The cover features a solid blue background. At the top, there are two small inset photographs: on the left, a brick building with a white porch; on the right, a white house with a porch. In the center, a black square with a white border contains the text 'HISTORIC PRESERVATION COMMISSION' in a white serif font, followed by 'Design' in a white script font, and 'GUIDELINES' in a white serif font. At the bottom, a large photograph shows a street scene in Washington, North Carolina, with a prominent red brick building featuring a clock tower. The text 'WASHINGTON, NORTH CAROLINA' is printed in white at the bottom of the page.

HISTORIC
PRESERVATION
COMMISSION

Design
GUIDELINES

WASHINGTON, NORTH CAROLINA



The activity that is the subject of this Design Guideline Document has been financed in part with federal funds from the National Park Service, Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

Washington, NC Historic District Design Guidelines

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WASHINGTON HISTORIC PRESERVATION COMMISSION

RULES OF PROCEDURE

Rule 1. Regular Meetings

The board shall hold a regular meeting on the first Tuesday of each month, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at City Council Chambers and shall begin at 7:00 p.m. A copy of the board's current meeting schedule shall be filed with the city clerk and the board's secretary.

Rule 2. Special, Emergency, and Recessed or Adjourned Meetings

(a) Special Meetings. The chair may at any time call a special meeting of the board. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be (1) given to each board member; (2) posted on the board's principal bulletin board or, if none, at the door of the board's usual meeting room; and (3) mailed or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the board's secretary.

A special meeting may also be called or scheduled by vote of the board in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place, and purpose. At least forty-eight hours before a special meeting called in this manner, notice of the time, place, and purpose of the meeting shall be (1) posted on the board's principal bulletin board or, if none, at the door of the board's usual meeting room and (2) mailed or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the board's secretary. Such notice shall also be mailed or delivered at least forty-eight hours before the meeting to each board member not present at the meeting at which the special meeting was called or scheduled.

Only those items of business specified in the notice may be discussed or transacted at a special meeting, unless (1) all members are present and (2) the board determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

(b) Emergency Meetings. The chair or a majority of the members may at any time call an emergency meeting of the board by signing a written notice stating the time and place of the meeting and the subjects to be considered. Written or oral notice of the meeting shall be given to each board member and to each local newspaper, local wire service, local radio station, and local television station that has filed a written emergency meeting notice request with the board's secretary, and whose request includes the newspaper's, wire service's, or station's telephone number. Notice to the news media shall be given at the expense of the party notified.

Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the board. Only business connected with the emergency may be considered at an emergency meeting.

(c) Recessed Meetings. A properly called regular, special, or emergency meeting may be recessed to a time and place certain by a procedural motion made and adopted as provided in Rule 16(b), Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed session of a properly called regular, special, or emergency meeting.

Rule 3. Organizational Meeting

On the date and at the time of the first regular meeting in July, the newly appointed members shall take and subscribe the oath of office as the first order of new business. As the second order of new business, the board shall elect a chair and vice-chair, if he or she is not otherwise selected, using one of the nomination and voting procedures set out in Rule 25.

Rule 4. Agenda

(a) Proposed Agenda. The board's secretary shall prepare a proposed agenda for each meeting. A request to have an application for a Certificate of Appropriateness placed on the agenda must be filed with the staff person no later than 5:00 p.m. on the fifteenth day of the month prior to the month the applicant wishes to have the request considered by the Historic Preservation Commission. Any board member may, by a timely request, have an item placed on the proposed agenda. A copy of all proposed resolutions shall be attached to the proposed agenda. An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce. Each board member shall receive a copy of the proposed agenda package and it shall be available for public inspection and/or distribution when it is distributed to the board members.

(b) Adoption of the Agenda. As its first order of business at each meeting, the board shall, as specified in Rule 6, discuss and revise the proposed agenda and adopt an agenda for the meeting. The board may by majority vote add items to or subtract items from the proposed agenda, except that the board may not add items to the agenda of a special meeting unless (a) all members are present and (b) the board determines in good faith at the meeting that it is essential to discuss or act on the item immediately. If items are proposed to be added to the agenda, the board may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all board members.

The board may designate certain agenda items "for discussion and possible action." Such designation means that the board intends to discuss the general subject area of that agenda item before making any motion concerning that item.

(c) Open Meetings Requirements. The board shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the board to understand what is being deliberated, voted, or acted on. However, the board may deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda—sufficiently worded to enable the public to understand

what is being deliberated, voted, or acted on—are available for public inspection at the meeting.

Rule 5. Public Address to the Board

Any individual or group who wishes to address the board shall make a request to be on the agenda to the board's secretary. However, the board shall determine at the meeting whether it will hear the individual or group.

Rule 6. Order of Business

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

- (1) Call to Order
- (2) Invocation
- (3) Roll Call
- (4) Discussion and Approval of Proposed Agenda
- (5) Old Business
- (6) New Business
- (7) Other Business
- (8) Approval of Minutes of Previous Meeting
- (9) Adjournment

By general consent of the board, items may be considered out of order.

Rule 7. Presiding Officer

The chair of the board shall preside at board meetings if he or she is present, unless he or she becomes actively engaged in debate on a particular matter. The chair shall have the right to vote only when there is a tie. In order to address the board, a member must be recognized by the chair.

If the chair is absent, the vice-chair shall preside. If both the chair and vice-chair are absent, another member designated by vote of the board shall preside. The vice-chair or another member who is temporarily presiding retains all of his or her rights as a member, including the right to make motions and the right to vote.

If the chair becomes actively involved in debate on a particular matter, he or she may designate another board member to preside over the debate. The chair shall resume presiding as soon as action on the matter is concluded.

The presiding officer shall have the following powers:

To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;

To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;

To entertain and answer questions of parliamentary law or procedure;

To call a brief recess at any time;

To adjourn in an emergency.

A decision by the presiding officer under any of the first three powers listed may be appealed to the board upon motion of any member, pursuant to Rule 16, Motion 1. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

Rule 8. Action by the Board

The board shall proceed by motion, except as otherwise provided for in Rules 3, 4, and 25. Any member, including the chair, may make a motion.

Rule 9. Second Required

A motion does require that a second be made.

Rule 10. One Motion at a Time

A member may make only one motion at a time.

Rule 11. Substantive Motions

A substantive motion is out of order while another substantive motion is pending.

Rule 12. Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 22 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

Rule 13. Voting by Written Ballot

The board may choose by majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the board shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the board's secretary immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 14. Debate

The chair shall state the motion and then open the floor to debate. The chair shall preside over the debate according to the following general principles:

The maker of the motion is entitled to speak first;

A member who has not spoken on the issue shall be recognized before someone who has already spoken;

To the extent possible, the debate shall alternate between proponents and opponents of the measure.

Rule 15. Ratification of Actions

To the extent permitted by law, the board may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 16. Procedural Motions

(a) Certain Motions Allowed. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

(b) Order of Priority of Motions. In order of priority (if applicable), the procedural motions are:

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the board, as specified in Rule 7. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn. This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to [recess] [adjourn] to a time and place certain shall also comply with the requirements of Rule 2(c).

Motion 3. To Take a Brief Recess.

Motion 4. Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.

Motion 5. To Suspend the Rules. The board may not suspend provisions of the rules that state requirements imposed by law on the board. For adoption, the motion requires an affirmative vote equal to a majority of the entire membership of the board.

Motion 6. To Go into Closed Session. The board may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at

an open meeting. A motion based on G.S. 143-318.11(a)(1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the board expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 7. To Leave Closed Session.

Motion 8. To Divide a Complex Motion and Consider It by Paragraph. The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration. The board may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires 60 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion, or else move to suspend the rules.

Motion 10. Motion for the Previous Question. The motion is not in order until there have been at least 10 minutes of debate and every member has had an opportunity to speak once.

Motion 11. To Postpone to a Certain Time or Day. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules.

Motion 12. To Refer a Motion to a Committee. The board may vote to refer a substantive motion to a committee for its study and recommendations. Sixty (60) days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire board, whether or not the committee has reported the matter to the board.

Motion 13. To Amend.

(a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.

(b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

(c) Any amendment to a proposed policy shall be reduced to writing before the vote on the amendment.

Motion 14. To Revive Consideration. The board may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9 of Rule 16(b). The

motion is in order at any time within 60 days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires 60 days after the deferral unless a motion to revive consideration is adopted.

Motion 15. To Reconsider. The board may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority, except in the case of a tie; in that case the "nos" prevail) and only at the meeting during which the original vote was taken, including any continuation of that meeting through recess to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

Motion 16. To Rescind or Repeal. The board may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

Motion 17. To Prevent Reintroduction for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to a majority of the entire membership of the board. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the board, whichever occurs first.

Rule 17. Renewal of Motion

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

Rule 18. Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before it is amended or before the chair puts the motion to a vote, whichever occurs first.

Rule 19. Duty to Vote

Every member, excluding the Chair, must vote unless excused by the remaining members of the board. A member who wishes to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by the board or by law, or the member's official conduct, as defined by the board. In all other cases, a failure to vote by a member who is physically present in the board chamber, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

Rule 20. Application Procedures

1. Filing of Application

(a) Filing of Application. An application for a Certificate of Appropriateness must be filed with the staff person no later than 5:00 pm on the fifteenth day of the prior to the month the applicant wishes to have the request considered by the Historic Preservation Commission, accompanied by the required information and fee.

(b) Notice to Neighboring Property Owners. Using stamped, self-addressed envelopes supplied by the applicant, the staff person shall notify by mail, not less than one week prior to the meeting at which the matter is to be heard, the affected property owners within 100 feet on all sides of the subject property.

(c) Reviewing Sub-Committee. It shall be the policy of the Commission in regard to applications involving new structures or extensive alterations and/or additions to existing structures that a sub-committee of the Commission shall be available to meet with the representatives of the persons or organization involved in the coming application at an early stage in the design process in order to advise them informally concerning the Commission's Guidelines, the nature of the area where the proposed construction is to take place, and other relevant factors. This sub-committee, collectively and individually, shall refrain from any indication of approval or disapproval, but shall not, for that reason, be barred from a reasonable discussion of the applicant's proposals. No advice or opinion given, or reported as having been given, by any member of this sub-committee at such an informal meeting shall be in any way official or binding upon the Commission at any time.

(d) Public Hearing. In cases where the Commission deems it necessary, it may hold a public hearing concerning an application or other matter properly before it.

(e) Time for Decisions. The Commission must issue or deny a Certificate of Appropriateness within ninety (90) days after the filing of the application, except when the time limit has been extended by the mutual agreement between the applicant and the Commission. If the Commission fails to take action within ninety days after the completed application has been submitted to the staff person, the application shall be deemed to be approved.

(f) Approved Application. If an application is approved, the staff person for the Commission shall transmit a Certificate of Appropriateness in letter form, clearly describing the nature of the work which has been approved. The staff person shall attach a copy of the minutes of the meeting at which approval was granted. A copy of this information shall be forwarded to the Inspections Department, which is responsible for its enforcement.

(g) Denied Application. If an application is denied, a copy of the minutes of the meeting and written reasons for denial shall be made available to the applicant.

2. Consideration of Applications. Any party may appear in person or by agent or attorney at the meeting. All persons addressing the Commission shall be sworn. The order of business for considerations of applications for Certificates of Appropriateness shall be as follows:

- (1) The Chairperson, or such person as he or she shall direct, shall give a preliminary statement describing the application.
- (2) The applicant shall present the arguments in support of the application.
- (3) Persons opposed to granting the application shall present the arguments against the application.
- (4) Statements or arguments submitted by any official, commission, or department of the City of Washington, any state agency, or any local historical, preservation or neighborhood association shall be presented as directed by the Chairperson.
- (5) The Chairperson or such person as he or she shall direct shall summarize the evidence which has been presented, giving all parties an opportunity to make objections or corrections.
- (6) The Commission shall thereafter proceed to deliberate whether to grant the application or deny it.

The Commission may, in its discretion, view the premises and obtain additional facts concerning any application before arriving at a decision. All decisions of the Commission shall be supported by appropriate findings of fact, and where necessary, shall be accompanied by such conditions and/or recommendations as it may determine to be reasonable under the circumstances.

In considering applications, witnesses may be called and factual evidence may be submitted, but the Commission shall not be limited to consideration of such evidence as would be admissible in a court of law.

3. Minor Works. Upon receipt of a completed application, the staff person, acting on behalf of the Commission, may issue a Certificate of Appropriateness for minor works that are in conformance with the district's design guidelines.

The staff person shall have the authority to give administrative approval, but not denial of certain minor Certificates of Appropriateness. These Certificates of Appropriateness for minor works shall include those items for which staff approval is permitted by the Historic Preservation Commission Design Guidelines.

For a complete list of minor works included in this prior authorization process, please refer to the document on Minor Works Authorization.

The following general policy shall be followed in reference to minor works: When uncertainty exists as to whether or not a Certificate of Appropriateness for minor works should be issued by the staff person, such minor work activity shall be referred to the Commission for consideration.

Certificates of Appropriateness for minor works issued by the staff person shall be reported to the Commission at its next regularly scheduled meeting.

4. Reconsideration of Applications Which Have Been Denied. The order of business for reconsideration of applications for Certificates of Appropriateness which have been previously denied shall be as follows:

- (1) The Chairperson shall entertain a motion from a member of the Commission that the applicant be allowed to present evidence in support of the request for reconsideration. Such evidence shall be limited to that which is necessary to enable the Commission to determine whether or not there has been a substantial change in the facts, evidence or conditions relating to the application, provided, however that the applicant shall be given the opportunity to present any other additional supporting evidence, if the Commission decides to reconsider the application.
- (2) After receiving the evidence, the Commission shall proceed to deliberate whether or not there has been a substantial change in the facts, evidence or conditions relating to the application which would warrant reconsideration. If the Commission finds that there has been such a change, it shall thereupon treat the request as a new application received at that time.

5. Modifications of Applications. An approved or pending application for a Certificate of Appropriateness may be modified by a written request from the applicant to the Commission. Such a request shall include a description of the proposed change and shall be accompanied by the required information. If the Commission finds that the modification constitutes a substantial change which might affect surrounding property owners, it shall request the applicant to notify affected property owners following the procedures set out in Section K, Article 2, before taking action on the modification. The Commission shall thereupon treat the request in the same manner as any other application as outlined in Section L.

6. Vote. The vote of a majority of those present shall be sufficient to decide matters before the Commission, provided a Quorum is present.

7. Appeals. Appeals for decisions of the Commission shall be made to the Board of Adjustment within thirty (30) days of the approval by the Commission of the minutes of the meeting containing the decision being appealed.

8. Amendments. These rules may, within the time limits allowed by law, be amended at any time by an affirmative vote of not less than a quorum of the Commission, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Rule 21. Closed Sessions

The board may hold closed sessions as provided by law. The board shall commence a closed session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on G.S. 143-318.11(a)(1) (closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record), it must also state the name or citation of the law that renders the

information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a)(3) (consultation with attorney; handling or settlement of claims, judicial actions, mediations, arbitrations, or administrative procedures), it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The board shall terminate the closed session by a majority vote, using Motion 7 of Rule 16(b).

Only those actions authorized by statute may be taken in closed session. A motion to adjourn shall not be in order during a closed session.

Rule 22. Quorum

A majority of the actual membership of the board shall constitute a quorum. A majority is more than half. The chair shall be considered a member of the board in determining the number on which a majority is based and in counting the number of members actually present. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

Rule 23. Public Hearings

Public hearings required by law or deemed advisable by the board shall be organized by a special order that sets forth the subject, date, place, and time of the hearing as well as any rules regarding the length of time allotted for each speaker, and other pertinent matters. The special order is adopted by a majority vote. Its specifications may include, but are not limited to, rules fixing the maximum time allotted to each speaker; providing for the designation of spokespersons for groups of persons supporting or opposing the same positions; providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the open meetings law, for those excluded from the hall to listen to the hearing); and providing for the maintenance of order and decorum in the conduct of the hearing.

All notice and other requirements of the open meetings law applicable to board meetings shall also apply to public hearings at which a majority of the board is present; such a hearing is considered to be part of a regular or special meeting of the board. These requirements also apply to hearings conducted by appointed or elected committees of board members, if a majority of the committee is present. A public hearing for which any required notices have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(c) shall be followed in continuing a hearing at which a majority of the board, or of a board committee, as applicable, is present.

At the time appointed for the hearing, the chair or his or her designee shall call the hearing to order and then preside over it. When the allotted time expires, or earlier, if no one wishes to speak who has not done so, the presiding officer shall declare the hearing ended.

Rule 24. Minutes

Full and accurate minutes of the board proceedings, including closed sessions, shall be kept. The board shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the board, the entire board shall be polled by name on any vote. Members' and other persons' comments may be included in the minutes if the board approves.

Minutes and general accounts of closed sessions may be sealed by action of the board. Such sealed minutes and general accounts may be withheld from public inspection so long as public inspection would frustrate the purpose of the closed session.

Rule 25. Appointments

The board may consider and make appointments to other bodies, including its own committees, if any, only in open session. The board may not consider or fill a vacancy among its own membership except in open session.

The board shall use the following procedure to make appointments to various other boards and committees: The chair shall open the floor for nominations, whereupon the names of possible appointees may be put forward by the board members. The names submitted shall be debated. When the debate ends, the chair shall call the roll of the members, and each member shall cast his or her vote.

The nominee(s) receiving the highest number of votes shall be appointed. If more than one appointee is to be selected, then each member shall have as many votes as there are slots to be filled. A member must cast all of his or her votes and cast them for different nominees.

Rule 26. Committees and Boards

(a) Establishment and Appointment. The board may establish and appoint members for such temporary and standing committees and boards as are required by law or needed to help carry on the board's work. Any specific provisions of law relating to particular committees and boards shall be followed.

(b) Open Meetings Law. The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, councils, or other bodies of a local governmental unit that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, administrative, or advisory functions. However, the law's requirements shall not apply to a meeting solely among a unit's professional staff.

Rule 27. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a statute or a rule of the body that created the board provides

otherwise. Adoption of an amendment shall require an affirmative vote equal to a quorum.

Rule 28. Reference to *Robert's Rules of Order*

Boards shall refer to the current edition of *Robert's Rules of Order Newly Revised*, to answer procedural questions not resolved in these rules, so long as *RONR* does not conflict with North Carolina law or with the spirit of these rules.

Note: The North Carolina General Statutes are referred to as G.S.

Appendix B

Permitted Procedural Motions in Order of Precedence

THE PROCEDURAL MOTIONS permitted under these rules are set out in full in Rule 16(b). Under that rule all procedural motions are debatable and none require a second. All may be amended, subject to the stated limitations on motions to amend [Rule 16(b), Motion 13]. Except where indicated otherwise, procedural motions may interrupt deliberations on a pending substantive matter.

The required vote for adoption of a procedural motion is generally a majority of the votes cast, a quorum being present. In a few cases, the required number of votes is the same number as is required for a quorum. Thus, for example, if a quorum of a board is four, the number of votes required to adopt the motion is four.

