Match the original features or details in-kind.
3. Replace a completely missing, deteriorated, damaged, or incongruous ~~historic~~ garage or accessory building ~~that is missing or deteriorated beyond repair~~ with a new building based on accurate documentation of the original design, or a new design compatible with the historic-special character of the property and District.
4. Locate new garages and accessory buildings in the rear yard or areas of low visibility. Locate and orient new garages and accessory buildings consistently with the historic relationship of garages and accessory buildings to the principal building and the site.

~~In areas of high visibility, design new garages and accessory buildings, and additions to existing garages and accessory buildings, to be compatible with the property and contributing outbuildings in the District.~~

~~6.5.~~ Limit the size and scale of garages and accessory buildings so that the integrity of the principal building and open space of the existing lot is not significantly reduced. New garages and accessory buildings shall have rooflines below those of the principal building.

~~7.6.~~ Alteration ~~Repair and use~~ of original garage doors is appropriate when the operation of the garage doors is modernized. ~~If it is not practical for original doors to be adapted for a new operation, replacement doors shall be compatible with the original doors in appearance.~~

~~8.7.~~ Replace a completely missing, deteriorated, damaged, or incongruous ~~missing, damaged, or deteriorated historic~~ garage door with a new door based on accurate documentation of the original design, or a new design compatible with the historic special character of the property and District. ~~building and District's historic character.~~

~~9.8.~~ It is inappropriate to use ~~pre-fabricated buildings and~~ vinyl or metal ~~materials~~ to sheathe garages and accessory buildings, or to install pre-fabricated buildings in areas of high visibility.

~~10.9.~~ If proposed work is not addressed in any of the previous Guidelines, the work will be based on ~~its congruity with the District.~~ whether it is incongruous with the special character of the District.

### ACCESSORY FEATURES

As technology evolves, a compromise must be made between changing needs and the preservation of historic neighborhoods. Accessory features, include, but are not limited to, mechanical equipment, commercial dumpsters, communication systems or devices, renewable energy systems, security systems, and recreational features, ~~should be carefully planned for and located so that they do not diminish the special character of an individual property or the District.~~

## GUIDELINES

### STRUCTURAL AND MECHANICAL SYSTEMS

1. Install mechanical equipment that is inconsistent with the special character of the District, such as heating and air-conditioning units, solar panels, and generators, in places requiring minimal alteration to the exterior of the building. Place all exposed exterior pipes, meters, utility boxes, and fuel tanks in areas of low visibility or screen them from public view whenever practical. Screen these features from public view.
2. Locate technological equipment that is inconsistent with the special character of the District, such as communication equipment, security cameras, and satellite dishes, and other modern equipment that is inconsistent with the historic special character of the District in unobtrusive locations areas of low visibility or ~~or locations~~ screen them from public view.
3. Locate vehicle charging stations in areas of low visibility.
4. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on whether it is incongruous with the special character of the District ~~its congruity with the District.~~

### ~~TRASH CONTAINERS, COMMERICAL DUMPSTERS, AND RECREATIONAL FACILITIES~~

1. Commercial dumpsters shall be placed in areas of low visibility or be screened from public view. Screen commercial dumpsters with vegetation, vertical wood board enclosures, or masonry enclosures.
2. It is appropriate to install recreational features, including, but not limited to, in-ground swimming pools, in-ground basketball hoops, hot tubs, saunas, swing sets, built-in grills/kitchens, playsets, and playhouses, in areas of low visibility.

3. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District.~~ whether it is incongruous with the special character of the District.

## CHANGES TO THE ENVIRONMENT

### ARCHAEOLOGICAL RESOURCES AND HUMAN BURIALS

An "archaeological resource" is defined as material evidence of past human activity, which is found below the surface of the ground or water, a portion of which may be visible above the surface. Archaeological resources lying within the District boundaries should not be materially altered, restored, moved, or destroyed.

Modification of archaeological resources does not require approval by the Historic Resources Commission; however, if it is believed that an archeological resource has been discovered, contact Commission staff or the Office of State Archaeology for further assistance.

If a human burial is unearthed during construction, immediately stop work and contact the Forsyth County Medical Examiner and the Forsyth County Sherriff.

[MOVE TO APPENDIX](#)

## CHANGES TO THE BUILDING EXTERIOR

### MASONRY, STUCCO, AND PEBBLEDASH

Masonry is used throughout the District and is a material that contributes to the special character of the District. A variety of historic masonry materials, including brick, limestone, granite, stone, concrete, concrete block, terra-cotta, and clay tile, are employed for a range of distinct features. Brick is one of the most frequently occurring masonry building materials found in the District. ~~Older brick walls have a patina and certain characteristics, which should be preserved and enhanced.~~

Stucco and pebbledash are two popular textured exterior wall treatments found throughout the District. Stucco is a textured exterior finish, which is composed of portland cement, lime, and sand mixed with water. Pebbledash is a textured exterior finish that applies small stones to a fresh coat of plaster on an exterior wall to create a textured appearance.

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### GUIDELINES

1. Retain and preserve historic masonry, stucco, and pebbledash walls, features, and materials that contribute to the historic-special character of ~~a building and sit~~ the property and District.
2. Retain and preserve historic masonry, stucco, and pebbledash construction features, such as bonding patterns, corbels, water tables, and unpainted surfaces, that contribute to the special character of the property and District.
3. Repair only the deteriorated or damaged ~~or replace deteriorated~~ historic masonry, stucco, and pebbledash, rather than the entire feature, matching the original materials and construction techniques in-kind. Do not use mortars, stucco, or pebbledash that are stronger than the original materials.
4. Replace a completely missing, deteriorated, damaged, or incongruous ~~completely missing or deteriorated historic~~ masonry, stucco, or pebbledash surface with a new feature based on accurate documentation of the original design, or a new design compatible with the historic-special character of the property.
5. If using the same kind of masonry material is not feasible, then a compatible substitute material may be considered. The substitute material ~~for replacement~~ shall convey the same appearance as the surviving components of the historic feature. ~~If an exception is warranted, the substitute materials used shall match the original in appearance.~~
6. It is inappropriate to apply paint, waterproofing, cement, stucco, pebbledash, artificial stone, brick veneer, or other coatings to surfaces of ~~contributing~~ historic buildings and structures that were not previously covered.

7. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District~~ whether it is incongruous with the special character of the District.

### WOOD

Wood is the most commonly used building material in the West End. There are many different examples and forms of wood siding in the West End such as weatherboard, flush, novelty, and German. Wood details, trim, and porch features are also prevalent.

#### GUIDELINES

1. Retain and preserve wood cladding and features that contribute to the historic special character of a building, including, but not limited to, siding, shingles, cornices, architraves, bays, turrets, arches, brackets, entablatures, fascias, moldings, pediments, columns, balustrades, trim, finials, and storefronts.
2. Repair only the deteriorated or damaged portions of wood cladding or features rather than the entire feature, matching the original materials and construction techniques in-kind.
3. Replace completely missing, deteriorated, damaged, or incongruous wood cladding or features with a new cladding or features based on accurate documentation of the original design, or a new design compatible with the historic special character of the building.
- ~~3.4.~~ If using wood is not feasible, or a wood feature is proved susceptible to continuous deterioration, then a compatible substitute material may be considered. The substitute material shall convey the same appearance as the surviving components of the historic features. ~~and be compatible with the building. If an exception is warranted, the substitute materials used shall match the original in appearance.~~
- ~~4.5.~~ Removal of later installed non-original exterior siding materials, such as asbestos shingle, aluminum or vinyl siding, that have not achieved historic significance is appropriate.
- ~~5.6.~~ Covering wood features with synthetic materials is inappropriate.
- ~~6.7.~~ Introducing wood features or details to a historic building in an attempt to create a false historical appearance is inappropriate.
- ~~7.8.~~ If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District.~~ whether it is incongruous with the special character of the District.

## ROOFS

The roof is one of the major distinguishing features of a historic building, helping to define its architectural character and the building's overall form. The West End exhibits a wide variety of roof shapes and forms, including, but not limited to, gabled, hipped, gambrel, or curved, and, in many cases, a combination of these forms. Changes and additions to a historic building over time are often revealed through variations in the form, pitch, materials, overhang, and detailing of the roof.

