

# West End Design Guideline Update DRAFT Document

## WHY IS THE WEST END SIGNIFICANT?

### NEIGHBORHOOD HISTORY AND CHARACTER

*The great thing about getting older is that you don't lose all the other ages you've been.*

– Madeleine L'Engle (20th century author)

During the late nineteenth-century, the town of Winston began experiencing a noticeable economic boom that left town leaders mindful of the need both to capitalize on this good fortune and to provide housing for the sudden influx of people into the middle and upper classes. The West End neighborhood was designed by Colonel Jacob Lott Ludlow, Winston's first City Engineer, in 1890. Originally conceived as a resort and residential community, West End was laid out by Ludlow to take full advantage of the hilly terrain of the area. Dramatically curving streets, terraced lawns, and park areas were designed in contrast to the strict grid pattern of the remaining sections of the city. The Zinzendorf Hotel was to be the focal point of this picturesque suburban area. The hotel opened in May 1892, but was destroyed by fire on December 1 of the same year. After the fire, a decision was made not to rebuild the hotel, and thus all later development was residential in nature.

By following Ludlow's design, West End developed into a middle and upper class "streetcar suburb." Streetcar suburbs were residential neighborhoods that developed outside the city proper and relied on new streetcar (trolley) lines to provide transportation to and from the city center. During that time, this type of development was very popular and was seen all over the United States, driven by the increasing wealth of the nation and the City Beautiful movement that transformed town planning into an art form. Unfortunately, the automobile boom and suburban migration, after World War II, caused many of these streetcar neighborhoods to disappear as residents abandoned cities. As a result, municipal governments created wider roads linking the new suburbs to the city. Fortunately, for Winston-Salem, the West End survived.

### DISTRICT ARCHITECTURE AND ENVIRONMENT

*Quality is never an accident; it is always the result of intelligent effort.*

- John Ruskin (19th century English critic, essayist and reformer)

The West End Historic District was listed in the National Register of Historic Places in 1986 because of its importance to the architectural and historical heritage of Winston-Salem. Winston-Salem and Forsyth County have placed the historical heritage of the community among their most valued and important assets.

West End's physical environment creates a special sense of place. In addition to the architectural styles prevalent in the area, which will be discussed later, the following list of features helps define the area's distinctive character:

- System of curvilinear streets
- Terraced lawns
- Stone retaining walls and steps
- Granite curbs
- Ornamental and functional parks
- Lush mature vegetation

Each of these factors contributes uniquely to West End's pedestrian scale and urban character.

Some of the finest houses in Winston-Salem were built in the idyllic and picturesque residential setting of West End. These buildings represented the most popular architectural styles of the day, while also including many more simple, yet well-built buildings of the same styles. Early in its development, the Queen Anne and Neoclassical Revival were popular choices, although simpler forms can be found as well. The later years of development, from 1910 through the 1920s, saw the addition of popular choices such as Colonial and Tudor Revival, American Foursquare, and the Craftsman styles. Therefore, the years that most influenced the character of the District (often referred to as the "period of significance") are the years between 1887 and 1930.

Listed below, after the description of each architectural style, are suggestions for paint colors for that style. Exterior painting is reversible and is the simplest way to alter a structure, particularly those of frame construction. One note of caution: masonry buildings should be painted only if there is evidence that the brick was originally painted. See the Changes to the Building Exterior section on Masonry for more details. Because the exterior finish represents the final completion of a structure and is one of its most visible aspects, great care should be taken in choosing paints, stains, and other finishing materials. Exterior painting does not require a Certificate of Appropriateness (COA) by the Historic Resources Commission (HRC). However, property owners may contact Commission staff to discuss paint color selection and what resources are available on the topic.

The following is a list of the most distinctive architectural styles found in West End. Not all buildings fall into one particular style or type since houses were often built to be a combination of styles.

## QUEEN ANNE

Often considered the quintessential "Victorian" house, the Queen Anne is characterized by irregular massing, varied rooflines, patterned shingles, bays, turrets and other detailed ornamentation. Probably the most popular style in Winston-Salem during the late 19th century, many of the high versions of this style were erected in West End, the first of which was the Colonel Jacob L. Ludlow house on the corner of Fifth and Summit Streets.

## **DISTINGUISHING CHARACTERISTICS OF QUEEN ANNE**

- Complex roof (often with varying pitches or heights)
- Decorative wood shingles
- Tower and turrets with conical roof
- Wraparound porch
- Bay windows
- Highly detailed ornamentation, much of it sawn or turned

## **NEOCLASSICAL REVIVAL**

When the World's Columbian Exposition was held in Chicago in 1893, the theme was the Classical World, and the buildings at the Exposition were constructed to reflect that theme. While some encountered this style at the Exposition, most Americans became familiar with the style through photographs and news stories. Soon the Neoclassical Revival style was catapulted into popularity where it remained in style for several decades.

## **DISTINGUISHING CHARACTERISTICS OF NEOCLASSICAL REVIVAL**

- Proportionally large (usually) and symmetrical
- Full-height, two-story portico
- Large prominent columns with decorative capitals
- Decorative square blocks (modillions) lining the underside of the roofline

## **COLONIAL REVIVAL**

The Colonial Revival style, which became popular after its introduction at the Philadelphia Centennial Exposition in 1876, is a reflection of late nineteenth-century American patriotism and a desire for simplicity. It is also considered to be a reaction against the excesses of the Victorian Age.

## **DISTINGUISHING CHARACTERISTICS OF COLONIAL REVIVAL**

- Two or three stories
- Symmetrical
- Columns
- Multipane, double-hung windows with shutters
- Dormers
- Paneled doors with sidelights and topped with rectangular transoms or fanlights
- Simple, classical detailing

## **DUTCH COLONIAL REVIVAL**

An off-shoot of the Colonial Revival, this style was popular during the early twentieth century and was almost always used for residential buildings. The gambrel roof is the distinguishing feature, and the style is subdivided into either front-facing gambrel houses or side-facing gambrel houses.

### **DISTINGUISHING CHARACTERISTICS OF DUTCH COLONIAL REVIVAL**

- Gambrel roof
- Wide overhangs
- End chimneys
- Windows in gambrel end
- Inset porch
- Eight-over-eight windows, twelve-over-twelve, or other multi-paned combinations
- Dormer

## **TUDOR/ENGLISH COTTAGE REVIVAL**

A popular romantic revival style constructed during the 1920s and 1930s, based on English Medieval buildings. Instead of being a relatively straight copy of sixteenth-century English architecture, this style is a mixture of elements from the American images of medieval forms. It was associated with the Arts & Crafts movement, in which medieval architecture and crafts were valued as a rejection of the industrialized age. In large part, this revival style owes its popularity to exposure through mail-order catalogues such as Sears Roebuck and the Aladdin Company.

### **DISTINGUISHING CHARACTERISTICS OF TUDOR/ENGLISH COTTAGE REVIVAL**

- Decorative half-timbering
- Steeply pitched roof
- Casement windows with mullions
- Jerkin-head gables
- Prominent decorative chimney detailing, including chimney pots
- Heavy shingles in tile or slate
- Textured exterior

## **CRAFTSMAN**

The Craftsman style grew out of the Arts & Crafts movement and was extraordinarily popular between 1905 and 1930. Distinctive for its bungalows with low-pitched gable roofs and wide overhanging eaves, the Craftsman style was built on a philosophy that stressed comfort and utility through the use of natural materials and a lack of pretension.

## **DISTINGUISHING CHARACTERISTICS OF CRAFTSMAN**

- Horizontal emphasis
- One, one-and-a-half, or two stories
- Roof overhangs with wide projecting eaves
- Exposed brackets and rafters
- Double-hung windows with three or more lights in the upper sash and one in the lower sash
- Battered (tapered) porch posts, often resting on piers of brick, stone or wood
- Small amounts of decorative half-timbering

## **AMERICAN FOURSQUARE**

Popular from 1900 to 1930, this style features strong square massing with four square rooms above three square rooms and an entrance hall with stairs tucked to the side of the first floor. Economical, practical, and easy to build, its cubical shape meant that the Foursquare could take full advantage of small budgets and small building lots.

## **DISTINGUISHING CHARACTERISTICS OF AMERICAN FOURSQUARE**

- Simple box shape
- Two and two-and-a-half stories high
- Low-hipped roof with deep overhang
- Large central dormer
- Front porch extending across full front of house

## **“CROSSOVER”**

This designation refers to houses or other buildings that combine one or two different styles to create unique styles. In West End, the most commonly crossed styles are Colonial Revival and Craftsman. Because these structures are often popular combinations of what the owner/builder liked, the architectural details of these houses vary.

## **DISTINGUISHING CHARACTERISTICS OF CROSSOVER STYLES**

- Columns or pilasters
- Front entrance sidelights and transoms
- Asymmetrical façade
- Weatherboard and shingle siding
- Wide, overhanging eaves

## **COMMERCIAL/INSTITUTIONAL**

This refers to all nonresidential buildings, those structures whose original and intended use was other than residential. Because styles vary, refer to the above sections or contact Commission staff for the distinguishing characteristics of each style and for suggestions regarding paint color.

### **COMMERCIAL**

West End contains several commercial buildings that are contributing to the neighborhood's historic character, and each has an architectural style that relates to its original function. Examples include Joyner's West End Grocery (858 W. Fourth Street), one of the oldest buildings in the District, a two-story brick, flat-iron shaped structure with a parapeted roofline, and a heavy bracketed cornice. Across from Joyner's is a circa 1915 Drugstore (848 W. Fourth Street) that is attached to a row of brick townhouses. The former drugstore features an angled façade and a modillioned wood cornice. Summit Street Pharmacy (490 West End Boulevard) features a Mediterranean style characterized by its rough stucco façade, arcaded first story, and engaged porch that stretches across the second story with a red and yellow tile shed roof.

### **INSTITUTIONAL**

There are several institutional buildings located within the West End. Examples of nonresidential buildings that contribute to West End's character include two monumental Gothic Revival Churches. St. Paul's Episcopal Church is one of the best examples of Gothic Revival in the Piedmont. St. Paul's is a granite structure with sandstone trim located on one of the highest elevations in the city and designed by noted architect Ralph Adams Cram of Boston. Modeled on thirteenth-century Gothic cathedrals, the design includes lancet stained-glass windows, buttresses, lancet portals, and a tower that rises ninety-three feet above the transept crossing. Slightly earlier, Augsburg Lutheran Church, designed by Winston-Salem architect Hall Crews, is a fortress-like structure with twin towers flanking the arched portal, side buttresses, a steeply pitched gable roof, and stained glass windows.

Institutional buildings and their uses are a part of the character of the District; and any review of proposed changes must take into account their individual architectural and functional needs. The functional needs of such properties will be considered when reviewed; however, such proposed changes should not be incongruous with the site or the District as a whole and must follow the Guidelines. The building and site should be respected and any modifications or alterations should be consistent with the architectural style of the building and site.

### **MULTIFAMILY RESIDENTIAL**

By the late 1920's, the West End began to incorporate multifamily housing in a variety of sizes, types, and styles. The earliest multifamily housing was erected in 1915 in the form of Colonial Revival rowhouses located at 840-846 W. Fourth Street. Although other complexes took on styles such as Mediterranean style (72 West End Boulevard) and Craftsman style (220-226 West End Boulevard), Colonial Revival remained the most popular choice for multifamily housing. An exemplary example of the Colonial Revival style is the three buildings

comprising the Gray Court Apartments at 450 N. Broad Street, arranged to form the largest of the multifamily housing in the District.

