

Chapter 17

Local Historic Overlay District Design Guidelines

Prepared by the
Lexington Historic Preservation Commission

For more information, contact
Office of Business and Community Development
31 West First Street, Lexington, NC 27292
(336)248-3900

17.1 INTRODUCTION

17.1.1 PURPOSE

Design Guidelines for Local Historic Districts help a community better understand the benefits of historic preservation. When applied to Locally Designated Historic Districts and Local Landmarks, design standards make it possible for the Historic Preservation Commission (HPC) to evaluate the appropriateness of exterior changes that are proposed for existing buildings and guide new construction within historic areas. Therefore, Design Guidelines can be an important resource for property owners, builders, architects and realtors.

Guidelines are created to fit specific needs in a community, and provide a foundation for efforts to protect the unique character of a neighborhood, district, or landmark structure. Property owners who want to improve and maintain their buildings can turn to a clear set of guidelines for ready assistance. Successful project outcomes in turn help bolster the overall sense of place and pride that is important to maintaining livable neighborhoods. Guidelines help a community preserve its unique identity while encouraging growth and change. They provide the linchpin for a historic preservation program that supports economic development through stabilization of property values and contributes to tourism development and business recruitment. Successful preservation programs enable a community to say to current and future residents and businesses – ‘our City is a good place to live and work.’

The National Register of Historic Places is maintained by the National Park Service, which is part of the U.S. Department of the Interior. In 1977 the National Park Service approved ten principles for preserving the historic integrity of public and private buildings, entitled the ***Secretary of Interior’s Standards for Rehabilitation***. The guidelines presented in this document are based on those standards, which are as follows:

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.

17.1.2 ROLE OF THE LEXINGTON HISTORIC PRESERVATION COMMISSION (HPC)

In accordance with state law, Historic Preservation Commissions are established so that a local governing board, in this case the Lexington City Council, can “safeguard the heritage of the City by preserving any district or landmark herein that embodies important elements of its culture, history, architectural history, or prehistory,” and to “promote the use and conservation of such district or landmark for the education, pleasure and enrichment of the residents of the City and the State as a whole.” In order to accomplish these goals, Design Guidelines are developed through a process outlined by the General Assembly that provides opportunities for public participation and are administered by Historic Preservation Commissions.

The Lexington Historic Preservation Commission (HPC) was appointed by Lexington’s City Council on February 14, 2005. Its purpose is to provide preservation assistance to owners of properties in designated Local Historic Districts (LHD) and individual properties designated through its Local Landmark Program (LLP). The commission is comprised of five at-large members who are eligible to serve for two consecutive three-year terms. At least three members of the commission must have “demonstrated special interest, experience, and/or education in history, architecture, archaeology, or related fields.” Staff support for HPC is provided through the City of Lexington Office of Business and Community Development.

17.1.3 NATIONAL REGISTER DISTRICTS VS. LOCAL HISTORIC DISTRICTS

The National Register of Historic Places is the nation's official list of buildings, sites or areas worthy of preservation due to their significance in American history, architecture, archaeology or culture. Individual properties and districts are added to the National Register through a nomination process that begins on the local level. Nominations can be submitted by public or private property owners, and are reviewed by North Carolina's State Historic Preservation Office (SHPO) prior to consideration by the National Park Service. Being listed in the National Register provides formal recognition based on national standards used by every state. Lexington is proud to have three districts listed in the Register:

- Uptown Lexington Historic District
- Erlanger Mill Village Historic District
- Lexington Residential Historic District

There are several individual buildings throughout the City that are listed in the Register, including Grimes Mill, designated by HPC as the City's first Local Landmark in 2006. Maps and information for the National Register Districts can be found on the City's website at <http://www.lexingtonnc.net/index.aspx?page=170> .

Generally there are no federal, state or local government restrictions on National Register properties. Exceptions exist when federally linked funds are involved in rehabilitation, or in cases where federal funds will impact National Register properties, such as highway construction. In these cases, federal regulations require a review process to ensure that historic properties are protected. A guide to this process can be found at <http://www.achp.gov/docs/CitizenGuide.pdf>.

Communities that wish to implement measures to protect properties often choose to go a step beyond National Register listing and designate Local Historic Districts (LHDs) and Local Historic Landmarks (LHLs). While the boundaries of Local Historic Districts and National Register Districts may be quite similar, a Local Historic District is considered a local zoning district, and often an overlay zoning district, with Design Guidelines that are applied as zoning regulations. The Guidelines also apply to LHDs, which are often listed individually in the National Register, although listing is not a requirement of the Local Landmark Program.

The Lexington Historic Preservation Commission is charged with recommending to City Council the Local Designation of both districts (LHDs) and individual structures, or Landmarks (LHLs). Approval of either a LHD or LHL follows a series of public hearings in which property owners and other interested parties can provide input.

Design Guidelines are developed with community input through a series of public meetings. Once approved, the Guidelines become part of the City's Land Use Ordinance, but apply only to exterior changes to a property in a Local Historic District or Landmark. Interior changes that do not alter the exterior of a property in a LHD are not subject to Design Guidelines, but are, like all

construction in the City, governed by state and local building codes and permitting requirements.

Once the district is designated, owners of properties included within a LHD must obtain a Certificate of Appropriateness (COA) prior to undertaking any changes to the exterior to the property. These changes must be consistent with Design Guidelines, which are adopted by City Council. A complete explanation of the COA process is explained in Section 17.1.6.

17.1.4 BENEFITS OF LIVING IN A LOCAL HISTORIC DISTRICT AND/OR A NATIONAL REGISTER DISTRICT

If a residential or commercial area or structure represents an important part of the heritage of a community, it can elect to take action to protect and preserve its unique character because of the value to current and future generations. Local designation can help prevent a pattern of decline in older neighborhoods. In many cases it can assist an area in reversing such a pattern if it has already begun, thus stabilizing property values and preserving the tax base. Homeowners are assured that money spent to preserve a historic structure within a LHD is a sound investment because owners of surrounding properties will be held to the same standards.

National Register status brings with it some financial incentives for owners. Although having a property listed in the National Register of Historic Places is primarily an honor, contributing properties are also potentially eligible for certain federal and state historic tax credits for appropriate rehabilitation. A *contributing property* is one that has been noted by the National Register listing as one that contributes to the overall historical significance of the larger district. *Non-contributing properties* are not eligible for this incentive. Owners who are interested in determining if their non-contributing property may be restored to obtain contributing status are encouraged to contact staff for contact information for the North Carolina Historic Preservation Office. Owners who are unsure whether their property is contributing or non-contributing can check the inventories for each National Register District. A hard copy is maintained at the Office of Business and Community Development at 31 West First Street. These documents can also be found online on the City website <http://www.lexingtonnc.net/index.aspx?page=160>.

For income-producing properties, (commercial properties such as office or rental residential), the federal tax code allows for a 20% historic tax credit for qualifying rehabilitations of accredited, or contributing properties. In addition, North Carolina allows for a 20% historic tax credit, for a combined 40% tax credit. A qualifying rehabilitation must meet the Secretary of Interior's Standards. Historic tax credits are calculated as a percentage of approved rehabilitation costs, and are utilized as a credit against state and federal income tax liabilities. Percentages for tax credits may be amended from time to time and current percentages should be checked early in the planning phase of a project.

Owners of non-income producing properties, which are typically residential, are eligible for a 30% state historic tax credit for approved rehabilitation costs. The credits are calculated as a

percentage of approved rehabilitation costs, utilized as a credit against personal state income tax liability. There is no federal historic tax credit for non-income producing properties.

Both programs are handled through the Restoration Services Branch of the North Carolina State Historic Preservation Office (SHPO). It is important that property owners contact SHPO prior to beginning any work to ensure the project will meet all requirements. Property owners are also strongly urged to contact HPC through the Lexington Office of Business and Community Development to receive local support and assistance. See Appendix B for examples of historic tax credit projects, and additional contact information.

17.1.5 HISTORY OF THE LOCAL HISTORIC DISTRICT

The Park Place Local Historic District is contained within the larger Lexington Residential National Register District. Lexington Residential contains the earliest platted residential neighborhoods in the City, including Park Place (1909) and Ford Property / Ford Addition (1923). The proposed Park Place district, which is only a portion of the entire National Register District, encompasses approximately 55 acres, and 156 primary properties. A full report on the Park Place Local Historic District can be found on the City website at:

<http://www.lexingtonnc.net/modules/showdocument.aspx?documentid=1341>

17.1.6 CERTIFICATE OF APPROPRIATENESS (COA)

If a property is located in a designated Local Historic District, or is a designated Local Landmark, the owner must obtain a Certificate of Appropriateness (COA) prior to undertaking any exterior changes to the property. A COA is also required for demolition or relocation of any structure within a district (contributing and non-contributing), or for a Local Landmark.

Routine maintenance does not require a COA, nor does repainting the exterior. Interior alterations do not require a COA. However, there are a few notable exceptions: publicly-owned Local Landmarks and privately-owned Local Landmarks for which the owner has consented to interior review do require a COA for interior changes. Owners participating in the Historic Tax Credit Program will also be required to get a COA, although as a general rule if proposed changes meet state and/or federal requirements, they will also meet LHC's requirements.