Roofing materials also play a major role in the character of early buildings. Roofs are covered with a variety of materials, depending on the age and style of the buildings. Roofing materials found throughout the District include, but are not limited to, slate, terra-cotta, pressed metal shingles, standing seam metal, asphalt shingles, and cement asbestos roofing.

## GUIDELINES

1. Retain and preserve historic roofs, roof forms, and roof materials, including functional and decorative features such as eaves, cresting, overhangs, rafter tails, crown molding, dormers, chimneys, cupolas, and cornices. Removing highly visible roof features, such as dormers, chimneys, cornices, crests, brackets, rafter tails, and cupolas, is inappropriate.
2. Repair only the deteriorated or damaged portions of historic roofs and roof features rather than the entire feature, matching the original materials and construction techniques in-kind.
3. Replace a completely missing, deteriorated, damaged, or incongruous ~~deteriorated historic~~ roof or roof feature with a new roof or roof feature based on accurate documentation of the original design, or a new design compatible with the historic special character of the building. ~~in character with the property~~
- ~~3.~~ Replace a completely missing, deteriorated, damaged, or incongruous ~~deteriorated historic~~ roof or roof feature with a new roof or roof feature based on accurate documentation of the original design, or a new design compatible with the historic special character of the building. ~~in character with the property.~~
4. If using the ~~historical material same kind of roof material~~ is not feasible, then a compatible substitute material may be considered. The ~~substitute material for replacement~~substitute material shall convey the same appearance as the surviving components of the historic feature. ~~as the roof covering or surviving components of the roof feature. If an exception is warranted, the substitute materials used shall match the original in appearance.~~

5. Built-up or membrane roofing systems are appropriate in areas of low visibility. Exposed tar paper is an inappropriate finish material. Roofing tar and asphalt products are inappropriate materials for valley flashings and roof patches.
6. Changing the existing roof lines in areas of low visibility is appropriate.
7. Locate modern features, such as skylights, roof ventilators, solar panels, and satellite dishes, in areas of low visibility. ~~Such features shall not damage the historic character, fabric, or design of the roof.~~
8. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District.~~ whether it is incongruous with the special character of the District.

## CHANGES TO THE BUILDING EXTERIOR

### WINDOWS AND DOORS

Windows and doors are prominent visual features of historic buildings that reflect the architectural style or period of construction. The arrangement of windows and doors, along with their patterns, locations, sizes, and shapes, greatly contributes to the historic-special character of a building. Historic windows and doors are often inset into relatively deep openings in a building wall, or they have surrounding casings and sash components with substantial dimensions. These openings cast shadows that contribute to the character of the building. Frequently, the entire character of a building is destroyed by the alteration of any of these features.

Most house windows in the West End are wood, double-hung windows with a variety of muntin arrangements. The number of panes in the sash varies with the style and period of the house. Doors in the District also have a variety of panel configurations as well as a combination of solid panels and glazing. Commercial and institutional buildings often established a hierarchy through placement, size, and scale of windows and doors. The front façade, particularly its first floor, was usually distinguished from less significant elevations by larger, more decorative windows and doors.

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### GUIDELINES

1. Retain and preserve windows and doors that contribute to the historic-special character of a building, including their functional and decorative features such as frames, sashes, muntins, mullions, sills, heads, jambs, moldings, surrounds, trim, glazing, hardware, panels, sidelights, fanlights, thresholds, and shutters.
2. Retain and preserve the position, number, size, proportion, and arrangement of historic windows and doors in areas of high visibility. Cutting new window or door openings or enlarging or reducing the size of historic window or door openings in the main façade is inappropriate, unless required to meet accessibility codes.
3. Removing original-historic doors, windows, shutters, hardware, or trim in areas of high visibility is inappropriate. This also includes the detail material associated with windows and doors, such as stained glass, beveled glass, textured glass, or tracery.
4. Repair only the deteriorated or damaged portions of historic window or door features and details rather than replacing the entire unit. Match the original in-kind.

5. Replace a completely missing, deteriorated, damaged, or incongruous window or door ~~that is deteriorated beyond repair or missing~~ with a new feature window or door based on accurate documentation of the original design, or a new design compatible in with the special character with of the property building. Utilize the same material as the original in areas of high visibility when replacement is necessary.
6. If repairing a historic window is not feasible, then modern replacement windows may be considered. The new windows shall convey the same appearance and functionality as the historic windows. ~~If an exception is warranted, the substitute materials used shall match the original in appearance and functionality~~; i.e. casement for casement, double hung for double hung, as the historic windows. True-divided light and simulated-divided lights are appropriate in areas of high visibility. ~~It is not appropriate to use grills between the glass in areas of high visibility~~. Simulated-divided light windows are manufactured with permanently applied interior and exterior muntins, with a spacer bar between the glass ~~and~~; they are also appropriate in areas of high visibility. It is not appropriate to use windows with muntin grilles between the glass in areas of high visibility.
- ~~6. Replace incompatible, non-historic windows or doors with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building.~~
7. Flat-surfaced doors, doors with decorative windows that are incompatible incongruous with the style special character of the building, and sliding glass doors are inappropriate in areas of high visibility.
8. Replace completely missing, deteriorated, damaged, -or incongruous ~~historic~~ shutters in highly visible locations in-kind. New shutters shall be introduced in areas of high visibility only when either: (a) consistent with the design special character of the building, or (b) confirmed to be original to the building by documentary or physical evidence. Adding shutters to noncontributing buildings is appropriate. ~~Substitute materials are appropriate in areas of low visibility and may be appropriate in areas of high visibility.~~
9. New window and door openings are appropriate in areas of low visibility. New window and door openings shall not compromise the structural integrity of the building. Utility entrances shall be located in areas of low visibility or so that they cause minimal alteration to the character-defining features of the building.
10. If a new door or entrance feature is required to meet accessibility codes, see the Safety, Accessibility, and Code Requirements section for appropriate Guidelines to follow.
11. Unfinished aluminum storm windows and doors are inappropriate to the District.

12. If new awnings are determined appropriate, install awnings over windows, doors, storefronts, or porch openings with care to ensure that the historic features are not damaged or obscured. Plastic and aluminum strip awnings are inappropriate.
  
13. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District.~~ whether it is incongruous with the special character of the District.

## CHANGES TO THE BUILDING EXTERIOR

### ARCHITECTURAL DETAILS

Architectural details help establish a building's distinct character while adding visual interest and defining a building's style or type. Details often showcase superior craftsmanship and architectural design. The designs, materials, and finishes of architectural details are usually associated with a particular style, warranting their preservation. The design, scale, texture, dimension, size, material, location, and finish of architectural details contribute significantly to the ~~historic character~~ special character of buildings.

#### GUIDELINES

1. Retain and preserve architectural details that contribute to the ~~historic~~ special character of a building, including, but not limited to, functional and decorative features such as cornices, bays, quoins, turrets, arches, water tables, brackets, entablatures, fascias, moldings, and storefronts.
- ~~1. Repair rather than replace deteriorated architectural details.~~
2. ~~Replace~~ Repair only the deteriorated or damaged portion of an architectural detail ~~that is beyond repair~~ rather than the entire feature. Match the original architectural detail in-kind.
3. Replace a completely missing, deteriorated, damaged, or incongruous ~~completely missing or deteriorated~~ architectural detail ~~that is beyond repair~~ with a new detail based on accurate documentation of the original design, or a new design compatible with the historic special character of the ~~property~~ building.
4. If using the ~~historical~~ historic material is not feasible, then a compatible substitute material may be considered. The ~~substitute material for replacement~~ substitute material shall convey the same appearance as the surviving components of the historic feature. ~~of the architectural detail. If an exception is warranted, the substitute materials used shall match the original in appearance.~~
5. Permanently removing or altering architectural details in areas of high visibility is inappropriate.
6. Adding architectural details or ~~decorative~~ ornamentation in areas of high visibility that are not supported by physical or photographic evidence indicating that the building once had such details is inappropriate ~~in areas of high visibility.~~
7. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District.~~ whether it is incongruous with the special character of the District.