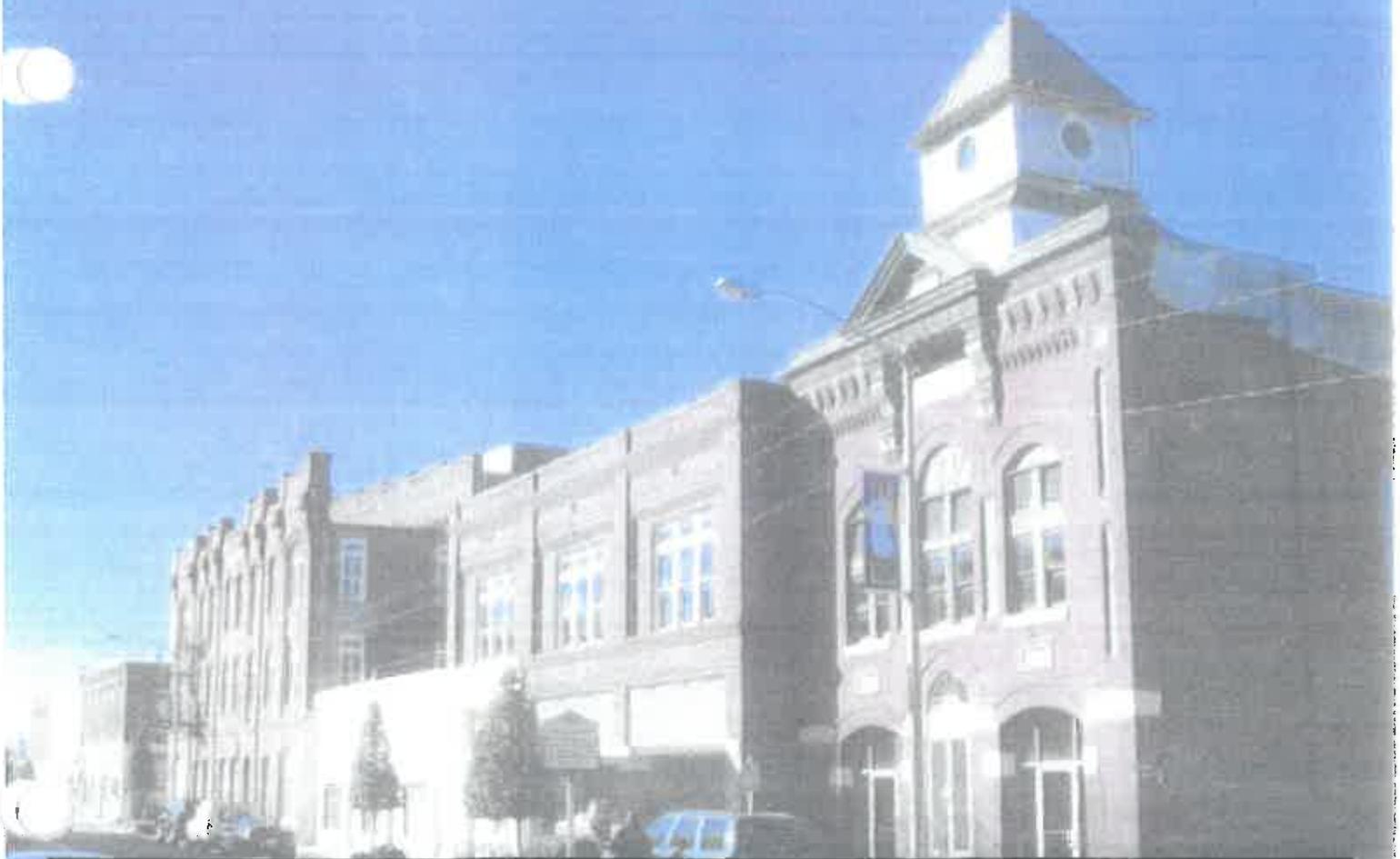
| Motion | Vote Required | Special Requirements |
|---|-----------------------------------|--|
| 1. To Appeal a Procedural Ruling of the Presiding Officer | Majority | Is in order immediately after the presiding officer announces a procedural ruling, as specified in Rule 7, and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion if timely made may not be ruled out of order. |
| 2. To Adjourn | Majority | May not interrupt deliberation of pending substantive matter. Motion to recess or adjourn to a time and place certain must also comply with Rule 2(c). |
| 3. To Take a Brief Recess | Majority | None. |
| 4. Call to Follow Agenda | Majority | Must be made at first reasonable opportunity, or the right to make it is waived for the out-of-order item in question. |
| 5. To Suspend the Rules [page 18] | [Two-thirds] of entire Membership | [Majority] The board may not suspend provisions of the rules that state requirements imposed by law on the board. |
| 6. To Go into Closed Session [page 18] | Majority | Motion must cite one or more of the permissible purposes for closed sessions listed in G.S. 143-318.11(a) and must be adopted at an open meeting. A motion based on G.S. 143-318.11(a)(1) must also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318.11(a)(3) must identify |

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Design
GUIDELINES



1.0 Introduction to Design Guidelines



WASHINGTON, NORTH CAROLINA

Chapter 1.0 Introduction to Design Guidelines

The City of Washington's ongoing preservation efforts have made its historic district one of the most historically intact districts in the State. Despite the rapid growth of the community, it has managed to retain its historic nineteenth century character. The preservation of Washington's historic character is due primarily to the people who live and own property within the historic district and who share a common vision to preserve their community's heritage for future generations.

While Washington has managed to preserve and enhance its historic district, there are a number of ongoing challenges facing the district. These challenges include such things as new construction and its impact to the historic character of the district, as well as the use of new materials and preservation techniques that have emerged out of recent technological advances in the building industry.



The purpose of the district is to promote and provide for land use activities, which will reflect its heritage through the cultural, educational, architectural and economic elements of the district while preserving the historic integrity of the City of Washington.



1.1 Purpose of Design Guidelines

These design guidelines are first and foremost a resource for property owners, builders, architects, and realtors to use in order to understand the reasons for, the proper methods of, and the overall benefits of historic preservation both to the individual and the community as a whole. A secondary, but equally important purpose of this document is to be a guide for the community and Historic Preservation Commission to use when evaluating the appropriateness of exterior

changes to buildings and new construction proposed within the district. To that end, the guidelines included in this document will convey to the property owner the appropriate methods of improving his or her property.

Indirect purposes for this guideline document are to foster a continued preservation effort that will protect and enhance the original character of the district, allow for changes and new construction that is unique yet compatible, help owners recognize the need for and assist in the improvement of their buildings, and to bolster the overall sense of place and pride in the community.

Each section includes the guidelines themselves, along with a narrative and accompanying illustrations. They are designed to provide detailed information and direction to the property owners and the residents of the local historic district, as well as to interested citizens.



1.2 Secretary of Interior's Standards for Rehabilitation

All guidelines presented in this document are based on the Secretary of Interior's Standards for Rehabilitation. The National Park Service created these ten basic principles in 1977 to guide property owners in preserving the historic integrity of a building. As defined by the Secretary of Interior, "rehabilitation" is:

"the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."¹

The Standards, amended in 1990, recognize the need for adapting historic structures to modern times and therefore allow for changes and new construction that are compatible with the building and/or the historic district. The standards are general enough that they apply to all architectural styles, periods, and building types. The ten standards, as well as the detailed guidelines included in this document, are intended to be applied in a reasonable manner, taking into consideration economic and technical feasibility of the project.²

The ten Standards for Rehabilitation follow on the next page.

¹ US Secretary of Interior's Standards for Rehabilitation. 1990.

² US Secretary of Interior's Standards for Rehabilitation. 1990.

Secretary of Interior's Standards for Rehabilitation

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

1.3 Historic District Designation

There are two types of historic district designation: locally designated and National Register. An historic district can have either or both of these designations. While the criteria a district must meet for either is virtually the same, the individual designations have different implications. Washington's historic district has both national and local designations.



What it means to be a local historic district

If a district is designated as a local historic district, the community has determined that the area is an important part of the heritage of the community and in turn, deserves to be protected and preserved. While this local designation is certainly honorary and prestigious, it is also an overlay zoning district. The first Historic Zoning District in the City of Washington was established on August 14, 1978. Unlike general use districts which identify that an area may be developed as residential, commercial, office, etc., a historic overlay recognizes the importance of preserving the historic resources within,

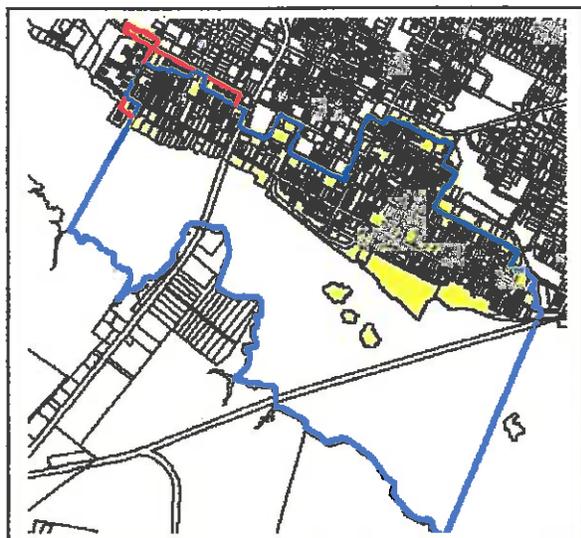
and requires that proposed work to buildings in the historic district be reviewed through the Certificate of Appropriateness process.

If a property is included within a locally designated historic district, the property owner must obtain a Certificate of Appropriateness prior to undertaking any exterior change to the property. This would include, for example, general improvements such as re-roofing, as well as additions to existing buildings or new construction. A local district does not, however, require an owner to seek approval for any *interior* improvements. Even if a property is not a historic building (such as a modern structure or vacant lot) it must still undergo the Certificate of Appropriateness process in order to ensure that any changes or improvements do not negatively impact the character of the historic district. An explanation of certificates of appropriateness and the preservation process are explained later in this chapter.



It should also be noted that these guidelines and the approval process contained within apply only when a property owner is seeking to make an exterior change, new construction, or demolition within the historic district. No property owner is required to make any

improvements to his or her property by virtue of being in a local historic district.



-  Local District
-  National Register District

What it means to be a National Register Historic District

A National Register Historic District means that the district and its individual buildings are listed in the National Register of Historic Places. Within a district, buildings and sites are classified as either “contributing” or “non-contributing” resources. Contributing resources still retain their original architectural and historic integrity and embody the qualities for which the district was designated. Non-contributing resources, on the other hand, are structures that have either changed from their historic configuration or otherwise do not enhance the historic character of the district.

The National Register program was authorized under the National Preservation Act of 1966 and is part of a nationwide program to identify, evaluate, and protect historic resources. It is administered by the National Park Service under direction of the U.S. Department of the Interior. There are over 70,000 nationwide listings in the National Register including national and local landmarks and districts. In North Carolina, there are over 2100 listings.³ The National Register District for the City of Washington was designated on February 9, 1979. Unlike local district designation, which is regulatory, a national district is primarily honorary. However, there are substantial economic benefits resulting from national designation



When a property is listed individually on the National Register, or when it is a contributing structure within a National Register Historic District, it is eligible for certain incentives for rehabilitation. The most used form of incentives, and one that has been widely successful in the State of North Carolina, is tax credits for rehabilitation of privately owned property. Currently, the federal tax code allows for a

³ National Register Fact Sheet #4. “The National Register of Historic Places in North Carolina: Facts and Figures. North Carolina State Historic Preservation Office.

20% tax credit for qualifying rehabilitations on *income producing* properties (such as commercial or residential buildings that are rented for profit). Therefore, an owner could recoup 20% of the total cost of a rehabilitation project in the form of tax credits. In North Carolina, there is an additional 20% state tax credit creating the potential for the property owner to recoup a total of 40% (state and federal) of the total cost of rehabilitation. Owners of *non-income producing* properties (single-family residences) are eligible for a 30% state tax credit in North Carolina.

All three tax credit programs apply to *substantial rehabilitations* and must meet the ten Standards for Rehabilitation as outlined earlier in this chapter. For income-producing properties, "substantial" rehabilitations would have an expense of at least \$5,000 within a two-year period. Non-income producing projects would require a rehabilitation expense of at least \$25,000 within a two-year period.

The State Historic Preservation Office administers both the state and federal tax credit programs. To obtain local tax credit information, please refer to the Eastern District Office of Archives and History, located at 117 Martin Luther King Jr. Drive, Greenville, NC 27858, (252) 830-6580.

Benefits of Preservation

A study was completed in North Carolina in 1999 as to the direct economic benefits of the Rehabilitation Tax Credit Program. The raw figures indicated that between 1976 and 1999, a total of 733 rehabilitation projects totaling \$315 million in construction costs enjoyed some form of tax incentive based on their historic

designation. This created over twelve thousand new, full-time jobs. It also resulted in an estimated increase in retail sales of \$800 million including over \$235 million in earnings. These figures taken in light of the fact that most of these projects would not have been completed without the tax credits, is a testament to the success of the program and the benefit to the individual property owner. The study also indicated that the credits largely benefited small and moderate business people rather than larger developers. Finally, the majority of these projects were residential.⁴



Another study was published in 2000 by the South Carolina State Historic Preservation Office. This study evaluated the direct benefit of local historic district designation to residential property values. The study used different methodologies in several different communities to validate the thesis that local historic district designation increases property values. In Columbia, studies indicated that residential property values in locally designated historic districts increased at a faster rate than the market as a whole. In Greenville, SC, the study determined that price per square foot jumped significantly after local historic designation (greater

⁴ The Economic Impact of the Rehabilitation Investment Tax Credit Program in North Carolina

than 50 percent in one district). The study concluded that local district designation does indeed increase housing values. The assertion was that local historic district designation not only provides a sense of protection and security for property owners and potential investors, but also validates the historic value of the district resulting in the understanding that the inherent value of designated property is above and beyond that of its non-designated equals.⁵

It is interesting to note that neither of these two studies translated the increase in retail sales or property values to tax base. Other studies have made the conclusion that historic preservation increases property values and in turn, increases tax base, which is ultimately beneficial to the entire community.



1.4 Historic Preservation Commission

The City of Washington established the Historic Preservation Commission (HPC) on June 28, 1977 to assist property owners in the local historic district with the preservation process. The HPC meets in regular session the first Tuesday of every month at 7:00 PM in the City Council Chambers of the Municipal Building. The general public is invited to attend these meetings.

The Commission is made up of seven members appointed to three year terms by City Council. It consists of a chair, a vice-chair, regular members, and is assisted by the planning staff and the city attorney. While each member is not required to live in the historic district, they are required to have experience, knowledge and qualifications in preservation, architecture, or related fields.

The City of Washington was designated as a *Certified Local Government* (CLG) by the State Historic Preservation Office (SHPO) on March 12, 1992 and as such, is required to appoint its membership from the disciplines of architecture, history, architectural history, planning, archaeology, or other related fields. The professional makeup of its membership gives credibility to the Commission and ensures objective decision making. In order to obtain CLG designation, a community must meet detailed criteria established to ensure a model preservation process including establishing a qualified HPC, maintaining an inventory of historic properties, and providing for an effective public participation process in its preservation planning. In order to ensure a competent

⁵ Historic Districts are Good for Your Pocket Book. The Impact of Local Historic Districts on House Prices in South Carolina. SC Dept. of Archives and History. January 2000.

board that facilitates an effective preservation program, the SHPO continually monitors and evaluates each individual CLG.

Responsibilities of the HPC

Administering Certificates of Appropriateness (COA) is only one of the many responsibilities of the Historic Preservation Commission. Above all, the HPC helps preserve historic sites that have important architectural, cultural, social, economic, political, or archaeological history for the enrichment of the community. Among other things, it must also keep an inventory of historic resources, review National Register nominations, and it may designate local landmarks and districts.

Perhaps the most important duty of the Historic Preservation Commission is educating individual property owners and the general public as to the importance, the benefits, and the proper methods of historic preservation. The guidelines set forth in this document are intended to be used first by property owners as a manual of best practices and secondly as a guide for the HPC to make its decisions. An informed property owner will not only know the best treatment for his or her property, but also what to reasonably expect when applying for a Certificate of Appropriateness. Upon Request, the City of Washington provides a copy of the historic district design guidelines to every property owner within the historic district as well as any other citizen who simply wants to know how best to complete his or her preservation project.

The Commission, through the staff liaison in the planning office, provides daily access to historic preservation information. Planning staff assists property owners in understanding these design guidelines and helps guide them through the Certificate of Appropriateness process. The planning office has a wealth of preservation resource information and can direct citizens to national, state, and local resources including preferred materials, techniques, and contractor/craftsman contact information. Owners interested in learning more about federal and state tax credit programs should also the local planning office.

During each of its meetings, the HPC helps citizens in interpreting the design guidelines as they apply to individual projects. A property owner may come to the Commission during a regular meeting to get advice on the proper approach to a specific project. The Commission also has a pre-application subcommittee that meets with applicants prior to them going to the full board whenever they are doing new construction or a significant addition in the district. As these types of projects are much more complex and require additional attention, the committee meets with the applicant to advise him or her on the guidelines and offer design input. Therefore, when the applicant does come before the full board, any questions or concerns will have been addressed and the Commission can review the certificate more quickly.

The Historic Preservation Commission continues to educate itself so that it may pass along this knowledge to Washington's citizens. The preservation field is constantly changing with the development of new materials and technology, therefore the HPC must keep itself up-to-date on developing trends. As

part of the Certified Local Government requirements, Washington's HPC and city staff must attend preservation workshops and education sessions. This continuing education not only gives the HPC the knowledge base it must have to facilitate the preservation process, but also affords credibility to the Commission and its actions.

The Historic Preservation Commission is a quasi-judicial board that makes decisions as to the appropriateness of changes in the historic district based on these design guidelines. The guidelines are founded in sound principles of preservation and outline detailed strategies for individual preservation activities. While flexible in their application, these guidelines shape the decisions of the HPC. **The HPC is bound by the provisions in this document and cannot make decisions that are arbitrary or based on individual preferences or that of the Commission as a whole.** As such, the HPC must apply these guidelines consistently and cannot approve or deny a project in contradiction to any of the design guidelines.



1.5 Certificate of Appropriateness Process

A Certificate of Appropriateness (COA) must be obtained from the Historic Preservation Commission before any exterior work is undertaken on a building. This includes the demolition or relocation of any structure within the district. A Certificate of Appropriateness certifies that the proposed work is consistent with the design guidelines and is appropriate within the context of the historic district. The COA is often a preliminary requirement to obtaining a building permit. A COA is not required for any interior improvements to the property. While the property owner need not consult the HPC prior to doing any interior project, a building permit is sometimes required.

Major Works

Projects requiring a COA come in two forms, major and minor works. When a property owner is proposing any type of significant work such as new construction, alteration, significant restoration, demolition, or other significant activity in a historic district, this activity is deemed a "major work" project. Major work projects require the review of the Historic Preservation Commission during a regular meeting.

Minor Works

Minor Works of COAs can be approved administratively by City staff. Whenever a project does not alter the appearance and character of the property or will recreate the property's original appearance, it is considered a "minor work". Minor works projects include, but are not limited to,

tasks such as the repair or replacement of architectural features with the same materials and design, construction and alteration of accessory structures, or the construction of fences or walls. If these projects meet the design guidelines, city planning staff can approve the application in a matter of days. Staff, however, cannot deny a COA. If the staff person concludes that either the project does not fall under the minor works provisions or that it is conflict with these design guidelines, the application is forwarded to the HPC for review. See Appendix A2 for a detailed listing of major and minor works projects.

Process

Applications for Certificates of Appropriateness are processed through the planning office of the City of Washington and are available at 102 East Second Street. Information may also be obtained by contacting the staff liaison to the HPC at (252) 975-9384. The liaison will assess an applicant's proposed project and then advise the applicant how to proceed. The staff person will provide assistance with the historic district's design guidelines and specify which guidelines apply to the proposed project. A sample of the COA application is included in Appendix A4. Applications should include any relevant supplemental materials, such as accurate drawings, site or plot plans, samples of materials, color chips, and photographs. The deadline for submitting an application is the 15th of the month preceding the next meeting date.

Upon receipt of a COA application, the staff liaison will issue comments on each application. When the proposed project is presented to the HPC by the applicant,

comments from the public will also be heard prior to any decision being made. Following the HPC rendering a decision, the applicant will receive written correspondence, including a COA, from the meeting and an explanation for the commission's decision. At this point the applicant may apply for a building permit if necessary. A flow chart of the COA process is included in Appendix A5.

If the project involves new construction or extensive alterations, review by the new construction subcommittee of the HPC is required. The subcommittee meet with the property owner or representative at an early stage in the design process. This informal committee will advise the applicant on the design guidelines. This procedure will provide an applicant input on the appropriateness of the proposed work. The subcommittee will not approve or deny a project, only advise the applicant in order to facilitate a quick and orderly approval process to a complex project. The new construction subcommittee will generate a progress report to be made available to the full commission.

Appeals

Any decision of the HPC may be appealed to the zoning Board of Adjustment (BOA). Appeals must be made within thirty days of the approval by the Commission of the minutes of the meeting containing the decision being appealed. The BOA will evaluate the process and application of the design guidelines in making its decision. Any appeal of a BOA decision shall be heard by the Superior Court of Beaufort County.