A COA certifies that the proposed work is consistent with the Design Guidelines. COAs are a prerequisite for obtaining a building permit for new construction or for any work to existing structures that requires a building permit. Owners are reminded that such work already requires permitting by the City, and that COAs are an additional zoning requirement. Application for building permits and COAs can be made simultaneously at the Office of Business and Community Development (Planning / Zoning / Inspections / Code Enforcement).

17.1.6.1 PROCESS

Applicants seeking COAs should contact the Office of Business and Community Development prior to submitting an application in order to determine if one is needed. Projects requiring a COA are classified as either Major Works or Minor Works. See Appendix A for a list of Major Works and Minor Works.

COAs for Minor Works can be approved at staff level and are typically issued or denied within 10 days or less. COAs for Major Works are issued by the HPC after consideration at a regularly scheduled meeting, and are typically issued or denied within 30-45 days. This time period may be extended for up to 180 days. Community Development Staff will be happy to provide technical assistance, which may help reduce timelines for final approval. Property owners are strongly encouraged to consult with the staff at Community Development before seeking approval for either category of work.

17.1.6.2 APPLICATION

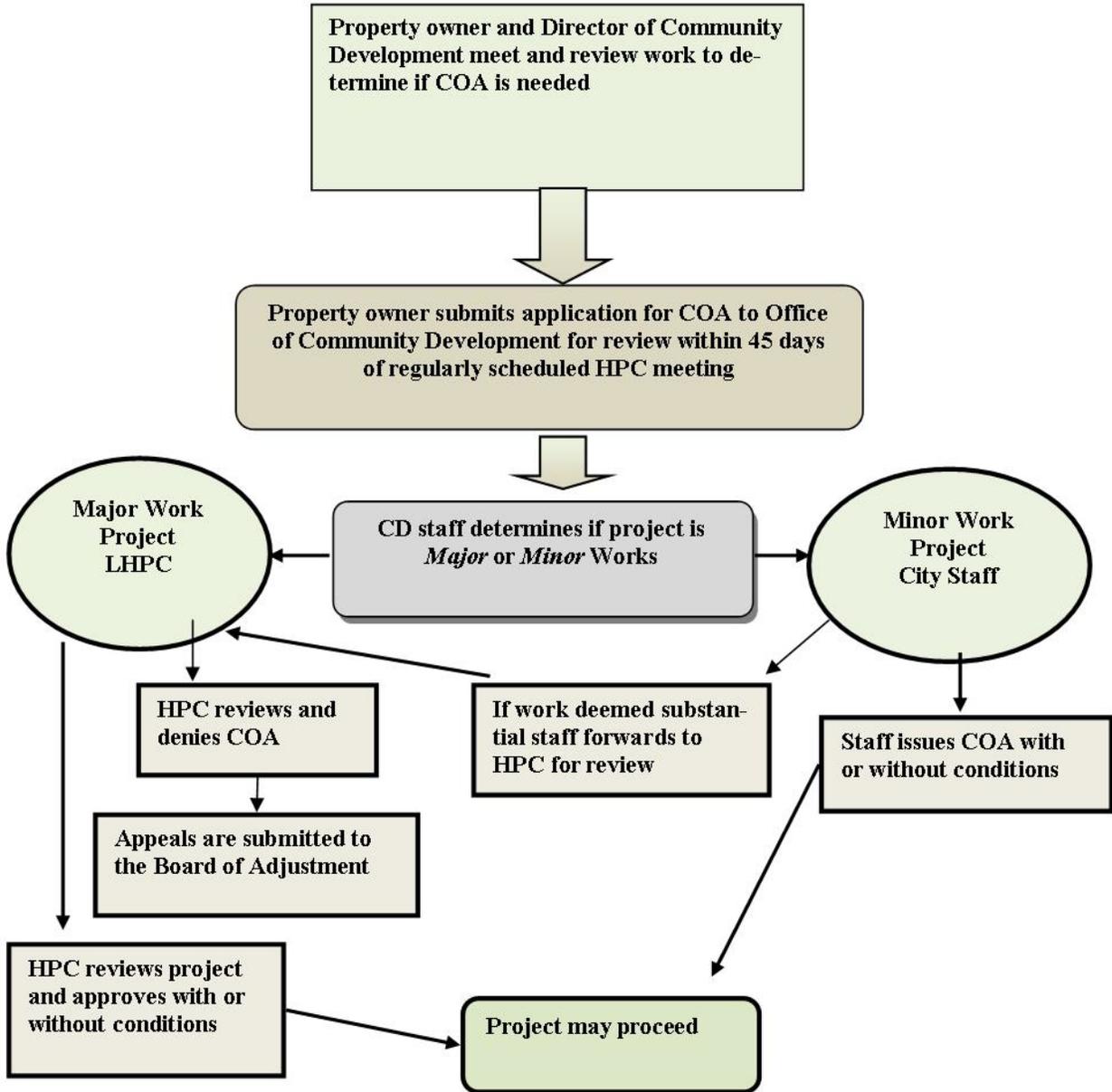
Applications for Certificates of Appropriateness can be obtained at the Office of Business and Community Development, 31 West First Street, Lexington, NC 27292 (phone 336.248.3900). Applications should include applicant information, description of the project, and relevant supplemental materials, including the following, if applicable. Professional drawings are not necessary, but drawings and plans should be to scale.

- Drawings
- Site plans
- Samples of materials to be used
- Photographs of the structure
- Site/elevation drawings
- Floor plans
- Location / description of mature large trees

City staff will mail written notice of a public hearing to all owners of property within 100 feet of the property for which the COA is sought, unless it is a Minor Works application approved at staff level. The deadline for COA applications is a minimum of four (4) weeks prior to the next regularly scheduled meeting of the HPC. A flow chart to demonstrate the basic process follows this section.

If a COA is denied, appeal may be made to the Historic Preservation Commission. Any appeal of denial from the Historic Preservation Commission shall be heard by the Board of Adjustment. Passage by HPC of a motion to approve shall constitute the issuance of a COA, which shall be valid for a period of twelve (12) months from the date of issuance for the purpose of obtaining a zoning or building permit for constructing or altering a structure. Once work commences, if it stops for a period exceeding twelve (12) months, the permit shall expire. COAs should be posted in a visible location while the work is in progress.

Certificate of Appropriateness (COA) Flow Chart



17.6.3 ENFORCEMENT

Compliance with the COA shall be enforced by the Director of Business and Community Development. Failure to comply with a COA shall be a violation of the City of Lexington Land Use (Zoning) Ordinance, which can be viewed online on the City's website: <http://library.municode.com/index.aspx?clientId=11171>.

The following information outlines the process in general relative to all zoning matters, including COAs, which is taken from the Zoning Ordinance.

The Director of Business and Community Development (hereinafter 'Director') is charged with enforcement of this Ordinance. Decisions of the Director may be appealed to the Historic Preservation Commission and ultimately to the Board of Adjustment.

COAs issued on the basis of plans approved by the Director, the Office of Business and Community Development, the Historic Preservation Commission, or the Board of Adjustment authorize only the use, arrangement, and construction set forth in such approved plans and applications. Use, arrangement, or construction that differs from the authorized plans will be deemed a violation of this ordinance and will be punishable as a violation of this ordinance.

The Office of Business and Community Development will maintain a record of all minor and major works COAs and Certificates of Occupancy. Copies of said documents will be made available as public record.

Any COA will lapse and become invalid if 1) the work for which it was issued has not begun within one year of the date of issue; or 2) the work for which it was issued is discontinued for a period of twelve (12) consecutive months.

City staff will be available to assist the applicant to ensure the project continues to meet the provisions of the original approval. However, sometimes technical issues or changes in a project's scope of work may require that the original COA be amended. If the project is considered to be in violation, the applicant will first be given an opportunity to correct the violation. If the violation continues, the applicant will be subject to the penalties as listed in the Land Use Ordinance, Section 11.3, and Violations, of which the most relevant sections are copied here as follows:

17.1.6.3.1 Complaints Regarding Violations

Whenever a violation of this ordinance occurs, or is alleged to have occurred, any person may file a written or verbal complaint with the Director of Business and Community Development who will properly investigate, and take action as provided by this ordinance.

17.1.6.3.2 Penalties

When any structure, use, or landscaping is erected, constructed, reconstructed, altered, repaired, converted or maintained in violation of this ordinance as herein provided, one or more of the following actions or proceedings to prevent or rectify such violation may be

instituted by the City Attorney, the Director of Business and Community Development, the Director of Public Works, a City of Lexington Code Enforcement Officer, any other appropriate City official; or any person who may be damaged by such violation.

17.1.6.3.3 Order of Abatement

The City may apply for, and the court may enter into, an order of abatement as part of the judgment in the case, directing any of the following actions:

- Buildings or other structures on the property to be closed, demolished, or removed;
- Fixtures, furniture, or other moveable property to be moved or removed entirely;
- Improvements, alterations, modifications, or repairs to be made;
- Any other action to be taken that is necessary to bring the property into compliance with this ordinance.