## CHANGES TO THE BUILDING EXTERIOR

### ENTRANCES, PORCHES, ENCLOSURES, AND BALCONIES

Porches are common in the West End. Highly-visible porches and entrances often distinguish a building and allow for stylistic embellishments. Porches take a variety of shapes and forms, varying from small, one-bay porches to the large, wrap-around porches of the Victorian era. Sleeping porches, balconies, side and back porches, mudrooms, pergolas, terraces, and rear entries offer additional outdoor access and living space. Architectural and site details, such as handrails, balusters, balustrades, columns, cornices, moldings, and finials are important parts of these porches and entrances. ~~Stripping a property of these details is inappropriate. Every attempt should be made to keep porches "open."~~

Entrances and steps serve as an important first view to the property and should be preserved as they were originally intended. They create the transition from the public space into the private space.

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#### GUIDELINES

1. Retain and preserve entrances, porches, porticos, porte cocheres, and balconies that contribute to the historic-special character of a building, including their functional and decorative features, such as columns, pilasters, piers, entablatures, balusters, balustrades, sidelights, fanlights, transoms, steps, railings, handrails, floors, and ceilings.
2. Repair only the deteriorated or damaged portion of ~~or replace only the deteriorated~~ entrance, porch, enclosure, and balcony details or features rather than the entire detail or feature. Match the original in-kind.
3. Repair or replace original-historic porch floors to match the original-historic in-kind. Replacement of wood floors with concrete is inappropriate. It is inappropriate to cover porch floors with artificial turf, indoor/outdoor carpeting, or similar materials. In areas of frequent, recurring deterioration, it is appropriate to install substitute flooring material compatible with the original-historic material in appearance, character, design, and scale.
4. Replace a completely missing, deteriorated, damaged, or incongruous ~~completely missing or deteriorated historic~~ entrance, porch, enclosure, or balcony – or feature of such component – with a new component or feature based on accurate documentation of the original design, or a new design compatible with the special character ~~with the historic property of the building~~.

5. If using the historical-historic material is not feasible, then a compatible substitute material may be considered. The ~~substitute material for replacement~~substitute material shall convey the same appearance as the surviving components of the historic feature. ~~of the feature. If an exception is warranted, the substitute materials used shall match the original in appearance.~~
6. Enclosure of areas beneath porches in highly visible areas with materials compatible with the historic-special character of the building is appropriate, unless it obscures character-defining features.
7. Enclosure of highly visible historic porches and entrances is inappropriate. If an exception is warranted, it shall be of a transparent material that will not obscure the original building. The structural supports of the enclosure shall be kept to a visual minimum. The enclosure shall be reversible and shall not obscure, damage, or destroy any character-defining features. Such enclosures shall be installed inside of any original structural components.
8. New entrances, porches, and balconies located in areas of low visibility are appropriate.
9. Covering highly-visible decorative or functional features, such as soffits, brackets, spindle work, or columns, is inappropriate.
10. Removing any historic detail associated with a highly-visible entrance or porch, such as spindle-work, beveled glass, or beaded board, is inappropriate unless required by an authentic restoration.
11. Removing a highly-visible original entrance, enclosure, porch, or balcony is inappropriate.
12. Adding features or details to a highly visible, historic entrance, enclosure, porch, or balcony that will create a false historical appearance is inappropriate.
13. Locate new egress stairs in areas of low visibility. If required by accessibility codes to locate egress stairs where they will be visible from the sidewalk, they shall be compatible with the historic-special character of the building.
14. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District.~~whether it is incongruous with the special character of the District.

Similar to porches, decks, terraces, and patios are widely used for exterior living spaces and are common features to many properties in the West End. ~~Decks, terraces, and patios can be constructed in areas of low visibility.~~ A deck is a flat, usually roofless, platform adjoining a house. Decks are typically made of wood and are elevated from the ground. Decks are generally enclosed by a railing. A patio is a paved outdoor area adjoining a house, generally used for dining or recreation. Patio materials in the District include, but are not limited to, concrete, stone, brick, and terra cotta tile. A terrace is an external, raised, open, flat area in either a landscape, such as a park or garden, or near a building.

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#### GUIDELINES

1. Install decks, terraces, and patios in areas of low visibility. Decks that project out or that cantilever beyond the sides of the building are inappropriate.
2. Appropriate paving materials for patios and terraces include terra cotta, tinted concrete, brick, stone pavers, and concrete pavers. ~~If it is inappropriate for~~ patios and terraces ~~to abut driveways and function as intermittent parking; if such flexible use of a patio or terrace is necessary,~~ follow the Guidelines in the Driveways and Parking Areas section.
3. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District.~~ whether it is incongruous with the special character of the District.

## CHANGES TO THE BUILDING EXTERIOR

### NONCONTRIBUTING STRUCTURES

A noncontributing structure is a building that does not contribute to the special character of the West End District in relation to the West End's history and architecture. A noncontributing structure is any building, site, structure or object that was constructed outside of West End's period of significance or that has been so dramatically altered that the original style or material has been lost. The period of significance or the time period that most influenced the character of West End is between 1887 and 1930.

There are three different types of noncontributing structures in the West End.

1. Buildings constructed before 1930 that have been insensitively altered.
2. Buildings constructed after 1930 with individual historical or architectural significance.
3. Buildings constructed after 1930 with no individual historical or architectural significance.

All work on noncontributing properties that were built within the period of significance but have a loss of architectural integrity due to the loss of original fabric or heavy alterations will be reviewed with the hope of returning the property to a more congruous condition. The *Guidelines* are intended to guide property owners to more appropriate alternatives for a historic structure and prevent further inappropriate physical changes.

All work on noncontributing properties that have individual historical or architectural significance will be reviewed so that changes do not damage the style or architectural integrity of the structure. Changes will be evaluated so that they are made in the most sensitive manner, respecting the style and architectural features and details as much as possible.

All structures built after 1930 with no individual historical or architectural significance are reviewed somewhat differently than work proposed for a contributing building. The effect that a building alteration has on surrounding historic buildings and on the character of the area is the primary factor considered rather than the effect on the subject building itself. Such a perspective results in a higher level of latitude for change to this type of noncontributing building.

All work on noncontributing structures, other than Routine Maintenance, does require a COA. No matter what the reason for the noncontributing status, all properties are reviewed in the same manner regarding the Changes to the Environment section of the Guidelines, which could affect the special character of the District as a whole.

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#### GUIDELINES

1. Alterations to noncontributing buildings built before 1930 will be reviewed utilizing the *Changes to the Building Exterior* section of the *Guidelines*. ~~Efforts shall be made to reverse any inappropriate changes made previously.~~
2. Additions, alterations, and rehabilitation of a noncontributing building built after 1930 with no individual architectural or historical significance shall be (a) compatible with the style and character of the building; or (b) make the building more compatible with the special character of the District.

Applications relating to these structures shall be reviewed per the Secretary of the Interior's Standards for Rehabilitation.

3. Demolition of noncontributing buildings in the District will not be delayed if the demolition (a) will not adversely affect the special character of the District; and (b) the building has no individual historical or architectural significance.
4. ~~Located within the West End Historic Overlay District District exists~~ Noncontributing structures of individual ~~outstanding~~ architectural and/or historical significance ~~which are not contemporary with the District's period of significance. Applications relating to these structures~~ shall be reviewed per the Secretary of the Interior's Standards for Rehabilitation.
5. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District.~~ whether it is incongruous with the special character of the District.

## ADDITIONS

Over the life of a building, its form may evolve as additional space is necessary or new functions are accommodated. Additions shall not compromise the special character of the historic building or site, nor shall they destroy significant architectural features.

Additions should reflect the point in time of their construction and respect the architectural character and fabric of the historic building and its surroundings. Although the design should be compatible with the original building, an addition should also be differentiated from the principal building in some manner. For example, it can be differentiated from the original building through a break in roofline or wall plane, a change in materials, or simplified detailing. Additions must also adhere to all other applicable sections of these Guidelines.

Because of the significance of new additions and their impact on the character of the historic building, a Major Work Certificate of Appropriateness is required ~~by law~~ for all additions.