Enforcement

An approved Certificate of Appropriateness gives the applicant the permission to proceed with his or her project, provided all other necessary permits have been obtained. At this point, City staff will be available to assist the applicant to provide general advice as well as to ensure that the project continues to meet the provisions of the original approval. Sometimes technical project issues or changes in a project's scope of work may require that the original COA be amended. Often, this is easily done by City staff without the applicant being required to go back to the HPC.

Since the historic district overlay and the Certificate of Appropriateness process are included in the zoning ordinance, enforcement procedures are outlined in that ordinance. If the approved project is not carried out to the provisions of the Certificate of Appropriateness (for example, a different material other than that approved is used), the project is considered to be in violation of the zoning ordinance and the applicant is given the opportunity to correct the situation. If the violation continues, the applicant is subject to a citation and civil penalty as outlined in the zoning ordinance.



1.6 Ties to Other Codes and Guidelines

This document is a guide to *exterior changes* or *new construction* in the local historic district. It does not regulate the use of land or how a property is to be developed. It does not deal with construction standards, the management of utilities, or requirements for storm water runoff. It does, however, serve as a companion to the other documents that include these developmental regulations.

The **zoning ordinance** regulates the *use* of land including whether a property is zoned residential, office, commercial, etcetera. It also includes dimensional standards for the use of land such as density, lot size, road frontage, height limitations, and the setback of structures on a lot. Finally, the zoning ordinance includes supplemental standards for landscaping, signage, parking, and site plan review. Since the historic district is actually a zoning entity, the ordinance also outlines the purpose of the Historic Preservation Commission and its processes. The ordinance is accompanied by a zoning map, which outlines on a parcel-by-parcel basis specifically how the land can be used. While many zoning issues are addressed in the design guideline document, the zoning ordinance includes their specific requirements.

The **subdivision ordinance** includes regulations for the subdivision of land, street and sidewalk design, utility and drainage easements, flood control, and driveway provisions. Many of its construction requirements are outlined in detail in its companion *Manual of Standard Designs and Details*. As with the zoning code, some of the items

covered in the subdivision ordinance are referenced in these design guidelines.

The **minimum housing code** contains minimum standards for design and maintenance of residential housing. Provisions include those requirements, which make a dwelling unit "habitable". For example, the minimum housing code would insure that a home is properly heated, structurally sound, and its roof and openings are watertight. While it does include certain requirements for the exterior of a house, it does not, however, regulate the appearance of a structure.

Other city codes contain requirements that apply to properties in the historic district. These include the sidewalk code, which regulates the use of the sidewalk, and the nuisance code, which includes safety and appearance requirements for all properties.

When developing property within the historic district, each of these regulatory documents must be consulted. It should be noted that the COA approval process outlined in this document is required prior to the issuance of any building permit within the historic district. Prior to undertaking any project, a property owner is encouraged to contact the Planning Office to determine which codes apply.

Relationship to State and National Guidelines

Being in a locally designated historic district or a National Register Historic District does not require the property owner to follow any particular state or federal guidelines for preservation. However, the North Carolina State Historic Preservation Office (SHPO) and

the US Secretary of the Interior use the *Secretary of Interior's Standards for Rehabilitation* as a guide for the proper way to preserve, rehabilitate, and improve historic properties. The guidelines included within this document are based on those same standards.

While location in a district does not require SHPO review of projects using private money, a project that receives state or federal rehabilitation tax credits does. The Restoration Branch of the SHPO facilitates the tax credit process including providing technical assistance and review of all tax credit projects. In addition, the branch provides technical assistance to local governments as well as private citizens, regardless of whether their property is receiving tax credits, or is located within a National Register Historic District.⁶

Both the State Historic Preservation Office and the National Park Service provide a wealth of technical information and best practices for the preservation and rehabilitation of historic properties. See index for information regarding these and other preservation resources.



⁶ *Federal and State Historic Preservation Tax Credits.* North Carolina State Historic Preservation Office website. <http://www.hpo.dcr.state.nc.us/>

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2.0 Historic Development of the District



WASHINGTON, NORTH CAROLINA

Chapter 2.0

History of the District



Washington Local Historic District

2.1 District Map

Washington's historic district comprises generally the area between the Pamlico River to the southwest, 3rd Street to the northeast, Hackney Street to the northwest, and Charlotte Street to the southeast. The district, one of the most intact historic districts in the state, includes the downtown business district

as well as the surrounding residential areas, representing generally the location of the original Town of Washington. The map above shows both the residential (green) and commercial (red) historic overlay zoning lines.

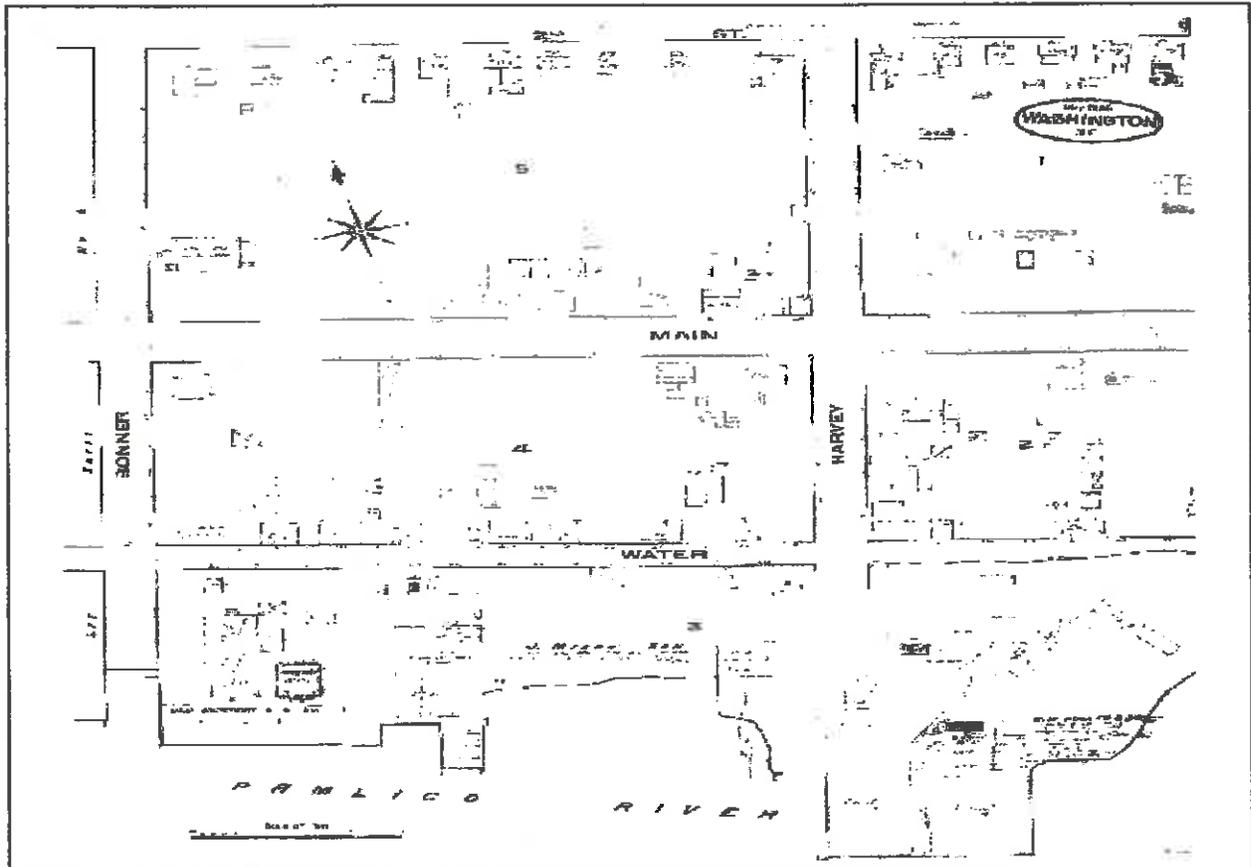
2.2 Brief History of the District

Early History of the Area (1500-1770)

Being located prominently on a navigable waterway, the area that would ultimately be known as Washington had English visitors as early as the late 1500's. By 1690, settlements had developed along the banks of the Pamlico and Tar Rivers, and in 1705, nearby Bath became the first chartered town in the State of North Carolina.

Founding of Washington (1770-1780)

In 1771, James Bonner founded the town of "Forks of the Tar River" on 337 acres of land acquired from Christopher Dudley, the land's original grantee. In 1776, the same year as our nation's independence, the town of Washington was established when the "Forks of the Tar River" name was changed to honor General George Washington. In fact, Washington, North Carolina is the first town in America that was named for our country's most prominent founding father. In 1782, Washington was officially incorporated by the North Carolina General Assembly.



1885 Sanborn Insurance Map, Washington, NC

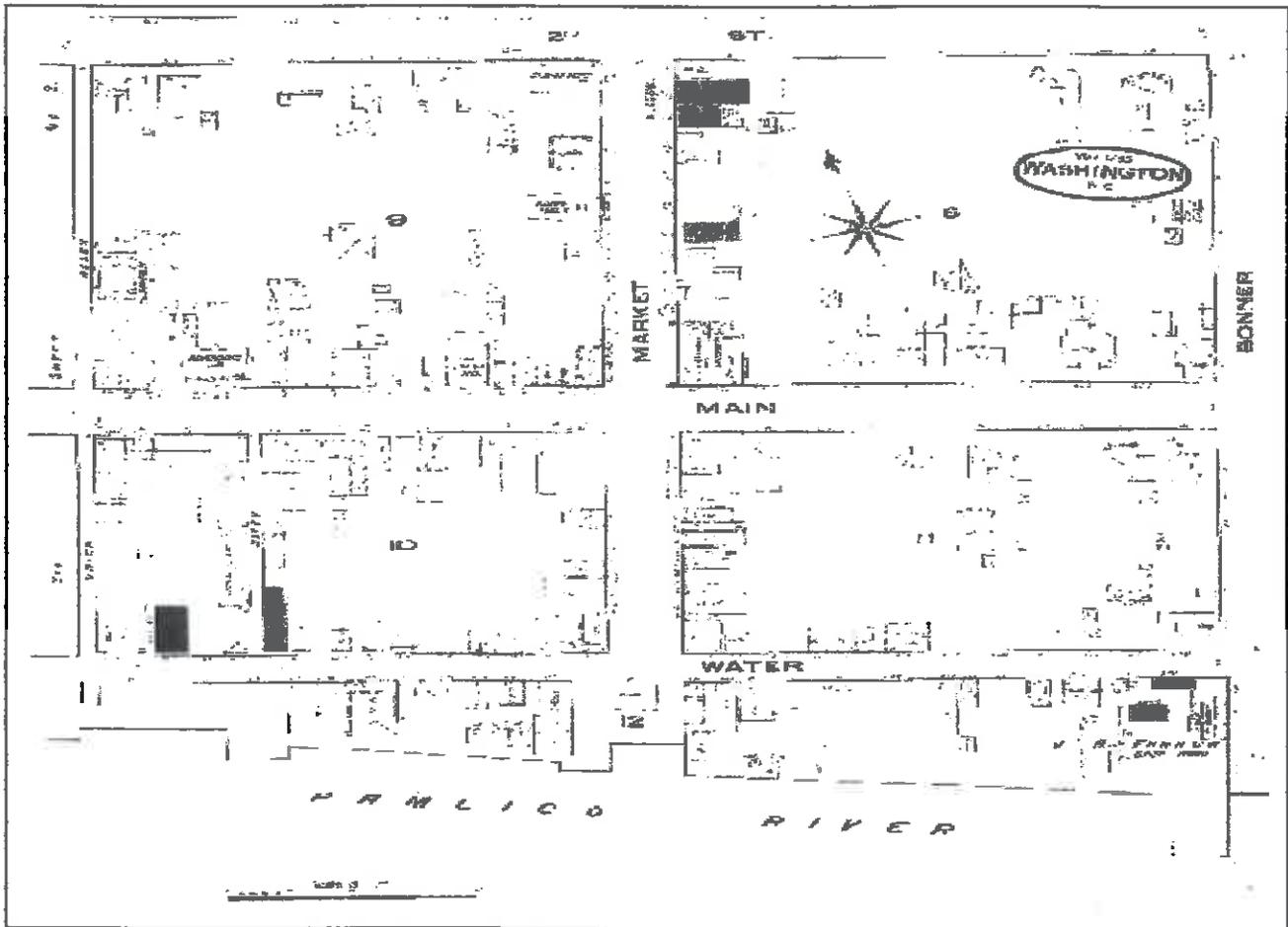
Development and Growth (1780-1865)

During the Revolutionary War, the town ultimately became an important supply port for the Continental Army. After Savannah, Charlestown (Charles Town), and Wilmington had all been overcome by the British Army, Washington's revolutionary role became even more prominent. By 1784, Washington had become a regional trading port, due to its location at the junction of coastal and inland rivers.

Due to its location along the two navigable waterways, the town became

the cultural and commercial center of Beaufort County. As a result, Washington became the county seat by the last decade of the 1700's.

Early in the Civil War, Washington was captured by Federal Troops and therefore, contributed little to the Confederate war effort. As part of the abandonment of the town, the Northern troops set fire to a stockpile of naval stores. The resulting fire quickly spread, destroying a large part of the town. Unfortunately, most of Washington's early architecture was destroyed as a result of this fire.



1885 Sanborn Insurance Map, Washington, NC

Reconstruction and Twentieth Century Expansion (1865- Present)

Following that devastating fire, the town was rebuilt. A fire in 1900, caused by a wood stove, destroyed the buildings in the business district once again. Therefore, the downtown's commercial architecture dates from the first third of the twentieth century.

After this second rebuilding era, Washington continued to be a small inland port town during the first half of the twentieth century. While a new waterfront was constructed in 1969 resulting the removal of a number of industrial buildings, the district appears today much like it did during the early twentieth century. This new waterfront included the construction of the Stewart Parkway, a 1,500 foot long walkway and bulkhead along the Pamlico River. In 2002, the waterfront area was renovated to provide enhanced boater and pedestrian access to both Washington's waterfront and its downtown.



Washington, NC waterfront, renovated in 2002

The Historic District

The Washington Historic District includes over 600 properties encompassing the historic downtown and surrounding residential areas. While most of the buildings date from the late-nineteenth and early-twentieth centuries, there are several structures remaining from the late 1700's and early 1800's.



Washington's rich post-Victorian architecture found in its commercial area is complemented by a number of residential architectural styles including, among others, Victorian, Colonial, Revival Greek Revival, Federal, and Craftsman.

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3.0 Changes to Existing Buildings



WASHINGTON, NORTH CAROLINA

Chapter 3.0 Changes to Existing Buildings

3.1 Exterior Walls

Wall construction within the historic district is either frame or masonry with variations of each. Most residential structures are frame while the majority of commercial and institutional buildings are brick or stone. Wall type is one of the most distinguishing characteristics of historic buildings including materials, form, color, and architectural detailing. Both the downtown and residential sections of the Washington historic district have remained remarkably unchanged with little original wall material being replaced or covered with an unoriginal treatment or artificial siding.

In Washington's residential sections, the predominant type of wall covering or sheathing is wooden clapboards. Other types of exterior wooden sheathing found in the district include shingles, flushboard (tongue-and-groove, and shiplap), and board and batten. Each individual type of exterior wall sheathing has its own distinct characteristic and details.



Wood shingle and clapboard sidings

The majority of the commercial structures in the district have masonry walls including brick, concrete block, stone, and stucco. There are also a number of masonry homes within the district. Several different brick bond patterns are found within the district such as variations of Common, Flemish, and English brick bonds. Architectural detailing on masonry walls includes quoins, corbelling, stringcourses, and decorative stonework.



Brick and stucco masonry walls

Engineered or Synthetic Siding

While not found frequently in Washington's historic district, a common treatment of wood siding has been to cover the wall surface with aluminum or vinyl siding. Often this is done because the vinyl requires no painting or because the original wood siding may be deteriorating. While this practice may require less maintenance, it is an inappropriate treatment for historic

buildings for a number of reasons. Perhaps most importantly, the application of engineered or synthetic siding hides or obscures historic architectural detailing such as corner boards, window casings, sills, and other details. Sometimes, architectural elements are removed in order to facilitate the installation of engineered or synthetic siding. This detailing as well as the profile of the original wood siding is what distinguishes the different types of architectural styles and gives the building its character.

Engineered or synthetic siding can also be quite damaging to a historic structure. It often covers deteriorating wood and hides water or insect damage. Wooden structures must be allowed to breathe in order for moisture to escape. Vinyl or aluminum siding can cause moisture retention and continued deterioration. Finally, the application of engineered or synthetic siding to the structure itself damages historic materials and architectural features.

A few decades ago, covering a historic masonry commercial structure in aluminum cladding was popular. Fortunately, this trend did not substantially impact Washington, and in fact, only a handful of Washington's downtown buildings have this treatment today. Application of synthetic siding materials to historic structures, whether wood or masonry, are **prohibited** in Washington's historic district.

The proper maintenance of wood and masonry surfaces is important in the interest of both durability and protection of the material itself. Maintenance guidelines are included in the materials section of this document.

Walls Guidelines

- 3.1.1 Historic character-defining wall features should be retained and protected including clapboards, corner boards, cornices, quoins, corbelling and other architectural detailing.
- 3.1.2 Original walls should be properly maintained and repaired when necessary. If an original wall feature must be replaced due to excessive deterioration or damage, the new feature should match the original in size, profile, material, and texture.
- 3.1.3 Wooden wall materials should be properly painted and maintained.
- 3.1.4 Paint should not be applied to original unpainted wall surfaces.
- 3.1.5 It is prohibited to cover or replace original wall surfaces with vinyl, aluminum, veneer or other synthetic siding, including chemical applications that may change the texture of the original siding.
- 3.1.6 Whenever synthetic siding already exists, it can be replaced with wood or an approved material.



Synthetic "egg crate" siding being removed to reveal historic façade.

3.2 Materials

Wood

Wood is by far the most common architectural material found within the residential portions of the historic district. Wood is used for clapboard siding, shingles, windows, doors, and most architectural details such as cornices, corner boards, and brackets. It is also a common secondary material on commercial and institutional buildings particularly in windows, doors, storefront paneling, and cornices.

Ongoing maintenance of wooden material is imperative to ensure longevity of the historic structure. Improperly maintained wooden structures may exhibit warped boards, rotting wood, missing architectural details, pest infestation and blistering, chipped, and peeling paint. Most of this deterioration is due to the damaging effects of water and therefore, the prevention of moisture infiltration to the material is of primary importance.

Wood Guidelines

- 3.2.1 Preserve and protect character-defining wooden architectural features.
- 3.2.2 Routinely inspect wooden features for signs of water retention and damage, mildew, decay, and insect infestations.
- 3.2.3 Joints between wooden elements should be sealed with caulk or other sealant to prevent moisture from penetrating the wood.

- 3.2.4 Keep roofs, gutters and downspouts clean and maintained.

Proper preparation should be done prior to painting wood surfaces including:

- Remove damaged paint down to the next sound paint layer using gentle techniques such as hand scraping and sanding. Sandblasting and high-pressure water treatments can damage historic wooden materials and should be avoided.
- Heat guns and plates can be used if additional paint removal is necessary.
- Clean the surface thoroughly with soap and water to remove all dirt and grime.
- Prime any bare wood surfaces prior to painting.
- Apply a sound paint film using high quality paint.

- 3.2.5 Repair deteriorated wood by patching and splicing with a material of similar size, shape, and texture. Materials such as aluminum, vinyl, and veneer are prohibited on historic wooden structures.



Masonry

Various types of masonry construction are found in the district including brick, stone, stucco, and concrete. Buildings in the downtown commercial area are primarily of brick construction while there are also several examples of brick residential structures. Just like with wood, masonry construction contributes to a building's historic character in its texture, color, size and scale, and detailing. This architectural detailing includes subtle elements like variations in bond patterns to more prominent detailing like corbelling, brick cornices, quoins, etc.