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

In 1993, the West End was again recognized for its historical importance when it was designated as Winston-Salem's first Historic Overlay District. The purpose of the Historic Overlay District is to protect the unique 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 without creating museum-quality districts such as Old Salem and Bethabara.

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

Historic Districts are established as a separate zoning district and Historic Overlay Districts are established as districts which overlay existing zoning districts in designated historic areas. Both districts promote the preservation, restoration, and rehabilitation of architecturally and/or historically significant buildings and features. Unlike the purpose of Historic District guidelines, the purpose of Historic Overlay District guidelines is not to maintain a museum-quality district.

## FORSYTH COUNTY HISTORIC RESOURCES COMMISSION

The Forsyth County Historic Resources Commission (Commission) was established to maintain, protect, and preserve the community's historic buildings, districts, and elements that have historical, cultural, and architectural significance. Because the heritage of Forsyth County is numbered among North Carolina's greatest historical assets, the City of Winston-Salem is authorized by the North Carolina General Statutes to promote the use and conservation of historic districts for the education, pleasure, and enrichment of the residents of the city and state as a whole.

The Commission is an appointed board that conducts the design review process for the Historic Districts, Historic Overlay Districts, and Local Historic Landmarks in the County. The board consists of appointments from the Forsyth County Board of Commissioners; the Winston-Salem City Council; the Clemmons Village Council; the Kernersville Board of Alderman; and representatives from Bethania, Lewisville, Rural Hall, and Walkertown. All commission members must reside in Forsyth County and shall consist of at-large and categorical members. The categories include:

- 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 Unified Development Ordinances (UDO), Chapter B, Article IV. The UDO allows the establishment of locally zoned Historic Districts, Historic Overlay Districts, and Local Historic Landmarks.

## DESIGN REVIEW PROCESS

The Historic Overlay District was not created to prevent change, but rather to ensure that proposed revisions or 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 historic character of the District. Through a special design review process, the Commission examines and evaluates plans before work is begun, and applies the District’s design review guidelines to determine if proposed changes are congruous with the character of the District. It is important to point out that it is the responsibility of the property owner to seek HRC review and approval prior to commencing any work.

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 call Commission staff with any questions or concerns. The staff can assist by explaining the Guidelines, suggesting solutions to problems, and explaining the review process.

## DESIGN REVIEW GUIDELINES

### WHAT ARE GUIDELINES FOR?

Guidelines assist property owners with planning and implementing changes to their properties. Guidelines assist the Commission and Commission staff in determining the congruity of any proposed changes to a property. When the Guidelines were updated, the Commission, the Design Review Guideline Revision Subcommittee, and Commission staff strived to address most major issues regarding the preservation of the historic overlay districts. Each project is reviewed on a case-by-case basis. At times, there are unique conditions that may not be specifically addressed within the Guidelines and the Commission makes its determination based on what it believes to be the most congruent solution for that property and the District as a whole.

To prepare for a project, become familiar with this document, the Historic Resources Commission, and its purposes and procedures. The following information explains the process and procedures established for all historic overlay districts.

### PRINCIPAL PRESERVATION PRINCIPLES

The National Park Service, U.S. Department of the Interior (NPS DOI) Secretary of the Interior has Standards for the Treatment of Historic Properties for four approaches: preservation, restoration, rehabilitation, and

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reconstruction. The Standards are a series of concepts about maintaining, repairing, and replacing historic materials, and designing new additions or making alterations. The Standards can be applied to historic properties of all types, materials, construction, styles, sizes, and use. This document intends to be compatible with the NPS DOI Secretary of the Interior's Standards for the Rehabilitation of Historic Properties, while expanding on the basic rehabilitation principles as they apply in Forsyth County.

**HISTORIC OVERLAY DISTRICTS** utilize the NPS DOI Secretary of the Interior Standards for Rehabilitation guidelines to create localized guidelines. These standards allow making a contemporary use possible while still preserving those portions or features of the property which are significant to its historical, architectural and cultural values. It is not preservation or restoration, which are much stricter in their purpose and are not made for contemporary uses.

1. **Preservation** is applying measures to sustain the existing form, integrity and material of a building. Work focuses on keeping a property in good working condition with proactive maintenance.
2. **Restoration** is accurately depicting the form, features, and character of a property as it appeared at a certain time. It can require the removal of features from outside the restoration period. This may apply to an entire building or to restoring a missing or deteriorated feature or portion of the building or site. Each missing feature should be substantiated by documentary and physical evidence. Without sufficient documentation for these "re-creations," an accurate depiction cannot be achieved. Combining features that never existed together historically can also create a false sense of history. If documentary and physical evidence are not available to provide an accurate re-creation of missing features, Rehabilitation might be a better overall approach to a project.

Using traditional materials to depict lost features is always the preferred approach; however, using compatible substitute material is an acceptable alternative in Restoration because, as emphasized, the goal of this treatment is to replicate the "appearance" of the historic building at a particular time, not to retain and preserve all historic materials as they have evolved over time.

3. **Rehabilitation** is returning a property to a state that makes a contemporary use possible while still preserving those portions or features of the property which are significant to its historical, architectural and cultural values. Rehabilitation may include a change in use of the building or additions. The term is the broadest of the appropriate treatments and applies to most work on historic properties.

The Rehabilitation Standards may be used by the Commission if a project is a large, comprehensive rehabilitation project(s) that includes more than five sections of the Guidelines, and if the applicant submits a State and/or federally approved part 1, 2 and 3 of the Federal and/or North Carolina Preservation Tax Credit application.

4. **Reconstruction** is depicting, by means of new construction, the form, features and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific time and in its historic location. This has limited application, in terms of an entire building, but may apply to a missing feature on a building.

## INAPPROPRIATE TREATMENTS

Remodeling is changing the historic design and or materials of a contributing building. The appearance is altered by removing original details and adding new features that are out of character with the original, rendering it incongruous within property and/or District.

Deconstruction is dismantling a building such that the individual material components and architectural details remain intact. This may be proposed when a building is to be relocated or when materials are to be reused in other building projects. This is a last resort when a historic building cannot be saved at its original location.

Demolition is any act or process that destroys, in part or whole, a structure, building or site. The Commission currently cannot deny a demolition request, but can delay the project up to 365 days, in an attempt to find alternate ways to preserve the structure, building or site.

## WHAT IS A COA?

### CERTIFICATE 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 any exterior work. Routine Maintenance issues do not require a COA.

### APPLICATIONS

A COA application form may be obtained by contacting Commission staff. When applying for a COA, attach the required documentation as listed on the application. Typical documentation includes a detailed description of the project (including materials to be used and the location of proposed work), relevant architectural or site drawings or plans, photographs of the building(s) and/or site, and samples or product literature of materials to be used. Please refer to the Summary of Submission Materials in the Appendices for more details.

### PRE-REVIEW MEETINGS

The pre-review meetings are by appointment typically 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 any identifiable missing pieces to the application. This will save the applicant time and could help to avoid a continuance at the Commission meeting or a COA denial if the application does not meet the Guidelines.

### RESPONSIBILITIES

It is important to note that it is the responsibility of the applicant to seek Commission review and approval. Commission staff is responsible for processing the initial application and presenting it to the Commission for its review. The applicant is responsible for the following:

- Researching the history or original appearance of a building, site, or structure within the District
- Presenting expert witnesses to confirm the condition of the features on a building or in the landscape
- Designing any project
- Designing a new feature or portion of a feature for a building
- Making the case that an application meets the guidelines

### MEETINGS

The Commission typically meets once a month. Attendance by the applicant at the Commission meeting is not required but highly recommended. The applicant's presence is important should the Commission have questions or need clarification on any portion of the application. Also, it is important to have present any expert witnesses, such as the architect, designer, or contractor. The Commission meetings are public.

## APPROVAL/DENIAL

If an application is approved, a COA will be issued and work can proceed on the project. A COA can be issued with stipulations or conditions. Should this happen, an applicant is required to follow those stipulations or conditions when proceeding with the work. If a COA application is denied, work cannot be initiated on the proposed project and 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 PERMITS

It is the responsibility of the property owner to verify with the Winston-Salem/Forsyth County Inspections Division whether any 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.

## AFTER-THE-FACT APPLICATIONS

An after-the-fact COA application includes any project that has been initiated or completed prior to obtaining a COA from the Commission. This type of work is a violation of the Zoning Ordinance. The Commission MUST review 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 for a list of the current fees.

Many buildings within a District, contributing and noncontributing (see definitions in the What Language does the Commission Speak?), have alterations that do not meet the Guidelines. These are not examples to follow, and any future work shall be required to meet the Guidelines.

## RENEWAL PROCESS

COAs are valid for a period of three (3) years from the date of issuance. Staff can renew an approved COA once for another one (1) year period if there are no changes to the approved plans or projects and there has been no change to 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 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 as a new application.

## APPEALS AND COMPLIANCE

Commission decisions may be appealed to the Winston-Salem Zoning Board of Adjustment within thirty (30) days after the decision of the Commission and shall be in the nature of certiorari (only evidence presented at

the Commission's meeting shall be considered at the appeal). Appeals of the decision of the Board of Adjustment shall be to Forsyth County Superior Court.

Unauthorized alterations violate the terms of the Zoning Ordinance and are handled in the same way as violations of other ordinances and zoning regulations, which can include civil and criminal penalties, and/or injunctive relief.

#### ENFORCEMENT

It is recognized that there exists inappropriate work in the District. A pre-existing action does not automatically equal approval. Any major or minor works made without a COA after the creation of the Historic Overlay District are violations for which the current owners remain responsible. The Commission and its staff work on a complaint basis and at any time a citizen can turn-in an action that did not receive a COA for work started and/or completed, no matter how long ago it was completed, if it was after the date the district was put into effect.

## WHEN DO I HAVE TO GET A COA?

Not every project requires a property owner to obtain a Certificate of Appropriateness. There are three basic levels of projects: Routine Maintenance, Minor Work, and Major Work. The following will give a brief definition of each. Each topic chapter will contain a chart that will indicate whether a COA is required.

### ROUTINE MAINTENANCE

Routine Maintenance items are types of exterior work that focus on keeping a property in good condition. Such projects include any repair where no change is made to the appearance of the building or site. Repair of features or conditions as soon as they become apparent can prevent severe deterioration and loss of original character and material. It is highly suggested that property owners conduct routine inspections of a property and take preventative steps to alleviate the necessity of more intense and larger repairs, rehabilitations, or restorations.

Routine Maintenance of a property does not require approval from the Commission or staff.

### MINOR WORK

Minor Work projects are types of exterior work that are more substantial than Routine Maintenance, but where the visual character of a building or site is not significantly altered. Minor projects are eligible for staff review and approval, provided that the work meets all relevant current policies adopted by the Commission and the specifications of the Historic Overlay District Design Review Guidelines.

Staff has the discretion to refer any Minor Work project to the Commission for any reason. Staff must refer Minor Work projects to the Commission if the changes do not meet the Guidelines. 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 first 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.

If a scope of work is not listed on the Category of Work Charts at the end of each topic chapter, a Major Work application shall be required.

### MAJOR WORK

In general, Major Work projects involve a change in the appearance of a building or a landscape and are more substantial in nature than Routine Maintenance and Minor Work projects. They include changes from the original design or material, or replacement, alteration, or removal of an original feature. All after-the-fact projects require a Major Work COA. All Major Work projects require a COA from the Commission.

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## WHAT IF MY PROJECT IS NOT LISTED IN THE GUIDELINES, DO I NEED A COA?