17.1.6.3.4 Civil Penalty

In addition to the other remedies cited in this ordinance for the enforcement of its provisions, and pursuant to North Carolina General Statute 160A-165, the regulations and standards in this ordinance may be enforced through the issuance of civil penalties by the Director of Business and Community Development as outlined in the City of Lexington Code of Ordinances, Chapter 1 General Provisions, Section 1-12, General Penalties; Continuing Violations, (c) 9. (of the Zoning Ordinance)

17.1.6.3.5 Stop Work Order Issuance and Revocation of Permits

Whenever a building, structure, sign, or part thereof is being constructed, demolished, renovated, altered, or repaired in substantial violation of any applicable provision of this ordinance, the Director of Business and Community Development may order the specific part of the work that is in violation, or would be when the work is completed, to be immediately stopped. The stop-work order will be in writing, directed to the person doing the work, and will state the specific work to be stopped, the specific reasons for cessation, and the action(s) necessary to resume work lawfully. The Director of Business and Community Development may revoke any permit (i.e. Development, Building, Certificate of Occupancy, etc.) by written notification to the permit holder when violations of this ordinance have occurred. Permits may be revoked when false statements or misrepresentations were made in securing the permit, when work is being or has been done in substantial departure from the approved application or plan, when there has been a failure to comply with the requirements of this ordinance, or when a permit has been mistakenly issued in violation of this ordinance.

17.1.6.3.6 Injunction

Enforcement of the provisions of this ordinance may be achieved by injunction. When a violation occurs, the City may, either before or after the institution of other authorized action, apply to a court of competent jurisdiction for a mandatory or prohibitory injunction commanding the defendant to correct the unlawful condition or cease the unlawful use of the property.

17.1.6.3.7 Equitable Remedy

The City may apply to a court of competent jurisdiction for any appropriate equitable remedy to enforce the provisions of this ordinance. It is not a defense to the City's application for equitable relief that there are other remedies provided under general law or this ordinance.

17.1.6.3.8 Execution of Court Decisions

If the defendant fails or refuses to comply with an injunction or with an order of abatement within the time allowed by the court, he or she may be cited for contempt. The City may execute the order of abatement and place a lien on the property for the cost of executing the order. The defendant may secure cancellation of an order of abatement by paying all costs of the proceedings and by posting a bond for compliance with the order. The bond shall be given with sureties approved by the Clerk of Superior Court in an amount approved by the judge before whom the matter was heard and will be conditioned on the defendant's full compliance with the terms of the order of abatement within the time fixed by the judge. Cancellation of an order of abatement does not suspend or cancel an injunction issued in conjunction with the order.

17.1.6.3.9 Criminal

Any person, firm, or corporation convicted of violating the provisions of this ordinance will, upon conviction, be guilty of a misdemeanor and will be fined an amount not to exceed five hundred dollars (\$500) and/or imprisoned for a period not to exceed thirty (30) days. Each day of violation will be considered a separate offense, provided that the violation is not corrected within thirty (30) days after notice of violation is given.

17.1.7 RELATIONSHIP BETWEEN DESIGN GUIDELINES, ZONING ORDINANCES & OTHER CODE REQUIREMENTS

These Design Guidelines shall be incorporated within the *City of Lexington Land Use (Zoning) Ordinance* through adoption of Ordinance No. 14-05 on October 28, 2013. Although copies of these Design Guidelines may be printed in a user-friendly format and distributed independently, general provisions of the Zoning Ordinance, such as district requirements, enforcement, and non-conformities, apply equally to properties within the historic district. In addition to the Zoning Ordinance, North Carolina State Building Codes, North Carolina Fire Codes, Federal requirements of the Americans with Disabilities Act, and all other local, State, and Federal laws apply. It is not intended that these Design Guidelines repeal, abrogate, annul, impair, or interfere with any existing easements, covenants, deed restrictions, agreements, vested rights, ordinances or building permits previously adopted or issued pursuant to law and currently effective, except that this ordinance will be part of and supplement the current Zoning Ordinance, as amended.

17.1.8 RESIDENTIAL AND COMMERCIAL STRUCTURES

The majority of structures within the Local Historic District are single family residences. Though the principles and methods may be uniformly applied, certain sections as noted therein pertain specifically to commercial structures.

17.1.9 PERSONS QUALIFIED TO WORK ON HISTORIC STRUCTURES

Although it is not required, property owners are encouraged to evaluate the level of experience of potential contractors in working with historic structures and materials. While some contractors may be licensed and experienced in working with contemporary materials for new construction, a particular skill set may be necessary to complete historic restoration work without causing damage. In addition, the installation of new elements or materials in close proximity to historic materials can jeopardize the historic integrity of a building if handled incorrectly. The Office of Business and Community Development will maintain a reference list of contractors with proven experience in historic restoration work. While projects will be inspected for compliance with Design Guidelines, acceptable quality of craftsmanship rests with the property owner and the contractor.

17.2 APPLIED GUIDELINES

17.2.1 CROSS-CHECKING REGULATIONS

These Guidelines are adopted as a part of the Land Use Ordinance, commonly referred to as the Zoning Ordinance. Other sections of the Zoning Ordinance regulate certain aspects of uses and structures that are applicable across the City, such as setbacks, height limitations, building materials and design. In addition to the standards that are equally applied to all properties within the City, these Guidelines are specific to the historic district, taking into account the unique historic value of structures and form. For any proposed exterior renovation or home improvement project, please be sure to check with City staff for other relative regulations contained within the Zoning Ordinance, as well as permits and inspections required by the North Carolina State Building Code or Federal requirements imposed by the Americans with Disabilities Act.

17.2.2 CHARACTER DEFINING TRAITS

The composition of exterior elements contributes to the form and character of historic buildings. Shape, features, materials, orientation, relief, details, and finishes, work in concert to define style. Features such as projecting bays, chimneys, towers, and pediments add variety to the shapes of exterior walls. Architectural details including quoins, cornerboards, cornices, brackets, entablatures, and skirtboards enhance the connections between exterior walls to other building elements. Light cast against varying degrees of relief adds depth to the structure. Variations in exterior wall materials contribute to the pattern, texture, scale, color, and finish of a structure. Eclectic variety of such elements contributes to the character of the entire district. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.2.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

1. Inspect regularly for signs of moisture damage, vegetation, fungal or insect infestation, corrosion, structural damage or settlement.
2. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements or along foundations.
3. Clean exterior elements as necessary to remove heavy soiling or to prepare for repainting. Use the gentlest methods possible.
4. Retain protective surface coatings, such as paint or stain, to prevent deterioration.
5. Reapply protective coatings to surfaces, such as paint or stain, when they become damaged or deteriorated.
6. Maintain an effective gutter system to prevent water running off the roof from splashing onto the building's exterior walls. Routinely clean gutters to prevent clogging and water run-off onto exterior surfaces.
7. Repair exterior wall surfaces, details, and features using recognized preservation repair methods for the surface material or coating.

17.2.2.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Retain and preserve exterior features that contribute to the overall historic form and character of a building. This applies to functional and decorative features, such as cornices, foundations, bays, quoins, arches, water tables, brackets, and entablatures.
2. Retain and preserve exterior wall materials that contribute to the overall historic character of a structure, including brickwork, stucco, stone, wooden shingles, wooden siding, asbestos siding, and metal, wooden, or masonry trim work.
3. Do not remove or cover any detail associated with exterior walls, unless an accurate restoration requires it. This applies to features such as decorative shingles, panels, brackets, bargeboards, and cornerboards.
4. Do not cover historic wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or contemporary substitute materials.

17.2.2.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. If replacement of a deteriorated detail is necessary, replace only the deteriorated element or portion. Match the original element(s) in size, scale, proportion, material, texture, and detail. Consider compatible substitute materials only if using the original material is not technically feasible.
2. If an exterior wall or feature is completely missing, replace it with a new wall or feature based on accurate documentation of the original or a new design compatible with the historic character of the building and surrounding district.
3. Do not replace concealed, built-in gutter systems with exposed gutters.

17.2.2.4 AVOID COMPROMISING AUTHENTICITY

1. Do not add new features such as window or door openings, bays, vents, balconies, or chimneys to character-defining exterior walls.

2. The introduction of features or details on exterior walls in an attempt to create a false historical appearance is not permitted.
3. Methods that result in homogenization of exterior features on site or throughout the district are not permitted.

17.2.3 MASONRY

Brick veneer buildings date from the early-to the mid-twentieth century. Use of brick increased after World War II with the increasing popularity of Colonial Revival and Ranch style houses. Masonry, including brick, stucco, and stone, is used throughout the district and contributes to its character. Stucco is a textured exterior finish composed of Portland cement, lime and sand mixed with water. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.3.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

1. Inspect surfaces and features regularly for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
2. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, or from collecting on decorative elements or along foundations and piers, as this can cause water to soak upwards (“rising damp”).
3. Caulk joints between bricks and window frames in order to prevent water penetration.
4. Clean masonry only when necessary to remove heavy soiling or prevent deterioration, and use the gentlest means possible. Gentle cleaning using a low-pressure water wash with detergent and a natural bristle brush is usually sufficient. Occasionally, a chemical masonry cleaner may be necessary. If so, it is important to select a chemical cleaner that is appropriate for the specific masonry material. Begin by testing the solution on an inconspicuous sample area, following recommended application procedures. Be sure to neutralize and rinse the surface thoroughly to prevent any further chemical reaction. The use of abrasive methods such as sandblasting, water blasting, and power washing is destructive to historic masonry surfaces and not appropriate.
5. Open or deteriorated mortar joints will allow moisture to penetrate and damage masonry walls. This can be prevented by proper maintenance, which may require repointing the joints with new mortar. Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing, or if damp walls or damaged plaster indicate moisture penetration. Before repointing, carefully remove deteriorated mortar using hand tools, rather than with electric saws and hammers. Replace the mortar with new mortar that duplicates the original in strength, color, texture, and composition. Match the original mortar joints in width and profile. Mortar high in Portland cement content exceeds the strength of historic brickwork and may cause future deterioration.
6. Do not use waterproof, water-repellent, or non-historic coatings, as they can aggravate moisture problems.
7. Repaint previously painted masonry surfaces when needed.