Masonry must be properly maintained in order to prevent deterioration. Typical masonry maintenance issues include deteriorated mortar joints, broken or chipped bricks, and loose bricks. Much of this deterioration is due to the effects of weather as well as improper maintenance and cleaning.

Masonry Guidelines

- 3.2.6 Preserve and protect character-defining masonry architectural features including corbelling, cornices, sills, quoins, foundations and walls.
- 3.2.7 Routinely inspect masonry features for cracks, loose bricks, and signs of weather damage paying particular attention to mortar joints.
- 3.2.8 Apply caulk to the joints between bricks and window frames in order to prevent water penetration.
- 3.2.9 Deteriorated masonry units should be repaired rather than replaced using materials that match the original in size, texture, color, and overall appearance. Synthetic materials are prohibited on historic structures for the wholesale covering of a structure.
- 3.2.10 Do not apply paint to masonry surfaces that were historically not painted.
- 3.2.11 Removal of paint from a masonry structure is encouraged when the underlying masonry units are character defining and are in good condition, and only if safe and proper paint removal procedures are used resulting in no damage to the masonry.
- 3.2.12 When cleaning is necessary, proper techniques should be used.
 - o Use the gentlest means possible including low-pressure washing with detergent and natural soft bristle brushes.

Test the cleaning method on a small area first because older brick can be damaged by even low-pressure washing

- Use caution when utilizing chemical cleaners. Test a small area first to determine that no damaging effects will occur. Run-off from chemical cleaning must be controlled and authorized by the City of Washington prior to the cleaning process.
- Do not use sandblasting or high-pressure water blasting to clean historic masonry.

3.2.13 When repair to mortar joints is needed due to cracks, missing and crumbling mortar, and loose bricks, use proper techniques for repointing.

- Remove deteriorated mortar by hand raking rather than using electric saws and hammers than can damage the brick
- Match the original texture, color, width, and profile of the historic mortar joints
- Repointing with mortar that is stronger than the original, such as Portland cement, can cause brick to crack, break or spall. In repointing mortar joints, mortar of appropriate PSI should be used.



Metal

Architectural metals are frequently found in the historic district on both residential and non-residential construction. Cast iron columns, metal roofs, and wrought iron details are typical metal treatments in Washington and are important character-defining elements of historic architecture. Common maintenance and deterioration issues include corrosion, rust, and peeling paint. Corrosion and rust are particularly problematic as they will continue to cause deterioration of metal as long as it is exposed.



Metal Guidelines

3.2.14 Preserve and protect character-defining metal features including cast iron columns, metal roofs, gutters, architectural details, fences, gates, and hardware.

3.2.15 Routinely inspect metal features for peeling paint, corrosion, and rust.

3.2.16 Deteriorated metal should be repaired rather than replaced. Should the level of deterioration warrant replacement, the element shall match the original in design, color, detail, and material.

3.2.17 Paint historic architectural materials in the appropriate manner:

- Remove all loose paint and corrosion prior to repainting
- Apply a rust-inhibiting primer coat after cleaning
- Apply a sound paint film using high quality paint

3.2.18 Cleaning of architectural metals should be done in the appropriate manner:

- Use the gentlest means possible such as detergent and soft bristled brushes on soft metals such as pressed tin, aluminum, and copper. Avoid using sandblasting or high-pressure washing on these metals. Some chemical and thermal methods are appropriate for softer metals.
- Stronger metals such as cast and wrought iron can be cleaned with mechanical methods such as low-pressure, dry grit blasting.

3.2.18 Do not remove the protective patina coating of metals such as copper and bronze.

3.3 Foundations

Most buildings within the historic district are supported by continuous foundations or by brick piers, often with panels or lattice filling the spaces between piers. While most of the foundations create crawl spaces, there are a few instances of historic buildings with basements, particularly in the downtown area. Although the foundation is not the most prominent architectural feature of a structure, it is certainly an important character-defining element of the historic building. The most common maintenance issue with a foundation is moisture retention as a result of poor drainage and lack of ventilation of the building's crawl space. Brick foundations also can have loose or cracked brick and deterioration of mortar joints due to the settling of the structure over the years. Vegetation growing too close to the building can also result in foundation damage.



Foundation Guidelines

3.3.1 Retain and preserve historic foundations including their design, texture, color, and materials. Character-defining features of historic foundations should be retained and preserved including vents, grills, panels, piers, lattice, porch steps, basement windows and door openings.

3.3.2 If a historic foundation must be repaired or replaced, match the original in size, shape, texture, color, and material.

3.3.3 Protect and maintain masonry foundations by:

- Cleaning, repairing, & repointing foundations according to *masonry* guidelines
- Keeping vents open to insure adequate ventilation of the crawl space
- Grading the site around the foundation to drain water away from the building. Install drains near the foundation if necessary.
- Removing vegetation that may cause structural damage to the building's foundation.

3.3.4 Paint should not be applied to previously unpainted masonry foundations. If paint is to be applied to previously *painted* surfaces, it should be done in a color that closely matches the existing masonry material.

3.3.5 New foundation openings including vents or mechanical installations should be installed only in non-character defining elevations. New openings should not be installed if they will damage the historic structure.

3.3.6 Underpinning shall consist of bricks and joint tooling that match the piers as closely as possible. Non-structural underpinning may consist of a single course of bricks, lattice

brick walls, or even treated wooden lattice. If openings between brick piers are to be filled in, they should be done with similar materials or lattice. The infill area should be recessed and clearly differentiated from the original piers

3.3.7 Structural underpinning may be a veneer wall of brick covering a concrete block wall. This thickness may meet the minimum requirements for a foundation wall. Brick lattice may also be used as a veneer to cover the concrete block.

3.4 Windows and Doors

Window and door openings are an important architectural feature of a historic building that is both aesthetic and functional. There is a wide variety of window designs in the historic district based on the style and period of the structure itself. Most windows in the district are double-hung wooden units with a variety of pane configurations. Since historic window treatments are indicative of a building's architectural style and period, some modern treatments have compromised the character of the historic building. For example, vinyl or substitute siding applied to a home can often obscure architectural details of a window surround. Also, many double hung, multi-paned windows have been replaced with single pane, single sash units, dramatically changing the look of the historic structure. Doors in the district also come in an assortment of shapes, sizes, and designs. Like windows, some original doors have been replaced by

stock units that are conspicuously modern and quite different from the architectural style of the structure.



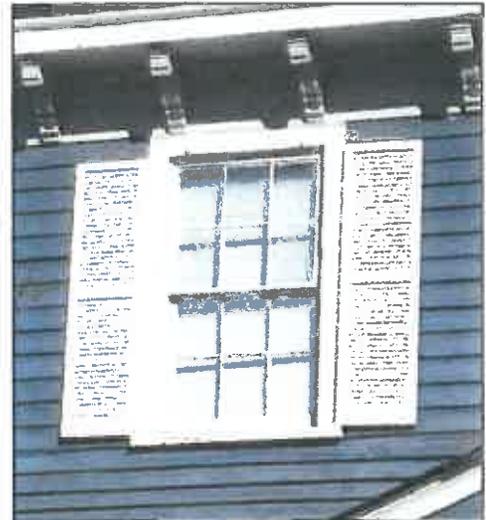
Various configurations of windows and doors are found in the historic district.



3.4.3 If replacement of a window or door unit is necessary, the new unit should be replaced to match the original in size, scale, material, detail, pane and/or panel configurations.

3.4.4 Replacement of a multi-light window with a single-pane sash or replacing multi-sash windows with only one sash is prohibited.

3.4.5 Install shutters on a historic structure only if the building would have originally had shutter assemblies. New shutters should be made of wood and should have the appearance of being functional.



Windows & Doors Guidelines

3.4.1 Retain and preserve historic windows and doors. All elements associated with historic windows and doors shall be retained and preserved including frames, trim, sashes, muntins, glass, lintels, shutters, and hardware.

3.4.2 Windows and doors should be repaired when necessary by splicing or patching only the deteriorated section to match the original.

3.4.6 Vinyl shutters are prohibited on historic homes.

3.4.7 Historic windows and doors should be properly maintained and protected by:

- Maintaining caulking and weather stripping to ensure the unit is weather tight and to improve thermal efficiency
- Properly cleaning wood windows and doors and maintaining a sound paint film

3.4.8 Metal storm windows with painted or baked enamel finishes are acceptable. They should be installed properly and should not allow moisture to accumulate. They should not be installed in a manner which would obscure or damage the existing window and frame.

3.4.9 Storm doors shall be full view glass doors and constructed of wood. If metal doors must be used, they should be full view and have a baked enamel finish to match the structure's trim color.

3.4.10 Replacing transparent windows or doors with tinted or frosted glass is prohibited.

3.4.11 Introduction of new window and door openings into the principal elevations of a structure is not recommended. If permitted, new openings should be proportionally the same as existing openings and should have matching sash, glass, sills, frames, casings, and muntin patterns.

3.4.12 Sash, window panes, muntins, and rails shall not be replaced with those that are incompatible in size, configuration, and reflective qualities or alter the relationship between window and wall.



Historically accurate canvas awnings are appropriate

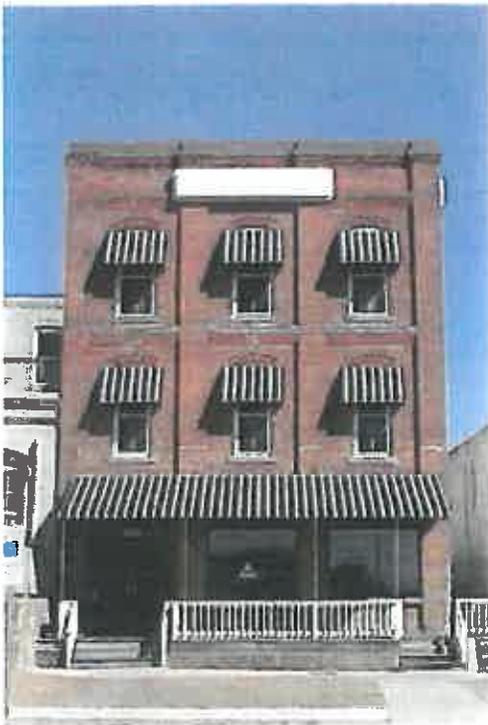
3.4.13 Permanently filling in existing window or door openings is prohibited.



3.4.14 Replacing or covering window or door openings with plywood is strongly discouraged. All temporary boarded-up windows & doors which will remain in place for more than thirty (30) days must be painted with a neutral color.



3.4.15 Canvas awnings can be installed over windows and doors if they are historically appropriate. Awnings should fit within the frame of the window and be installed in a manner that does not obscure or hide any historic materials. See 4.5 for further details.



3.4.16 Retain and preserve energy efficient features such as transom windows, awnings, shutters, skylights, and porches.

3.4.17 Prefabricated snap-in muntins are prohibited.

3.5 Roofs



Steeply pitched gable roof and dormers



Front gable roof



Gambrel Roof



Hipped roof with front gable

There is a variety of historic roof configurations in the residential portions of the district including primarily gable and hip, but also gambrel, and mansard. Most roofs in the downtown are flat or slightly pitched roofs hidden behind masonry parapet walls. Important roof elements commonly found in the district include chimneys, turrets, and cupolas. Almost as important to the historic character of the building as the roof's overall form, is the historic roofing material. Slate, clay tile, metal, and asphalt shingles are scattered throughout the historic district. The most important maintenance issue with historic roofs is ensuring that they are watertight and properly ventilated.

Roof Guidelines

- 3.5.1** Retain and preserve historic roofs and roofing materials including its overall design, shape, pitch, and line.
- 3.5.2** Character-defining elements of historic roofs should be retained and preserved including dormer windows, chimneys, turrets, cupolas, and parapet walls. Eave overhangs, moldings and trim, and soffit boards should also be retained and preserved.
- 3.5.3** Roofs on historic structures are often characterized by their historic material including clay tiles, slate or wood shingles, and metal. These materials should be retained and preserved, whenever economically feasible.



Metal and slate roofs are commonly found in the district



3.5.4 The use of white or very light colored shingles is strongly discouraged.

3.5.5 Changing the historic character of the building by adding roof elements that are not historically accurate such as dormer windows, vents, or skylights is prohibited.

3.5.6 Protect and maintain historic roofs in an appropriate manner:

- Ensure the roof is weather tight by repairing leaks and deteriorated metal flashing.
- Routinely clean gutters and downspouts.
- Roofs should be properly ventilated to prevent moisture retention and condensation as well as insect infestation.

- Roofing material should be adequately anchored to protect against wind and weather damage.
- Protect a roof from vegetation that may potentially damage the roof.
- For flat roofs in downtown, it is important to insure that they are properly drained and watertight.

3.5.7 Roof ventilators and other mechanical items shall be installed on rear slopes or other locations not easily visible from the public right-of-way. Roof additions in downtown should be placed away from the primary elevation or hidden behind parapet walls.



3.5.8 Built-in gutters that are important to the architecture of the structure should be repaired rather than removed.

3.5.9 Painting roofing materials that historically were not painted is prohibited.

3.5.10 The installation of new gutters and downspouts is appropriate and should be done in a manner that does not damage any architectural features.

3.6 Porches and Entryways

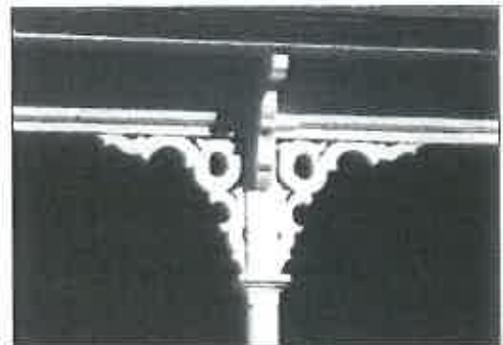


building's entryway is indicative of the structure's architectural style and period. In Washington's historic district, there is an abundance of Victorian architecture and, in turn, ornate front porches with intricate balustrades and sawn brackets. It is important that these primary significant features be retained, preserved, and if necessary, reconstructed.



Porches and Entryway Guidelines

3.6.1 Entryways and porches are important character-defining elements of a historic structure and should be retained and preserved. Important elements include steps, columns, balustrades, doors, railings, brackets, roofs, cornices and entablatures.



3.6.2 If replacement of a porch element is necessary, replace only the deteriorated or missing detail with new materials that match the design of the original as closely as possible.

Entrances and porches are the focal point of an historic building. Porches were historically a center of activity in a residential structure. The design of a

3.6.3 Protect and maintain historic porches and entrances in appropriate ways:

- Periodically clean wooden surfaces, remove rust from metal, and keep a sound paint film on all painted porch surfaces.
- Ensure that water effectively runs off of floors and steps.
- Replace rotted floor boards or other porch materials

3.6.4 Reconstruction of missing or extensively deteriorated porches is encouraged. Reconstructed porches shall be based on documentary evidence. If adequate documentation is not available, a new design is appropriate if it is compatible with the style and period of the building.

3.6.5 It is prohibited to enclose porches on primary elevations. Porches on rear elevations not seen from the public right-of-way may be screened or enclosed only if the work is designed so that it can be installed or removed without damage to the historic structure.

3.6.6 Repairs to porches using materials incompatible with the original materials are not allowed. For example, metal supports shall not be used as substitutes for wood columns, plywood shall not be substituted for beaded board ceilings, and concrete shall

not be used as a substitute for tongue-and-groove wood flooring.

3.6.7 The installation of temporary features to aid the handicapped and disabled is recommended if the features are added to a non-character defining elevation of a structure and designed so that it can be installed or removed without damage to the historic structure.



Handicapped access can be accommodated in an appropriate manner.



3.6.8 Introducing new entrances on a primary elevation is prohibited.

3.7 Storefronts



The storefront is the most important character-defining element of a commercial façade both aesthetically and functionally. Historic, turn of the century storefronts in Washington had large display windows above wooden or masonry bulkheads with transom windows above. They also typically had recessed entryways in the center of the façade flanked by the display windows.



Storefront Guidelines

3.7.1 Retain and preserve commercial storefronts and storefront details that contribute to the historic character of the building including display windows, recessed entryways, doors, transoms, corner posts, columns, and other decorative features.

3.7.2 Retain and preserve historic materials including wood, stone, architectural metal, and cast iron.

3.7.3 Follow the guidelines outlined in the materials section in order to protect and maintain historic storefront materials such as wood, masonry, and architectural metals.

3.7.4 If replacement of a deteriorated storefront or storefront feature is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, texture and detail.

3.7.5 If reconstructing a historic storefront, base the design on historic research, physical evidence, and photographic documentation, if available. Recreate the original architectural elements including overall proportions, fenestration, dimensions, and orientation.

Reconstructed storefront based on original design



- 3.7.6** Altering the entrance, including its location, through a significant storefront is not permitted. Changing a storefront so that it appears as an office or residential use other than commercial shall not be allowed.

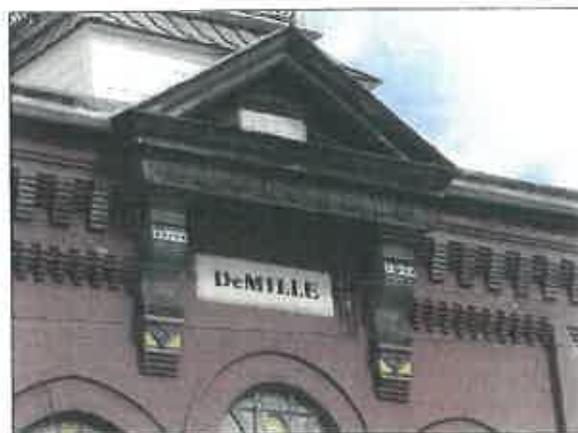


Reconstructing storefronts for new uses is not allowed.

- 3.7.7** Using materials which detract from the historic or architectural character of the building, such as mirrored glass, shall not be allowed.

its size, particularly on the west side of the historic district where several warehouses have been converted into residential uses.

The detailing on upper façades can be quite elaborate with variations in materials, brick corbelling, ornate cornices or parapet walls. There is also a wide variety of window types and configurations.



Upper façade detailing on DeMille Building

3.8 Upper Façades

Upper façades on a historic commercial building are quite different in their function, and therefore design. Commercial buildings were originally designed to have a commercial function on the first level, and an office or residential function on the upper floors. While not often used that way today, a growing trend in downtown revitalization is to bring a residential function back into a city's historic core. This practice is more prevalent in downtown Washington than most communities of

Upper Façade Guidelines

- 3.8.1** Retain and preserve historic façades and their architectural features such as brick corbelling, brick and stone string courses, quoins, stone and tile coping, cornices, and other façade elements.
- 3.8.2** Retain and preserve historic materials whenever possible including wood, stone, architectural metal, and cast iron.
- 3.8.3** It is prohibited to cover architectural details or entire façades with non-historic materials or treatments.

Whenever possible, remove metal cladding or other non-historic coverings from historic façades.



Inappropriate upper façade treatment

- 3.8.4 If replacement of an upper façade feature is necessary, replace the deteriorated element with a new element and design that matches the original in size, scale, design, proportion, detail, and material, if possible.
- 3.8.5 Using materials which detract from the historic or architectural character of the building, such as mirrored glass, shall not be allowed.
- 3.8.6 Original windows in upper façades shall not be covered up or bricked-in.



It is not appropriate to brick-in original window and door openings.

- 3.8.7 Original windows on upper floors that are located on rear or non-character-defining elevations may be repaired, or replaced with vinyl-clad windows that match the originals in design, size, proportions and detail.



3.9 Rear Elevations

Rear elevations on historic commercial buildings are of simple design reflecting their utilitarian function. These elevations, with rear entrances to shops, offices, and residential spaces, still foster a great deal of activity.

Rear Elevation Guidelines

- 3.9.1 Retain and preserve historic side and rear elevations and their architectural features.
- 3.9.2 Historic structures which are adjacent to rear parking areas or public rights-of-way are encouraged to utilize rear entrances allowing public and private access. If the rear entrance is public, awnings and other exterior features should be more subdued than those of the primary elevation.



Businesses are encouraged to have public rear entrances.

- 3.9.3 Whenever a rear elevation faces a public right of way or parking facilities, particularly on the waterfront, unnecessary utility lines and equipment shall be removed, whenever possible.