A decision on a COA application shall be made with reference to any comparable Guidelines, and /or NPS DOI Secretary of the Interior for Rehabilitation, and determination as to whether the proposed project is incongruous with the character of the District.

## **WHAT LANGUAGE DOES THE COMMISSION SPEAK?**

Throughout the Guidelines the following terms will be used consistently. Defining these terms will help applicants recognize what type of property they own and what other factors will be considered by the Commission when reviewing a COA application.

If a term is not defined, its meaning shall be that as given in the UDO, and if not in the UDO, shall have meaning given it ordinarily, as defined in a dictionary.

### **APPROPRIATE**

Suitable or right for a particular situation or purpose.

### **ARCHITECTURAL DETAILS**

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 NPS DOI, as shelter created principally to protect any form of human activity, such as a house, barn, church, hotel, or similar construction.

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

Throughout these Guidelines, reference is made to the character of a building or its character-defining features. Character refers to all those visual aspects and physical features that comprise the appearance of a historic building. 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 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**

Able to exist or occur together without conflict, occurring together in harmony, able to exist together with something else, consistent or congruous.

**CONGRUOUS**

Congruous means appropriate, harmonious, or consistent.

**CONSISTENT**

Compatible or in agreement with the existing or historic feature or detail.

**CONTRIBUTING**

A building, site, structure, or object adding to the historical significance of a property.

**DISTRICT**

A district is defined by the NPS DOI as possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. The National Register of Historic Places West End Historic District was approved 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, including, but not limited to, types or textures of the building material and siding; the type and style of all windows, doors, porches, roofs, foundations, signs, landscaping, fencing and other appurtenant architectural fixtures, features, details or elements 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 development on contributing buildings, such as adding conjectural features from other historic properties, should not be undertaken. When there is no record of the historic appearance of a building, the rehabilitation should take into consideration its historic use and remaining evidence to design a compatible new or replacement feature. Alterations to a historic building made during rehabilitation for a new or a continuing use must not alter the historic character of the building. 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.

**GUIDELINES**

The Guidelines are a set of criterion the Commission uses with in locally designated historic overlay districts when it is found applicable to the specific project. A project is proposed work to a historic building, site, or feature within the historic overlay district. It is a standard, although one that is subject to some interpretation when determining compliance, which is the responsibility of the Commission to interpret.

## **HISTORICAL INTEGRITY**

Historical integrity is defined by the NPS DOI as the authenticity of physical characteristics from which properties obtain their significance, 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, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period

## **HISTORIC FABRIC**

Material from a historically significant period, as opposed to material used to maintain or restore a property following its historic period(s).

## **HISTORICAL SIGNIFICANCE**

Historical significance is defined by the NPS DOI 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.

## **INAPPROPRIATE**

Not suitable or not right for a particular situation or purpose. When inappropriate is used compliance is specifically required when practical.

## **INCONGRUOUS**

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

## **IN-KIND**

To use the same material type, design, dimension, texture, detailing, size, scale, pattern, finish, configuration, color, and exterior appearance in the same location. (Whichever qualities apply to a project.) The goal is to prevent as much loss of historic materials as possible.

## **NONCONTRIBUTING**

A Noncontributing Structure is a building, site, structure, or object which is outside the period of historical significance or is within the period of significance but has been altered to the degree in which its integrity and historical character has been compromised.

All work on noncontributing buildings and/or structures, other than Routine Maintenance, does require a COA. As such, owners of noncontributing buildings must follow these Guidelines. No matter what the reason for the noncontributing status, all properties are reviewed in the same manner regarding issues of the environment which could affect the character of the District as a whole.

**OBSCURE**

Keep from being seen; conceal.

**UNOBTRUSIVE**

Not conspicuous or attracting attention.

**PERMANENT SIGN**

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 and temporary signs are not permitted by the Winston-Salem UDO.

**PROPERTY**

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

**SCREENING**

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

**SHALL**

Where the term “shall” is used, compliance is specifically required, when the statement is applicant to the proposed project. It is the applicant’s burden of proof to prove to prove the required Guideline cannot be met.

**SIGNIFICANT TREE**

A tree that has extraordinary value due to factors such as size, age, species, crown spread, historical significance, or exceptional blooms. The preservation of a significant tree does not take priority over buildings or structures.

**SITE**

A site is defined by the U NPS DOI, as the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing building or structure. Examples include a designed landscape, battlefield, or ceremonial site.

**STREET**

A street, when mentioned in a Guideline, is the street the building is located, not the entire district.

**STREETSCAPE**

A streetscape is used to describe the natural and built fabric along the street and its visual effect. The concept recognizes that a street is a public place where people can engage in various activities. The visual elements of a streetscape, include the road, adjoining buildings, sidewalks, street furniture, trees and open spaces, etc, that combine to form the street's character.

**STRUCTURE**

A structure is defined by the NPS DOI as distinguished from a building's functional construction made usually for purposes other than creating human shelter such as shed, fences, walls, or gazebo.

**SUBSTITUTE MATERIAL**

Replacement of original or existing material in a project by another that matches the original or existing material being replaced in composition, design, color, texture, and other visual properties. Substitute materials should be used only on a limited basis and only when they will match the appearance and general properties of the historic material and will not damage the historic resource.

**TEMPORARY SIGN**

Temporary and portable signs are not permitted by the Winston-Salem UDO.

**TREE CANOPY**

Tree canopy is defined as the layer of leaves, branches and stems that cover the ground when viewed from above as defined by the U.S. Department of Agriculture, Forest Service.

**WHENEVER PRACTICAL**

Whenever practical means whenever sensible and realistic to complete a project. Where the phrase "whenever practical" is used, the Commission is given discretion to determine if the action being proposed is appropriate. All decisions are made on a case-by-case basis, using the application information to relate the proposed project to the Guidelines.

Before beginning a project, be sure to review the six steps below and select the appropriate treatment method. The focus in a historic overlay district is to retain the character-defining features and historic fabric on the building and site. The approach that requires the least intervention is preferred and by following this tenet, the highest degree of integrity will be maintained.

The following rehabilitation treatment options appear in order of preference. When selecting, follow this sequence:

1. **Identify:** the character-defining materials and features that are important and must be retained in the process of the proposed work.
2. **Protect and Maintain:** If feature is intact and in good condition, protect and maintain it as such. Verify that those items identified are protected and maintained. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, the cyclical cleaning of roof gutter systems; and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.
3. **Repair:** If the feature is deteriorated or damaged, repair it to its original condition. Repair when the physical condition of character-defining materials and features warrants additional work. Rehabilitation guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods.
4. **Replace: limited:** If it is not feasible to repair the feature, then the first strategy is to replace the deteriorated or missing architectural features in-kind, meaning use the same as the original in material and design. Replace only that portion which is beyond repair.

If replacing in-kind is not possible or practical, replace the deteriorated or missing architectural features with compatible substitute material. Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

5. **Replace: entire character-defining feature:** If the feature is missing entirely, reconstruct it from appropriate evidence, such as historical photographs, or appropriate features on surrounding properties of similar styles or design. If a portion of a feature is missing, it can also be reconstructed.

Replacing an entire character-defining feature with new material only occurs because the level of deterioration or damage of materials precludes repair (for example, an exterior cornice; an interior staircase; or a complete porch or storefront) is beyond repair. If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation, then its replacement is appropriate. The preferred option is replacement of the entire feature in-kind, that is, with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material.

It should be noted that, while the NPS DOI Guidelines recommend the replacement of an entire character-defining feature that is extensively deteriorated, they never recommend removal and replacement with new material of a feature that--although damaged or deteriorated--could reasonably be repaired and thus preserved.

6. **Compatible Alterations:** If a new feature, one that did not exist previously, or an addition is desired, design it in such a way as to minimize the impact on original features and material. It is important to distinguish new features on a historic building from original historic features, even if in subtle ways. Where an important architectural feature is missing, its replacement is recommended in the Rehabilitation Guidelines as the first or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a second acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building and the district. The new design should always consider the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

#### IMPORTANT NOTES:

1. It is the applicant's responsibility to provide evidence of the condition of the material, the specific level and location of deterioration, feasibility of repair or lack thereof and an explanation of why it cannot be done, the evidence reconstruction is based upon, and why repair or reconstruction differs from the historic period of significance, if it does.
2. Removal and replacement of a historical feature that is in good condition with a new one for any reason is inappropriate and will require evidence that it is necessary.

### WHEN CAN I USE A SUBSTITUTION MATERIAL?

Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish. Some materials have been used successfully for the repair of damaged features such as

epoxies for wood infilling, cementitious patching for sandstone repairs, or plastic stone for masonry repairs. Repairs are preferable to replacement whether the repairs are in-kind or with an appropriate substitute material.

In general, four circumstances warrant the consideration of substitute materials and must be addressed in a COA application:

1. the unavailability of historic materials;
2. the unavailability of skilled craftsmen;
3. inherent flaws in the original materials; and
4. code-required changes.

## **WHICH ELEVATIONS ARE THE MOST SENSITIVE AREAS TO CONSIDER?**

For many historic resources, the front elevation is the primary elevation and is the most sensitive to preserve or restore intact. The rear elevation is the least sensitive and the highest level of flexibility in treatments can be considered. There are several exceptions to this general statement. Many historic buildings contain character defining features on the side or rear, such as a stained-glass window or detailed wood port cohere or bay window. Examples of buildings that need to be reviewed on a case-by-case basis are buildings on a corner lots, buildings standing alone on a lot or hill, or any situation where the side and/or rear elevations could require more sensitivity. If this is the case, those elevations should be reviewed as if they are a primary elevation because of the impact on the historic property and/or District as a whole. Legally, Historic Overlay Districts are to review what can be seen from the public right-of-way only, therefore the sides and rear can be given more flexibility by the Commission.

## **HOW DO I KNOW WHAT THE CHARACTER-DEFINING FEATURES OF A BUILDING ARE?**

One question a historic home owner may have is, what is a character-defining feature on my building? These features are what make the building historic, unique, and significant.

The following is a list of resources to discover which features of your specific property are character-defining:

- National Register Nomination
- Style Guides on Historic Buildings
- Consult with Commission staff

Retaining such details is the priority in any project in a historic overlay district. If the features are in good condition, then selection of an appropriate treatment that will provide for proper preservation. The least level of intervention is preferred. By following this tenet, the highest degree of integrity will be maintained for the property.

## WHAT SHOULD I DO IF THE FEATURE IS DETERIORATED OR MISSING?

### WHAT IF I WANT TO MAKE A CHANGE?

In a Historic Overlay District, the character-defining features are important to retain. However, if an original feature was not maintained, it may need to be repaired or in some cases replaced. Below is an easy guide to assist in knowing how to repair or replace a character-defining feature:

1. **Original feature exists** – Repair, restore, and replace the feature as it was originally. This means to match the original in location, design, style, shape, size scale, dimension, profile, pattern, configurations, detailing, material, texture, finish or color, whichever qualities apply.
2. **Photographs of building or features exist** – Repair, restore, or replace the feature as it was on the original as shown in the photograph (do not change from the original). This means to match the location, design, style, shape, size scale, dimension, profile, pattern, configurations, detailing, material, texture, finish or color, whichever qualities apply.
3. **Original is missing, and photographs are not available** – Replace the feature using other similarly styled buildings on the street, if none, in the District, as an example (it maybe a change from the original, however, there is no proof so that District will be used for examples.)
4. **No similar feature or styles exist in the District** – Use national trends for the style and time when the building was built (it maybe a change from the original, however, there if there is no proof, national examples should be used.)