17.2.3.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Whenever possible, retain historic masonry features and mortar.
2. It is not appropriate to paint masonry surfaces that have never been painted. Doing so conceals inherent color and texture and, just as importantly, initiates a continuing cycle of paint maintenance.
3. Repainting previously painted masonry is encouraged over attempts to remove the paint films chemically or abrasively.

17.2.3.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. If replacement of a deteriorated detail, wall, or element of a masonry surface or feature is necessary, replace only the deteriorated portion with like materials rather than the entire surface or feature. Consider compatible substitute materials only if using the original material is not technically feasible.
2. If a masonry feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, material, and color of the historic building and surrounding district.
3. Remove and patch only the deteriorated portion of stucco rather than the entire surface. Try to match the original in strength, composition, color, style, texture, and character.

17.2.3.4 AVOID COMPROMISING AUTHENTICITY

4. Do not add new features such as window or door openings, bays, vents, balconies, or chimneys to character-defining exterior masonry walls.
5. Do not add new masonry features to character-defining exterior walls or use masonry materials to cover features that were previously not masonry.
6. Do not use materials that imitate brick.

17.2.4 WOOD

Wood is the most common historic siding in Lexington's Historic Districts, with weatherboard as the most prevalent. Wood shakes and shingles are often found in Queen Anne and Craftsman-style designs. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.4.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

1. If a wooden feature or surface remains damp for extended periods of time, the possibility of mildew, fungal rot, or insect infestation increases dramatically. Inspect regularly for signs of moisture damage, mildew, and fungal or insect infestation.
2. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
3. Keep wooden joints properly sealed or caulked to prevent moisture infiltration.

4. Treat traditionally unpainted, exposed wooden features with preservatives to prevent or slow their decay and deterioration.
5. Retain protective surface coatings, such as paint, to prevent damage from ultraviolet light and moisture.
6. It is not appropriate to clean wooden features and surfaces with destructive methods such as sandblasting, power washing, or by using propane or butane fuel heat sources.
7. Wooden features and surfaces on a building should be maintained and repaired in a manner that enhances their inherent qualities and maintains as much as possible of their original character.
8. Repair historic wooden features using recognized preservation methods for patching, consolidating, splicing, and reinforcing.

17.2.4.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Retain and preserve wooden features that contribute to the overall historic character of a building and a site, including such functional and decorative elements as siding, shingles, cornices, architraves, brackets, pediments, columns, balustrades, and architectural trim.
2. Do not resurface a wooden building, wall, or feature with synthetic materials, such as aluminum, vinyl, asbestos, or asphalt. Covering wood siding or features with synthetic materials conceals the historic fabric of a building. The application methods can destroy the original surface material and craftsmanship that served as the basis for the district's historical designation. In addition, it allows rot to go undetected. Resurfacing with these materials often covers, but does not address, underlying problems that may get much worse.

17.2.4.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. If replacement of a portion of a damaged wooden feature is necessary, replace only the damaged portion rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.
2. If replacement of an entire wooden feature is necessary, replace it in kind, matching the original in design, dimension, detail, material, and texture. Consider compatible substitute materials only if using the original material is not technically feasible.

17.2.4.4 AVOID COMPROMISING AUTHENTICITY

1. Do not add new features such as window or door openings, bays, vents, balconies, or chimneys to character-defining exterior wood walls.
2. Do not add new wooden features to character-defining exterior walls or use wood to cover features that were previously not wood.
3. Avoid using materials that are designed to imitate wood whenever possible. When necessary, established contemporary materials, such as fiber cement siding, may be used as a suitable replacement for wood.

17.2.5 METAL

A variety of architectural metals are employed in the detailing and surfacing of buildings, street elements and site features throughout a historic district. Cast Iron, wrought iron, lead, brass, copper, tin and bronze are some of the traditional metals found. The shapes, textures, and detailing of these metals reflect the nature of their manufacture, whether wrought, cast, pressed, rolled or extruded. Corrosion or oxidation of metal surfaces is a chemical reaction usually resulting from exposure to air and the moisture it contains, but corrosion can also result from galvanic action between two dissimilar metals. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.5.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

1. Inspect regularly for signs of moisture damage, corrosion, structural failure or fatigue, galvanic action, and paint failure.
2. Provide adequate drainage to prevent water from standing on flat or horizontal surfaces and collecting on decorative elements.
3. Clear metal roofs and gutters of leaves and debris.
4. Retain protective surface coatings, such as paint and lacquers, to prevent corrosion.
5. Clean when necessary to remove corrosion or to prepare for recoating. Use the gentlest effective method. Methods of cleaning architectural metal vary, depending on how soft, or malleable, the metals are. Abrasive cleaning such as grit blasting are too harsh for soft metals such as tin, lead and copper. Once cleaned, unpainted soft metal element, like brass or bronze hardware may be protected from corrosion with a clear lacquer. Cleaning hard metals, such as cast or wrought iron and steel, is best accomplished by hand-scraping or wire brushing to remove any corrosion before repainting.
6. Repaint promptly when paint film deteriorates.
7. Repair deteriorated architectural metal features and surfaces rather than replace.

17.2.5.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Retain and preserve architectural metals such as copper, tin, brass, cast iron, wrought iron, and lead that contribute to the overall historic character of the district.
2. Retain and preserve functional and decorative metal elements such as roofing, flashing, storefronts, cornices, railings, hardware, casement windows, and fences.

17.2.5.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. If a portion of a metal element is damaged and in need of replacement, replace only the damaged portion and not the entire element to the degree possible. Use replacement material that matches the original in design, color, detail, and material.
2. If the architectural metal is completely missing, replace it with a new feature based on accurate documentation of the original design. New features shall be compatible in scale, size, material, and color with the building and district.

3. Patching metal roofs or flashing with tar or asphalt is not permitted.

17.2.5.4 AVOID COMPROMISING AUTHENTICITY

4. Do not add new decorative or functional metal features to character-defining exteriors.
5. Do not use metal to cover features that were previously not metal.
6. Avoid using materials such as plastic and vinyl that seek to imitate metal.
7. It is not appropriate to introduce architectural metal features or details to a historic building in an attempt to create a false historic appearance.
8. Established contemporary materials may be used as a suitable replacement when necessary.

17.2.6 WINDOWS AND DOORS

Windows and doors can contribute significantly to a building's historic character. The variety of shapes, pattern, size, positioning and proportion are key features in defining a district's historic character and style. The front façade, particularly its first floor, was usually distinguished from the less significant façades with larger, more decorative windows and doors. Unique divided-light designs are common throughout the district and together provide a key character-defining trait of the contributing historic structures. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.6.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

1. Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
2. Maintain caulking and glazing putty to prevent air or water infiltration around glass.
3. Apply weather-stripping around windows and doors to prevent moisture and air infiltration.
4. Limit paint removal and reapply protective coatings as necessary.
5. Reglaze sash as necessary to prevent moisture infiltration.
6. Usually repairing the original windows is more appropriate and cost effective than replacing with new. Peeling paint, high air infiltration, sticking sashes or broken panes are all repairable conditions and do not necessitate replacement. Repair historic windows and doors and their distinctive features through recognized preservation methods for patching, consolidating, splicing and reinforcing.

17.2.6.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sashes, muntins, sills, headers, moldings, surrounds, hardware, and shutters.
2. Retain and preserve doors that contribute to the overall historic character of a structure, including functional and decorative features such as frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware.

3. Do not permanently fill in or cover over existing door openings or window openings. Do not cover over existing window or door openings with plywood unless for a very short time frame to facilitate rehabilitation/construction activities.

17.2.6.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. If replacement of a portion of a window or door is necessary, replace only the damaged or deteriorated portion to match the original in size scale, proportion, pane or panel division, material and detail.
2. For public street facing facades (excludes alleys):
 - a. If an original window or door is completely missing, replace it with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building.
 - b. Replacement units should match the original in dimension, material, configuration, and detail.
 - c. If double-glazing in a new unit is desired for energy efficiency, it is not appropriate to use snap-in muntins in place of true-divided lights.
 - d. If the missing unit was an aluminum or vinyl replacement window, it may be replaced with a unit of similar material and design as the previous replacement unit to match other units on the façade. However, if other units on the façade are original and/or wood window units, the replacement should match the others in material.
 - e. Any replacement windows should be installed carefully as often replacement window installation diminishes the character of the façade by damaging materials surrounding the opening.
3. For rear facades and side facades that do not face a street:
 - a. Aluminum and vinyl replacement windows may be used.
 - b. Any replacement windows should be installed carefully as often replacement window installation diminishes the character of the façade by damaging materials surrounding the opening.
4. Sashes, window panes, muntins, and rails shall not be replaced with those that are incompatible in size, configuration, and reflective qualities, as this can alter the relationship between window and wall.
5. Historically, wooden shutters were both functional and decorative. Replace deteriorated or missing wooden shutters with like-sized wooden shutters or wooden shutters sized to fit the opening. If replacement of all shutters is necessary, they should match the original shutters in material, color, and size.