New utility and mechanical equipment shall be placed in inconspicuous locations such as the roof or screened from public view.

- 3.9.4 Residential features such as window boxes, window air conditioning units, etc, should be located on rear or side elevations and should be appropriate to the style of the historic structure. Small satellite dishes or television antennas should be as inconspicuous as possible, preferably being located on rooftops.

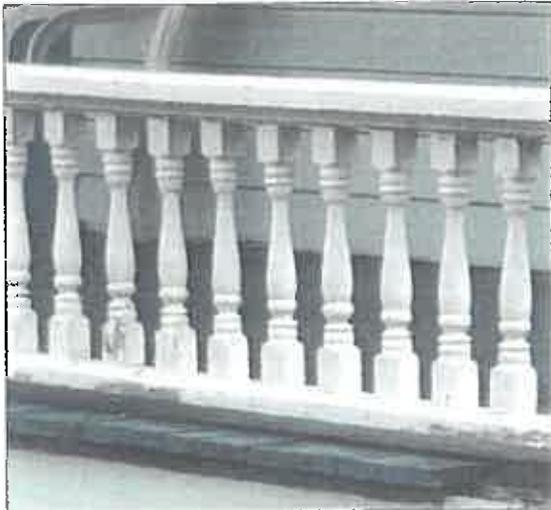


Residential features such as this fire escape should be located on rear elevations

3.10 Architectural Details



Architectural detailing on the Municipal building.



Turned balusters on residential porch

Historic structures are often defined by their architectural detailing and ornamentation. On residential structures, eaves, brackets, columns, balusters, door & window casings, and other details such as molding, trim and clapboards all contribute significantly to the historic character of the building. Commercial buildings have cornices, friezes, columns, brick corbelling, string courses, quoins, columns, pilasters and other features that also enhance the architectural character of this building type.

Architectural Details Guidelines

- 3.10.1 Original architectural components and details shall be retained whenever possible.
- 3.10.2 When architectural components and details must be replaced, the new components or details shall match the historic elements as closely as possible in style, proportion, and material.
- 3.10.3 Architectural components and details that are not appropriate to the historic character of the structure shall not be added. New features should not be added unless there is physical or other evidence that they historically existed.
- 3.10.4 Historic architectural components shall not be replaced with materials, such as plywood, vinyl, and aluminum that would not have been used in the original construction.
- 3.10.5 Architectural details shall not be covered or obscured by artificial siding.



Vinyl siding often obscures detailing such as the relationship of this window surround to the wall.

3.11 Paint



The Historic Preservation Commission in Washington **does not review** paint or paint color. Therefore, a property owner within the historic district does not need to obtain a Certificate of Appropriateness prior to painting his or her building. The guidelines for paint presented in this document are included only as a guide to the proper methods to apply and maintain paint on a historic structure.

Paint serves two primary purposes on a historic structure: to provide character and detail to the building, and to preserve and protect wood and some metal surfaces. Masonry surfaces were historically left unpainted while some metal surfaces such as copper or bronze were left uncoated as well.

Paint color and its application are non permanent changes to a structure that often reflect personal taste. It also provides a level of visual detail on a structure much to the same degree as an architectural component like a cornice or porch. The body of a building is typically painted a lighter color than the trim and other detailing, thus accentuating the architectural detail of the structure. On a

Victorian structure for instance, paint schemes often include a number of different colors that are intended to highlight the intricate woodwork and detail of the building.



Victorian paint schemes are often highly detailed.

Paint Guidelines

- 3.11.1 Using high-quality paint, apply a sound paint film to surfaces that were historically painted.
- 3.11.2 Follow preparation and application guidelines in previous sections on wood, metal, and masonry materials.
- 3.11.3 Select paint schemes that are most appropriate to the architectural style and period of the historic structure. The Planning office can provide property owners with historic color palettes.
- 3.11.4 Painting architectural features such as trim, brackets, corner boards and moldings a different color than the body of the structure will accentuate these architectural details.

*Refer to Standards for Rehabilitation.



Variation in paint color can accentuate architectural details.

3.12 Outbuildings and Accessory Structures



3.11.5 When applying paint to a historic building, care must be given not to conceal any architectural details or texture of the underlying material.

3.11.6 "Liquid vinyl" treatments are prohibited on historic structures.

3.11.7 Masonry surfaces were historically unpainted. Paint previously painted masonry material in colors that reflect the underlying material.

Original outbuildings such as barns, sheds, and garages, have often gained historic significance in their own right due to their construction method, architectural style, and period. In fact, many of these structures still survive in the district and are still being used as they were originally intended. Many of these historic outbuildings have architectural characteristics and style similar to the primary structure with which they are associated. They are more utilitarian in nature, and are usually situated in rear yards adjacent to alleyways.

Outbuildings and Accessory Structures Guidelines

3.12.1 The same criteria related to the use of materials for new construction apply to outbuildings and accessory structures. See Section 5.0.

3.12.2 Retain and preserve original outbuildings which have gained historic significance on their own.

3.12.3 Architectural elements of historic outbuildings such as roofs, siding, material, windows and doors, foundations, and character-defining detailing should be retained and preserved.



3.12.4 If replacement of an element on a historic outbuilding is necessary, replace only the deteriorated portion to match the original in material, size, proportion, texture and detailing.

3.12.5 Designs for new outbuildings and accessory structures should complement the architectural style and period of the primary structures as well as examples of similar structure within the district.

3.12.6 New outbuildings should be located in rear yards if possible.



3.12.7 New outbuildings should be proportionally the same in size and height to the primary structure as is seen in the relationship between other primary and secondary structures in the district.

3.12.8 Prefabricated wooden accessory structures that are not architecturally similar to the primary structure are allowed only if screened from view from any existing right-of-way. Prefabricated metal storage buildings are not acceptable.

3.13 Safety and Accessibility

Due to the fact that historic structures were constructed before life safety and accessibility codes were developed, they normally don't meet modern safety and accessibility standards as required by local building and fire codes. Some renovations to historic structures can trigger these codes and therefore, facilities for safety and accessibility must be incorporated into the project. North Carolina State Building Code and federal requirements related to the Americans with Disabilities Act provide certain flexibility concerning historic structures. Contact the Building Inspector's office at 252.975.9304 for complete details regarding these matters.

While these building codes often result in substantial changes to a historic property, the installation of accessibility and life safety features can usually be done in a manner that does not compromise the historic character of the structure.



Fire escape and access accommodated on rear elevation.

structure. If feasible, new doors for fire escapes should be located in existing openings.



Safety and Accessibility Guidelines

- 3.13.1** When projects must include the addition of health and safety features, use whatever means possible to minimize visual impact, and protect the historic character of the structure, and its character-defining details.
- 3.13.2** Health and safety features including fire escapes and access ramps shall be designed so there is minimal visual impact to the historic structure. If possible, they should be located on rear elevations where they are not visible from the public right-of-way.
- 3.13.3** Health and safety features that are visible from the public right-of-way shall be constructed so that the scale, materials, and details are compatible with the historic structure
- 3.13.4** Fire escapes and access ramps shall be constructed in such a way that they can be removed with minimum damage to the historic

3.14

Mechanical and Communication Systems

Installation, rehabilitation, or replacement of mechanical systems should be planned to minimize changes to the appearance of a structure. Building systems include mechanical and electrical equipment, distributions lines; plumbing pipes and vents; and communication systems, such as telephone and television. Conformance with local building codes and utility company standards and practices is required for the installation, upgrading, or replacement of building systems.

Communication systems such as television antennae, satellite dishes, and cellular phone towers can dramatically affect the character of the historic environment. Care must be given so that the installation of these systems minimize their visual and physical impact to the historic district.

Mechanical and Communication Systems Guidelines

3.14.1 Some historic mechanical systems such as plumbing, early lighting fixtures, and vents are important architectural features and should be retained and preserved whenever possible.

3.14.2 New mechanical systems shall be installed in areas and spaces that will require the least possible alteration to the plan, materials, and appearance of a building.

3.14.3 Mechanical systems including utility meters and heating and air-conditioning equipment shall be located at the rear of a structure if feasible. Mechanical equipment which can be seen from the street must be screened with shrubbery or appropriate fencing.



Mechanical systems should be screened from view.

3.14.4 Mechanical systems on historic commercial structures shall be screened from public view on rear elevations or behind parapet walls on the roof.

3.14.5 Install new air-conditioning units so that excessive moisture does not accumulate and increase the

chance of deterioration of historic materials.

3.14.6 When installing window air-conditioning units, place them in windows on the rear elevations not easily seen from a public right-of-way. Install them in such a manner that there is no damage to the existing window sill and sashes.



Window air-conditioning units should be located on rear elevations.

3.14.7 If feasible, mechanical supply lines and ductwork shall be located inside buildings. Exterior mechanical supply lines and ductwork shall be disguised by architectural elements compatible with the character of the building and shall be located as inconspicuously as possible.

3.14.8 Plumbing vents and solar collectors can not be visible from the street.

3.14.9 Attaching exterior electrical, telephone, television, etc. cables to the principal elevations of the buildings is not permitted.

3.14.10 Locate television antennas and satellite dishes on rear elevations where they are not easily seen from a public right-of-way.

3.14.11 Stealth techniques for the installation of cellular phone systems shall be used whenever possible. Locating cellular units on roofs in the commercial district, in church steeples, or on existing communication towers is preferable to the construction of a new tower.

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4.0 Streetscape and Site Design



WASHINGTON, NORTH CAROLINA

Chapter 4.0 Streetscape and Site Design

The streetscape and overall setting defines an historic district just as much as the architecture it contains. Older commercial and residential areas are clearly differentiated from their suburban counterparts with their narrow tree-lined streets organized in a grid pattern, mature trees on residential lots, and fencing or landscaping that characterizes a more intimate and pedestrian friendly environment. Other elements such as shaded sidewalks on a residential street or benches in downtown encourage activity and contribute greatly to the overall livability of a neighborhood. It is no surprise that contemporary neighborhoods are often planned in a manner that mimics the amenities found in our historic areas. Landscape and site design should continue to enhance the district and complement its historic architecture.

4.1 Landscaping

The landscape of the district is often as historically significant as the structures themselves, particularly in the residential areas. Some of the trees in the district are as old if not older than the historic buildings. While a building can be renovated or restored, vegetation cannot. Therefore, it is critical that mature and historic trees contributing to the character of the district be preserved and maintained.

New vegetation should be sensitive to the existing character of the district as well. Care should be given to incorporate new

landscaping that is appropriate in size, scale, and species.

Landscaping Guidelines

- 4.1.1 Retain and preserve significant and character-defining vegetation including mature trees, hedges, shrubs, and ground cover whenever possible.



Significant landscape features define the district similar to historic architecture

- 4.1.2 Historic site features, such as walkways, walls, formal and informal gardens, fountains, and trellises should be retained.
- 4.1.3 Trees and other vegetation shall not block views of historic structures and should be well maintained and pruned regularly.
- 4.1.4 In adding new landscaping, native and commonly occurring vegetation is recommended. New plant materials shall be appropriate in species and scale to existing plant materials in the immediate vicinity.

4.1.5 Shrubbery planted along building edges and property lines shall have a mature height of less than six (6) feet.

4.1.6 Trees, shrubs and fencing shall be used to screen service areas, garbage enclosures and, whenever possible, parking areas.



Attractive landscaping can be used to soften the impact of mechanical installations such as this power meter.

4.1.7 When undertaking new construction, significant trees or vegetation shall be preserved.

4.1.8 A Certificate of Appropriateness is required for the removal of live trees with a diameter of six (6) inches or greater. Removal of significant trees should only be done if it has disease or storm damage, or is a safety hazard to historic structures.



4.1.9 If a diseased, storm damaged or safety hazard tree is removed, it should be replaced by a suitable species, as designated in an approved landscaping plan, within sixty (60) days from time of removal.

4.2 Lighting

Lighting in the historic district should be planned in such a way that provides adequate safety but does not overly illuminate the district. Fixture design, in particular, should be appropriate to the building and district.



Waterfront light fixtures

Lighting Guidelines

4.2.1 The design of lighting fixtures and poles shall be compatible in size, scale, material and brightness with the structure, landscape, and neighborhood setting.



- 4.2.2** Lighting fixtures and pole design used in conjunction with commercial property located in the B1-H Historic District shall use the North Yorkshire, 4" diameter, 12-foot pole with Utility Granville Luminaire.



- 4.2.3** Use understated techniques and light sources to highlight a building's architecture.
- 4.2.4** Existing or new lighting shall not adversely affect or spill over into neighboring properties.
- 4.2.5** A low height is recommended for light poles in most locations.

- 4.2.6** Utility lines, including electricity to lighting fixtures, should be buried whenever possible.
- 4.2.7** Low height, low brightness landscape lights are allowed as long as they don't detract from the structure or historic landscape.
- 4.2.8** Standard utility company security lights on utility poles are prohibited for area lighting in the historic districts. Use fixture designs that are appropriate to the structure and district.



- 4.2.9** In commercial areas or in public rights-of way, use appropriate style and intensity of lighting that provides a safe environment for pedestrians while not adversely affecting the district.
- 4.2.10** Lighting in parking lots should be directional and not spill over into adjacent properties.
- 4.2.11** If a lighting fixture must be attached to an historic structure, it should be done in a manner that does not damage the structure or any architectural feature and can be removed if necessary.

4.3 Parking, Driveways and Sidewalks

Paving treatments in the commercial and residential portions of the historic district are different from each other in design, material, and function. In the residential district, a number of diverse paving materials are used including gravel, crushed stone, concrete and brick. Driveways are narrow and parking areas small, reflecting the private use of these areas. Off-street parking areas are often in rear yards accessed from alley ways. Due to the small size of residential lots as well as the early, pre-automobile development of the district, many lots do not have parking areas at all.

The commercial area must accommodate more vehicular and pedestrian traffic and therefore has wider streets and sidewalks, as well as the provision of off-street parking in many locations. The most noticeable aspect of this configuration is the existence of parking behind structures or within the interior of the street block. Pedestrian mobility and access is a historic function of the commercial core and remains a critical feature of a vibrant downtown. Equally important is softening the harsh landscape of streets, sidewalks and parking lots with vegetation and lighting that is safe and conducive to a pedestrian atmosphere.

Parking Guidelines

4.3.1 Parking lots, driveways and sidewalks shall comply with City Code requirements for size and landscaping elements as well as site grading. *Refer to Article XVII- Parking of the Zoning Ordinance*

4.3.2 On-site parking within commercial areas shall be to the side or rear of the structure. Front yards, in particular, should be used for building area to create a continuous street wall consistent with the historic development of the commercial district.

4.3.3 Parking in residential areas should be to the rear of the structure whenever possible. Parking in front yards is not permitted.

4.3.4 Large expanses of parking are not allowed. Parking shall be adequately landscaped with buffers and vegetative islands. Pedestrian access and crossings shall be clearly designated in parking areas.

4.3.5 Parking shall be screened from the right-of-way whenever possible. Vegetative buffer strips, fencing, low-masonry walls, etc., shall be utilized to minimize the visual impact of parking and vehicles.

4.3.6 Commercial parking areas shall be surfaced with suitable materials such as asphalt, concrete, brick, etc. Gravel, crushed stone, or other loose material including unpaved lots are prohibited in commercial areas.

4.3.7 Residential parking areas shall be surfaced with appropriate materials such as brick, concrete, asphalt crushed stone, crushed and compacted oyster shells, or gravel (with edging materials).

4.3.8 The design of deck parking should be appropriate to the district in size, scale, proportion and

materials and should comply with the guidelines for new construction.

- 4.3.9 New parking lots in downtown commercial areas shall use buffer strips, shrubbery, iron fencing, etc., along its perimeter to create a strong edge between the pedestrian sidewalk and parking areas.

Driveway Guidelines

- 4.3.10 Driveways on residential properties within the Historic District shall be composed of either concrete, brick, asphalt, crushed stone, or compacted and crushed oyster shells. Loose material is prohibited in commercial areas.
- 4.3.11 When loose material is used for driveways or parking, the perimeter of such shall be clearly defined by an edging material.
- 4.3.12 Circular drives in front yards are not permitted.
- 4.3.13 Double width drives that are visible from the public right-of-way are not permitted.
- 4.3.14 Curb-cuts must be located in accordance with City Code and shall be kept to the smallest openings that are functional.
- 4.3.15 New driveways should be designed to minimize any impact to the landscape, building, and historic curbing.

Walkway Guidelines

- 4.3.16 Historic walkways and sidewalk materials shall be retained and preserved whenever possible. New sidewalks in the historic district shall be composed of either concrete, brick, stone or other masonry material such as pavers or scored concrete.



- 4.3.17 Walkways in commercial areas shall be utilized to connect parking and commercial uses. Pedestrian walkways in parking areas or crosswalks at street intersections should be clearly differentiated either in material or striping
- 4.3.18 Walkways and steps shall be compatible to the architectural style and character of the structure located on the property.
- 4.3.19 Front walks in residential areas shall lead directly from the public sidewalk to the front door of the

structure.



4.3.20 Walks shall be flush with the grade of the front yard and with the public sidewalk.

4.4 Signs

From commercial signs to wayfinding systems to the identification of residential structures, signage in the historic district comes in all shapes and sizes. While signs serve important functions, sensitive design that complements and does not detract from historic architecture can enhance the historic district. Some signage is historic in its own right.

Signage on commercial properties is typically either freestanding, wall, window, awning, projecting, or sandwich board design. Size, type, and location of signs are important design considerations for commercial structures and help define the pedestrian qualities of the downtown.

In Washington's historic residential areas, small uniform identification signs are affixed to many historic structures indicating the name and date of the building's construction. Some residential structures that have been converted into retail or office uses have small,

freestanding signs that identify the business while maintaining an overall residential quality.



When applying for a Certificate of Appropriateness for a sign in the historic district, the applicant must submit a sample of the sign design to staff and the Commission. This submittal must include an accurate description of the sign including size, material, and location, along with a material sample, if available. In addition to these design guidelines, signs in the historic district must meet all applicable requirements of the zoning ordinance (Article XVI - Signs).

Sign Guidelines

- 4.4.1** Some signage has gained historic significance in its own right. Whenever possible, retain and preserve historic signage.
- 4.4.2** The request for a COA meets all applicable requirements of the sign regulations of the City of Washington.
- 4.4.3** Portable signs, including banners, unless otherwise specified, are not allowed.

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4.4.4 Size, scale, location, style and material of signage shall be compatible with the architecture of the historic buildings and character of the district.

4.4.5 Signs attached to an historic structure shall be mounted so that no significant architectural feature is concealed or damaged.

4.4.6 Wall signs on commercial buildings shall be flush-mounted in appropriate locations in the wall space above the storefront.



4.4.7 Awning signs are appropriate on awnings that meet the guidelines in the next sections and are proportional to the awning and not oversized. Generally, the sign should cover no more than twenty (20) percent of the awning.



4.4.8 Projecting signs are appropriate provided they not exceed more than three (3) square feet in area, have a minimum clearance of eight (8) feet above the sidewalk, and do not project more than four feet from the façade.

4.4.9 Window signs are appropriate provided no more than (10) percent of the total storefront window is part of the sign. Signs placed in the window on the interior should occupy not more than twenty (20) percent of the display area.

4.4.10 Sandwich board type signs are permitted if they are placed no greater than two (2) feet from the building wall and allow at least five (5) feet of travel space between the sign and the edge of the sidewalk. These signs shall not exceed more than eight (8) square feet in area. Neon, back-lit, and portable signs, (excluding sandwich board signs), are prohibited in the District.



4.4.11 Historic sign materials such as wood, metal, and masonry are preferred for sign construction. Contemporary materials such as plastic and vinyl are permitted if they are of high quality, sturdy material and do not produce glare.

4.4.12 Free-standing signs are recommended for residential structures that serve a commercial function. However, the size of the sign should be limited so that it does not obscure the building or disrupt patterns of facades and yards. The mounting should compliment and enhance the sign's design and not draw attention from it. Signs shall not be higher than eight (8) feet or exceed 20 square feet in area.



4.4.13 Signs mounted on residential buildings, including those that serve a commercial function, shall be small, less than one (1) square foot, identification panels at the primary entrance.