### WHAT COMES FIRST: THE HISTORIC BUILDING OR A SITE FEATURE?

At times, there appears to be conflict in the Guidelines because multiple features are being requested to be worked on in the project. The Commission strives to promote the use and conservation of historic properties for the education, pleasure, and enrichment of the residents of Forsyth County and North Carolina. The Commission will review projects and protect property features based on the following hierarchy of the features of the site:

1. Historic Buildings – Examples: Main Buildings, Commercial Buildings, Churches, etc. It will be the contributing buildings in the National Register Nomination.
2. Historic Outbuildings – Examples: Carriage Houses, Garages, Sheds, etc. It will be the contributing buildings in the National Register Nomination.

3. Historic Hardscape Structures/Features – Examples: Walls, Fences, etc. The features that are original to the District.
4. New additions to Historic Buildings.
5. New Building and Structures on the Site.
6. Significant– A significant tree is one that has significance due to any number of factors such as size, age, species, crown spread, historical significance, exceptional blooms, etc.
7. Other Significant Vegetation or Landscape Features.

It is important in a Historic Overlay District to maintain the historic fabric or material of the historic buildings in the district, as can be seen from the approaches above.

Streets, sidewalks, alleys, and other public spaces link the District's buildings and structures to each other and the rest of the City. Surface materials, dimensions, topography and patterns are important underlying features of the District's character. Service alleys are non-public, common features of older neighborhoods providing convenient access to the rear of homes and businesses. Contact the City-County Planning and Inspections Department to verify permissions to changes made in the public right-of-way.

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## GUIDELINES

1. Preserve and maintain the topography, features, materials, and dimensions of alleys, streets, sidewalks and street plantings that contribute to the historic character of the District.
2. Protect and preserve historic features such as granite curbing, and brick or stone gutters. Repair or construction work in the public right-of-way where necessary, replace in-kind any damaged or deteriorated historic features.
3. Repair deteriorated historic features or details of public rights-of-ways rather than replacing the entire feature or detail. Match the original features or details in-kind.
4. Removing, obscuring, or concealing granite curbing in the process of street or sidewalk maintenance, repair or improvements is inappropriate. Exposing and restoring granite curbs that have been covered is appropriate.
5. Repair or replace sidewalks, curbs and paving where necessary to match adjacent historic material in-kind.
6. Maintain the District's topography. Grading that would alter the historic character of the topography of the public right-of-way is inappropriate.
7. Maintain the planting strip between the street and sidewalk. Installing pavement or other hard materials in the planting strip is inappropriate. Maintain sidewalks in such a manner so as not to disturb vegetation.
8. Consult with the City's Urban Forester to determine what species of tree are appropriate to the District, if the Commission requires a replacement after a tree is removed within the planting strip.

9. Limit signage in the public right-of-way. Locate necessary signage so that the historic character of the District is least affected. Avoid large clusters of signage to maintain visual clarity.

CATEGORY OF WORK Suggested/Updated Category				
Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
Public Rights-of-Way & Alleys				
Repair & Maintenance	RM	X		
Street patching and resurfacing with same materials & if maintains granite curbing	RM	X		
Minor grading to level the top surface of an alley	RM	X		
Removal of vegetation from an alley	RM	X		
Sidewalks when same material, design, and size is maintained and matched	RM	X		
Pavement markings	RM	X		
Traffic and parking signs	RM	X		
Street lights, signals, and related equipment	RM	X		
Replacement				
Same design, material, and size (in general)	Minor		X	
Different design, material, and size (in general)	Major			X
Sidewalks when the design, material, and size are in-kind	RM	X		
Substandard utility poles and wires with underground utilities	RM	X		
Traffic and parking signs	RM	X		
Alterations				
Alley realignment, repositioning, or change in material or width	Major			X
Change in pavement material			X	
Removal of existing				
Character-defining			X	

Non character-defining		X		
Granite curbing	Major			X
Install New/Addition				
If project is part of two or more other minor work items				X
Change in pavement material				
Sidewalks	Major			X
Bicycle paths and walking trails	Major			X
Utility poles and wires, traffic signals and equipment, above ground telecommunications equipment, and similar items	Major			X
Street furniture (i.e. benches, trash cans, mailboxes, express mail boxes, and newspaper racks)	Major			X

Walkways and steps are features that aid circulation and contribute to the character of the individual property and the District. 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 helps to emphasize 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. Wood steps are also often found on porches. The steep slope in many yards has created the need for railings along the steps and walkways in the District. Again, depending on the building style, the railing could vary from a simple handrail to an elaborate architectural feature. Typically, though, the railing found in the District is a black, metal, simple, unobtrusive 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, materials, and color of existing walkways and steps that contribute to the historic character of the District.
2. Retain and preserve the design, pattern, configuration, features, dimensions, materials, and color of existing railings that contribute to the historic character of the District.
3. Repair deteriorated features or details of contributing walkways, steps and railing rather than replacing the entire feature. Match the original in-kind.
4. Replace only the deteriorated portion of walkways, stairs, and railings rather than the entire feature. Match the original in-kind. Patching with asphalt is inappropriate.
5. Replace a completely missing, deteriorated, damaged, or uncharacteristic walkways, steps, or railings with a new feature based on accurate documentation of the original design or a new design compatible with the historic character of the District.
6. Design new walkways, steps, and railings to be compatible with existing walkways, steps, and railings that contributes to the historic character of the District.
7. Appropriate replacement materials for walkways and steps include stone, brick, or concrete.

8. Appropriate replacement materials for railings include high-quality painted ornamental metal or wood.
9. Locate new walkways so that the topography of the property and significant site features, including significant trees, are retained.
10. Maintain the connection between the sidewalk and the house. Removal of a walkway that connects the house with the sidewalk is inappropriate.

CATEGORY OF WORK

Suggested/Updated Category



Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
Walkways, Steps, and Railings				
Repair, Patching, & Maintenance (in-kind)	RM	X		
Replacement (partial or complete)				
In-kind	RM	X		
Not in-kind	Major			X
Not in-kind (rear or side)			X	
Addition/Expansion				
In-kind	Minor		X	
Different design, material, and size	Major			X
Different design, material, and size (rear or side)			X	
If part of two or more other minor work items				X
Removal of existing				
Character-defining feature	Major			X
Non character-defining feature	Minor		X	
Install new	Major			X
If in side or rear			X	
If project is part of two or more other minor work items				X

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

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#### DRIVEWAYS AND PARKING – GENERAL

1. Retain and preserve the topography, configuration, dimensions, and materials of existing driveways and parking areas that contribute to the historic character of the District.
2. Repair deteriorated or damaged portions of an existing driveway or parking area in-kind. Maintain the original location and width.
3. Replace noncharacter-defining driveways and parking areas with a new driveway or parking area that is compatible with the historic character of the property and District in design and material.
4. Design new driveways to be compatible with the existing driveways in the District in terms of width, location, material, and design. Double-width and circular driveways are inappropriate.
5. Construct new driveways in locations that require a minimum of alteration to historic site features such as landscaping, retaining walls, curbs, lawns, and sidewalks. Keep new driveway apron and curb cuts to the minimum width practical. Driveways should lead directly to the rear or side of the building.
6. Utilize functional alleys before installing a new driveway unless established patterns of driveways exist.
7. Appropriate materials for driveways include gravel, stone, concrete, and brick. The use of asphalt for residential driveways in the front yard is inappropriate.

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## DRIVEWAYS AND PARKING – RESIDENTIAL

Residential refers to the original intended use of the building, NOT the current use.

1. Design new parking areas to minimize the impact on the existing environment. When practical parking shall be located behind buildings or to the side, screened, or partially screened from view. It is inappropriate to locate a new parking area where it will significantly alter the proportion of built area to yard area on the individual site or where it will directly abut the principal building.
2. Locate new parking areas so that the topography of the building site and significant site features are retained when practical.
3. Installing parking areas in the front of the building, including circular drives, parking pads, and parking strips are inappropriate.
4. Appropriate materials for residential parking areas include gravel, stone, concrete, and brick.

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## DRIVEWAYS AND PARKING – NONRESIDENTIAL

Nonresidential refers to those buildings whose original and intended use was other than residential. This includes institutional, commercial, industrial, etc.

1. Divide large expanses of paving into smaller components with interior planting areas. Incorporate significant site features into the new parking lot design when practicable.
2. Design new parking areas to minimize their effect upon the neighborhood environment. Locate them to the rear or side of the building and screen lots with landscaping materials and/or appropriate fencing.
3. Utilize landscaping materials to visually reduce the impact of parking lots.
4. Dramatically changing the topography of the site is inappropriate.
5. Appropriate materials for commercial parking areas, include gravel, concrete, stone, and brick. The use of asphalt for nonresidential parking areas in the front and sides of the building is inappropriate. Asphalt can be used for rear parking areas.

CATEGORY OF WORK

Suggested/Updated Category



Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
Driveways and Parking Areas				
Repair, Patching, & Maintenance (in-kind)	RM	X		
Replacement (complete or partial)				
In-kind	RM	X		
Not in-kind	Minor		X	
Addition/Expansion	Minor		X	
Relocation of a driveway or parking area	Major			X
Removal of existing				
Character-defining	Minor			X
Non character-defining	Minor		X	
Install New	Minor			X
If project is part of two or more other minor work items				X

### 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 color and finish of the stone, as well as its mortar, design, are distinctive features that contribute to the historic 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 along the streets. 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 that contribute to the historic character of a building or a site, including walls of stone, brick, stucco, and concrete. Retain and preserve design features or unique construction methods. Examples include, but are not limited to, such features as beaded mortar joints, stone pattern or design, and stone caps.
2. Repair only the deteriorated portion of a wall rather than the entire feature. Match the original in-kind.
3. Replace a completely missing or deteriorated wall with a new wall based on accurate documentation of the original design or a new design compatible with the historic character of the building and the District.
4. Design new walls to minimize impact to the historic fabric and to be compatible with the site in setback, size, and scale to protect the historic integrity of the District.
5. Appropriate materials for new walls include stone, brick, or concrete. The new design should be consistent with existing walls on the property and in the district. Landscape timbers, railroad ties, concrete block, modern landscaping blocks or dry stack rock are examples of inappropriate material.

CATEGORY OF WORK  
Suggested/Updated Category



Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
Walls (including hedges and other screen plantings)				
Repair, Patching, & Maintenance (in-kind)	RM	X		
Replacement				
In-kind	Minor		X	
Not in-kind (in rear)			X	
Not in-kind	Major			X
Addition/Expansion	Minor		X	
Removal of existing				
Character-defining	Minor			X
Non character-defining	Minor		X	
Install New	Minor		X	
If project is part of two or more other minor work items				X

Fences are a common site feature in the District. Historically, fences became popular in the urban setting during the late eighteenth and early nineteenth centuries and were used both for decorative and practical functions. The more utilitarian fences served to secure boundaries, to confine animals, to protect planted areas, and provided visual privacy. More typical to the urban areas were the decorative fences, which were used as architectural ornament instead of an agricultural necessity. Fences in this section do not refer to trash or dumpster enclosures.

Character-defining materials for fences include wood and cast iron. Wood fences were generally in the picket style with shaped or squared-off tops, usually three feet in height. Many turn-of-the-century homes and institutions utilized fashionable Victorian domestic cast iron fences. Despite the popularity of cast iron fencing, their cost was often prohibitive and wood fencing remained the norm in the District.

The fences in the District vary from one architectural style to another. Most fences are of the painted wood variety. It is important to make all attempts to preserve and maintain any original historic fences.