17.2.6.4 AVOID COMPROMISING AUTHENTICITY

1. Introduction of new window and door openings into the principal elevations of a structure is not recommended. If permitted, new openings should match or be in proportion to the size of the existing window or door openings. Sashes, glass, sills, frames, casings and muntin patterns should also match.

2. Select, if desired, full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door and frame. Painted, stained, or baked-enamel finishes in a color that is compatible with the color of the existing door are encouraged. Avoid aluminum coated storm doors or windows.
3. Do not use prefabricated snap-in muntins to create a false divided-light appearance.
4. Do not replace transparent glazing with tinted or opaque glazing.
5. If historically appropriate install fabric awnings over porch, door or window openings so that architectural features are not concealed. Aluminum or plastic awnings are not appropriate.
6. If exterior storm windows are desired, select ones that are coated with a finish appropriate to the color of the building. Install them so that the existing door or frame is not obscured or damaged. Operable storm window dividers should align with the existing window's meeting rail.
7. Do not introduce shutters on a historic building if no evidence of earlier shutters exists.

17.2.7 ROOFS

Although roofs are often seen as merely functional features on a structure, the variety of shapes and materials make a significant contribution to the overall historic character of the district. Often roofs incorporate details unique to Lexington's older structures. The design and shape of a roof are essential to the form and character of a building. Roofing materials vary from metal, slate and clay tile to the most common material seen in the district, asphalt shingles. Shingles come in a variety of colors, but dark colors are the most appropriate because they resemble historic materials like metal or slate that were also generally dark in color. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.7.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

1. Ensure the roof is weather tight by repairing leaks and deteriorated metal flashing.
2. Routinely clean gutters and downspouts. Concealed or built-in gutters require routine monitoring and maintenance to avoid damage from unseen leaks. Such gutters must be cleaned out more often and kept in good repair to make sure they remain functional.
3. Roofs should be properly ventilated to prevent moisture retention and condensation as well as insect infestation.
4. Roofing material should be adequately anchored to protect against wind and weather damage.
5. Refasten loose or replace damaged shingles, slates, or tiles.
6. Older metal roofs, other than those made of copper, require a protective coat of paint or sealant to avoid corrosion due to moisture.
7. Introducing incompatible metal fasteners or flashing on a metal roof can result in galvanic corrosion, and patching metal roofs with roofing tar accelerates deterioration of the metal.

17.2.7.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Retain and preserve roofs and roof forms that contribute to the overall historic character of a building, including functional and decorative features such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices.
2. Do not remove a roof feature that is important in defining the overall historic character of a building, rather than repairing or replacing it.
3. Retain distinctive built-in gutters that are concealed from view within a boxed cornice.
4. Painting roofing materials that historically were not painted is not permitted.

17.2.7.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. If replacing a partially deteriorated roof, replace only the deteriorated portion in kind to match the original feature in design, dimension, detail, color, and material. If full replacement is necessary use only like or compatible materials if at all feasible. Consider substitute materials only when using the original material is not technically or financially feasible.
2. If a roof must be replaced, metal is considered an acceptable material, if the color of the metal is dark gray, black, brown, or a color to match galvanized metal. Brightly colored roofs such as blue, green, or red are not permitted.
3. If new gutters or downspouts are necessary, install them so that no architectural features are damaged or lost.
4. Replace gutters and downspouts with painted or a baked-enamel finished in a color appropriate to the color of the house.
5. Colored metal cannot mimic the original color and texture of a tile roof. Therefore, if a tile roof must be replaced and metal is chosen as the replacement material, the color of the metal shall be a traditional roof color such as black or brown.

17.2.7.4 AVOID COMPROMISING AUTHENTICITY

1. Do not use white or light colors of asphalt shingles.
2. If new gutters and downspouts are needed, install them so that no architectural features are lost or damaged. Select new gutters and downspouts that match trim color, unless they are copper. Retain the shape of traditional half-round gutters and downspouts if replacing them.
3. If necessary to install roof ventilators, antennas or solar collectors, locate them on rear slopes where they will not be visible from the street.

17.2.8 FOUNDATIONS

Like roofs, foundations often contribute to the historic character of a structure. A foundation's height, material, and any unique features or details are important to retain. Brick is the most common foundation material in Lexington's historic districts. Many brick foundations are unpainted, some have colored mortar, and others have been painted over at some point. Wooden lattice panels are sometimes seen as infill between exposed brick pier foundations and

on porches and entrances. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.8.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

1. Moisture due to improper drainage or inadequate ventilation is the most common cause of deterioration in foundations. Improper drainage results from insufficient sloping or grading around the foundation, which allows water to collect and eventually erode the mortar joints in the foundation. Brick foundations also can have loose or cracked brick and deterioration of mortar joints due to the settling of the structure over the years. Ensure proper grades are maintained to remove water from the foundation. Install drains near the foundation if necessary. Remove vegetation growing close to the foundation if resulting in moisture retention and foundation damage.
2. Clean, repair, and repoint foundation according to masonry guidelines.
3. Open vents during summer months to ensure adequate ventilation of the crawl space.
4. Remove vegetation that may cause structural damage to the building's foundation.

17.2.8.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Return the original design, texture, color, and materials of historic foundations. All character-defining features of historic foundations should be retained and preserved including vents, grills, panels, piers, lattice, porch steps, basement windows and door openings.
2. Paint should not be applied to previously unpainted masonry foundations.

17.2.8.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. If a portion of the foundation is damaged, replace only the damaged portion and use materials that match the original, including brick size, type and color, as well as colored mortar if applicable.
2. Underpinning shall consist of bricks and joint tooling that match brick 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 filled in, similar materials or lattice should be used. The infill area should be recessed and clearly differentiated from the original piers.

17.2.8.4 AVOID COMPROMISING AUTHENTICITY

1. Inconspicuously locate new utility and mechanical connections through foundations using side or rear walls where they will not be visible from the street.

17.2.9 PORCHES, ENTRYWAYS & BALCONIES

Porches, entrances and balconies are often the focal point of a historic building and contribute significantly to overall architectural character. Porches were historically the center of activity in

a residential neighborhood. Because the use of front porches in the neighborhood plays an equally significant role in the overall character of the community, new front porches will be permitted for houses lacking this important social space. Entrances demonstrate the architectural design as well as the period of the residential structure. Balconies, sleeping porches, side and back porches also exist in the Lexington historic district. Many side and rear porches are screened or enclosed with lattice panels. Most porches are constructed in wood although some decorative ironwork can be present as well. Because the enclosure of a porch or balcony alters the character of a historic structure significantly it is not considered appropriate to do so in a historic district, unless the porch is on the rear façade. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.9.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

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

17.2.9.2 RETAIN AND PRESERVE HISTORIC FEATURES

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.
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.
3. 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.

17.2.9.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. 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.
2. Houses lacking usable front porches will be permitted to add new porches in a design consistent with other architectural features on the structure as well as overall compatibility with the surrounding homes.
3. 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.

17.2.9.4 AVOID COMPROMISING AUTHENTICITY

1. Handicapped access can be accommodated in an appropriate manner. The installation of temporary features to aid the handicapped and disabled is recommended if designed so that it can be installed or removed without damage to the historic structure.
2. Introducing new entrances on a primary elevation is prohibited.
3. Creating a false historical appearance through the addition of elements and details is inappropriate as well. Reconstruction of a missing balcony or entrance requires evidence of the original configuration and detail.

2.10 FENCES AND WALLS

Many different types of fencing and walls can be found in the City's historic areas. There are brick and concrete retaining walls bordering the sidewalk and a stone wall that runs along the Salem and West Third Street sides of the Lexington City Cemetery. Masonry walls are often used to define yards and to accent garden landscapes. Some yards along West Fourth and North State Street are lined by wrought-iron fences. Fences are prominent landscape features and help to visually define the scale of residential lots and public spaces. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.10.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

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

17.2.10.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Retain and preserve historic fences and walls whenever possible including gates, hardware, cast or wrought iron details, ornamental pickets, etc.
2. Masonry walls that were historically unpainted should not be painted. Repainting previously painted masonry walls is permitted.

17.2.10.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. Deteriorated fence and wall elements should be repaired rather than replaced. New elements should match the original in material, texture, and design.
2. Fence or wall replacement should match the original to the extent possible in terms of material, color, texture, and design.
3. Existing vinyl fences located in areas with direct sunlight are likely to become brittle. If replacement becomes necessary, replace with a permitted material including wood, wrought iron, and woven wire.

17.2.10.4 AVOID COMPROMISING AUTHENTICITY

1. New fences and walls shall be designed and installed in a manner that is sensitive to the character of the district, as well as appropriate to the architectural style and period of the historic structure.
2. Wood, brick, stone, decorative block and iron are appropriate materials. Welded wire, when permanently attached to wooded or iron posts is allowed if covered with vegetation.
3. Front yard fences shall be of an open design such as picket and no greater than three and a half (3 ½) feet in height.
4. Powder-coated black, dark brown or dark green chain link fencing is appropriate for rear yards only.
5. Vinyl fences, chicken wire, and above-ground electric fences are not permitted.
6. Privacy fences, split rail, basket weave, lattice and shadowbox fences are prohibited in front yards.
7. Wooden privacy fences that extend perpendicular from the side of the house shall be located at or behind the rear plane of the house.
8. Rear yard fences are limited to six (6) feet in height.
9. Fences and walls should be used to screen service areas, mechanical equipment, and dumpsters in the commercial areas. Fences, walls, or landscaping is appropriate to screen commercial parking lots.
10. 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.