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### GUIDELINES

1. Locate an addition in an area of low visibility, usually at the rear elevation. More latitude in design and materials shall be given to an addition that cannot be seen from the street.
2. Locate additions so that the site topography and any character-defining site features are retained.
3. Design additions so that if they were removed in the future, the ~~essential~~ form and integrity of the original building would be retained.
4. Design new additions so that they are compatible with, yet differentiated from, the historic building.
5. Design new additions to be subservient to the principal building in size and scale. New additions shall not visually overpower the historic building. New additions shall not exceed the height of the principal building.
6. Construct additions so that highly visible character-defining features of the existing building are not destroyed, damaged, obscured, or radically changed.
7. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District.~~ whether it is incongruous with the special character of the District.

## NEW CONSTRUCTION

New construction shall be compatible with, yet differentiated from, historic architecture in the West End. It may be contemporary in style, or it may replicate a historic style. If replicating a historic style, new construction shall be differentiated from historic architecture by the use of materials, simplified detailing, scale, or another appropriate design solution.

Because of the significance of new construction and its impact on the special character of the District, a Major Work Certificate of Appropriateness is required for all new construction projects.

The terms which follow will be helpful in planning a new construction project:

**Lot coverage** is the measure of the density of developed land along each block front and for each lot.

**Front sSetback** is the distance from the edge of the right-of-way to the building facade. A strong and continuous streetscape is achieved by a uniform setback pattern.

**Height** is the vertical distance measured from the average elevation of the finished grade to the topmost section of the roof.

**Spacing** is the distance between adjacent buildings. A regular pattern of spacing adds strength and continuity to the streetscape.

**Orientation** is the position and placement of a building on a lot in relationship to the street.

**Scale** refers to the size of construction feature compared with the size of humans. Architecture at a human scale is characteristic of the District.

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## GUIDELINES

1. Site new construction to be compatible with surrounding buildings that contribute to the overall character of the ~~historic~~ District in terms of setback, orientation, spacing, and distance from adjacent buildings.
2. Design new construction so that the overall character of the site, site topography, character-defining site features, and significant District vistas and views, if any, are retained.

3. ~~Evaluate in advance and limit~~Limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
4. Design new buildings to be compatible with surrounding buildings that contribute to the overall character of the District in terms of height, form, size, scale, massing, proportion, and roof shape.
5. Design the proportion of the proposed new building's front facade to be compatible with the front facade proportion of surrounding historic buildings.
6. Design the spacing, placement, scale, orientation, proportion, and size of window and door openings in proposed new construction to be compatible with the surrounding buildings that contribute to the special character of the ~~historic~~ District.
7. Select windows and doors for proposed new buildings that are compatible in material, subdivision, proportion, pattern, and detail with the windows and doors of surrounding buildings that contribute to the special character of the ~~historic~~ District.
8. Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in the surrounding buildings that contribute to the special character of the ~~historic~~ District in terms of composition, scale, module, pattern, detail, texture, and finish.
9. Design new buildings so that they are compatible with, but discernible from, historic buildings in the District.
10. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District.~~whether it is incongruous with the special character of the District.

Moving significant buildings sometimes is the only alternative to demolition, and should be undertaken as a last resort ~~only~~ after all other preservation options have been thoroughly researched. Moving is an expensive undertaking, and often results in a loss of integrity of setting and environment for the relocated building.

Relocation of a building and/or structure involves moving buildings into, out of, or within the District. This should be attempted only after thorough planning and preparation. The Historic Resources Commission should be consulted early in the planning stages. An application to relocate a ~~designated-contributing~~ building or structure within the West End cannot be denied, however the Historic Resources Commission may delay the effective date of the Certificate of Appropriateness for up to 365 days. (G.S. 160A-400.14)

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### GUIDELINES

1. Document the building and/or structure and site so that a permanent record of the building and/or structure is made prior to its relocation. Photographs, measured drawings, and written documentation that portray the building and/or structure on its original site shall be provided by the applicant and made a part of the files of the Historic Resources Commission.
2. Protect the structural and architectural integrity of a building when it is moved into, out of, or within the District. ~~The building, whenever practical, shall be moved as a single, intact unit. Partial or complete disassembly is inappropriate.~~
3. Choose a new location that has architectural compatibility. The impact that the relocation will have on nearby buildings shall also be considered, ~~whenever practical~~. For relocation into or within the District, the Guidelines for New Construction shall be followed, with special attention to orientation, lot coverage, spacing, setback, and site planning.
4. Clear the lot of construction debris and replant or otherwise maintain the lot once a building and/or structure has been fully removed from a site.

Demolition of historically and/or architecturally significant buildings within the District is inappropriate. While the Historic Resources Commission may not deny a Certificate of Appropriateness for demolition, the Commission can delay the demolition of a building for a period of up to 365 days. (G.S. 160A-400.14) During this period, alternative methods for preserving the building shall be explored. Possibilities include, but are not limited to, adapting the existing building to the owner's needs, finding new owners willing to restore the building, contacting state and local preservation organizations to seek assistance, and relocating the building to another site.

~~An application for the demolition of a designated building or structure within the West End cannot be denied, however the Historic Resources Commission may delay the effective date of the certificate of appropriateness for up to 365 days. (G.S. 160A-400.14)~~

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### GUIDELINES

1. Demonstrate that attempts to save the building have been exhausted. If demolition is unavoidable, all significant architectural details shall be salvaged prior to demolition. Usable building materials shall be salvaged.
2. Demolition of noncontributing buildings in the District will not be delayed if the demolition (a) will not adversely affect the special character of the District; and (b) the building has no individual historical or architectural significance
- 2.3. Document the building and site so that a permanent record of the building is made prior to its demolition. Photographs, measured drawings of all elevations and floor plans, and written documentation that portray the building on its original site shall be provided by the applicant and made a part of the files of the Historic Resources Commission.
- 3.4. Clear the lot of construction debris and plant vegetation or otherwise maintain the lot once the building has been demolished.

A ~~new change of~~ use or the substantial rehabilitation of a ~~historic~~ building of historical significance may require compliance with current standards for life-safety and accessibility by persons with disabilities. Both the North Carolina State Building Code and the federal Americans with Disabilities Act, as amended, of 1990, include some flexibility in compliance when a ~~historic~~ building or site of historical significance is involved. Introducing items such as wheelchair ramps, fire exits, and fire stairs without damaging the ~~original historic~~ fabric of a ~~historic~~ building or site takes careful planning, and usually requires consultation with experienced design professionals.

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### GUIDELINES

1. Meet accessibility and life-safety building code requirements in such a way that the site and the building's highly-visible, character-defining elevations, features, and finishes are preserved.
2. Design and construct new fire exits, stairs, landings, ramps, and elevators to be compatible with the scale, materials, details, and finish of the ~~historic~~ building.
3. Introduce fire exits, stairs, landings, ramps, or elevators in areas of low visibility. If building or site conditions preclude an access ramp in an area of low visibility, areas of high visibility can be considered. The design of the ramp must be sensitive to the character and massing of the existing structure.
4. Introduce new or additional temporary means of access or accessibility, if necessary, that are reversible and that do not compromise the design of a historic feature.
5. Any new ramps or other structures must be designed to be as unobtrusive as possible. Designs for these structures shall be simple.
6. If proposed work is not addressed in any of the previous Guidelines, the work will be reviewed based on ~~its congruity with the District.~~ whether it is incongruous with the special character of the District.

## **APPENDIX**

APPENDIX A. Secretary of the Interior's Standards for Rehabilitation

APPENDIX B. Summary of submission materials

APPENDIX C. Glossary of terms

APPENDIX D. Noncontributing buildings with individual architectural or historical significance

APPENDIX E. Noncontributing buildings built within the period of significance but inappropriately altered.

APPENDIX F. Noncontributing buildings built after 1930

## APPENDIX A

### **Secretary of the Interior's Standards for Rehabilitation**

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

## APPENDIX B

### SUMMARY OF SUBMISSION MATERIALS

[to be added]

## APPENDIX C

### GLOSSARY OF TERMS

Throughout the Guidelines the following terms will be used consistently. Defining these terms will help applicants understand what factors are considered by the Commission when reviewing a COA application. Some terms used are as defined by the National Park Service (NPS) or in the Unified Development Ordinances (UDO); these will be marked. If a term in the Guidelines is not defined, its meaning shall be that given by the NPS or UDO. If not defined by the NPS or in the UDO, the meaning shall be as defined in a standard American dictionary.