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#### FENCES –GENERAL

1. Retain and preserve fences that contribute to the historic character of a building or a site, including such functional and decorative features as gates, decorative rails, pickets, pillars, posts, and hardware.
2. Retain and preserve fence materials that contribute to the historic character of a building or a site, including wood, cast iron, and wrought iron.
3. Repair only the deteriorated portion of fence rather than the entire feature. Match the original in-kind.
4. Replace a completely missing or deteriorated fence with a new fence based on accurate documentation of the original design or a new design compatible with the historic character of the building and the District.
5. Design new fences and features such as arbors or entrance gates to minimize impact to the historic building. The new feature should not obscure, damage, or destroy any character-defining features.
6. Appropriate materials for new fences include wood, cast iron, steel, or aluminum.

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## NEW FENCES – IN FRONT AND SIDE YARDS THAT ARE ADJACENT TO ANY TYPE OF PUBLIC STREET

1. Design new fences to minimize impact to the historic fabric and to be compatible with the site in setback, size, and scale to protect the historic integrity of the property and its environment.
2. The design of new fences shall be compatible with the style or period of the building and appropriate with the period of significance of the District.
3. Paint or finish low, picket-style fences of wood in a color/stain compatible with the District. Unpainted wood fences are inappropriate.
4. Appropriate materials for new fences are wood, cast iron, steel, or aluminum. Fences constructed of vinyl, pressure treated wood, composite wood, and wood lattice are inappropriate in front and side yards adjacent to public streets.
5. Inappropriate styles of fencing in front yards include stockade, board and batten, basket weave, louver, split rail, and chain-link.
6. Keep the height of new fences consistent with the height of character-defining fences in the District. It is inappropriate to introduce fences taller than forty-two (42) inches in the front and side yards adjacent to a public street. Latitude can be given to meet state building code requirements to institutions.
7. Construct fences with the structural side facing inward (facing toward the property/yard). Posted commercial, contractor or manufacturer markings or advertising are inappropriate.

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## NEW FENCES – IN SIDE AND REAR YARDS THAT ARE NOT ADJACENT TO ANY TYPE OF PUBLIC STREET

1. In these areas privacy fencing is permitted. Privacy fences shall not exceed seventy-two (72) inches in height, when practical in the rear yard.
2. Use of a variety of materials and styles is appropriate if screened from view.
3. Confine the use of chain-link fencing to rear yards, screened from view. Chain-link fencing when appropriate, shall be coated chain-link. Vegetation such as vines, ivy, or shrubbery may be utilized to screen or cover chain-link.
4. Construct fences with the structural side facing inward (facing toward the property/yard). Posted commercial, contractor or manufacturer markings or advertising are inappropriate.

CATEGORY OF WORK

Suggested/Updated Category



Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
Fences (including hedges and other screen plantings)				
Repair, Patching, & Maintenance (in-kind)	RM	X		
Replacement				
In-kind	Minor		X	
Not in-kind (in rear)			X	
Not in-kind	Major			X
Addition/Expansion	Minor		X	
Removal of existing				
Character-defining	Minor			X
Non character-defining	Minor		X	
Install New	Minor		X	
If project is part of two or more other minor work items				X

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. However only a portion of Hanes Park is part of the Historic Overlay District. Hanes Park contains historic features such as an impressive stone entrance near Clover Street, an avenue of maples, footbridges over Peters Creek, and recreational areas. The District contains two post- 1960 pocket parks in addition to the three previously mentioned parks. Park and communal areas include functional features that require repair or replacement. Street and park furniture include trash receptacles, benches, fences, water fountains, picnic tables and planters that contribute to the visual appeal of the District. The historical character of the neighborhood should be considered when selecting the type, size, location of park features and elements.

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### GUIDELINES

1. Preserve and maintain features such as stone entrances and steps, creek beds, bridges, and significant trees that contribute to the historic character of the District.
2. Repair historic park and public site features to match the original in-kind.
3. Design street furniture, park furniture, trash receptacles, fountains, and other public site features to enhance and be compatible with the surroundings.
4. Replace street and park furniture, trash receptacles, and other park features with new features that are compatible with the District.
5. Locate necessary street and park furniture, trash receptacles, mailboxes, publication racks, and other similar features in locations that do not compromise the historic character of the District or obstruct sidewalks or the streetscape.
6. Protect historic scenic view corridors.

CATEGORY OF WORK  
Suggested/Updated Category



Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
Parks				
Repair, Patching, & Maintenance (in-kind)	RM	X		
Replacement (complete or partial)		X		
In-kind	Minor		X	
Not in-kind	Minor		X	
Additions/Expansions	Major			X
Removal of existing	Major			X
Character-defining				X
Non character-defining	Minor		X	
New Construction/Installation	Major			X
If project is a small site feature or park furniture and does not compromise the visual appeal and/or character of the District or park setting.			X	
If project is part of two or more other minor work items				X

Landscaping and vegetation play a significant role in creating the character of West End. Lush landscaped yards, gardens, ornamental trees, mature trees, shrubbery, ivy-covered or grassed hillsides, and floral plantings are all typical vegetative features of the District. Historically, large shade trees, prudently located, were not only aesthetic elements but also an important means of providing summer cooling. Today, mature tree canopies continue to contribute shade while adding to the park-like setting of the neighborhood.

Garden ornamentation such as birdbaths, fountains, urns, trellises, and statuaries were common elements 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 significant landscape features that contribute to the historic character of the District, including trees, gardens, yards, arbors, pergolas, ground cover, sloping terrains, terracing, terraces, fountains, fish ponds, and vistas.
2. Retain and preserve the historic relationship between buildings and landscape features of the District setting, including site topography, retaining walls, foundation plantings, streets, walkways, driveways, and parks.
3. Plant new vegetative materials to be compatible in scale at maturity to the immediately surrounding environment and architecture. Plant native or historically appropriate plant materials in new landscape designs. Select site locations that are appropriate with the historic character of the property and the District.
4. Removal and replacement of significant trees is appropriate when a tree is dead, diseased, or dangerous to the property or a person.
5. Consider a new location when replacing a tree that is causing structural problems or other damage to a building. The new location shall allow the tree to mature in a healthy manner and stop further damage to the building.
6. Protect significant trees, their critical root zones, and other significant landscape features 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, when practical. 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.

7. It is inappropriate to use landscape materials, which are not compatible with the historic character of the District when replacing or adding ground cover. The use of materials such as crushed stone, artificial pebbles, brick chips, etc., is inappropriate.
8. Prune and trim trees in the public right-of-way in a manner that preserves the existing tree canopies in the District.

CATEGORY OF WORK

Suggested/Updated Category



Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
<b>Vegetation and Landscape Features</b>				
Alteration/Addition/Removal of Planting beds and/or Shrubbery or Landscape features				
Landscaping affecting less than 25% of front yard	RM	X		
Landscaping affecting more than 25% of front yard	Minor		X	
Landscaping affecting less than 50% of the rear and side yard combined	RM	X		
Landscaping affecting more than 50% of the rear and side yard combined	Minor		X	
Garden or Patio furniture	RM	X		
Planting containers and wildlife features	RM	X		
<b>Removal of Trees</b>				
Dead, diseased, unhealthy, or dangerous to life or property (must be assessed by Urban Forester)	Minor		X	
Healthy trees in dangerous/bad locations (must be assessed by Urban Forester)			X	
Significant trees	Major			X
Invasive species (as assessed by Urban Forester)	RM			
Trees less than eight (8) inches in diameter, measured four (4) and one-half (4 ½) feet above ground level	RM	X		

Electric lighting came to Winston-Salem 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 styles of exterior and interior lights reflected the style of the buildings as well as the economic status of the occupants. Once introduced, porch lighting was typically attached to a building by mounting on porch ceilings or adjacent to entrances.

Lighting should appear to be a natural part of the streetscape. Since West End is predominantly residential and houses are close together, lighting on one property can easily affect neighboring properties. Lighting of a relatively low height and low or moderate intensity is typical and most suited for the District. Lighting includes public street lighting and exterior building lighting fixtures and light posts.

Additional lighting may be desirable and encouraged on particular sites because of concerns for safety or security. Careful consideration should be given as to the location, style, and quantity to supplemental lighting. Adequate lighting can often be introduced through lights on residential-scale posts, recessed lights, or directional lights mounted in unobtrusive locations. Footlights can also be an alternate light source if the style, sizes, and quality are appropriate for the individual property and the District. Such solutions are far more in keeping with the character of the District than harsh floodlights and standard security lights mounted on tall utility poles.

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## GUIDELINES

1. Retain and preserve original exterior lighting fixtures that contribute to the historic character of a building, site, or streetscape.
2. Repair deteriorated historic features or details of exterior lighting rather than replacing the entire feature. Match the original feature or detail in-kind.
3. Replace a completely missing, damaged, deteriorated beyond repair, or inappropriate exterior lighting fixture with a new light fixture based on accurate documentation of the original design or a new design compatible with the historic character of the property, streetscape, and District.
4. Introduce new site lighting that is compatible with the human scale and the historic character of the site or the District. Consider the location, design, material, size, finish, and scale of a proposed fixture in determining its compatibility with the historic character of the property, streetscape, and District.

5. Introduce new street lighting, when practical, that is compatible with the historic character of the District.
6. Install recessed lights, footlights, light posts of human scale, or directional lights in unobtrusive locations.
7. Utilize lighting compatible with the character of the District at regular intervals instead of contemporary metal public streetlights, when practical. It is not appropriate to install period lighting fixtures from an era that predates the District to create a false historical appearance.
8. Concentrating lights on building elevations or landscaping is inappropriate, if doing so will detract from the historic character of the building, site, or streetscape.

CATEGORY OF WORK

Suggested/Updated Category



Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
Exterior Lighting				
Repair & Maintenance (in-kind)	RM	X		
Replacement (complete or partial)				
In-kind	RM	X		
Not in-kind but compatible with historic character	Minor		X	
Not in-kind and incompatible with historic character				X
Removal of existing				
Character-defining or compatible with historic character	Minor		X	
Non character-defining, incompatible with historic character, poor material quality, and/or has a false appearance	Minor		X	
Installation of New				
Compatible with historic character	Minor		X	
Incompatible with historic character				X
Installation of motion and spot lights with bulbs of four (4) inches or smaller in diameter	RM	X		
If part of two or more other minor work items				X

The West End is comprised 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 use. Many 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.

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. Historically, signs in the District were relatively small, simple, rectangular, or square shaped with clear and legible lettering. The material used included wood or metal with smooth, painted faces.

Throughout time, signage related to commercial uses reflected the era and the District. Signs in residential locations were often located beside the front walk near the public sidewalk. Commercial buildings utilized flush-mounted signs above the entrance, signs painted on windows or awnings, signs that projected from the building, and freestanding signage. New signage on commercial and institutional buildings should be compatible with and keep the architectural style and details of the building façade and 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.

All new signage must comply with current sign ordinances and regulations, including obtaining required permits, when necessary. Contact the Winston-Salem/Forsyth County Inspections Division for more information about the Sign Ordinance and permitting requirements.

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#### SIGNAGE – GENERAL

1. Retain and preserve original or historic signs that contribute to the historic character of the building or the District.
2. Introduce new signage that is compatible in with the District.
3. Construct new signage of appropriate sign material, such as wood and metal. Plastic or vinyl signs that are sturdy may be used; however, signs that are flimsy or reflective in nature are inappropriate.