4.5 Awnings

Awnings were historically found on commercial structures as well as on some types of residential buildings. While they have functional merits in providing shade and reducing heat gain in a building, their design and application contribute significantly to the architectural character of an historic structure.



Awning Guidelines

4.5.1 Awnings shall be placed only on structures for which they are historically accurate or which there exists physical evidence of a previous treatment.

4.5.2 Awnings in commercial areas should be made of canvas or other woven fabric with canvas-like qualities.

4.5.3 Signs are permitted on awnings providing they meet all awning and sign guidelines.

4.5.4 Awnings shall be placed appropriately to fit in the openings above display windows and doors. They should be affixed so that no architectural features are concealed or damaged.



Inappropriate commercial awning

4.5.5 Street level awnings shall be mounted so that the valance is no less than seven (7) feet above the sidewalk and projects out between four (4) and seven (7) feet from the building, but not past the sidewalk edge.

4.5.6 Metal or back-lit awnings are prohibited on commercial buildings.

4.5.7 Canvas awnings can be installed over windows and doors if they are historically appropriate. Awnings should fit within the frame of the window and be installed in a manner that does not obscure or hide any historic materials.

4.5.8 Continuous awnings or awnings that cover architectural features such as piers or columns, are not appropriate.

4.5.9 Residentially used awnings should be made of either canvas, vinyl-coated canvas, or acrylic. Metal awnings shall be placed only on post-World War II homes.



4.5.10 Awnings should be mounted within the window opening, directly on the frame. On masonry structures, attachments for awnings should be made in the mortar joints and not in the brick itself.



4.6 Fences and Walls

Many different types of fencing and walls can be found in the historic district including low masonry walls, wooden picket and privacy fences, and wrought iron fences and gates. In residential areas, fences and walls were used historically to enclose yard areas and define property lines. In commercial

areas, fences and walls can be used to screen service areas and parking lots. Fences are prominent landscape features and should be constructed in a manner and design that is sensitive to the character of the historic structure and district. The introduction of new fences and walls should be handled with concern for design, materials, height, details, color and placement. The applicant requesting permission to erect a fence or wall shall submit a site plan locating the fence or wall configuration and a scaled elevation drawing. A photograph from the public right of way is required for any proposed fencing.



Fence and Wall Guidelines

4.6.1 Retain and preserve historic fences and walls whenever possible including gates, hardware, cast or wrought iron details, ornamental pickets, etc.



4.6.2 Wood, brick, stone, decorative block, iron, and equivalent materials of authentic design are appropriate fencing materials in the Historic District. Welded Wire, vinyl, and chain link fences are not allowed.

4.6.3 Deteriorated fence and wall elements should be repaired rather than replaced. New elements should match the original in material, texture, and design.

4.6.4 Repairs to existing chain link fences may be allowed up to 50% of a fence run (area between right angles). If 50% or greater of any linear feet of chain link fence run is damaged or otherwise requires repair, the entire chain link fence shall be removed and if replaced, shall be with a new fence made of



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material other than chain link and consistent with these guidelines.

4.6.5 Fences and walls should be properly maintained according to guidelines for masonry, wood, and metal.

4.6.6 New fences and walls should be of a design that is appropriate to the architectural style and period of the historic structure.

4.6.7 Front yard fences, fences erected adjacent to a main street or a side street should be of an open design, such as picket and no greater than four (4) feet in height. It is prohibited to use solid privacy fences in front yards. Split rail, basket weave, lattice and shadowbox are also prohibited.



4.6.8 Privacy fencing shall only be allowed in the rear yard. If a majority of a privacy fence is visible from the public right-of-way, a landscape buffer shall be included. No fence, including a privacy fence, shall exceed six (6) feet in height.



4.6.9 A rear yard privacy fence shall place the framing for the fence to the inside facing the owner's property. The outside of all wooden rear yard privacy fences shall be finished using an opaque stain or paint. If painted, the color shall be compatible with the structure.

4.6.10 All newly constructed wooden fences which are parallel to a main street or side street shall be finished using an opaque stain or painted. If painted, the color shall be compatible with the structure.



4.6.11 It is inappropriate to construct walls and fences on the waterfront that obstruct views and vistas from the historic district or from the water. No privacy fence that exceeds four (4') feet in height shall be allowed in the side or rear yards of property located south of Main Street.

4.6.12 The use of plant screenings, in the form of hedgerows and landscaping, is encouraged as an alternative to fences and walls. Any such plantings shall comply with the height and location standards of these guidelines.



4.6.13 Fences and walls should be used to screen service areas, refuse receptacles, and parking lots in the commercial areas.

4.6.14 Masonry walls that were historically unpainted should not be painted. Repainting previously painted masonry walls is permitted.



4.6.15 Retaining walls, when visible from a public right-of-way, must be constructed of brick or stone. Landscape timbers and railroad ties may be used when they are not visible from the public right-of-way.

4.7 Piers and Docks

While not numerous, a small amount of docks and piers exist along the waterfront. The design of these public and private structures, while defined by CAMA regulations, contributes to the unique character of Washington's historic district.



Piers and Docks Guidelines

- 4.7.1 Piers and docks shall comply with CAMA and Water Quality regulations.
- 4.7.2 Piers, bulkheads, and docks may be made of wood, composite or synthetic material decking and railing. Vinyl is not allowed. Pilings may be of wood, concrete, or steel.
- 4.7.3 Piers and docks shall use lighting that is unobtrusive to the quality of the Historic District. All lighting must meet the guidelines listed previously in this section.
- 4.7.4 Piers and docks shall be of a scale appropriate to the character of the Historic District.



4.8 Sidewalks

Activities such as the sale of merchandise and dining create a vibrant, pedestrian friendly atmosphere in a successful downtown. Benches, garbage receptacles, tables, and other sidewalk furniture are important to an urban environment and allow shoppers and workers the ability to use the sidewalk.



Sidewalk Furniture Guidelines

- 4.8.1 Outdoor display of merchandise is permitted provided:
 - It is directly in front of the business with which it is associated.
 - It does not extend more than four (4) feet past the front building wall.

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- There is five (5) feet of space for the clear passage of pedestrians between the street and display
 - It does not block ingress or egress into any building
 - Merchandise on display is related and also for sale inside the principal use.
 - A permit is obtained from the Planning Office.
- 4.8.2** Sidewalk dining is permitted within the downtown commercial district provided that the business owner has obtained a permit from the Planning Office stating that it meets all codes related to sidewalks, and:
- The placement of tables, chairs and other furnishings must be done in such a manner that at least five (5) feet of unobstructed space (as measured from the street-side edge of the sidewalk) remains on the sidewalk or pedestrian way for the passage of pedestrians.
 - No fire exits or lanes may be blocked.
 - The sidewalk dining area is associated with and located directly in front its associated use.
 - The placement of street furnishings does not extend past the side property lines of the associated building.
 - It meets all other codes related to sidewalk dining.
- 4.8.3** Any sidewalk furniture being placed by a private property owner must be approved by the Historic Preservation Commission.
- 4.8.4** Sidewalk furniture should enhance the streetscape and the site on which they are located. Appropriate materials include wood and metal. Plastic, vinyl, or contemporary styled elements detract from the historic quality of the streetscape and should not be used. Avoid any highly ornate design that would misrepresent the history of the area.
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- 4.8.5** Benches and garbage receptacles must meet all city requirements and be similar in design to existing furniture.
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5.0 New Construction



WASHINGTON, NORTH CAROLINA

Chapter 5.0

New Construction

New construction within a historic district can have a substantial impact on adjacent historic properties and the district as a whole. While contemporary design is always encouraged in the historic district, it is important that this new development be compatible with the overall character of the district. Design characteristics such as building form (scale, massing, height, and orientation) and architectural elements (materials, architectural detail, windows, doors, and roof forms) must be considered when evaluating any proposed new building within a historic district. New design that mimics historic structures to the point that there is no clear distinction between the two is strongly discouraged in the historic district.

Since the Washington Historic District includes downtown and the waterfront, as well as adjacent residential areas, the guidelines in previous sections have included provisions for different building types together. Considering the differences between commercial and residential building construction and site planning, as it relates to new construction, they are presented separately in this section.

5.1 Downtown Commercial Construction

New construction in a historic district has the potential to dramatically affect the quality and feel of a historic district. This is especially the case in a commercial area where the dynamics are constantly changing with new buildings, additions to existing buildings as businesses expand, or other issues such as parking or signage. New construction and contemporary design that is compatible within the context of the historic district is always encouraged and is important to economic development. A regulatory environment that discourages creative or contemporary design to the point that new construction is discouraged threatens the overall economic health of a downtown. Therefore, a design guideline document must provide the most flexibility while fostering new construction that respects the existing district.



Contemporary infill construction

The downtown portion of Washington includes primarily the two thoroughfares of: Market Street between Third and Water; and Main Street between Gladden and Bonner. It also includes the waterfront area from the Pamlico River to the rear of buildings on Stewart Parkway. It is imperative that new development recognize and complement both the existing historic environment and the river itself.

New construction applications, due to their potential impact, shall include a site plan, conceptual drawings (measured drawings if possible), material samples, and pictures of the site and surrounding buildings. These items can be completed without significant expense and will most likely be necessary in the early design process prior to submitting to the Commission.



Contemporary compatible infill construction of appropriate scale.

Finally, it should be noted that the general guidelines in previous sections (windows and doors, materials, site features, etc) are to be applied to new construction as well.

Massing, Scale, and Orientation

A new building in the downtown area should be of similar size, scale, and orientation as the existing built environment. For example, the majority of commercial structures in downtown Washington are two or three stories tall while a few are just one level. Also, most buildings within the district tend to be between thirty to fifty feet in width. Within a single block face, the scale of the structures themselves varies slightly. A new structure should never overpower the existing adjacent buildings, thus drawing attention to itself and detracting from the remainder of the historic district.

It is common for institutional buildings, such as a city hall or a church, to be built on a larger scale than other buildings. Often, these structures are not only taller and wider, but are also placed differently on a lot, set back further from the street and from adjacent buildings. The majority of commercial buildings in downtown are built to the lot line directly adjacent to the sidewalk. A civic building, on the other hand, may be set back further leaving room for a landscaped area or perhaps even a public gathering space.



Institutional buildings are often of larger scale and sometimes set back from the street edge.

Typically, these structures are built on a corner rather than the interior of a block face, and are intended to maximize views to and from the structure.

Commercial: Massing, Scale, and Orientation Guidelines

5.1.1 Buildings within Washington's historic district are of similar heights. Therefore, the height of a new building shall be compatible with other buildings in the district when measured from the current Base Flood Elevation (BFE).



5.1.2 All new buildings shall be compatible in height with adjacent buildings on the block.

5.1.3 A new building's height to width ratio should be consistent with existing historic structures. Floor-to-floor heights of new buildings should be similar to the proportions of the existing



5.1.4 The overall building massing and placement on the lot should be similar to that of other buildings in the historic district. Commercial buildings within the interior of the block should be built to the front property line resulting in a continuous building line.

5.1.5 The space between buildings should reflect the existing pattern of property development within the district. Historically, buildings within the interior of a block were built to the side property line, usually sharing a wall with its neighbor.

5.1.6 Where buildings are set back from the front property line, the parking should be to the side and rear only.

5.1.7 New buildings shall have their main entrance and primary architectural façade facing the street. New buildings should have a rear entrance to accommodate rear parking and access.



5.1.8 New construction projects should follow the site features and district setting guidelines found in Chapter 4 of this document.

Design, Proportion, and Architectural Elements

Buildings within historic downtown Washington exhibit a variety of architectural styles. Therefore, new construction is not required to be built to any particular style, but should include similar design elements, materials, and fenestration as other buildings in the district. Windows and doors, architectural details, and roof form are all very important in defining the overall design and provides compatibility with the historic district.

Commercial: Design, Proportion, and Architectural Features Guidelines

- 5.1.9** The design of a new building should not attempt to create a false historic appearance, but rather complement buildings in the existing district. New construction should have its own character and style.



North Carolina Estuarium

- 5.1.10** Use materials that are common to the district such as brick, stone, terra cotta, wood, and metal. Modern materials are appropriate on a new building, however, masonry should be the predominant material on the façade as most of downtown's

historic structures are brick or stone. Whenever modern materials are used, they should be similar in their physical qualities to historic materials found in the district.

- 5.1.11** The fenestration of a new building should reflect that of existing historic structures within the district in proportion, shape, location, pattern and size. The ratio of solids to voids on a building's façade should reflect the buildings within the same block.



Inappropriate fenestration and orientation

- 5.1.12** New construction should include storefront elements proportional to that of existing historic structures.
- 5.1.13** Aluminum and vinyl siding are prohibited on new construction.
- 5.1.14** Architectural details such as cornices, arches, and parapet walls give a building texture and define its scale. New construction should reflect that of existing structures. The orientation and pattern of windows, doors, and architectural details can help

reduce the impact to new construction.



Compatible new construction

- 5.1.15** Architectural style along and on the waterfront was historically different than that of the downtown proper and should reflect that difference. Contemporary design along the waterfront should have its own character and design and reflect its relationship to the river as well as its historic functional relationship to downtown.
- 5.1.16** The design of deck parking should be compatible to the district in size, scale, proportion and materials.

5.2 Residential Construction

New construction within the residential areas of the historic district, while less prevalent than downtown, can have equally as significant an impact. While there are fewer infill projects in the residential areas, there is still the potential for new construction, especially in areas along the waterfront and around the fringes of the district. As in commercial construction, architectural expression that complements the district is encouraged within the residential portions of the historic district. New construction that respects the quality and design of the historic district is important in preserving the overall character of the district. New residential construction is evaluated based on its size and scale, orientation on the lot, materials, architectural details, and site features.

The general guidelines in previous sections (windows and doors, materials, site features, etc) are to be applied to new construction as well, i.e, vinyl clad windows with fixed muntins are acceptable, vinyl and aluminum siding is not.



Residential Infill construction in Greenville, SC

Massing, Scale, and Orientation

As with commercial construction, size and scale of a residential structure as well as its orientation is of primary importance. Residential buildings within the historic district display a variety of heights and scale with most buildings being two stories. Examples of one and three story buildings are also seen. Homes in the district are also typically built close to the street, but the set backs vary from block to block. Some blocks with architecture more significant in scale have the buildings being set back further from the street than others. Finally, the majority of residential buildings in the district are oriented facing the street with a front porch, portico, or stoop.

Residential: Massing, Scale, and Orientation Guidelines

- 5.2.1 The height of new construction shall be compatible with other residential buildings in the district when measured from the current Base Flood Elevation (BFE).
- 5.2.2 Oversized or monumental residential construction is not prevalent in the district and should be avoided. Only in special cases and in strategic locations should this type of architecture be permitted.
- 5.2.3 In order to retain a continuous block face, new homes should not be built farther back than an average of its neighbors along the same side of the street within the same block face,

even if permitted by zoning code.

- 5.2.4 Main entrances should be clearly evident and should be oriented toward the sidewalk and street. If possible, new buildings should include a front porch or portico.



- 5.2.5 New construction projects should follow the site features and district setting guidelines found in Chapter 4 of this document.

Design, Proportion, and Architectural Elements

Residential structures in Washington's historic district come in an array of styles, building form and detail. The different time periods of these buildings define the overall design elements of these buildings including roof form, material, architectural detail, and window and door placement. More often than not, these different styles and building types sit adjacent to each other within the same block. It is important, therefore, that contemporary construction complement the existing architecture rather than replicating it.



Residential: Design, Proportion, and Architectural Features Guidelines

5.2.6 The design of a new building should not attempt to create a false historic appearance, but rather complement the existing district. New construction should have its own character and style.



5.2.7 The fenestration of a new building should reflect that of existing historic structures within a district and be compatible in proportion, shape, location, pattern and size.

5.2.8 Architectural details such as cornices, trim, windows and doors should reflect the scale

of buildings in the existing historic district.

5.2.9 New homes within the district should be built with approved materials. Modern materials, if used, should be similar in appearance and texture traditional materials.

5.2.10 If vinyl-clad windows are used, they must have permanent exterior muntins to match the existing windows.

5.2.11 Aluminum and vinyl siding are prohibited on new construction.

5.2.12 There are a variety of roof forms in the district including gable, hip, and gambrel. The roof forms used on new construction should relate to neighboring buildings in form and material.

5.2.13 The historic landscape of the district including green space and mature trees is one of the character-defining elements of the district. When undertaking new construction, significant trees or vegetation shall be preserved

5.3 Additions

Historic districts change over time with new construction, demolition, and sometimes redevelopment. A quick look at Washington's historic district shows historic buildings from different eras that were built as the district evolved, each with different qualities and character. This is also the case with additions to historic structures. Historic Buildings may have additions from different eras that often are historic themselves. Therefore, it is important that new additions be compatible in size and scale, setback, materials, and design as the main structure.

Poorly designed additions can dramatically change, and often destroy, the historic qualities of a structure.



Inappropriate arcade addition added to front of buildings in an historic streetscape.

Additions, whether on commercial or residential structures, should be done in a manner that does not diminish the historic character of the building and district. Like new construction, additions can be contemporary, but also should be compatible with its surroundings.

Additions Guidelines

- 5.3.1 Additions should be located to the rear or non-character defining elevation. With historic residential structures, additions should be placed in a manner that they are not clearly seen from the public right-of-way. Landscaping can often be used to minimize the visual impact that additions may have to the historic structure.
- 5.3.2 New additions should not remove, damage, or obscure character-defining architectural feature.
- 5.3.3 Additions should be compatible in materials, design, roof form, and proportion to the main structure. However, new additions should be constructed at a scale smaller than the historic structure so as not to overpower the existing historic building.



- 5.3.4 Additions, like new construction, are representative of the time in which they are built. Therefore, contemporary designs are permitted, but should always be compatible with the existing historic structure.

5.3.5 An addition should never mimic or recreate the architecture of the primary historic structure.

5.3.6 Additions to historic structures should be clearly identifiable as such. Additions should be set back and constructed at a smaller scale than the original building. Architectural details should complement the main structure but should be clearly differentiated.

5.3.7 Large additions to commercial structures can be designed to appear as a separate building, but with a connection joint setback from the two structures

5.3.8 Service additions to commercial buildings should always be to the rear of the main structure

5.3.9 Significant trees or other landscape should not be removed or damaged when constructing an addition.



5.4 Decks

The outdoor deck is a contemporary exterior feature frequently introduced in the residential historic districts. A deck is an uncovered wooden structure, similar to a back porch that is located above grade at the rear of the structure. Decks shall conform to local building codes.

Decks Guidelines

5.4.1 A deck shall be designed and constructed so that the historic structure and its character-defining features and details are not damaged or obscured. Install decks so they can be removed in the future without damage to the structure.

5.4.2 Decks shall not, when feasible, be visible from the public right-of-way. New decks should be constructed in inconspicuous locations, usually on the building's rear elevation.

5.4.3 Design and detail decks and associated railings and steps to reflect materials, scale, and proportions of the building.

5.4.4 New decks should be painted or stained in a color that is compatible with the historic structure and district.

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6.0 Demolition and Relocation



WASHINGTON, NORTH CAROLINA

Chapter 6.0

Demolition and Relocation

6.1 Demolition

Demolishing a historic structure within the district has the potential to irreversibly change the character of the district and can compromise the quality and sense of place of the entire district. Historic structures represent a tangible link to a community's past. They are physical expressions of architectural style, building technology, and personal taste. Demolition of a historic structure is strongly discouraged, and any time a demolition is proposed, alternatives must be carefully explored.



Historic house converted into office

Certificate of Appropriateness for Demolition

The Historic Preservation Commission can deny a Certificate of Appropriateness that requests the demolition of a building only when the structure is determined by the State Historic Preservation Officer as having *statewide* significance, as defined by of the National Register of Historic

Places level of significance evaluation. In all other cases, the Commission cannot deny a COA request for a demolition, but it can issue a temporary delay of demolition while preservation alternatives are being explored. The COA, then, would be approved but with an effective date of up to 365 days from the date of approval. The delay would occur when the HPC finds that the structure has historic significance on a local, state or national level or is representative of a distinct architectural style or elements of that style. During the delay, the Commission should actively explore options for preservation that might include negotiations with the property owner to determine other viable uses, helping identify a buyer who could preserve the property, or assisting the owner in relocating the building within the district.