#### **APPROPRIATE**

Appropriate means suitable or right for a particular situation or purpose.

#### **ARCHITECTURAL DETAIL**

An architectural detail is a small piece of the whole, yet it has the potential to characterize and define the entire building or structure. Details tell us what a building is; they are fundamental to the life and personality of a space.

#### **BUILDING**

A building is defined by the National Park Service as shelter created principally to protect any form of human activity, such as a house, barn, church, hotel, or similar construction.

#### **CERTIFICATE OF APPROPRIATENESS (COA)**

A certificate of appropriateness is an application made when a resident within a historic overlay district wants to make changes to the exterior of a building or on the site.

#### **~~CHARACTER (HISTORIC CHARACTER) AND CHARACTER-DEFINING~~**

Character refers to all those visual aspects and physical features that comprise the appearance of a historic building.-

~~Throughout these Guidelines, reference is made to the character of a building or its character-defining features.~~

#### **CHARACTER-DEFINING**

A character-defining feature is a feature that contributes to the special quality of a building or a site, without which the uniqueness is compromised. Character-defining features include, but are not limited to, the overall shape of the building, its materials, craftsmanship, and decorative details, as well as the various aspects of its site and environment. Examples of character-defining features include, but are not limited to, windows, roofs, porches, balconies, and chimneys. Other character-defining features are related to the material or

craftsmanship involved in the construction, such as brickwork, wood siding, mortar joints, stucco surface, and/or architectural details.

### **COMPATIBLE, CONGRUOUS, AND CONSISTENT**

Compatible, congruous, and consistent each mean able to exist or occur together without conflict; occurring together in harmony; able to exist together with something else; in agreement with the another feature or detail.

### **CONTRIBUTING**

A contributing building, site, structure, or object, as defined by the National Park Service, adds to the historical associations, historic architectural qualities, or archeological values for which a property is significant because it was present during the period of significance, relates to the documented significance of the property, and possesses a high degree of historical integrity.~~A contributing building, site, structure, or object adds to the historic character and significance of the West End.~~ Contributing buildings and structures are so designated in the Inventory section of the *West End Historic Overlay District Report, 1992*.

### **DISTRICT**

A district is defined by the National Park Service as possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. The West End Historic District was listed in the National Register of Historic Places in 1986, and the West End Historic Overlay District was approved by the City Council in 1993.

### **EXTERIOR ARCHITECTURAL FEATURES**

Exterior architectural features are the architectural style, general design, and general arrangement of the exterior of a building or other structure. These include, but are not limited to, the types or textures of the building material and siding; the type and style of all windows, doors, porches, roofs, foundations, signs, fencing and other appurtenant architectural fixtures; and features or details relative to the foregoing.

### **FALSE SENSE OF HISTORICAL APPEARANCE**

Each property is recognized as a physical record of its time, place, and use. Changes that create a false sense of historical appearance on contributing buildings, such as adding conjectural features from other historic properties, should not be undertaken. Combining features that never existed together historically can also create a false sense of historical appearance. A false sense of historical appearance is also created when a building is changed to give it the appearance of being built earlier in time.

### **FEASIBILITY**

The term feasibility is used in relation to the use of substitution material. In general, one of four circumstances warrants the consideration of substitute materials and must be addressed in a COA application to prove that it is not feasible to replace the historic feature in-kind. The four circumstances are:

1. the unavailability of historic materials;
2. the unavailability of skilled craftsmen;

3. inherent flaws in the original materials; or,
4. Code-required changes.

## **GUIDELINES**

The Guidelines are criteria the Commission uses to review the appropriateness of a specific project. A project is proposed work to a building, structure, site, or feature within the West End. The Guidelines are a set of standards subject to interpretation when determining compliance, which is the responsibility of the Commission.

## **HISTORIC**

Historic, when used in these Guidelines, means an element constructed during the period of significance, 1887-1930.

## **HISTORIC INTEGRITY**

Historic integrity is defined by the National Park Service as the authenticity of physical characteristics from which properties obtain their significance, i.e. the ability of a property to convey its significance. Historic integrity is the retention of sufficient aspects of location, design, setting, workmanship, materials, feeling, and/or association for a property to convey its historic significance. Authenticity of a property's historic identity is evidenced by the survival of physical characteristics that existed during the property's historic period.

## **HISTORIC FABRIC**

Historic fabric is material from a historically-significant period, usually the period of construction, as opposed to material used to maintain or restore a property following its historic period(s).

## **HISTORICAL SIGNIFICANCE**

Historical significance is defined by the National Park Service as the importance of a property to the history, architecture, archeology, engineering, or culture of a community, a State, or the nation. Significance may be based on association with historical events; association with a significant person; distinctive physical characteristics of design, construction, or form; and/or potential to yield important information. The West End derives its significance from association with late 19<sup>th</sup> and early 20<sup>th</sup> century suburban growth patterns, especially picturesque planning; its association with Jacob Lott Ludlow; and its distinctive late 19<sup>th</sup> and early 20<sup>th</sup> century architecture.

## **INAPPROPRIATE**

Inappropriate means not suitable or not right for a particular situation or purpose.

## **INCONGRUOUS**

Incongruous means ~~inappropriate~~, inharmonious or not consistent with the special character of the property and/or the District.

## **IN-KIND**

In-kind means to use the same material, design, dimension, texture, detailing, size, scale, pattern, finish, configuration, and exterior appearance in the same location.

## **NONCONTRIBUTING**

~~A noncontributing structure is a building, site, structure, or object that is outside the period of historical significance or is within the period of significance but has been altered such that its historical character is no longer evident.~~ A noncontributing building, site, structure, or object, as defined by the National Park Service, was not present during the period of national significance; does not relate to the documented national significance of the property; or due to alterations, disturbances, additions, or other changes, it no longer possesses a high degree of historical integrity.

## **OBSCURE**

Obscure means to keep from being seen; conceal.

## **UNOBTRUSIVE**

Unobtrusive means not conspicuous or attracting attention.

## **PERMANENT SIGN**

As defined by the Winston-Salem UDO, a permanent sign is any form of publicity which is visible from any public way, directing attention to an individual, business, commodity, service, activity, or product, by means of words, lettering, parts of letters, figures, numerals, phrases, sentences, emblems, devices, objects, designs, trade names or trademarks, or other pictorial matter designed to convey such information, and displayed by means of paint, bills, posters, panels, or other devices erected on an open framework, or attached or otherwise applied to stakes, posts, poles, trees, buildings, or other structures or supports. Notwithstanding the above, the following are considered signs: Beacons, spotlights, searchlights, and reflectors. Exempt from this definition are religious icons, such as crosses or other religious symbols, when not integral to a written sign.

## **~~PORTABLE SIGN~~**

~~Portable signs are not permitted in the City of Winston-Salem.~~

## **PROPERTY**

A property includes the buildings, structures, objects, and site within the property boundaries.

## **SCREENING**

Screening is the method by which the view of an inappropriate feature is shielded or hidden. Screening techniques include, but are not limited to, fencing, walls, and vegetation.

## **SHALL**

Where the term "shall" is used, compliance is specifically required when the statement applies to the proposed project.

## **SIGNIFICANT TREE**

A significant tree is a tree that was identified as a contributing feature to the West End in the *West End Historic Overlay District Report*. Significant trees in the West End are limited to street trees, the maple allee in Hanes Park, willow trees planted along Peter’s Creek in Hanes Park, the wooded ravine of Spring Park, and the trees in Grace Court.

## **SPECIAL CHARACTER**

The Commission shall take no action except to prevent development that would be incongruous with the special character of the district. In defining the character of a historic district, NCGS 160A-400.3 states that, “[h]istoric districts established pursuant to this part shall consist of areas which are deemed to be of special significance in terms of their history, prehistory, architecture, and/or culture, and to possess integrity, setting, materials, feeling, and association.” Pursuant to state law, the City of Winston-Salem distilled and clarified the character and context of the historic overlay district at the time of designation. The special character of the West End, as used herein, was detailed in the *West End Historic Overlay District Report* that was adopted in 1992.