17.2.11 PAINT

The Lexington Historic Commission 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 and will be used only in reviewing larger renovation projects. 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. References to paint colors are meant as suggestions. Paint serves two primary purposes on a historic structure: it provides character and detail to the building, and it preserves and protects wood and some metal surfaces. Masonry surfaces were historically left unpainted while some metal surfaces such as copper or bronze were also left uncoated as well. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.11.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

1. Using high-quality paint, apply a sound paint film to surfaces that were historically painted.

2. Follow preparation and application guidelines in previous sections on wood, masonry, and metal materials.

17.2.11.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Painting architectural features such as trim, brackets, corner boards and moldings a different color than the body of the structure can accentuate these architectural details.
2. When applying paint to a historic building, be careful not to conceal any architectural details or texture of the underlying material.
3. Paint previously painted masonry material in colors that reflect the underlying material.

17.2.11.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. Select paint schemes that are most appropriate to the architectural style and period of the historic structure. Historic color palettes and color suggestions may be obtained at local paint stores.

17.2.11.4 AVOID COMPROMISING AUTHENTICITY

1. Masonry surfaces were historically unpainted. It is not appropriate to paint previously unpainted surfaces. However, once painted, it is appropriate to repaint using color repair rather than blasting the surface to remove paint.

17.2.12 LIGHTING

Lighting provides a subtle, but defining feature within historic areas. Lighting fixtures on historic homes, lamp posts along walkways, and even overhead street lights work in concert to paint the evening picture of historic districts, as well as improve safety for outdoor activity. Historic light fixtures, though small in comparison to the size of structures, are important details to preserve. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.12.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

1. Original fixtures should be kept in good working order. Electrical wiring components should be checked on a regular basis. Globes and glass coverings should be replaced or repaired if broken to keep water from reaching electrical components.
2. Metal should be maintained in accordance with methods prescribed in Section 2.3.

17.2.12.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Retain original lighting fixtures, lamp posts, and other outdoor lighting elements.
2. If a light fixture is damaged, replace only the damaged portion in order to retain the historical detail.
3. Methods to install new fixtures and repair original fixtures shall not damage the structure or any other architectural feature.

17.2.12.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. Replacement fixtures shall be appropriate to the building and district in terms of type, style, size, color, brightness, and materials.

17.2.12.4 AVOID COMPROMISING AUTHENTICITY

1. New fixtures shall be appropriate to the building and district in terms of type, style, size, color, brightness, and materials.
2. Use understated techniques and light sources to highlight a building's architecture.
3. Lighting shall not adversely affect or spill over into neighboring properties, nor should it overly illuminate the district.
4. Electric service lines to lamp posts should be buried whenever possible.
5. Overhead street lights should be replaced with period overhead lamp post lighting and line should be buried whenever possible.
6. It is not appropriate to install tall security pole lights in locations that are visible to the public.

17.2.13 AWNINGS

Awnings were found on historic commercial structures as well as on some residential buildings. While their function is to provide shade and reduce heat gain, their design and application contribute significantly to the architectural character of a historic structure. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.13.1 REPAIR AND MAINTAIN USING APPROPRIATE METHODS

1. On masonry structures, attachments for awnings should be made in the mortar joints and not in the brick itself.
2. Awnings shall be maintained and cleaned in accordance with the manufacturer's suggested methods. Often a mild soap and water will remove any darkening of the fabric due to environment.
3. Small tears in canvas that are patched or repaired early-on may prevent addition damage from wind. In addition, regular maintenance of the fabric may prevent water damage to the frame.
4. Inspect regularly for damage to brackets, supports, or fasteners.

17.2.13.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Awnings shall fit in the openings above windows and doors.
2. Awnings shall be affixed so that no architectural features are concealed or damaged.
3. Awnings shall be placed only on structures for which they are historically accurate or on which there is physical evidence of a similar previous treatment.

17.2.13.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. If replacement is necessary, new awnings shall match the original awnings in terms of placement, scale, and design. Color may vary to match current paint color schemes.
2. Continuous awnings or awnings that cover architectural features such as piers or columns are not appropriate.

17.2.13.4 AVOID COMPROMISING AUTHENTICITY

1. Signage, including logos, graphics, and other copy, is not permitted on awnings. Only the address number may be screen printed or painted directly on the awning and the numbers shall be no greater than six inches in height.

17.2.14 OUTBUILDINGS & ACCESSORY STRUCTURES

This section pertains to existing outbuildings and accessory structures. See Section 17.3.1, New Construction, for new outbuildings and accessory structures. Original outbuildings such as barns, sheds, and garages, often gain historic significance in their own right due to construction method, architectural style, and period. Many of these structures survive in the district and are still being used as 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. The same criteria used for primary contributing buildings applies to contributing outbuildings and accessory structures. In addition, the following standards will be used in considering Certificates of Appropriateness.

17.2.14.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

1. Maintain and repair contributing outbuildings in the same manner as prescribed for primary contributing structures.

17.2.14.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Retain and preserve original outbuildings which have gained historic significance on their own.
2. Architectural elements of historic outbuildings such as roofs, siding, material, windows and doors, foundations, and character-defining detailing should be retained and preserved.

17.2.14.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. 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.
2. The same criteria related to the use of materials applies to outbuildings and accessory structures.

17.2.14.4 AVOID COMPROMISING AUTHENTICITY

1. Do not introduce new elements to outbuildings and accessory structures that diminish the historic integrity of the structure.

17.2.15 RESIDENTIAL PARKING, DRIVEWAYS & SIDEWALKS

The historic district was originally planned and developed with little consideration for the use and storage of vehicles, and certainly not to accommodate the 2- and 3-car families of today. Pedestrian features were prominent and buildings were closely spaced to reduce walking distances. Over the years, provisions for increased vehicular use have been incorporated, and are now fundamental elements of the district. These features can be maintained and designed in ways that do not detract from the original architecture, while providing convenience and function for today's automobile-dependent society.

Residential driveways are narrow and parking areas are small. Off-street parking is often in rear yards accessed from alleys. Due to the small size of residential lots as well as the early, pre-automobile development of the district, many lots do not have designated parking areas and must utilize on-street parking.

In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.15.1 REPAIR AND MAINTAIN USING APPROPRIATE METHODS

1. Maintain and repair paving surfaces for driveways and off-street parking.

17.2.15.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Landscape and site design should continue to enhance the district and complement its historic architecture.
2. Historic walkways and sidewalks and their original materials shall be retained and preserved whenever possible.
3. Planter strips shall be retained as planter strips and may not be filled with concrete or other impervious surface material.

17.2.15.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. 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.
2. Established contemporary materials may be used as a suitable replacement when necessary.

17.2.15.4 AVOID COMPROMISING AUTHENTICITY

1. New driveways should be designed to minimize any impact to landscapes, buildings, and historic curbing.
2. Parking in residential areas should be to the rear of the structure whenever possible.
3. New front yard curb cuts are not permitted.
4. New provisions for parking in front yards are not permitted.
5. New circular drives in front yards are not permitted.
6. Curb-cuts shall be kept to the smallest openings that are functional. Existing curb cuts are not permitted to be widened.

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

7. Consider the use of grasscrete or other similar surface when creating overflow parking areas in previously unpaved area.
8. New sidewalks in the historic district shall be composed of either concrete, brick, stone or other masonry material such as pavers.
9. New sidewalks and sidewalks being replaced at whole-block lengths shall contain a planter strip a minimum of four feet in width. The planter strip shall contain a minimum of one canopy (large) tree planted sixty feet on center.
10. New walkways and steps shall be compatible to the architectural style and character of the structure located on the property.
11. New front walks in residential areas shall lead directly from the public sidewalk to the front door of the structure.
12. New walkways shall be flush with the grade of the front yard and with the public sidewalk.

17.2.16 TREES

Because the Lexington Historic District is primarily residential in scale and character, buildings generally cover half of the average lot; therefore, it is important to preserve both the proportion of green area to building mass and the formal or informal character of the landscaping. Significant elements of the landscape, such as mature trees, grassy lawns, hedges, foundation plantings, fences, walls, trellises, ground cover, fountains, terraces and gardens, all contribute to the character of the specific site and the historic district as a whole, though only mature (18" diameter) large trees will be regulated herein. (Large tree species are defined and listed within Chapter 9.)

Large trees within the district are 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. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.16.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

Unnatural pruning techniques such as topping, stubbing, dehorning, or lopping are not appropriate. Tree pruning should follow accepted industry standards for arborists (ANSI 300A Standards).

17.2.16.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Retain and preserve mature large trees whenever possible.
2. Incorporate existing mature large trees into plans for additions and new construction.

17.2.16.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

A Certificate of Appropriateness (COA) is required for the removal of live trees with a diameter of 18" (eighteen inches) or greater. Removal of significant trees should only be done in the case of disease or storm damage, if the tree poses a safety hazard, or is a hazard to historic structures. The Historic Preservation Commission will pay the cost of obtaining the professional opinion of an acceptable licensed arborist to assist in determining the condition of large trees. Please contact the Director of Business and Community Development in such cases so that arrangements may be made for an arborist.