4. Signage that covers large portions of the façade, significant architectural features, or blocks pedestrian views along the street is inappropriate. It is inappropriate to attach signs to a building in a manner that would conceal, damage, or cause the removal of an architectural feature or detail. New signage shall be removable.
5. Utilize soft, indirect lighting sources. Strobe lighting, internally illuminated and backlit signs are inappropriate.
6. Minimize signage in the public right-of-way. Locate necessary signage so that the historic character of the District is least affected. Avoid large clusters of signage to maintain visual clarity.

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## SIGNAGE – RESIDENTIAL

Residential refers to the original intended use of the building, NOT the current use.

1. Utilize freestanding signs for residential buildings used for nonresidential purposes. Freestanding signage should be located close to the front walk and near the public sidewalk.
2. Limit the size of the sign so as not to obstruct the building's character-defining features or break the patterns of elevations and yards.
3. The design and size of the mounting apparatus shall be compatible with the building and enhance the sign's design.
4. Small identification signs at the entrance to the building are appropriate.
5. Monument signs are inappropriate to the District.

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## SIGNAGE – NONRESIDENTIAL

Nonresidential refers to those buildings whose original and intended use was other than residential. This includes institutional, commercial, and industrial.

1. Major architectural details or ornamental features should not be interrupted or covered. For window signs a maximum of 10% of the total storefront window can be allocated for the sign.
2. Painted or mounted signs on awnings are appropriate, provided the sign size is proportional to the awning size. The sign shall cover no more than 20% of the awning.

3. Projecting signs for nonresidential buildings should be limited in number as well as size. Projecting signs shall not obscure building elevations or interrupt the rhythm of the streetscape.
4. Painted wall signs are permitted if the wall had historically contained such a sign. A wall sign is inappropriate for walls, which have not previously been painted.
5. Limit the size of freestanding signs for nonresidential buildings so as not to obstruct the building. The design and size of the mounting apparatus shall be compatible with the building and site and enhance the sign's design.

CATEGORY OF WORK

Suggested/Updated Category

Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
<b>Signage</b>				
Repair & Maintenance	RM			
Replacement (of sign or mounting apparatus)	Major			
In-kind	Major		X	
Not in-kind	Major			X
Alteration	Major			
Redesign signage face	Major		X	
Redesign of painted wall sign with similar scale	Major		X	
Removal of existing				
Character-defining	Major		X	
Non character-defining	Major		X	
Install New	Major			X
If project is part of two or more other minor work items	Major			X
Signs smaller than 144 square inches	RM	X		
Neighborhood house plaques	RM	X		
Temporary signs	RM	X		

A number of original garages, carriage houses, and other accessory or outbuildings survive in the District. Similar to the other site features, these structures contribute to the historic character of individual property and the District. In some cases, the garage or other structures echo the architectural style, materials, and details of the main house on the site. Others were simple frame structures, 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 and preserve garages and accessory structures that contribute to the historic character of the District.
2. Retain and preserve the character-defining materials, features, locations, and details of historic garages and accessory structures, including foundations, roofs, siding, masonry, windows, doors, and architectural trim.
3. Repair deteriorated features or details of contributing garages and accessory structures rather than replacing the entire feature. Match the original features or detail in-kind.
4. Replace a garage or accessory structure that is missing, damaged beyond repair, or deteriorated with a new structure based on accurate documentation of the original design or a new design compatible with the historic character of the District.
5. Locate and orient new garages and accessory structures to be compatible with the appropriate relationship of garages and accessory structures to the principal structure and the site.
6. Design new garages and accessory structures to be compatible with other similar contributing buildings in the District in character and design.
7. Design new garages and accessory structures not to compete with the principal building. The new building shall be a secondary structure, keeping rooflines below those of the principal building.

8. Limit the size and scale of garages and accessory structures so that the integrity of the principal building or the size of the existing lot is not significantly reduced.
9. Design new garages and accessory structures to noncontributing buildings, to be simple in design and compatible in character with other garages and accessory buildings in the District.
10. Retain the appearance of the original features if additions or expansions are proposed to a historic garage or accessory structure. The design, when practical, shall be compatible in character with the existing building.
11. Repair and use of original garage doors is preferred when a change from the original means of operation of the garage doors is proposed. If it is not practical for existing original doors to be repaired or adapted for a new operation, replacement doors shall be compatible with the original door in character.
12. Replace a missing, damaged, or deteriorated garage door with a new door based on accurate documentation of the original design or a new design compatible with the District's historic character.
13. Vinyl, metal, and pre-fabricated materials for exterior garage and accessory is inappropriate.

CATEGORY OF WORK

Suggested/Updated Category



Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
<b>Garages and Accessory Structures</b>				
Repair & Maintenance (in-kind)	RM	X		
Replacement of details/features (complete or partial)				
In-kind	RM	X		
Not in-kind	Minor		X	
Additions/Expansions				
Contributing	Major			X
Noncontributing			X	
Removal of existing				
Contributing, architecturally or historically significant	Major			X
Noncontributing, architecturally or historically insignificant	Minor		X	
Construction/Installation of New				
150 square feet or less	Minor		X	
More than 150 square feet	Major			X

As technology evolves, a compromise must be met between changing needs and preservation of historic neighborhoods. Accessory features, including but not limited to, mechanical equipment, exterior ceiling fans, communication systems or devices, renewable energy systems, and street and recreational features, should be carefully planned for and located so that they do not diminish the character of an individual property or the District.

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## STRUCTURAL AND MECHANICAL SYSTEMS

1. Install mechanical equipment, such as heating and air-conditioning units, in areas and spaces, requiring minimal alteration to the exterior of the building. Place all exposed exterior pipes, meters, utility boxes and fuel tanks on rear or side elevations, when practical, of the building and screen these features located on side elevations. Demonstrate that all attempts to install mechanical equipment on the side and rear elevation have been exhausted prior to considering front elevation installation of mechanical equipment.
2. Locate new contemporary communication and other equipment that is inconsistent with the historic character of the District, such as large-scale antennae, satellite dishes, renewable energy systems, energy efficient technology, ventilators, and other associated mechanical equipment, in areas of low visibility.
3. Exterior ceiling fans shall be simple in design and complement the building. Ceiling fans shall be limited in number, evenly spaced, or centered on elevation bays, and flush mounted or on a downrod of an appropriate length. It is inappropriate to install exterior ceiling fans with lighting.

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## TRASH CONTAINERS, DUMPSTERS, AND RECREATIONAL FACILITIES

Trash containers and dumpsters, when practical, shall be at the rear of the property or locations screened from public view. Screen trash containers and dumpsters with vegetation, vertical wood board enclosures, or masonry enclosures.

1. Recreational or special features, such as in-ground swimming pools, Jacuzzis, whirlpools, hot tubs, saunas, swing sets, entertainment equipment, built-in grills, outdoor kitchens, outdoor showers, playscapes, and playhouses shall be located at the rear of the property or screened from public view, if practical.

2. Limit the size and scale of accessory features so that the integrity of the principal building or the existing lot is not significantly reduced.

CATEGORY OF WORK

Suggested/Updated Category



Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
Accessory Features				
Repair & Maintenance	RM	X		
Replacement	Major			
In-Kind	Major		X	
Not In-Kind	Major			X
Removal of existing	Minor		X	
Install New	Minor		X	
If screened from view	Minor		X	
If not screened from view	Major			X
If project is part of two or more other minor work items				X

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 at 919-733-7342 for further assistance.

Masonry is used throughout the District and is a material that contributes to the character of the District. It is used in site features as well as a building detail. A variety of historic masonry materials, such as 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 certain characteristics, which should be preserved and enhanced. With age, a brick wall develops a patina and has a definite maintenance advantage over wood siding.

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#### GUIDELINES

1. Retain and preserve exterior walls, masonry features, and historic masonry materials that contribute to the historic character of a building and site, including their functional and decorative features, such as cornices, foundations, bays, quoins, turrets, arches, water tables, brackets, entablatures, fascias, moldings, storefronts, walls, foundations, roofing materials, chimneys, cornices, quoins, steps, piers, columns, lintels, arches, sills, brick, terra cotta, limestone, granite, slate, concrete, concrete block, clay tile, bond patterns, corbels, water tables, and unpainted surfaces.
2. Retain and preserve historic masonry materials, such as brick, stone, terra-cotta, limestone, granite, slate, concrete, concrete block, and clay tile; and their distinctive construction features, such as bond patterns, corbels, water tables, and unpainted surfaces.
3. Repair or replace deteriorated masonry matching the original in-kind. Materials that seek to imitate masonry are inappropriate. Match original mortar joints in-kind.
4. Replace only the deteriorated detail and unit of a masonry surface or feature rather than the entire surface or feature. Match the original in-kind.
5. Replace a completely missing or deteriorated large masonry surface with a new feature based on accurate documentation of the original design or a new design compatible with the historic character of the property.
6. Applying paint, cement coating, stucco, artificial stone, brick veneer, or other coatings to masonry surfaces or features, such as walls, foundations, and chimneys that were not previously covered is generally inappropriate. However, more latitude is given to noncontributing buildings and structures.

CATEGORY OF WORK

Suggested/Updated Category

Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
<b>Masonry</b>				
Repair & Maintenance	RM	X		
Replacement				
In-kind	RM	X		
Similar in character and design	Minor		X	
Not in-kind	Major			X
Removal				
Decorative & functional features on walls	Minor		X	
Other masonry features	Minor		X	
Chimney (character-defining elevations)	Major			X
Chimney (non-character defining elevations)	Minor		X	
Install New			X	
Masonry features (non-character defining elevations)	Minor		X	
Masonry features (character-defining elevations)	Major			X
If project is part of two or more other minor work items	Major			X

### STUCCO AND PEBBLEDASH

Stucco and pebbledash are two popular textured exterior wall treatments found throughout the District that contribute to the historic character. 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.

As with masonry surfaces, cleaning stucco and pebbledash should be undertaken in a very sensitive manner. The use of low pressure water and soft natural brushes are recommended. Chemical cleaners are only to be used after a spot test has demonstrated that the chemicals will not have an adverse reaction with the surface. Sandblasting and water blasting erode the stucco or pebbledash surface and cause damage that may be destructive to a stucco or pebbledash surface.

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#### GUIDELINES

1. Retain and preserve exterior walls that contribute to the historic character of a building, including their functional and decorative features such as cornices, foundations, bays, quoins, turrets, arches, water tables, brackets, entablatures, fascias, moldings, and storefronts.
2. Retain and preserve original stucco or pebbledash material that contributes to the historic character of a building and site.
3. Repair or replace original stucco or pebbledash with materials that match the original in-kind.
4. Remove and patch only the deteriorated portion of stucco or pebbledash rather than the entire surface, when practical. Match the original in-kind.
5. Using new stucco or pebbledash that is stronger than the historic material or that does not convey the same visual appearance is inappropriate.
6. Completely removing an original stucco or pebbledash finish is inappropriate unless the deterioration is severe.
7. Use materials that are compatible with the District. The use of synthetic materials, such as aluminum, vinyl, asphalt shingles, artificial stone, or EIFS, is inappropriate.

8. Applying a stucco or pebbledash finish to a building that did not originally contain such a finish is inappropriate.

CATEGORY OF WORK

Suggested/Updated Category



Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
Stucco and Pebbledash				
Repair	RM	X		
Replacement				
In-kind	RM	X		
Similar in character and design	Minor		X	
Not in-kind	Major			X
Removal				
Decorative & functional features on walls	Minor		X	
Install New				
Features and exterior walls on non character-defining elevations	Minor		X	
Features and exterior walls on character-defining elevations	Major			X
If project is part of two or more other minor work items	Major			X

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

Periodically, there are problems that are beyond the property owner's control and the use of an alternate siding material may be necessary. These types of applications will be reviewed on a case-by-case basis and will be seriously examined by the Commission to ensure that all possible alternatives have been researched. The burden is on the applicant to explain the reason the original wood siding cannot be maintained and to present qualified professionals such as architects, designers, and contractors with knowledge and experience in historic preservation, to verify the condition and the solution. The use of synthetic siding will be a last resort solution for any situation and the new material must be a time-tested product line of high quality.