## **STREET**

When mentioned in a Guideline, street means the public street(s) that directly abut the property lines of the project location.

## **STREETSCAPE**

**Tie this to visibility**

## **STRUCTURE**

A structure is defined by the National Park Service as distinguished from a building’s functional construction, and made usually for purposes other than creating human shelter. Structures include sheds, fences, walls, patios, gazebos, and other constructed site features.

## **SUBSTITUTE MATERIALS**

Substitute materials are those materials used to replace original materials without matching them in composition, i.e. materiality. Substitute materials may be used only when they will match the visual character and appearance of the historic material and will not damage the historic resource.

## **TEMPORARY SIGN**

~~Temporary signs are not permitted by the Winston-Salem UDO. Construction, development and lender signs; political signs; real estate signs; builder signs; yard sale signs; special event signs; and banners for religious, charitable, and civic organizations are permitted without a Zoning Permit.~~

## **VISIBILITY**

**APPENDIX D.**

**Noncontributing buildings with individual significance**

<b>Construction Date</b>	<b>Name of Property</b>	<b>Street Address</b>
1951	BEN SHEPPARD HOUSE Designed by Lamar Northrup	346 WEST END BLVD.
1935	COMMERCIAL BUILDING - Joymongers	480 WEST END BLVD.
1957	OFFICE BUILDING - Award-winning Lashmit, James, Brown & Pollack Office	421 SUMMIT ST.
1949	WACHOVIA BANK & TRUST - George Black Brick	916 W. FOURTH ST.
1961	SUMMIT COMMUNICATIONS INC. BUILDING	875 W. FIFTH ST.
1963	SOUTHLAND LIFE BUILDING	920 W. FIFTH ST.
1983	BLACKWELL-CHAPMAN HOUSE - Robbs & Callahan	520 JERSEY AVE.
1983	BLACKWELL-CHAPMAN HOUSE GARAGE - Robbs & Callahan	520 JERSEY AVE.
1940s	CAROLINA APARTMENTS	840 CAROLINA AVE.
1950	OFFICE BUILDING - Lamar Northrup	1124 BROOKSTOWN AVE.
1960s	PILOT LIFE INSURANCE CO.	1012 GLADE ST.
1942	Y.W.C.A.	1201 GLADE ST.
1945	SUNSET APARTMENTS	237 SUNSET DR.
1948	JOHN W. PACK HOUSE	123 N. SUNSET DR.
1930s	DANIEL BOONE MEMORIAL MARKER	ISLAND AT JUNCTION OF WEST END BLVD. & REYNOLDA RD.

**APPENDIX E. Noncontributing buildings built within the period of significance but inappropriately altered**

<b>Construction Date</b>	<b>Name of Property</b>	<b>Street Address</b>
1916	HOUSE	105 WEST END BLVD.
1930s	HOUSE	161 WEST END BLVD.
1920s	MOIR-SALMONS HOUSE GARAGE	637 N. SPRING ST.
1920s	HOUSE	409 SUMMIT ST.
1915	HOUSE	613 SUMMIT ST.
1920s-1930s	H. B. TAYLOR HOUSE OUTBUILDING - Acanthus office	1012 W. FIFTH ST.
1920s-1930s	HOUSE	511 JERSEY AVE.
UNKNOWN	FERRELL-WRIGHT-MCKEITHAN HOUSE OUTBUILDING	614 WEST END BLVD.
1905	HOUSE-DAVIS UPHOLSTERY & FABRIC SHOP	811 BURKE ST.
1920s	COMMERCIAL BUILDING	815-835 BURKE ST.
1916	APARTMENT HOUSE	1407 CLOVER ST.
1925	HOUSE	230 N. SUNSET DR.
1925	HOUSE	222 N. SUNSET DR.
1927	HOUSE	214 N. SUNSET DR.
1927	HOUSE	128 N. SUNSET DR.
1922	(FORMER) HOUSE	1413-1417 W. FIRST ST.
1917	HURDLE-WILLIAMSON-HAIRSTON HOUSE	1219 W. FOURTH ST.
1917	BOWERS-LOTT HOUSE	143 PIEDMONT AVE.
POST 1917	HOUSE	1106 WEST END BLVD.
POST 1930	ARTHUR S. CASSEL HOUSE GARAGE	123 S. SUNSET DR.
1925	HOUSE	1515 JARVIS ST.
1940s	HOUSE	1519 JARVIS ST.
1920s, POST 1950	HOUSE	1522 JARVIS ST.

**APPENDIX F. Noncontributing buildings built after 1930**

1950	DUPLEX	730-732 CHATHAM RD.
1955	HOUSE	712 CHATHAM RD.
MID 1900s	MAUDE D. MILLER HOUSE GARAGE	54 BUXTON AT CHATHAM
1945	APARTMENT BUILDING	109-115 WEST END BLVD.
MID 1900s	BARKLEY-HUFFMAN HOUSE GARAGE	123 WEST END BLVD.
1950	DUPLEX	141-143 WEST END BLVD.
POST 1945	DUPLEX	151-153 WEST END BLVD.
1930s-1940s	HOUSE	167 WEST END BLVD.
1930s-1940s	APARTMENT HOUSE	171 WEST END BLVD.
POST 1945	HOUSE	175-177 WEST END BLVD.
1930s-1940s	E. WRIGHT NOBLE HOUSE GARAGE	66 WEST END BLVD.
1930s-1940s	E. WRIGHT NOBLE HOUSE GARAGE/APARTMENT	66 WEST END BLVD.
1970	DOWNTOWN CHURCH PLAYGROUND	NS. SIDE WEST END BLVD. B/W 72 & 116 WEST END BLVD.
1930s-1940s	DUPLEX	136-138 WEST END BLVD.
MID 1900s	WILLIAM T. MYERS HOUSE APARTMENT	142 WEST END BLVD.
POST 1945	DUPLEX	158-160 WEST END BLVD.
1940s	APARTMENT BUILDING	162-164 WEST END BLVD.
1955	APARTMENT BUILDING	615 N. SPRING ST.
1984	MCGEHEE-RIERSON HOUSE WORKSHOP	633 N. SPRING ST.
1930	WEBB-REECE HOUSE GARAGE	655 N. SPRING ST.
1960	SPRING GARDEN APARTMENTS	665 N. SPRING ST.
1980	SPRING HILL APARTMENTS	618 N. SPRING ST.
POST 1930	DAVIS HOUSE GARAGE	660 N. SPRING ST.
POST 1930	JAMES M. LENTZ HOUSE GARAGE	668 N. SPRING ST.
1930s-1940s	DUPLEX	227-229 WEST END BLVD.
POST 1945	HOUSE	202 WEST END BLVD.
MID 1900s	SAMUEL B. KNIGHT HOUSE GARAGE	230 WEST END BLVD.
1980s	BLUMENTHAL-GOODMAN HOUSE GARAGE	234 WEST END BLVD.
1980s	DUPLEX STUDIO	609-611 N. BROAD ST.
MID 1900s	MICHAEL A. ANGELO HOUSE GARAGE	606 N. BROAD ST.
1950	(FORMER) GAS STATION	500 W. BROAD ST.
POST 1930	BLANTON HOUSE SHOP/STORAGE BUILDING	276 WEST END BLVD.
POST 1930	WALTER V. JOYCE HOUSE GARAGE	292 WEST END BLVD.
1950	COMMERCIAL BUILDING	418 WEST END BLVD.
POST 1945	KARUMIT BUILDING	440 WEST END BLVD.
1983	DALTON MEMORIAL GARDEN	W SIDE SUMMIT ST. B/W FIFTH & PILOT STREETS
1980s	DALTON MEMORIAL GARDEN GAZEBO	W SIDE SUMMIT ST. B/W FIFTH & PILOT STREETS