17.2.16.4 AVOID COMPROMISING AUTHENTICITY

See Chapter 9, Landscape Methods and Standards, for additional information on appropriate species and installation methods.

17.2.17 ENERGY RETROFIT

Many features of historic buildings are inherently energy efficient. For example, operable transoms, windows, awnings, and shutters provide opportunities for conserving energy. Enclosed vestibules, extending porches and even certain plantings help buffer historic interiors from the elements. Capitalizing on energy-efficient historic features and sensitively retrofitting historic buildings can maximize their energy-conserving potential. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.17.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

1. Energy efficiency of older windows is compromised if the weather-stripping around the sash is not maintained and the glazing compound that seals the glass panes within the wooden sash deteriorates. Weather-stripping around doors must be maintained to prevent air infiltration.
2. Once existing windows and doors have been repaired as needed, storm windows and doors can be installed to provide a second barrier for greater efficiency when installing storm windows. Care must be taken not to damage or obscure the windows and the doors in the process. Interior storm windows are encouraged as an alternative to

exterior storm windows. However, exterior storm windows with a painted or baked-enamel finish in a color appropriate to the color of the building are acceptable. Stained or painted wooden storm doors with large glass panels are also acceptable.

3. When introducing insulation, care should be taken not to damage historic details or materials. Rapid-expanding insulating foam may damage historic window and siding details. It is not appropriate to introduce blown-in insulation by drilling holes through an exterior wall of a building.

17.2.17.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Retain and preserve the inherent energy-conservation features of a historic building, such as porches, operable windows, transoms, and louvered shutters.
2. Improve thermal efficiency by installing weather-stripping, storm windows, caulk, and, if they are historically appropriate, fabric awnings and shutters.

17.2.17.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

It is not appropriate to replace multiple-paned doors or window sashes with thermal sashes using snap-in, false muntins.

17.2.17.4 AVOID COMPROMISING AUTHENTICITY

1. Select wooden doors or screen doors that are stained in a natural wood color or painted to match the building or the trim. Install storm or screen doors so that the existing door and frame are not damaged or obscured. Metal storm or screen doors are not appropriate.
2. If wooden shutters are historically appropriate, install them in porch, door, or window openings so that architectural features are not concealed or historic materials damaged. Select colors appropriate to the color of the building.
3. Install low-profile ridge vents if desired, provided that they do not diminish the original design of the roof or destroy architectural details.
4. Locate roof ventilators, antennas, and solar collectors on non-character-defining roofs or inconspicuously on rear slopes, where they will not be visible on the street. It is not appropriate to locate them on front or street elevations.

17.2.18 STOREFRONTS OF COMMERCIAL PROPERTIES

Although most of the guidelines are applicable to commercial properties as well, this section is applicable to commercial storefronts. The storefront is the most important character-defining element of a commercial façade. Upper façades on a historic commercial building are quite different in their function and 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 in that way today, a growing trend in downtown revitalization is to bring a residential function back into a city's historic core. Many storefronts in Lexington had large display windows above wooden or masonry bulkheads with transom windows above. Some also had recessed entryways in the center of the façade flanked by display windows. In addition

to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.18.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

Follow the guidelines specific to individual materials in order to protect and maintain historic storefronts clad in wood, masonry, and architectural metals.

17.2.18.2 RETAIN AND PRESERVE HISTORIC FEATURES

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.
2. Retain and preserve historic materials including wood, stone, architectural metal, and cast iron.
3. 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.
4. Retain and preserve historic materials whenever possible including wood, stone, architectural metal, and cast iron.
5. It is not appropriate to brick-in original window and door openings.
6. Whenever possible, remove metal cladding or other non-historic coverings from historic façades.

17.2.18.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. 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.
2. 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.
3. 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.

17.2.18.4 AVOID COMPROMISING AUTHENTICITY

1. Avoid using materials which detract from the historic or architectural character of the building, such as mirrored glass.
2. Moving the location of a storefront entrance is not permitted. The design and function of storefront entrances shall also be retained.
3. Changing a storefront so that it appears as an office or residential use other than commercial is not permitted. Reconstructing storefronts for new uses is not allowed.

4. It is prohibited to cover architectural details or entire façades with non-historic materials or treatments.
5. Established contemporary materials may be used as a suitable replacement or for repair when necessary.

17.2.19 REAR AND NON-CHARACTER-DEFINING ELEVATIONS ON COMMERCIAL BUILDINGS

Rear elevations on historic commercial buildings are usually 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.

17.2.19.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

Follow the guidelines specific to individual materials in order to protect and maintain historic storefronts clad in wood, masonry, and architectural metals.

17.2.19.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Historic structures which are adjacent to rear parking areas or public rights-of-way are encouraged to utilize existing rear entrances allowing public and private access.
2. Retain and preserve historic side and rear elevations and their architectural features.
3. Whenever a rear elevation faces a public right of way or parking facility, unnecessary utility lines and equipment shall be removed, whenever possible. New utility and mechanical equipment shall be placed in an inconspicuous location such as the roof and screened from public view.

17.2.19.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. When portions of rear and non-character-defining elevations are deteriorated, replace only the deteriorated portions with materials that match the originals.
2. Original windows on upper floors that are located on rear or non-character-defining elevations may be repaired, or replaced with wood, aluminum-clad, or vinyl-clad windows that match the originals in design, size, proportions and detail.

17.2.19.4 AVOID COMPROMISING AUTHENTICITY

1. 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.

17.2.20 COMMERCIAL PARKING, DRIVEWAYS & SIDEWALKS

Commercial areas are designed with wide streets and sidewalks, and designated on-street parking spaces in order to accommodate heavy vehicular and pedestrian traffic. Rear parking was common to reduce the visual impact of parking lots, while maintaining building and

pedestrian prominence. Pedestrian mobility and access remains a critical feature of the vibrant Uptown. Equally important is the softening of harsh streets, sidewalks and parking lots with vegetation and lighting that is safe and conducive to a pedestrian atmosphere.

Planting strips are an attractive and functional element of the historic district, found in both residential and commercial areas. Originally, planting strips were placed between the sidewalk and street, and were planted with canopy trees. The trees not only provide shade for pedestrians, but also serve as a safety barrier between the pedestrian and cars, which are typically only separated by a few feet. Unfortunately over the years, many of the trees were removed due to utility line conflicts, and many of the remaining grass strips were filled with concrete, extending the pedestrian walkway to within 1 or 2 feet of adjacent traffic.

In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.20.1 REPAIR AND MAINTAIN USING APPROPRIATE METHODS

1. Maintain and repair paving surfaces for driveways and off-street parking.

17.2.20.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Landscape and site design should continue to enhance the district and complement its historic architecture.
2. Historic walkways and sidewalks and their original materials shall be retained and preserved whenever possible.
3. Planter strips shall be retained as planter strips and may not be filled with concrete or other impervious surface material.

17.2.20.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. 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.

17.2.20.4 AVOID COMPROMISING AUTHENTICITY

1. New driveways should be designed to minimize any impact to landscapes, buildings, and historic curbing.
2. Parking in residential areas should be to the rear of the structure whenever possible.
3. New front yard curb cuts are not permitted.
4. New provisions for parking in front yards are not permitted.
5. New circular drives in front yards are not permitted.
6. Curb-cuts shall be kept to the smallest openings that are functional. Existing curb cuts are not permitted to be widened.
The design of new deck parking should be appropriate to the district in size, scale, proportion and materials.

7. Consider the use of grasscrete or other similar surface when creating overflow parking areas in previously unpaved area.
8. New sidewalks in the historic district shall be composed of either concrete, brick, stone or other masonry material such as pavers.
9. New sidewalks and sidewalks being replaced at whole-block lengths shall contain a planter strip a minimum of four feet in width. The planter strip shall contain a minimum of one canopy (large) tree planted sixty feet on center.
10. New walkways and steps shall be compatible to the architectural style and character of the structure located on the property.
11. New front walks in residential areas shall lead directly from the public sidewalk to the front door of the structure.
12. New walkways shall be flush with the grade of the front yard and with the public sidewalk.

17.2.21 SIGNS

From commercial signs, to wayfinding systems, to the identification of residential structures, signage in historic districts comes in all shapes and sizes. Some signage is historic in its own right. While signs serve important functions, sensitive design that complements and does not detract from historic architecture can enhance the historic district. Size, type, and location of signs are important design considerations for commercial structures and help define the pedestrian qualities of the downtown. See Chapter 6, Signs, for additional design guidelines and regulations pertaining to signage. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.21.1 MAINTAIN AND REPAIR USING APPROPRIATE METHODS

1. Maintain and clean in accordance with methods prescribed herein for materials.
2. Painted wooden and metal signs should be touched up on a regular basis to maintain appeal and correct for fading.

17.2.21.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Retain and preserve historic signs. Refurbish as needed.
2. Signs attached to a historic structure shall be mounted so that no significant architectural feature is concealed or damaged.

17.2.21.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. If a historic sign is damaged, repair if possible or replace only the portion of the sign that is damaged. Historic signs may not be replaced with replicas.
2. Historic sign materials such as wood, metal, and masonry are preferred.