Original wood siding should be maintained in a manner that enhances its inherent qualities and maintains its original character and beauty. A regular maintenance program should be followed to help keep problems to a minimum. In the replacement or addition of wood siding, rough-sawn, stained, diagonal, or plywood siding should not be used.

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#### GUIDELINES

1. Retain and preserve exterior walls and wood features that contribute to the historic character of a building, including such functional and decorative features such as siding, shingles, cornices, architraves, foundations, bays, quoins, turrets, arches, water tables, brackets, entablatures, fascias, moldings, pediments, columns, balustrades, window and door trims, architectural trim, finials, and storefronts.
2. Repair or replace exterior walls and wood features with materials that match the original in-kind. If the original wood siding is too deteriorated for repair, the proposed substitute material shall match the original in size and shape. Any proposed new materials will be reviewed on a case-by-case basis.
3. Replace only the deteriorated wood detail or feature rather than the entire feature. Match the original in-kind.
4. Replace a completely missing or deteriorated wood feature with a new feature based on accurate documentation of the original design or a new design compatible in character with the historic property.

5. Use materials that are compatible with the building. The use of synthetic materials, such as aluminum, vinyl, asphalt shingles, or Masonite is inappropriate. If an exception is practical, the substitute material used shall match the original in dimension, profile, and shape.
6. Removal of later exterior siding materials, such as asbestos shingle, aluminum or vinyl siding, that have not achieved historic significance is encouraged. Once the later siding has been removed, repair of the original siding should be considered. If the original wood siding is too deteriorated for repair, as determined by the Commission, the proposed substitute material should match the original as closely as possible in design and character. Any proposed new materials will be reviewed on a case-by-case basis.
7. Applying another layer of exterior siding material over a building which already has two types of exterior siding material is discouraged inappropriate.
8. Covering or removing wood features, such as, but not limited to, brackets, columns, eaves, soffits, trims, sills, with synthetic materials is inappropriate.
9. Introducing wood features or details to a historic building in an attempt to create a false historical appearance is inappropriate.

CATEGORY OF WORK

Suggested/Updated Category

Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
<b>Wood</b>				
Repair & Maintenance	RM	X		
Replacement				
In-kind	RM	X		
Similar in character and design	Minor		X	
Not in-kind	Major			X
Removal				
Decorative & functional features	Minor		X	
Install New				
Wood features and exterior walls on non character-defining elevations	Minor		X	
Wood features and exterior walls on character-defining elevations	Major			X
If part of two or more minor work items	Major			X

### 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.

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

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### GUIDELINES

1. Retain and preserve roofs and roof forms including shape, lines, and pitch that contribute to the historic character of a building, including their functional and decorative features such as roofing materials, eaves, cresting, overhangs, rafter tails, crown molding, dormers, chimneys, cupolas, and cornices.
2. Replace only the deteriorated portions of historic roofs that include slate, terra cotta, metal, concrete, or wood shingles rather than the entire roof if over 20% of the units are split, cracked, deteriorated, or missing, match the existing in-kind. Cases involving a hazardous material may be granted more latitude. Replace a deteriorated roof if over 20% of the units are split, cracked, deteriorated, or missing, with a new roof based on accurate documentation of the original design or a new design compatible in character with the property. Prior to installing new roofing materials, remove the existing roof covering to prevent an uneven or "lumpy" appearance.
3. Repair or replace deteriorated architectural features to match the original in-kind or a new design compatible in character with the historic property. Removing roof features that are significant to the historic character of the property, such as dormers, chimneys, cornices, crests, brackets, rafter tails, built-in, hidden, or box gutters and cupolas, is inappropriate.
4. Changing of existing roof lines in the rear of the building is appropriate.
5. Exposed tar paper is inappropriate as a finished roofing material. Roofing tar is an inappropriate replacement for valley flashings.

6. Patching roofing or flashing with tar or asphalt products is inappropriate.
7. Install built-up or membrane roofing systems on flat or low slope roofs where appropriate.
8. Locate accessory roof features, not original to the building, such as skylights, roof ventilators, solar panels, and satellite dishes, etc. unobtrusively. Such features, when practical, shall not damage the historic character, fabric, or design of the existing roof. When installing a skylight, convex or “bubble” style is inappropriate.
9. Install technology, fixtures, and mechanical equipment on side or rear roof or yards.

CATEGORY OF WORK

Suggested/Updated Category



Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
Roofs				
Repair & Maintenance	RM	X		
Replacement				
Slate, tile, concrete, or metal roof: In-kind	RM		X	
Asphalt or Fiberglass roof: In-kind or similar	RM	X		
Roof features: In-kind or similar	Minor		X	
Roof features: Not in-kind	Major			X
Removal				
Gutters and downspouts	RM		X	
Roof ventilators	RM	X		
Chimney caps	RM		X	
Alterations				
Change in roof shape, pitch, line	Major			X
Install New			X	
Gutters and downspouts	RM		X	
Roof ventilators	RM		X	
Chimney caps	RM		X	
Dormers	Major			X
Solar panels or sky lights	Major			X
Vent pipes or Ventilators and similar features	Minor		X	
If project is art of two or more minor work items				X

Windows and doors are prominent visual features of historic buildings that tend to reflect the architectural style or period of construction. The various arrangements of windows and doors, along with their pattern, location, size, and shape greatly contribute to historic character. Historic windows and doors are inset into relatively deep openings in a building wall or they have surrounding casings and sash components that have substantial dimensions. They 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.

The sizes of the panes in a window often reflect the style and the age of a building. For instance, during the latter half of the 19th century, glass manufacturing became increasingly sophisticated and, thus, larger sheets of glass could be produced. Stained glass windows were frequently employed for the romantic architectural styles such as Queen Anne. In addition, beveled glass was often used. In such instances, glass was incorporated as an important architectural feature which enhanced the overall design of these buildings and its removal is inappropriate.

Although there are a variety of window styles found in the District, the majority are wood, double-hung windows with a variety of muntin arrangements. The number of lights (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 the less significant elevations with larger, more decorative windows and doors.

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## GUIDELINES

1. Retain and preserve windows and doors that contribute to the historic 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 on a character defining elevation. Installing new window and door openings into the main façade or enlarging or reducing windows or door openings is inappropriate.
3. Repair deteriorated window or door features or details rather than replacing the entire unit. Match the original in-kind.

4. Replace a window or door that is deteriorated beyond repair or missing in a building with a new feature based on accurate documentation of the original design or a new design compatible in character with the property.
5. Utilize the same material as the original on character-defining elevations when replacement is necessary. Substitute materials on side and rear elevations are appropriate if the appearance of the window or door matches that of the original. False or applied muntins are inappropriate on noncharacter-defining elevations. Match the profile or depth of the original muntins. When replacing an original wood window or door, true-divided light (TDL) on character-defining elevations is appropriate.
6. Replace an existing replacement window or door 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. When replacing a replacement window or door to match or be compatible to the original on contributing buildings, use true-divided light (TDL) or simulated-divided light (SDL) windows or doors.
7. Flat-surfaced doors and those with decorative windows which are incompatible with the style of the building are inappropriate.
8. The installation of sliding glass doors that alter the character-defining elevation of the building is inappropriate. Locate sliding glass doors at the rear of the building.
9. Replace deteriorated or missing shutters on character-defining elevations in-kind with shutters compatible in design, material, size, scale, and finish as the original. Shutters shall be introduced only when historically appropriate to the style of the building or when it is documented that shutters were original to the building. Adding shutters to noncontributing buildings is appropriate.
10. Install new window and door openings on the rear or a noncharacter-defining elevation of the building. The new window and door openings shall not compromise the architectural integrity of the building. Design such units to be compatible with the character of the building.
11. For buildings used for nonresidential uses, in need of a utility entrance, select a location that meets the functions of the building but is at the side or rear, causing minimal amount of alteration to the character defining features of the building. If a new door or feature is required to meet accessibility codes, see the Safety, Accessibility, and Code Requirements section for appropriate guidelines to follow.
12. Unfinished aluminum storm windows and doors are inappropriate to the District.

13. Install fabric awnings, where historically appropriate, over windows, doors, storefront, or porch openings with care to ensure that the historic features are not damaged or obscured. Plastic or metal strip awnings are inappropriate.
14. Removing original doors, windows, shutters, hardware, or trim from a character-defining façade is inappropriate. This includes detail material associated with windows and doors, such as stained glass, beveled glass, textured glass, or tracery.
15. Install window air-conditioning units on noncharacter-defining elevations, where practical. Do not alter a window sash to accommodate the air-conditioning unit.

CATEGORY OF WORK

Suggested/Updated Category

Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
<b>Windows and Doors</b>				
<b>Repair &amp; Maintenance</b>				
In-Kind (Patching, piecing, consolidating or reinforcing existing material)	RM	X		
Replacement				
Removing replacement unit and reinstalling original, restored unit	RM	X		
In-Kind	Minor		X	
Substitute Material	Major			
Contributing building w/ historic unit on character-defining elevation	Major			X
Contributing building w/ historic unit on noncharacter-defining elevation	Major			X
Noncontributing building w/ original unit on front façade or elevation	Minor		X	
Noncontributing building w/ original unit on secondary elevations	Minor		X	
Contributing building w/ replacement unit on character-defining elevation	Major		X	
Contributing building w/ replacement unit on noncharacter-defining elevation	Major		X	
Noncontributing building w/ replacement unit on character-defining elevation	Minor		X	
Noncontributing building w/ replacement unit on noncharacter- defining elevation	Minor		X	
Shutters on character-defining elevations				X
Shutters on noncharacter-defining elevations			X	
Storm Windows	RM	X		
Storm Doors (full-view)	RM	X		
Awnings, Canopies, Shutters	Minor		X	
Synthetic Materials for Shutters	Minor		X	
Removal	Minor		X	

Remove and fill in or enclose the opening				X
Storm Doors/Windows	Minor	X		
Awnings, Canopies, Shutters	Major			X
Install New				
Windows & Doors	Minor			X
Storm Windows and Doors	Minor		X	
Awnings, Canopies, Shutters	Minor		X	

### 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. Features such as window hoods, brackets, columns, cornices, bargeboards, trims, and moldings, exhibit designs, materials, and finishes that are usually associated with a particular style warranting their preservation. The design, scale, texture, dimension, size, material, location, and finish of a detail contribute significantly to the historic character of a building.

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### GUIDELINES

1. Retain and preserve architectural details that contribute to the historic character of a building, including functional and decorative features such as cornices, bays, quoins, turrets, arches, water tables, brackets, entablatures, fascias, moldings, and storefronts.
2. Repair rather than replace deteriorated architectural details.
3. Replace only the deteriorated portion of an architectural detail that is beyond repair rather than the entire feature. Match the original architectural detail in-kind.
4. Replace a 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 character of the property.
5. Permanently removing or altering any architectural detail is inappropriate.
6. Adding architectural or decorative details or ornamentation that are not supported by physical or photographic evidence indicating that the building once had such details in the past is inappropriate.