LATE 1960s	SUMMIT SQUARE APARTMENTS	651 SUMMIT ST.
POST 1950	JOHN W. SHIPLEY HOUSE GARAGE	709 SUMMIT ST.
POST 1945	DUPLEX	721-725 SUMMIT ST.
1960	HOUSE - maybe 1948?	737 SUMMIT ST.
POST 1960	OFFICE BUILDING - McNair Construction Office?? Maybe 1967	747 SUMMIT ST.
1940s	APARTMENT HOUSE	737-738 SUMMIT ST.
POST 1950	I CAN'T BELIEVE IT'S YOGURT! STORE/Alex's	750 SUMMIT ST.
1930s- 1940s, 1986	CONDOMINIUM	1302 W. FIRST ST.
1950	WEST END CAFE	878 W. FOURTH ST.
EARLY 1980s	CONDOMINIUM	500 JERSEY AVE.
EARLY 1980s	CONDOMINIUM	504 JERSEY AVE.
1950, 1980	JOHANNA SHOBER'S RESTAURANT	871 W. FOURTH ST.
1955	DUNCAN-PARNELL INC.	926 W. FOURTH ST.
1980	LIGON ELECTRIC WAREHOUSE	930 W. FOURTH ST.
1980	MADISON D. STOCKTON HOUSE STORAGE BUILDING	936 W. FOURTH ST.
POST 1950	WRIGHT-IZLAR HOUSE GARAGE/APARTMENT	942 W. FOURTH ST.
1980	GRACE COURT GAZEBO	BOUNDED BY FOURTH, GLADE, FIFTH STREETS & ALLEY
1930s- 1940s, 1986	CONDOMINIUM	1304 W. FIRST ST.
1980	FERRELL CO. REAL ESTATE BUILDING	854 W. FIFTH ST.
1980	PILOT INSURANCE AGENCY BUILDING	860 W. FIFTH ST.
1957	(FORMER) SOUTHERN BELL BUILDING	811 W. FIFTH ST.
POST 1950	JAMES S. EASLEY HOUSE GARAGE	1001 W. FIFTH ST.
1948	HOUSE	831 PILOT VIEW ST.
1948	HOUSE	833 PILOT VIEW ST.
1948	HOUSE	835 PILOT VIEW ST.
1948	HOUSE	837 PILOT VIEW ST.
1948	HOUSE	839 PILOT VIEW ST.
1948	HOUSE	841 PILOT VIEW ST.
1948	HOUSE	843 PILOT VIEW ST.
1950	PILOT VIEW APARTMENTS	1403-1405 PILOT VIEW ST.
1948	HOUSE	836 SIXTH ST.
1948	HOUSE	838 SIXTH ST.
1948	HOUSE	840 SIXTH ST.
1948	HOUSE	842 SIXTH ST.
1948	HOUSE	844 SIXTH ST.
1948	HOUSE	846 SIXTH ST.
1948	HOUSE APARTMENT	846 SIXTH ST.
MID 1900s	PENRY-AUSTIN HOUSE GARAGE	825 SIXTH ST.
MID 1900s	G. F. HINSHAW HOUSE GARAGE	829 SIXTH ST.

MID 1900s	BYRD-JUSTICE HOUSE GARAGE	833 SIXTH ST.
1963	ANSWORTH APARTMENTS	841-847 SIXTH ST.
1948	HOUSE	849 SIXTH ST.
1930s- 1940s, 1986	CONDOMINIUM	1306 W. FIRST ST.
POST 1950	RAY B. DIEHL HOUSE GARAGE	701 MANLY ST.
1980	J. HARRY WHITE HOUSE GARAGE	717 MANLY ST.
POST 1930	LONG-HARRIS HOUSE GARAGE	622 JERSEY AVE.
POST 1930	HOUSE GARAGE	516 JERSEY AVE.
UNKNOWN	HOUSE STORAGE	512 JERSEY AVE.
2008	HOUSE	609 JERSEY AVE.
POST 1930	CLIFFORD S. HOPKINS HOUSE GARAGE	820 CAROLINA AVE.
UNKNOWN	ROBERT S. TILLEY HOUSE GARAGE	834 CAROLINA AVE.
POST 1930	SHARP-CONNELL HOUSE GARAGE	831 CAROLINA AVE.
1924	HOUSE GARAGE	906 CAROLINA AVE.
1960	DUPLEX	908 CAROLINA AVE.
MID 1900s	HOUSE	915 CAROLINA AVE.
LATE 1940s	DUPLEX	919 CAROLINA AVE.
POST 1945	HOUSE	1000 CAROLINA AVE.
1960s	DUPLEX	1020-1022 CAROLINA AVE.
1960	APARTMENT HOUSE	1015 CAROLINA AVE.
1960s	APARTMENTS	1025 CAROLINA AVE.
POST 1930	SAMUEL SOSNIK HOUSE GARAGE	500 WEST END BLVD.
1950	APARTMENT HOUSE	512-518 WEST END BLVD.
1950	APARTMENT HOUSE	520 WEST END BLVD.
1980	HOUSE	530 WEST END BLVD.
UNKNOWN	WALL-SHOEMAKER HOUSE OUTBUILDING	608 WEST END BLVD.
1955	APARTMENT BUILDING	624 WEST END BLVD.
POST 1950	HANES PARK TENNIS COURTS	NW SIDE WEST END BLVD. & SUNSET DR. B/W REYNOLDA RD. & GLADE ST.
1976	Y.M.C.A.	775 WEST END BLVD.
1940s	COMMERCIAL BUILDING	1003 BROOKSTOWN AVE.
1960	OFFICE BUILDING	1008-1012 BROOKSTOWN AVE.
1955	OFFICE BUILDING	1014-1020 BROOKSTOWN AVE.
MID 1900s	MARTIN-MOCK HOUSE GARAGE	1005 BROOKSTOWN AVE.
1963	CHRISTIAN SCIENCE SUNDAY SCHOOL BUILDING	1205 BROOKSTOWN AVE.
1970	BROOKSHILL APARTMENTS	1310 BROOKSTOWN AVE.
POST 1930	BLANTON-HAUSER HOUSE GARAGE	1405 BROOKSTOWN AVE.
POST 1950	GARNER-GILLIAM HOUSE GARAGE	1416 BROOKSTOWN AVE.
POST 1930	WILLIAM OWEN MCCORKLE HOUSE GARAGE/STORAGE BUILDING	1201 CLOVER ST.
POST 1930	WILLIAM M. TAYLOR, JR. HOUSE GARAGE	1309 CLOVER ST.
1960	APARTMENT BUILDING	1415 CLOVER ST.
POST 1930	CHARLES P. JOHNSTON HOUSE GARAGE	1404 CLOVER ST.
POST 1930	P. HUBER HANES HOUSE GARAGE	1200 GLADE ST.