If the Commission determines that the building in question has no historic significance or value, the COA can be approved without delay. In rare instances, a structure may be deteriorated beyond repair to the point that it poses a threat to public safety and welfare. In these extreme cases, the City will have adopted a condemnation ordinance under the minimum housing code. These demolition requests still must go before the Commission.

Demolition by Neglect

City Council can determine that, due to the failure of an owner to conduct routine maintenance over time, the structure is continually deteriorating to the point that it is effectively being demolished by neglect. In such a case, City Council can issue an ordinance causing the property owner to repair those conditions requiring the continued deterioration.

Demolition Guidelines

6.1.1 Prior to undertaking demolition work, the property owner shall approach the Historic Preservation Commission to determine the historic significance of the structure and its relationship to the district.

6.1.2 If the HPC determines that the structure is historically significant, it shall delay the demolition for an appropriate time in order for staff and the Commission to work with the property owner to seek viable alternatives to demolition. Alternatives to demolition include, among other things:

- If a building is in disrepair, working with the property owner to develop a rehabilitation plan and identify funding assistance such as rehabilitation tax credits that would allow the building to be rehabilitated.
- If a building does not fit the owner's required needs, determining if the structure could be adaptively reused.
- Working with the property owner to locate a buyer who will

use the property without demolishing the structure.

- As a last resort, finding a suitable location within the district for the historic building to be moved and working with the property owner to develop a plan for relocation.

6.1.3 If all alternatives for preservation have been exhausted, the HPC shall work with the owner to make a permanent record of the historic resource including photography, an architectural description of the building, chain of title, floor and site plans, or collection of other historic documentation that is available. Since Washington is a Certified Local Government, it must make an annual report to the Department of Archives and History that includes a list of all demolitions and provide historic data on the demolished properties.

6.1.4 When a demolition is proposed, the applicant must submit a landscaping plan illustrating proposed landscaping and other site development to be completed within six (6) months after demolition.

6.1.5 If a property is subject to demolition by neglect, the City Council has the authority to adopt a demolition by neglect ordinance that requires the property owner to repair the conditions causing the deterioration.

6.2 Relocation

Removing a contributing structure from its historic setting can compromise the integrity of the building and the district as a whole. Often, however, relocation is the only method to preserve a structure that is faced with demolition. Relocation should be considered only when all other preservation alternatives have been eliminated. Occasionally, a structure may be moved *into* the historic district.

In planning the move of a structure, consideration must be given for how the relocated building will impact surrounding structures and fit into its new setting. Often, architectural features are compromised when moving a structure. Only an experienced house mover should be used so that damage to the historic building itself, significant vegetation, or buildings along the route is minimized. Prior to moving a structure, the property owner is advised to contact the State Historic Preservation Office to determine what measures need to be taken to ensure that the contributing status of the building is not jeopardized.

Relocation can be looked at in much the same way as new construction in that the building being introduced into a new environment must complement the character of its surroundings in architectural style, size, scale, orientation, and landscaping. Much like new construction, the applicant should submit a plan for relocation including a site plan and drawings of the building in its new environment.

Relocation Guidelines

- 6.2.1 Relocation of a building within the historic district should only be considered as an alternative to demolition when all other preservation options have been exhausted.
- 6.2.2 Prior to the act of relocation, the HPC shall work with the owner to document through photography, drawings, and other means the existing location and environment of the historic structure. Measured drawings should be made particularly if there is to be any reconstruction once the building is moved.
- 6.2.3 The HPC will work with the property owner to identify a contractor experienced in moving historic structures.
- 6.2.4 Character-defining elements and significant architectural features shall be protected during the relocation process. Should any damage occur, it should be repaired.
- 6.2.5 The relocated building must be compatible with the surrounding structures in its architectural style, scale, height, side and front setback, and orientation.
- 6.2.6 Significant vegetation, such as mature trees, should be protected on the new site and appropriate landscaping consistent with the surrounding historic properties should be installed.

- 6.2.7** Guidelines for new construction should be followed whenever relocating a structure in the historic district.
- 6.2.8** Moving accessory structures that have historic significance should follow these same guidelines.
- 6.2.9** Once the building has been removed, any improvement to the vacant lot (former building site) shall be compatible with the surrounding historic properties.

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Appendices



WASHINGTON, NORTH CAROLINA

Appendix A1

Glossary

A.1.1 Building Styles

Victorian (1860-1900)

While Queen Victoria reigned from 1837-1901, Victorian architecture in the United States was popular during the last four decades of the nineteenth century. Victorian architecture is characterized by complex plans, asymmetrical designs, ornate detailing, varied textures, and colorful paint schemes. There are several sub-styles that fall within the Victorian era.

Queen Anne (1880-1910)

The Queen Anne style is one of the more dominant of the Victorian era. Queen Anne homes are typically two stories, have irregular plans including a hipped roof with front and side gables, and usually include a one-story porch along the width of the façade. Bay windows are sometimes cut into the façade under the front gable. More elaborate Queen Anne homes have towers and turrets as signature elements of the façade. These structures are often highly detailed with decorative spindlework, sawn brackets, and gingerbread ornamentation

Italianate (1840-1885)

Italianate homes have generally rectangular, box-shaped plans with low pitched hipped roofs and overhanging eaves. Most Italianate homes are symmetrical in design, and some display box towers or center gables on the façade. Usually two stories, these dwellings often have small single story entry porches supported on columns. Common architectural elements include three-bay facades; narrow, segmental arched windows; and crowns over the windows including inverted U-shaped crowns, arches, and pediments.

Georgian (1700-1780)

Georgian architecture enjoyed one of the longer eras of early American residential construction. These homes are austere symmetrical in plan with simple box designs. Georgian homes are predominantly side-gabled, two story structures, but have a number of variations. Their simple design is often interrupted by a more distinct entryway including paneled doors, transoms, with pediments or elaborate cornices.

Colonial Revival (1880-1955)

The last two decades of the nineteenth and first half of the twentieth centuries marked an era of the revival of Colonial styles of architecture. Like their original Georgian and Federal counterparts, Colonial Revival homes typically have two-story, symmetrical box-shaped plans with classical design elements. They often have hipped roofs with or without porches across the front façade. Common variations include side-gabled plans with asymmetrical being much less common. Similar to early Colonial architecture, Revival homes are simple designs marked by more elaborate entryways.

Greek Revival (1825-1860)

Greek Revival architecture is defined by its highly symmetrical plans and classical details. Usually two stories tall, these homes have low-pitched roofs and wide-band cornices reflecting classical proportions. Greek Revival structures are often dominated by their entryways which often are full-width supported on classical columns two stories high. Others included smaller, yet still grand in scale, one or two-story entry porches.

Gothic Revival (1840-1880)

Gothic Revival homes are noted by their steeply pitched, center gabled roofs. Often with more than one front gable, these homes have ornate gothic detailing such as pointed arched windows, decorative vergeboards, crenellations, pinnacles, and other ornamentation. Most Gothic Revival homes have one-story porches across the front façade.

Craftsman (1905-1930)

Mostly one-story, Craftsman bungalows typically have low-pitched, front gabled roofs with large overhangs. Common examples have offset, front gabled porches supported by short columns on large bases. Architectural elements often include tapered columns, exposed roof rafters, gabled dormers, and multi-paned windows.

A.1.2 Definitions

Board of Adjustment (BOA):

A City board that performs administrative review of zoning decisions including those decisions of the Historic Preservation Commission. Certificates of Appropriateness are appealed to the BOA.

Building Permit:

A permit required for the construction, modification, or renovation of a structure. A Certificate of Appropriateness is required prior to obtaining a building permit.

Certificate of Appropriateness (COA):

A certificate issued by the Historic Preservation Commission certifying that the proposed changes meet these design guidelines.

Character Defining:

The elements, details, and craftsmanship of a historic structure that give it its historic significance and are exemplary of the architectural style and period of the structure.

Contemporary Compatible:

Contemporary design of a building that, while not presenting a historic appearance, is in keeping with the character of the historic district in its size, scale, materials, proportion, and overall design.

Contributing Building:

A structure determined to have been constructed during the period of significance of the historic district, and that possess historic integrity.

Guideline:

In the context of this document, a "guideline" is a design directive that must be met in order to be in accordance with the intent of these guidelines.

| | |
|---|---|
| Historic District, Local | A district established by the City through a zoning overlay that has local historic significance. Properties within this district must meet local design guidelines. |
| Historic District, National Register | A district having national significance as defined by the National Park Service. National Register Historic District designation is primarily honorary, but carries with it the potential for owners to use rehabilitation tax credits for historic preservation. |
| Major Works | Major works projects are significant projects, such as new construction and additions, which potentially alter the existing appearance of the historic district. These projects require HPC review. |
| Minimum Housing Code | The minimum standards by which a house must meet to be determined "habitable". |
| Minor Works | Minor works projects include general maintenance and simple projects that do not alter the appearance and character of the property. These projects can be reviewed by Planning Staff. |
| Shall: | The term "shall" is a term of command, and one which must be given a compulsory meaning; as denoting obligation. It is generally imperative or mandatory. |
| Should: | If the term "should" appears in a design guideline, compliance is strongly encouraged, but it is not required. It is usually no more than a moral obligation. |
| Subdivision Ordinance: | A local ordinance regulating the division of land |
| Zoning Ordinance: | A local ordinance regulating use of land and development standards |

A.1.3 Architectural Definitions

| | |
|----------------------------|--|
| Artificial Siding: | Synthetic or engineered siding material that is not original to the structure including vinyl, aluminum, spray-on vinyl, stucco applied over masonry, among others. |
| Baluster: | A short upright member that supports a handrail. Balusters for porch balustrades can be lathe-turned or simple square posts. |
| Balustrade: | A series of balusters connected on top by a handrail and sometimes by a bottom rail; used on porches, stairs, balconies, etc. |
| Bond (brick): | The arrangement of bricks in a wall providing strength and decoration. Common, English, and Flemish bond arrangements include variations in long face bricks (stretchers) and short face bricks (headers). |
| Bracket: | Projecting support member found under roof eaves or other overhangs. |
| Bulkhead: | The panel below a display window of a storefront. |
| Built-in Gutters: | Gutters which are integral to the roof structure; usually concealed behind a decorative cornice. |
| Casing: | The finished visible framework around a window or door. |
| Clapboard: | Thin boards tapered along one side laid horizontally over one another to sheath a wall surface. They are applied with the thick edge lapped over the thin edge of the board underneath. |
| Column: | Upright post supporting roof or pediment consisting of base, shaft, and capital. |
| Coping: | The top layer or course of a masonry wall, usually with a slanting surface that serves to help shed water. |
| Corbelling: | A series of projecting courses of bricks, each stepped out further than the one below, found on chimneys and walls. |
| Corner Board: | A board that is used as trim on the exterior corner of a wood-frame structure and against which the ends of the siding boards are fitted. |
| Cornice: | Uppermost portion of entablature where the roof and wall meet. |
| Cupola: | A dome on a circular or polygonal base crowning a roof or turret. |
| Dentil: | One of a series of small, square blocks found on cornices. |
| Dormer: | A window built into a sloping roof and having a roof of its own. |
| Double-hung Window: | A type of window composed of an upper and lower sash that slide vertically past each other, and are moveable by means of sash cords and weights. |
| Eave: | Edge of sloping roof that projects or overhangs past the vertical wall. |
| Elevation: | The front, rear, or side of a building. |

| | |
|------------------------------|---|
| Entablature: | The upper part of an order, consisting of architrave, frieze, and cornice. |
| Façade: | The front wall of a building or any architecturally distinguished wall of a building. |
| Fascia: | The flat board that covers the ends of roof rafters. |
| Fenestration: | The arrangement of window and door openings of a building. |
| Flashing: | Overlapping pieces of non-corrosive metal installed to make watertight joints at junctions between roof and walls, around chimneys, vent pipes, and other protrusions through the roof. |
| Frieze: | The middle division of an entablature, between the architrave and the cornice; usually decorated but may also be plain. |
| Gable: | The triangular shaped upper portion of a wall under a pitched roof, from cornice to peak. |
| Gambrel Roof: | A roof that has two pitches on each side with the lower pitch being steeper. |
| Hipped Roof: | A roof that slopes upward from all four sides of a building. |
| Joinery: | The art and practice of joining several small pieces of wood together to form woodwork such as doors, panels, cabinets, etc. |
| Lintel: | A horizontal beam bridging an opening. |
| Mansard Roof: | A roof with a double slope on all four sides, the lower slope being longer and steeper than the upper. |
| Mullion: | A vertical support dividing a window or other opening into two or more parts. |
| Muntin: | A thin strip of wood or steel used for holding panes of glass within a window sash. |
| Orientation: | The placement of structure on a lot, specifically the relationship of primary elevation to the street. |
| Parapet: | The vertical extension of an exterior wall above the line of the roof. |
| Paver: | A masonry unit, usually brick or concrete, that is used as a paving material to create walks and sidewalks. |
| Pier: | A vertical supporting structure constructed of masonry. |
| Pilaster: | A shallow pier or rectangular column projecting slightly from a wall, representing a classical column with base, shaft, and capital. |
| Pointing, repointing: | The act of repairing the mortar joints between brick or other masonry units by filling in and finishing it with additional mortar. |
| Porte-cochere: | A roofed structure extending from an entrance to a building over an adjacent driveway to provide shelter while entering or leaving a vehicle. |

- Portico:** An entrance porch, sometimes pedimented, and usually supported by columns.
- Quoin:** Decorative masonry units at corners of walls differentiated from the main wall by material and/or projection.
- Retaining Wall:** A low wall of masonry that keeps earth in a fixed position.
- Right-of-way:** The strip of publicly owned land used for public infrastructure such as streets and sidewalks, railroads, power, and public utilities.
- Sash:** The framework of a window, usually moveable, into which panes of glass are set.
- Scale:** The height and width relationship of a building to surrounding buildings.
- Setback:** The area of a yard that cannot be built upon based on zoning codes. Buildings have front, side, and rear yard setbacks.
- Shed Roof:** A roof pitched in a single direction.
- Shiplap:** Wooden siding rabbeted so that the edge of one board overlaps adjoining boards creating a flush joint.
- Sill:** The horizontal water-shedding member at the bottom of a door or window.
- Soffit:** The exposed underside of overhanging roof eaves.
- Stringcourse:** A horizontal band of wood or masonry extending across the face of a building.
- Tongue-and-groove:** An edge joint of two boards consisting of a continuous raised fillet or tongue on one edge that fits into a corresponding rectangular groove cut into the edge of the other board.
- Transom:** A narrow, typically rectangular window located above a door or larger window. Transom windows are usually hinged, allowing the window to be opened to improve ventilation.
- Turret:** A small tower usually located at the corner of a building.
- Veneer:** A decorative facing applied to an exterior wall, typically either made of or made to look like brick or stone.
- Wood Shingles:** Thin tapered rectangular pieces of wood installed in overlapping rows to cover walls or roofs; the butt of the shingles can be cut in a variety of shapes to give a distinctive pattern to a wall surface.

Appendix A2

Major/Minor Works

| Commission Approval (Major Work) | Staff Approval (Minor Work) | No COA Required (Routine Maintenance) |
|--|---|--|
| <ul style="list-style-type: none"> ▪ New Construction or additions to primary building ▪ Exterior alterations to principal elevations of buildings ▪ Demolition of any structure ▪ Relocation of any structure ▪ Removal of accessory structures of historical significance ▪ Construction of new accessory structures ▪ Construction or removal of chimneys when made of brick ▪ Alteration, addition, or removal of existing decks ▪ Construction of new decks ▪ Construction of new driveways ▪ Removal of live trees greater than 6" in diameter ▪ New or expanded parking areas ▪ Construction, addition, or removal of porches or steps ▪ Changes to historic roof features ▪ Construction, addition or removal of swimming pools ▪ Installation of new windows and doors ▪ Alteration of exterior surfaces ▪ Substantial changes to COA ▪ Renewal of expired COA on projects of substantial proportion | <ul style="list-style-type: none"> ▪ Addition, or repair of existing accessory structures ▪ Replacement of synthetic siding ▪ Addition, or repair of existing awnings & shutters ▪ Installation of new awnings and shutters when appropriate ▪ Repair or replace existing siding, windows, doors, (no change) ▪ Construction of appropriate fences, walls, or hedges ▪ Repair or replacement of exposed foundations (no change) ▪ Installation or replacement of gutters ▪ Emergency removal of dead, diseased, or dangerous trees ▪ Removal of deteriorated accessory buildings (non-contributing) ▪ Repair of existing masonry ▪ Installation or removal of HVAC or mech. equipment (rear yard) ▪ Repair or replacement of existing porches (no change) ▪ Installation of appropriate signs ▪ Installation of satellite dishes & TV antennas (rear yard) ▪ Repair of existing stairs and steps ▪ Repair, replacement, or construction of walkways ▪ Installation of storm windows and doors ▪ Replacement of existing roof coverings (no change) | <ul style="list-style-type: none"> ▪ Painting ▪ Repair or replacement of existing driveways & walks (no change) ▪ Repair or replacement of existing fences or walls (no change) ▪ Repair or replacement of existing gutters or downspouts (no change) ▪ Minor plantings or clearing of overgrown bushes & shrubs ▪ Tree removal (less than 6" in diameter) ▪ Repair or replacement of exterior lighting fixtures (no change) ▪ Repairs, including repointing, to existing masonry ▪ Repair or replacement of existing parking lots (no change) ▪ Repair of existing roof coverings (no change) ▪ Repair or replacement of existing signs (no change) ▪ Repair to existing swimming pools ▪ Construction of wooden trellises in rear yard ▪ Repair or replacement of existing sidewalks ▪ Window air conditioners at rear elevations |

**** This list is meant to be used as a quick reference guide. For a full explanation of the Historic Preservation Commission Guidelines, please consult the Planning Department at (252) 975-9384.**

Appendix A3

Materials List

NEW CONSTRUCTION ADDENDUM TO COA APPLICATION

Property Owner _____ Street Address _____
 Address _____ Tax Parcel # _____
 City, State, Zip _____ Phone _____

Project Description: Check all that apply.

Primary Structure Secondary Structure Other _____

USE:

Residential Commercial
 Single Family Office
 Multi-Family Institutional

PRIMARY MATERIALS:

Wood Clapboard
 Wood Shingles
 Rectangular
 Fishscale
 Sawtooth
 Other _____
 Brick
 Stone
 Concrete Block
 Stucco
 Vinyl Siding
 Smooth surface
 Wood grain
 Aluminum Siding
 Slate
 T-111
 Cementitious Siding
 (Hardi-plank or other)
 Masonite

Metal
 Glass Panels
 Other _____

GABLES, DORMERS, ETC.:

Wood Clapboard
 Wood Shingles
 Rectangular
 Fishscale
 Sawtooth
 Other _____
 Brick
 Stone
 Concrete Block
 Stucco
 Vinyl Siding
 Smooth surface
 Wood grain

Aluminum Siding
 Slate
 T-111
 Cementitious Siding
 (Hardi-plan or other)
 Masonite
 Metal
 Glass Panels
 Other _____

**Orientation of Primary
Surface Materials:**

Horizontal
 Vertical
 Diagonal

**Orientation of Secondary
Surface Materials:**

Horizontal
 Vertical
 Diagonal

TRIM & ORNAMENTATION/ARCHITECTURAL DETAILS:

Decorative Siding Cornices Moldings
 Half Timbering Brackets Corner Boards
 Fishscale Lintels Window & Door
 Sawtooth Brick Patterns Surrounds
 Other _____ Frieze

VENTILATION:

Gable

- Freestanding
- rectangular
- circular
- peaked

- square
- decorative
- Louvered
- triangular in peak

- Soffit
- Roof

ROOF:

Shape

- Flat
- Gable
 - Front
 - End
 - Multi # _____
- Hip
- Gambrel
- Shed
- Box Cornice
- Open Cornice
- Exposed Rafter Ends
- Fascia Boards
- Gutters
 - Built In
 - Applied
- Downspouts
 - Copper
 - Aluminum
 - Vinyl
- Rain Deflector
 - Overhang _____

Pitch

- Primary _____
- Secondary _____
- Other _____

Materials

- Composition (asphalt/fiberglass)
- Standing Seam Tin
- Pressed Tin
- Metal Shingles
- Slate
- Synthetic Slate
- Clay Tiles
- Asbestos
- EPDM
- Other _____

Color

- Primary _____
- Secondary _____
- Other _____

Features

- Cresting
- Lightning Rods
- Spire
- Cupola
- Towers

Dormers

- Total # _____
- Front Elev. # _____
- # Windows _____

Window shape

- Rectangular
- Arched
- Palladian
- Vent
- Other _____

Roof Shape

- Shed
- Gable
- Hip
- Eyebrow

Surface Materials _____

Roof Materials _____

Chimneys

Materials

- Brick
- Stucco
- Other _____

Type

- End
- Interior
- Cap

MECHANICAL EQUIPMENT:

HVAC Equipment

- Side Yard
- Rear Yard
- Window
- Roof

Misc.