CATAGORY OF WORK

Suggested/Updated Category

Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
Architectural Details				
Repair & Maintenance				
In-kind	RM	X		
Painting	RM	X		
Changing color	RM	X		
Replacement				
In-kind	Minor		X	
Not in-kind	Major			X
Removal				
Non character-defining	Minor		X	
Character-defining	Minor			X
Install New/Addition	Minor			X
If project is part of two or more other minor work items				X

Exterior living spaces, such as porches and decks, are common features to many properties in the West End. Porches and entrances are features on the front of the building that 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, finials, etc., are important parts of these features. Stripping a property of these details is inappropriate. Porches in the West End have occasionally been filled in to create interior space. 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 character of a building including, but not limited to, such functional and decorative features as columns, pilasters, piers, entablatures, balusters, balustrades, sidelights, fanlights, transoms, steps, railings, handrails, floors, and ceilings.
2. Repair or replace only the deteriorated detail or features of an entrance, porch, or balcony rather than the entire detail. Match the original in-kind. Substitute materials for columns are appropriate if they match the historic character of the building.
3. Repair or replace original porch floors to match the original in-kind. Replacement of wood floors with concrete is inappropriate. The use of artificial turf, indoor/outdoor carpeting, or similar materials is inappropriate for porch floors. Substitute material compatible in appearance, character, design, and scale in areas of frequent, reoccurring deterioration is appropriate. Substitute materials for balcony flooring are appropriate.
4. Replace a completely missing or deteriorated entrance, porch, or balcony with a new feature based on accurate documentation of the original design or a new design compatible in character with the historic property.
5. Enclosure of areas beneath porches is appropriate if historically accurate. This includes the use of decorative wood skirting, lattice panels, brick, or stucco.

6. Enclosure of front porches and front entrances is inappropriate. If practical, enclosures on other character-defining elevations shall be of a transparent material, such as glass or screening, which will allow the original building to show through. The structural supports of the enclosure, when practical, shall be kept to a visual minimum. The enclosure shall be reversible and not obscure, damage, or destroy any character-defining features. Such enclosures shall be installed behind the original railing and/or columns.
7. Design and install additional entrances, porches, or balconies on noncharacter-defining elevations with a new design compatible with the historic character of the building.
8. Covering any decorative or functional features such as soffits, brackets, spindle work, columns, etc., is inappropriate.
9. Removing any detail associated with an entrance and/or a porch, such as spindle-work, beveled glass, or beaded board, unless an accurate restoration requires it, is inappropriate.
10. Removing an original entrance, porch, or balcony is inappropriate.
11. Adding features or details to a historic entrance, porch, or balcony that will create a false historical appearance is inappropriate.
12. Locate new exterior stairs and relocate existing stairs on the rear elevation of the structure if practical. Use materials that are compatible with those of the structure.

CATEGORY OF WORK

Suggested/Updated Category



Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
Entrances, Porches, Enclosures, & Balconies				
Repair				
In-kind	RM	X		
No in-kind	Minor		X	
Replacement				
Partial and in-kind	RM	X		
Complete and in-kind	Minor		X	
Partial or complete and not in-kind	Major			X
Fiberglass material for porch columns	Major		X	
Flooring areas less than 50 square feet if replacement is in-kind	RM	X		
Removal of existing	Major			X
If not historic or character-defining	RM	X		
Install New/Addition/Expansion	Major			X
On rear elevation			X	
New features or details	Minor		X	
Alterations				
Enclosure of a porch or other exterior space	Major			X
Screening of a front/side porch not previously screened	Minor		X	
If project is part of two or more other minor work items				X

Similar to porches, decks and patios are widely used for exterior living spaces and are common features to many properties in the West End. Decks and patios can be incorporated into noncharacter-defining elevations of the property. Through compatible designs, finishes, and materials, these features can be added without diminishing the architectural integrity. Stripping a property of any architectural details is inappropriate.

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#### GUIDELINES

1. Install decks and patios to non-character defining elevations, usually on the rear of a building or in areas that are screened from view. When practical decks shall step-back from the original perimeter of the building to lessen the impact. Decks that project out or that cantilever beyond the sides of the building are inappropriate.
2. Appropriate paving materials for patios are limited to terra cotta, concrete, brick, stone pavers, and concrete pavers.

CATEGORY OF WORK

Suggested/Updated Category

Type of Work	Current Category	Routine Maintenance (RM)	Minor Work	Major Work
<b>Decks and Patios</b>				
Repair & Maintenance (In-kind)	RM	X		
Replacement	Minor		X	
Removal of existing	Minor		X	
Install New/Addition/Expansion	Minor		X	
If project is part of two or more other minor work items				X

Over the life of a building, its form may evolve as additional space is needed or new functions are accommodated. New additions shall not compromise the 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 discernible from the principal building. For example, it can be differentiated from the original building through a break in roofline, cornice height, wall plane, materials, simplified detailing, or window type. New building additions must also adhere to all other sections of these Guidelines.

Because of the significance of new additions and their impact on the character of the historic building, a Certificate of Appropriateness is required for all new additions. Changes to existing additions will be reviewed using guidelines that pertain to the proposed work.

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### GUIDELINES

1. Construct new additions so that there is a minimal loss of historic fabric and so that the character-defining features of the building are not destroyed, damaged, obscured, or radically changed.
2. Design new additions so that if they were removed in the future, the essential form and integrity of the original building would be retained.
3. Design new additions so that the material, detail, and design are compatible with the original building rather than duplicating it exactly.
4. Design new additions so the size and scale are in relation to the principal building. New additions shall not diminish or visually overpower the building. New additions shall not exceed the height of the principal building.
5. Locate a new addition on a noncharacter-defining elevation, usually at the rear elevation. More latitude shall be given to a design located to the rear of a building and screened from view from the street.
6. Design new additions so that the historic character of the site, site topography, and character-defining site features are retained.

7. Contemporary design for additions is appropriate, if such design is compatible with the size, scale, and material of the District.

New construction may be contemporary and current in style, while at the same time blending comfortably with the character of the District. There is no requirement that a new building attempt to duplicate any of the existing historical styles in the neighborhood. An exception to this might be a building built in close association with an existing building or structures such as an outbuilding located on the same lot where a contemporary design would detract from the architectural unity. New construction is required to be complimentary to the surrounding building.

Because of the significance of new construction and its impact on the character of the District, a 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.

**Setback** is the distance from the edge of the right-of-way to the building front. 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. Scale is determined by the relationship of a building's mass to open space. Architecture at a human scale is characteristic of the District.

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## GUIDELINES

### 1. Site Planning

- a. The new structure shall relate to its site and shall repeat patterns already established in the District.

- b. Main entrances shall face the street, and parking and service entrances shall be located to the rear or otherwise obstructed from view.
- c. Existing significant features, such as trees, stone walls, shrubbery, etc., shall be retained when practical.
- d. Major reshaping of land contours is inappropriate.

2. Lot Coverage

New construction shall have a lot coverage similar to that of existing and/or surrounding buildings in the District.

3. Setback

- a. Setbacks shall be uniform and establish a feeling of order and coherence.
- b. New buildings shall have setbacks consistent with existing buildings on the block. The setback shall be within 20% of the average setback along the block.
- c. Side yards shall be consistent in size to side yards of neighboring buildings.

4. Spacing of Buildings

Spacing shall conform to the spacing of existing buildings on the block.

5. Orientation

New buildings shall face the same direction as existing buildings on the block.

6. Height

Height shall be consistent with existing buildings on the block. The height shall be within 30% of the average height of buildings in the block.

7. Scale

Scale of features of new construction shall be compatible with existing and/or surrounding buildings in the District.

8. Basic Shape, Form, and Massing

New construction shall be compatible in basic shape and form with existing and/or surrounding building in the District.

## 9. Roof Types

- a. Roof form and pitch shall be similar to that of existing structures on the block.
- b. Flat roofs for commercial buildings or Modernist designed residential buildings are appropriate.
- c. Exotic roofs or A-frame roofs are inappropriate in the District.
- d. Roofing materials shall be compatible in character with those of existing buildings.

## 10. Exterior Architectural Components

Exterior architectural design components are features such as cornices, lintels, foundation materials, and chimneys. These design components provide a sense of unity and cohesion within the District. Architectural components shall be simple in design or compatible with the new building as well as with surrounding buildings.

## 11. Exterior Building Materials and Surface Textures

- a. Within the District, the most prevalent building materials used are wood siding, brick, stone, and stucco. Building materials, such as artificial brick or stone, artificial siding, oversized brick, exposed and/or painted concrete blocks or cinder blocks, EIFS, and plate glass walls, are inappropriate for new construction within the District.
- b. Building materials and surface textures shall be compatible with those of surrounding buildings. Fiber-cement siding is an appropriate material for new construction when it holds a similar texture, appearance, and reveal dimension to wood siding. Smooth finish fiber-cement siding is appropriate.

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 structures 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. A legislation, an application for the relocation of a designated building or structure 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. Photography, measured drawings, and written documentation which portray the building and/or structure on its original site shall be 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, and within the District. The building, when practical, shall be moved as a single, intact unit. Partial or complete disassembly is inappropriate.
3. Choose a new location that has architectural compatibility. In addition, the impact which the relocation will have on nearby buildings, when practical, shall also be considered. 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 moved from a site until the lot is reused.

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. During this period, alternative methods for preserving the building should be explored. Possibilities include 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, or relocating the building to another site.

By state enabling legislation, an application for the demolition of a designated building or structure 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 a building have been exhausted. If demolition is unavoidable, all usable building materials shall be salvaged.
2. Document the building and site so that a permanent record of the building is made prior to its demolition. Photography, measured drawings of all elevations, and written documentation or digital records that portray the building on its original site shall be made a part of the files of the Historic Resources Commission.
3. Clear the lot of construction debris and plant vegetation or otherwise maintain the lot once a building has been fully moved from a site until the lot is redeveloped.

A new use or the substantial rehabilitation of a historic building 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 of 1990 include some flexibility in compliance when a historic building or site is involved. Introducing items such as wheelchair ramps, fire exits, and fire stairs without damaging the original fabric of a historic building will take careful planning and will usually require consultation with experienced design professionals.

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### GUIDELINES

1. Review accessibility and life-safety code implications when considering changes to a historic building or site to determine if the proposed change prevents damage or loss to character defining features or is compatible with the building's historic character and setting.
2. Meet accessibility and life-safety building code requirements in such a way that the historic site and its character-defining features and the historic building's character-defining elevations, features, and finishes are preserved.
3. 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.
4. Introduce fire exits, stairs, landings, ramps, or elevators on non-character defining elevations.
5. Introduce new or additional temporary means of access, if necessary, that are reversible and that do not compromise the original design of a historic feature.
6. Screen long-term accessibility requirements with vegetation when it is deemed necessary. Maintain the vegetative screening.

APPENDIX A. SUMMARY OF SUBMISSION MATERIALS

APPENDIX B. TREES NATIVE TO THE WACHOVA TRACT

APPENDIX C. OTHER ACCEPTABLE TREES

APPENDIX D. PAINTING TIPS

APPENDIX E. ARCHITECTURAL TERMS

APPENDIX F. LOCAL, STATE, AND NATIONAL HISTORIC PRESERVATION RESOURCES

Appendix G.

NATIONAL PARK SERVICE

STANDARDS FOR PRESERVATION

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic 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. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
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. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color and texture.
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.

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## STANDARDS FOR REHABILITATION

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

## NATIONAL PARK SERVICE

### STANDARDS FOR RECONSTRUCTION

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts that are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features and spatial relationships.

4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

#### NATIONAL PARK SERVICE

#### STANDARDS FOR RESTORATION

1. A property will be used as it was historically or be given a new use that interprets the property and its restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. Materials, features, spaces and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period 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.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. 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.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.