POST 1930	THOMPSON-LIIPFERT HOUSE GARAGE	1220 GLADE ST.
1930s-1940s	APARTMENTS	1306-1318 GLADE ST.
1930s-1940s	APARTMENTS CAR SHED	1306-1318 GLADE ST.
1980	APARTMENTS	1408 GLADE ST.
POST 1950	PARKVIEW APARTMENTS GARAGE	1416 GLADE ST.
1970s	APARTMENTS STORAGE BUILDING	1420-1422 GLADE ST.
1982	APARTMENTS	1424 GLADE ST.
1980S	JOSEPH R. FLETCHER HOUSE GARAGE	1124 W. FOURTH ST.
1980	PETREE, STOCKTON, & ROBINSON LAW OFFICES	1001 W. FOURTH ST.
POST 1930	VAUGHN-FLETHCER HOUSE GARAGE	1123 W. FOURTH ST.
POST 1930	DUPLEX GARAGE	1145 W. FOURTH ST.
UNKNOWN	PLUMLY-HANES HOUSE GARAGE	814 WEST END BLVD.
MID 1900s	APARTMENTS	805 WEST END BLVD.
1950	DUPLEX	908-910 WEST END BLVD.
1980s	GREGG HOUSE GARAGE	909 WEST END BLVD.
POST 1960	APARTMENTS	233 N. SUNSET DR.
1975	WEST HILL APARTMENTS	201 N. SUNSET DR.
1945	WEST END PLACE	129-133 N. SUNSET DR.
POST 1950	WILLIAM C. SMITH HOUSE GARAGE	109 N. SUNSET DR.
1950	DUPLEX	226-228 N. SUNSET DR.
1945	HOUSE	218 N. SUNSET DR.
POST 1950	DUPLEX	206-208 N. SUNSET DR.
POST 1935	APARTMENTS	130 N. SUNSET DR.
1940s	HOUSE	124 N. SUNSET DR.
POST 1930	HOUSE GARAGE	120 N. SUNSET DR.
POST 1960	APARTMENTS	1228 FORSYTH ST.
POST 1960	APARTMENTS	1316 FORSYTH ST.
POST 1945	DUPLEX	1320-1322 FORSYTH ST.
POST 1930	SMITH HOUSE GARAGE	1223 W. FIRST ST.
1980	APARTMENT/OFFICE BUILDING	1220 W. FIRST ST.
1930s-1940s, 1986	CONDOMINIUM	1300 W. FIRST ST.
POST 1930	CONDOMINIUM GARAGE	1300 W. FIRST ST.
POST 1950	BUILDING	1401 W. FIRST ST.
1955, POST 1950	DUPLEX	1407-1409 W. FIRST ST.
POST 1950	DUPLEX	1406-1408 W. FIRST ST.
2008	HOUSE	1076 WEST END BOULEVARD
MID 1900s	DULL-HINKLE HOUSE GARAGE	1182 W. FOURTH ST.
POST 1930	DULL-HINKLE HOUSE STORAGE BUILDING	1182 W. FOURTH ST.
POST 1950	APARTMENT BUILDING	1194 W. FOURTH ST.
POST 1950	CRESTLAND APARTMENTS	1206 W. FOURTH ST.
1980	OFFICE BUILDING	1171 W. FOURTH ST.
POST 1930	THOMAS-STULTZ HOUSE GARAGE	1211 W. FOURTH ST.
UNKNOWN	HAROLD MACKLIN HOUSE GARAGE	1221 W. FOURTH ST.

UNKNOWN	EDMOND R. SNYDER HOUSE GARAGE	1225 W. FOURTH ST.
UNKNOWN	WEEKS-PEDDICORD HOUSE GARAGE	1249 W. FOURTH ST.
POST 1950	HOUSE	1255 W. FOURTH ST.
1950	HOUSE	1259 W. FOURTH ST.
UNKNOWN	MILLER-LUMLEY HOUSE GARAGE	113 PIEDMONT AVE.
1982	APARTMENTS	123 PIEDMONT AVE.
POST 1930	JONES-MADDRY-MCIVER HOUSE GARAGE	122 PIEDMONT AVE.
1960	DUPLEX	138 PIEDMONT AVE.
1950	HOUSE	166-168 PIEDMONT AVE.
UNKNOWN	STANTON HOUSE GARAGE	1008 WEST END BLVD.
UNKNOWN	DR. VANN M. LONG HOUSE GARAGE	1024 WEST END BLVD.
POST 1950	HOUSE	1017 WEST END BLVD.
1980s	ALPHON V. NASH HOUSE GARAGE	1041 WEST END BLVD.
POST 1950	APARTMENTS	1120 WEST END BLVD.
POST 1945	HOUSE	1134 WEST END BLVD.
POST 1930	WILLIAM W. BARNHARDT HOUSE GARAGE	1136-1138 WEST END BLVD.
POST 1930	MARTIN-COHEN HOUSE GARAGE	1146 WEST END BLVD.
POST 1930	WILLIAM E. HEGE HOUSE GARAGE	1152 WEST END BLVD.
1950	DUPLEX	1105-1107 WEST END BLVD.
1950	DUPLEX	1109-1111 WEST END BLVD.
1950	APARTMENTS	1121 WEST END BLVD.
UNKNOWN	ELMER A. TUCKER HOUSE GARAGE	1141 WEST END BLVD.
POST 1945	HOUSE	111 S. SUNSET DR.
POST 1940	MARTIN-WILSON-MAYBERRY HOUSE GARAGE	115 S. SUNSET DR.
1940s	HOUSE	135 S. SUNSET DR.
POST 1945	HOUSE	102 S. SUNSET DR.
POST 1930	W. M. FEREBEE HOUSE GARAGE	106 S. SUNSET DR.
1928	HOUSE	114 S. SUNSET DR.
1950	HOUSE	1516 JARVIS ST.
POST 1950	APARTMENTS	120 CRAFTON ST.
POST 1940	HOUSE	124 CRAFTON ST.
1945	HOUSE	132 TAYLOR ST.
POST 1930	SYDNEY L. WOMMACK HOUSE GARAGE	138 TAYLOR ST.
1984	VICAR'S EDGE CONDOMINIUMS	855 SIXTH ST., #1
1984	VICAR'S EDGE CONDOMINIUM	855 SIXTH ST., #2
1984	VICAR'S EDGE CONDOMINIUM	855 SIXTH ST., #3
1984	VICAR'S EDGE CONDOMINIUM	855 SIXTH ST., #4
1984	VICAR'S EDGE CONDOMINIUM	855 SIXTH ST., #5
1984	VICAR'S EDGE CONDOMINIUM	855 SIXTH ST., #6
1984	VICAR'S EDGE CONDOMINIUM	855 SIXTH ST., #7
1984	VICAR'S EDGE CONDOMINIUM	855 SIXTH ST., #8
1984	VICAR'S EDGE CONDOMINIUM	855 SIXTH ST., #9
1984	VICAR'S EDGE CONDOMINIUM	855 SIXTH ST., #10
1984	VICAR'S EDGE CONDOMINIUM	855 SIXTH ST., #11
EARLY 1980s	CONDOMINIUM	1221 BROOKSTOWN AVE.

EARLY 1980s	CONDOMINIUM	1225 BROOKSTOWN AVE.
EARLY 1980s	CONDOMINIUM	1229 BROOKSTOWN AVE.
EARLY 1980s	CONDOMINIUM	1233 BROOKSTOWN AVE.
MID 1900s	APARTMENTS	803 WEST END BLVD.
MID 1900s	APARTMENTS	807 WEST END BLVD.
2016	NATHAN & VIRGINIA MOWERY HOUSE	239 GLADE VIEW COURT
2018	OLEN & LISA ASHE HOUSE	231 GLADE VIEW COURT
2018	UNDER CONSTRUCTION	228 GLADE VIEW COURT
2018	KIMBERLY & ROBERT GAY HOUSE	268 GLADE VIEW COURT
2016	DIANA & DOUGLAS WOOLARD HOUSE	276 GLADE VIEW COURT
2015	STEPHANIE & JAMES ANDREWS HOUSE	292 GLADE VIEW COURT
N/A	VACANT LOT	NE SIDE CHATHAM RD.
N/A	VACANT LOT	NW CORNER CHATHAM RD. & BUXTON ST.
N/A	VACANT LOT	NE SIDE WEST END BLVD. B/W 177 & 187 WEST END BLVD.
N/A	GREENSPACE	NE CORNER N. SPRING & SIXTH STREETS
N/A	GREENSPACE	NW CORNER N. SPRING & SIXTH STREETS
1979	PARK	W SIDE WEST END BLVD JUST N OF 227-229 WEST END BLVD.
1985	PARKING LOT	N/A
N/A	PARKING LOT	S SIDE PILOT VIEW ST. B/W SUMMIT & JERSEY AVE.
N/A	VACANT LOT	S CORNER PILOT VIEW ST. & JERSEY AVE.
N/A	PARKING LOT	N CORNER BURKE ST. & BROOKSTOWN AVE.
1993	APARTMENTS	115 N. SUNSET
N/A	VACANT LOT	W SIDE N. SUNSET DR. OPPOSITE FORSYTH ST.
N/A	VACANT LOT	W SIDE W. FOURTH ST. B/W 1183 & 1203 W. FOURTH ST.
N/A	VACANT LOT	W SIDE B/W 114 & 118 CRAFTON ST.
		255 GLADE VIEW COURT
		223 GLADE VIEW COURT
		215 GLADE VIEW COURT
		207 GLADE VIEW COURT
		236 GLADE VIEW COURT
		244 GLADE VIEW COURT
		252 GLADE VIEW COURT
		260 GLADE VIEW COURT
		284 GLADE VIEW COURT
	THE GLADE AT WEST END HOA	0 WEST END BOULEVARD