- Small Satellite Dish
- Large Satellite Dish
- TV Antennae
- Solar Panels

Sky Lights

- Flat
- Hipped
- Concave
- Size _____

FOUNDATIONS:

Type

- Slab
- Raised Slab
- Frame - Ht _____

Materials

- Brick
- Concrete Block
- Stucco
- Piers
- Lattice

STREET-FACING ENTRANCE/PORCH:

Balustrade/Railing

- Wrought Iron
- Wood
 - Turned
 - 2 x 2
 - 2 x 4
 - Other _____
- Vertical Orientation
 - _____ "o.c."
- Other Orientation _____

Ceiling (if applicable)

- None
- T/G
- Plywood
- Vinyl
- Other _____

Roof Material

- Standing Seam Tin
- Built-up
- EPDM
- Shingle
- Slate
- Other _____

FENESTRATION:

Windows

Groupings - Front Elevation

- Singles
- Pairs
- Triples

Groupings - All Sides

- Singles
- Pairs
- Triples
- Other _____

Materials

- Wood
- Metal
- Vinyl
- Glass Block
- Other _____

Flooring

- T/G
- Decking Boards
- Concrete
- Brick
- Tile
- Other _____

Stairs

- Wood
- Brick
- Concrete Block
- Tile
- Other _____
- Hand Rail
 - Wood
 - Metal
 - Describe _____

Foundation Type

- Brick
- Concrete Block
- Pier
- Lattice

Style

- Fixed
- Single Hung
- Double Hung
- Casement

Storm Windows

- Aluminum
- Triple Track
- Wood
- Color _____
- Screens
 - Wood
 - Aluminum
 - Full
 - Half

Dimensions _____

Orientation

- Vertical
- Horizontal

Supports/Columns

- Turned
- Classical (round)
- Fluted
- 4 x 4
- 6 x 6
- Chamfered
- Wood
- Wrought Iron
- Brick
- Tapered Wood
- Paired
- Other _____

Accessibility Ramp

Located at:

- Street Front
- Side
- Rear

Materials

- Wood
- Metal
- Concrete
- Slope _____

Doors

- Single
- Double
- Revolving
- Panels # _____

Materials

- Wood
- Metal
- Vinyl
- Glass
 - Size _____
 - Shape _____
 - # Lites _____
- Sidelights # _____
- Transom
- Shape _____

SITE PLAN

Please complete the following and indicate each element clearly on the proposed site plan.

Dimensions of Lot _____
 Square Footage of Lot _____

Existing Features (identify on plan and describe proposed changes.)

- Trees Larger Than 8" dia. at 4' Level _____
- Fences (type) _____
- Retaining Walls (hts.) _____
- Sidewalks _____
- Drive Cuts _____

Shape of Building _____

Dimensions of Building

- Primary Elevation (width) _____
- Secondary Elev. (depth) _____
- Other _____

Square Footage of Building _____

Height of Building

- # of Stories _____
- Peak to Grade _____
- Corners to Grade _____
- Floor Level to Grade _____
- Chimney Height _____
- Other _____

Lot Coverage

- Primary Structure _____
- Secondary Structure _____

Parking

- # of Parking Spaces Required _____
- Regular _____
- Handicapped _____
- Paving Material _____
- Lighting _____

Tash Containers/Dumpsters

- Side _____
- Rear _____
- Screened _____

Primary Street Elevation _____

Secondary Street Elevation _____

Rhythm

Structure

- # Bays Wide _____
- # Bays Deep _____

Surrounding Properties (same side of street - if corner lot include 2 properties opposite corner).

Front Setbacks _____

Spacing Between Structures _____

Width of Structures _____

Height of Structures _____

Proposed Setbacks

Front Setback _____

Rear Setback _____

Left Side Setback _____

Right Side Setback _____

Distance

Curb to R/W @ Front _____

Curb to R/W @ Side _____

Lighting (on building)

Fixture Style (provide sketch or brochure)

Color _____

Height _____

Signage

Wood _____

Metal _____

Other _____

Dimensions of Sign _____

Height of Lettering _____

Color _____

Lighting of Sign _____

Landscaping - indicate all plants/shrubs around structure and parking areas.

Appendix A4

COA Application

A.4.1 Instructions For Completing a Request for a COA

A.4.2 Sample COA Application

A.4.3 Submittal Requirements

COMPLETING A REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

The following instructions are to assist you in completing the request for a Historic Preservation Commission Certificate of Appropriateness. The headings in bold print correspond to the information requested on the COA application. The comments explain specifically what information each item requires.

SECTION A

PROJECT INFORMATION:

This line and the address space below it refer to the owner of the proposed project and the address at which the proposed project is to take place and the Parcel Identification Number.

SECTION B

APPLICANT INFORMATION:

This line and the address space below it refer to the person making and presenting the application to the Historic Preservation Commission. This person may be different from the owner of the property, as long as the applicant is acting in behalf of the owner.

SECTION C

A WRITTEN DESCRIPTION OF PROPOSED CHANGES TO THE PROPERTY:

Write a complete, detailed description of the work or changes to be done on the property.

SECTION D

I (WE) UNDERSTAND APPROVED REQUESTS ARE VALID FOR ONE (1) YEAR:

Requests that are approved are good for one year. If you are not able to start work until a later date, you have up until one calendar year to begin the work. If you cannot start work within one calendar year, the proposed project must again be submitted for approval to the Historic Preservation Commission.

The contact person, the one submitting the application, must sign the request application. The signature attests that the applicant acknowledges the deadline and the decisions to be made by the Historic Preservation Commission.

The rest of the information on the page is for staff to record the action of the Historic Preservation Commission.

If you have any questions concerning the application, please contact the Planning Administrator at (252) 975-9384

A.4.2

CITY OF WASHINGTON
HISTORIC PRESERVATION COMMISSION
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Date _____

Fee _____

A: Information on Structure Under Consideration

Address: _____

Current Owner: _____

Tax Parcel Number: _____

This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Dept. at 975-9383. Has a Building Permit been obtained? YES _____ NO _____ N/A _____.

B: Information on Person Making Application

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

C: Proposed Changes to Structure

I (We) respectfully request a Certificate of Appropriateness be issued in accordance with the City of Washington Zoning Ordinance for the following reason: (details of the proposed project)

D: I (We) understand approved requests are valid for one year.

Note: Applicants, and/or their agents or parties of interest are prohibited from any contact in relation to this matter with Historic Preservation Commission members prior to the public hearing.

| FOR OFFICE USE ONLY: | |
|---|-------------|
| <u>ACTION</u> | <u>DATE</u> |
| <input type="checkbox"/> Approved | _____ |
| <input type="checkbox"/> Approved with Conditions | _____ |
| <input type="checkbox"/> Denied | _____ |
| <input type="checkbox"/> Withdrawn | _____ |
| <input type="checkbox"/> Staff Approval | _____ |

Respectfully Submitted,

Signature

A.4.3

CITY OF WASHINGTON
HISTORIC PRESERVATION COMMISSION
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

SUBMITTAL REQUIREMENTS
PROVIDE THE FOLLOWING INFORMATION

Exterior Repairs

- ✓ For replacement of deteriorated porch railings, columns, steps, siding, or other architectural features; describe replacement materials.

Exterior Alterations

- ✓ Elevation drawings for alterations such as adding or removing window or door openings

Additions to Buildings

- ✓ Elevation drawings of all sides of the proposed addition.
- ✓ Site plan showing the building footprint with the proposed addition. Indicate distances to property lines.

Landscaping and Site Improvements

- ✓ Site showing location of proposed fences, walls, walks, patios driveways, parking areas, mechanical equipment, etc.
- ✓ Description of materials to be used.

New Construction

- ✓ Elevation drawings of the proposed building.
- ✓ Site plan showing building footprint and distances to property lines and site improvements.
- ✓ Materials specifications; types, samples, or descriptions.

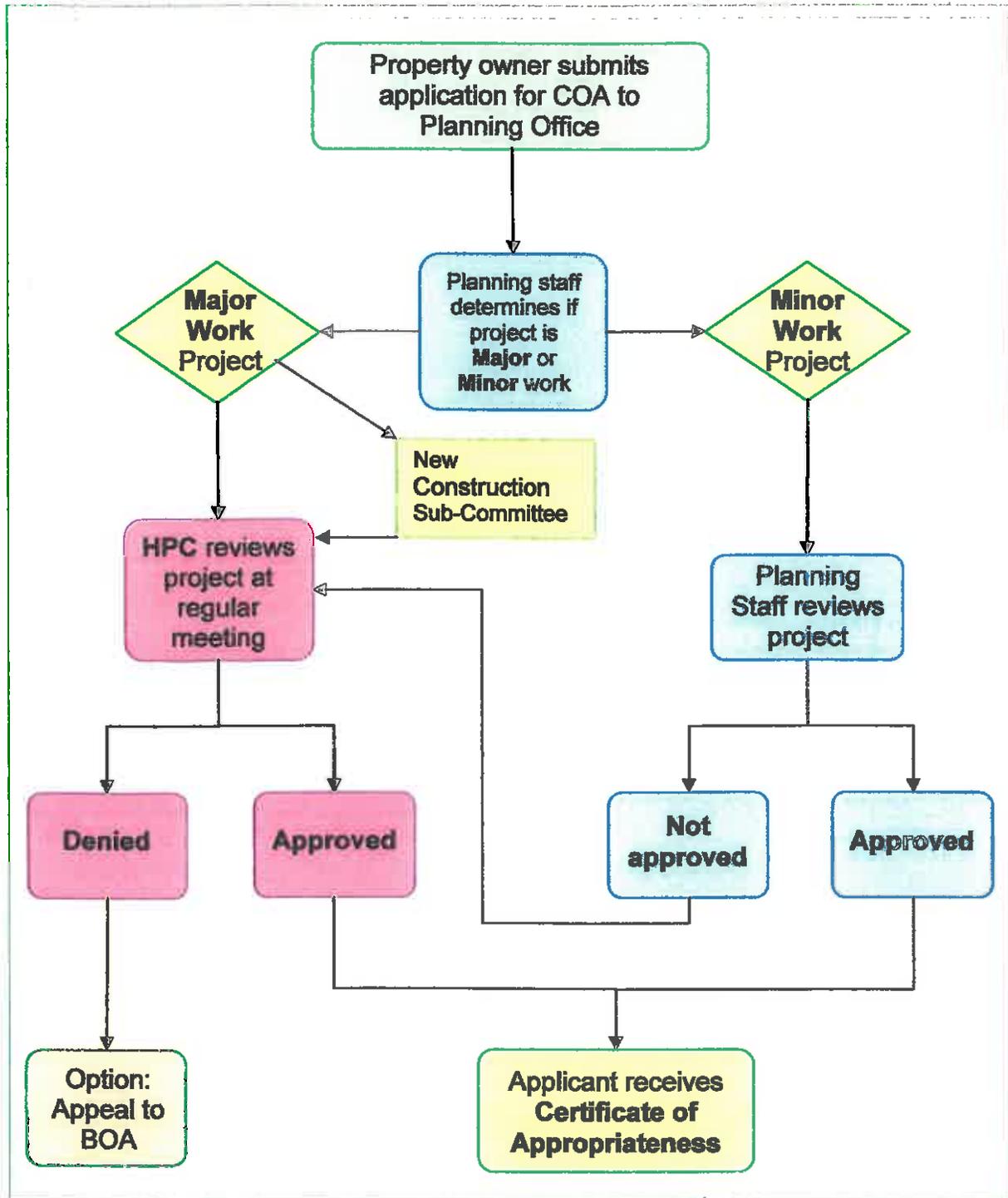
Demolition

- ✓ Site plan illustrating proposed landscaping and any other site development to be completed after demolition.
- ✓ Description of any site features that will remain after demolition such as fences, walls, walks, etc.

Moving Structures

- ✓ Site plan illustrating proposed landscaping and any other site development to be completed after moving.
- ✓ Site plan, landscaping plan, etc. if new location is within the historic boundaries.

Appendix Certificate of Appropriateness A5 Flow Chart



Appendix A6

Compliance and Enforcement

A.6.1 COMPLIANCE

Compliance with the terms of the Certificate of Appropriateness shall be enforced by the Department of Planning and Development. Failure to comply with the ordinance or an approved certificate shall be in violation of the City of Washington's Zoning Ordinance and is subject to the penalties for such violations according to established procedures. The penalties and remedies for enforcement of the Historic Preservation Guidelines are found in Article XV Special Districts Section 27-162 Historic District and Commission (y) Enforcement and Remedies in the Zoning Ordinance. In addition to equitable remedy, order of abatement, and civil penalty, citations may be issued to any person believed to be in violation of the Certificate of Appropriateness.

The Director of the Department of Planning and Development and, or his designee, is empowered to issue citations to any person, business, or corporation, or other legal entity if there is legal cause to believe that any of the above have violated any provisions of the zoning ordinance, to include beginning work without a Certificate of Appropriateness. The enforcement officer has the option to either issue a "warning" notice, a notice of violation, or pursue civil penalties.

(1) **Warning Notice.** A "warning" notice shall state the violation and give the violator thirty (30) days to remedy the violation. The Enforcement Officer shall have the authority to extend the period of the warning citation so long as there are documented, objective, or otherwise visible good faith efforts to comply with the warning notice. If there has not been compliance with the warning notice, then a Notice of Violation will be issued.

(2) **Notice of Violation.** No civil penalty shall be assessed until the person alleged to be in violation has been notified of the violation in accordance with Section 27-231(a) of the City of Washington Zoning Ordinance. If after receiving a Notice of Violation under Section 27-231(a), the owner or other violator fails to take corrective action within the stated time period, a civil may be imposed under this Section in the form of a citation.

(3) **Citation.** Any person who violates any provision of this Ordinance shall be subject to assessment of a civil penalty in the amount of \$50.00 per violation per day. For each day the violation is not corrected, the violator will be guilty of an additional and separate offense and subject to additional civil penalty. The citation shall state the nature of the violation, shall state the civil penalty to be imposed upon the violator, and shall direct the violator to pay the civil penalty within fifteen (15) days of the date of the citation.

(4) **Appeal.** Any owner or occupant who has received a Notice of Violation may appeal in writing the decision of the Department of Planning and Development to the Board of Adjustment within fifteen (15) days following the date of the Notice of Violation. The Board of Adjustment shall hear the appeal within sixty (60) days, and it may affirm, modify, or revoke the Notice of Violation. In the absence of an appeal, the decision of the Department of Planning and Development shall be final.

Appendix Bibliography and Index of A7 Preservation Resources

A.7.1 Technical Bibliography

Historic Districts are Good for Your Pocket Book. The Impact of Local Historic Districts on House Prices in South Carolina. SC Dept. of Archives and History. January 2000.

McAlester, Virginia and Lee. A Field Guide to American Houses. New York, NY. Alfred A. Knopf, Inc., 1984.

Morton III, W. Brown, Gary L. Hume, Kay D. Weeks and H. Ward Jandl.: The Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings. Washington, DC: U.S. Department of the Interior, National Park Service. 1997.

National Park Service. Illustrated Guidelines for Rehabilitating Historic Buildings. Washington D.C.: Historic Preservation Services, 1992.

National Park Service. *Preservation Briefs.* Washington, D.C.: Historic Preservation Services. 1990.

National Park Service. *The Secretary of the Interior's Standards for Rehabilitation.* Washington, DC. 1990.

National Park Service. *Preservation Tax Incentives for Historic Buildings.* Washington, D.C.: Department of the Interior, 1990.

North Carolina State Historic Preservation Office. *National Register Fact Sheet #4. The National Register of Historic Places in North Carolina, Facts and Figures.* <http://www.hpo.dcr.state.nc.us/nrfacts.htm>.

North Carolina State Historic Preservation Office. *The Economic Impact of the Rehabilitation Investment Tax Credit Program in North Carolina.* 2003

Pregliasco, Janice. Developing Downtown Design Guidelines. Sacramento, California: California Main Street Program, 1988.

Rypkema, Donovan D. The Economics of Historic Preservation. Washington: The National Trust for Historic Preservation, 1994.

Van Camp, Louis. Images of America, Beaufort County, North Carolina. Arcadia Publishing. 2000.

Van Camp, Louis. Images of America, Washington, North Carolina. Arcadia publishing. 2000.

Weeks, Kay D., and Anne E. Grimmer. The Secretary of the Interior's Standards for the Treatment of Historic Properties with Illustrated Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings. Washington, D.C.: National Park U.S. Dept. of the Interior, 1996.

A.7.2 Preservation Resources

Local

City of Washington, NC
Department of Planning and Development
102 East Second Street
Washington, NC 27889
(252) 975-9384
<http://www.ci.washington.nc.us/planning/planning.aspx>

Washington Area Historic Foundation
Post Office Box 2784
Washington, North Carolina 27889
(252) 946-1923
<http://members.fortunecity.com/wahforg/index.htm>

State

North Carolina Office of Archives and History.
State Historic Preservation Office
Survey and Planning Branch
Lewis-Smith House
515 North Blount Street
Raleigh, NC
(919) 733-6545
<http://www.hpo.dcr.state.nc.us/spbranch.htm>

Restoration Branch

515 North Blount Street

Raleigh, NC

(919) 733-6547

<http://www.hpo.dcr.state.nc.us/rebranch.htm>

Eastern Field Office

Robert Lee Humber House

117 Martin Luther King, Jr. Drive

Greenville, NC 27858

(252) 830-6580

<http://www.ah.dcr.state.nc.us/sections/eo/default.htm>

North Carolina Main Street Program

4313 Mail Service Center

Raleigh, NC 27699

(919) 733-2850

<http://www.dca.commerce.state.nc.us/mainst/>

Preservation North Carolina

220 Fayetteville Street Mall, Suite 300

P.O. Box 27644 Raleigh, NC 27611-7644

(919) 832-3652

<http://www.presnc.org/>

National

National Park Service

Heritage Preservation Services

1201 Eye St, NW, 2255

Washington, D.C. 20005

(202) 513-7270

<http://www2.cr.nps.gov/>

National Trust for Historic Preservation

1785 Massachusetts Ave., NW

Washington, DC 20036-2117

(202) 588-6000

<http://www.nationaltrust.org/>

National Trust Main Street Center

1785 Massachusetts Ave, NW

Washington, DC 20036

(202) 588-6219

<http://www.mainstreet.org/>

A.7.3 Internet Resources

National Park Service Technical Preservation Services
<http://www2.cr.nps.gov/tps/index.htm>

Illustrated Guide for Rehabilitating Historic Buildings
<http://www2.cr.nps.gov/tps/tax/rhb/index.htm>

The Secretary of Interior's Standards for Rehabilitation
<http://www2.cr.nps.gov/tps/tax/rehabstandards.htm>

National Park Service Preservation Briefs
<http://www2.cr.nps.gov/tps/briefs/presbhom.htm>

National Register of Historic Places
<http://www.cr.nps.gov/nr/>

Federal and State Historic Preservation Tax Credits. North Carolina State
Historic Preservation Office website. <http://www.hpo.dcr.state.nc.us/>

Advisory Council on Historic Preservation
<http://www.achp.gov/>