17.2.21.4 AVOID COMPROMISING AUTHENTICITY

1. Size, scale, location, style and material used for new signage shall be compatible with the architecture of the historic buildings and character of the district.
2. Wall signs on commercial buildings shall be flush-mounted in appropriate locations in the wall space above the storefront.
3. Contemporary materials such as plastic and vinyl are not permitted.

17.2.22 PUBLIC FACILITIES

The City, County, State, and Utility providers must comply with historic regulations just as a private property owner within the district. A COA is required for changes to public facilities.

Commercial areas are designed with wide streets and sidewalks, and designated on-street parking spaces in order to accommodate heavy vehicular and pedestrian traffic. Rear parking was common to reduce the visual impact of parking lots, while maintaining building and pedestrian prominence. Pedestrian mobility and access remains a critical feature of the vibrant Uptown. Equally important is the softening of harsh streets, sidewalks and parking lots with vegetation and lighting that is safe and conducive to a pedestrian atmosphere.

Planting strips are an attractive and functional element of the historic district, found in both residential and commercial areas. Originally, planting strips were placed between the sidewalk and street, and were planted with canopy trees. The trees not only provide shade for pedestrians, but also serve as a safety barrier between the pedestrian and cars, which are typically only separated by a few feet. Unfortunately over the years, many of the trees were removed due to utility line conflicts, and many of the remaining grass strips were filled with concrete, extending the pedestrian walkway to within 1 or 2 feet of adjacent traffic.

In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.2.22.1 REPAIR AND MAINTAIN USING APPROPRIATE METHODS

1. Paving surfaces shall be maintained and kept in good working condition.
2. Alleyways are an important feature within the historic district and care should be taken to preserve function of usable alleys through proper maintenance.

17.2.22.2 RETAIN AND PRESERVE HISTORIC FEATURES

1. Streetscape design should continue to enhance the district and complement its historic architecture.
2. Historic walkways and sidewalks and their original materials shall be retained and preserved whenever possible.
3. Planter strips shall be retained as planter strips and may not be filled with concrete or other impervious surface material.

4. Planter strips that were previously filled in shall be reestablished when work is being conducted on the adjoining sidewalk or street, to the extent practical and possible.

17.2.22.3 REPLACE IF NECESSARY USING LIKE MATERIALS AND DESIGN

1. Historic materials should be retained, and if replacement is necessary, like materials, or those appropriate to the period of significance of the district shall be utilized.

17.2.22.4 AVOID COMPROMISING AUTHENTICITY

2. The following considerations shall be given when preparing driveway cuts for residential or commercial structures:
 - a. New driveways should be designed to minimize any impact to landscapes, buildings, and historic curbing.
 - b. Parking in residential areas should be to the rear of the structure whenever possible.
 - c. New front yard curb cuts are not permitted.
 - d. New provisions for parking in front yards are not permitted.
 - e. New circular drives in front yards are not permitted.
 - f. Curb-cuts shall be kept to the smallest openings that are functional. Existing curb cuts are not permitted to be widened.
The design of new deck parking should be appropriate to the district in size, scale, proportion and materials.
3. Consider the use of grasscrete or other similar surface when creating overflow parking areas in previously unpaved area.
4. New sidewalks in the historic district shall be composed of either concrete, brick, stone or other masonry material such as pavers.
5. New sidewalks and sidewalks being replaced at whole-block lengths shall contain a planter strip a minimum of four feet in width. The planter strip shall contain a minimum of one canopy (large) tree planted sixty feet on center.

17.3 NEW CONSTRUCTION, ELEMENTS AND FEATURES

17.3.1 INFILL, ADDITIONS, OUTBUILDINGS, ACCESSORY STRUCTURES, AND DECKS

New construction, additions, outbuildings and accessory structures, and decks are encouraged when appropriately designed and sited. These elements can serve to maintain the vibrancy of the district by facilitating development of vacant lots, allowing for growth and flexibility of houses for larger families, and providing convenient and safe storage space for residents. Incompatible scale, massing, or placement can negatively impact the district when too much space is displaced, causing an imbalance in the look and feel of an established neighborhood. Neighboring properties can suffer declining values and even the loss of natural sunlight when

adjoining buildings overshadow or are placed too close to existing structures. In addition to other local, state, or federal regulations, codes, or requirements, the following standards will be used in considering Certificates of Appropriateness.

17.3.1.1 INFILL AND ADDITIONS

1. Primary façades shall face the public street.
2. The setbacks, massing, placement, scale, and spacing of the proposal must be compatible with surrounding buildings and shall not negatively impact or overshadow adjoining properties.
3. The design of the proposed building must be compatible in terms of fenestration, height, form, size, scale, massing, proportion, materials, and roof shape with the surrounding contributing buildings. However, compatible contemporary designs rather than historic duplications are encouraged.
4. It is not appropriate to construct an addition that detracts from the overall historic character of the principal building and the site, or requires the removal of a significant building element or site feature. Additions are not permitted to be greater in height than the original building. Additions that echo the style of the original structure while introducing compatible contemporary design are acceptable. The form, design, relationship of openings, scale, and selection of materials, details, colors, and features of proposed new additions will be reviewed in terms of compatibility with the original building. Additions should be designed so they are differentiated from the historic building through a break in roofline, cornice height, wall plane, materials, siding profile, or window type.
5. If possible, place additions in areas not visible from the public street. When such placement is not possible, limit size and height, and match in material, design, and color in order to limit impact.
6. Additions must be designed so that if removed in the future, the building can be returned to its original configuration and appearance.
7. Additions must be predominantly finished in brick, stone, stucco, wooden siding, or other approved substitute material determined to be compatible with the historic materials of the original building. Substitute materials must have a demonstrated record of overall quality and durability, but shall not make up the majority of the finished materials on a project.
8. Building design and site design must reflect the overall character of the site in terms of topography, character-defining features, and trees.
9. Building design and site design must ensure that significant district vistas and views are retained.
10. Evaluate in advance any disturbance to the site's terrain during construction to limit the possibility of destroying unknown archaeological resources.
11. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip line of trees.

17.3.1.2 OUTBUILDINGS AND ACCESSORY STRUCTURES

1. Designs for new outbuildings and accessory structures, such as detached carports, detached garages, lighting, and signage, shall complement the architectural style and period of the primary structures as well as similar structures within the district.
2. New outbuildings and accessory structures shall be located so as not to be visible from the fronting public street. The Lexington Land Use Ordinance regulates the specific location and setbacks for new outbuildings and accessory structures. In addition, the side setback should be no less than the side setback for the primary structure so that the building is less likely to be visible from the street.
3. The scale of new outbuildings relative to the house should be comparable to other ratios within the district. As stated in the Lexington Land Use Ordinance, and also required herein, the aggregate floor area of all accessory buildings, excluding open patios and decks, may not exceed half of the total first floor area of the house. For regulations for commercial buildings, refer to the Land Use Ordinance.
4. Prefabricated wooden accessory structures that are not architecturally similar to the primary structure are allowed only if screened from view from any existing public street.
5. Prefabricated metal storage buildings are not permitted.
6. All proposed exterior lighting and signage should be compatible with the special character of the historic district, and must also adhere to the local zoning ordinance.

17.3.1.3 DECKS

Contemporary decks are popular substitutes for more traditional patios and terraces. To maintain a building's historic character, deck additions are generally located on the rear elevation. Decks are usually built on posts to align with the first-floor level of a residence and can consequently stand considerably above the ground.

1. A deck should be compatible with but differentiated from the building, and constructed to be structurally independent so that it could be removed in the future without damage to the building. A deck should never be so large that it overpowers the building or the site.
2. Because decks are exposed to the elements, decay-resistant woods, such as cypress or redwood, or pressure-treated lumber should be used. Decks may be painted or stained to protect them from water and sunlight and to make them more compatible with the colors of the historic structure. Some pressure-treated wood may require six to twelve months of weathering before primer and paint will bond well to it.
3. Locate decks in an inconspicuous area if possible, usually on the rear façade. Do not add a deck to a character-defining elevation on a historic building.
4. Construct decks so that there is the least possible loss of historic fabric. Also, ensure that the character-defining features of the historic building are not obscured, damaged, or destroyed.
5. It is not appropriate to remove significant features or elements of a historic building, such as a back porch, to construct a deck.

6. Align decks, no higher than the height of the building's first-floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirtboards, lattice, masonry panels, and dense evergreen foundation plantings.
7. It is not appropriate to construct a deck that significantly changes the proportion of built area to open space for a specific property.

17.3.2 SAFETY, ACCESSIBILITY, AND SECURITY FEATURES

Due to the fact historic structures were constructed before life safety and accessibility codes were developed, many do not meet modern standards required by the North Carolina State Building and Fire Codes or federal requirements of the Americans with Disabilities Act. The North Carolina Rehabilitation Code provides some flexibility concerning historic structures relative to building and accessibility issues. While application of 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. The following standards will be used in considering Certificates of Appropriateness.

1. When projects must include the addition of health and safety features, minimize visual impact to the extent practical and possible in order to protect the historic character of the structure and its character-defining details.
2. Health and safety features including fire escapes and access ramps shall be designed and located to the extent practical and possible so there is minimal visual impact to the historic structure.
3. Health and safety features that are visible from the public right-of-way shall be constructed to the extent practical and possible so that the scale, materials, and details are compatible with the historic structure.
4. Fire escapes and access ramps shall be constructed and installed in such a way that they can be removed with minimum damage to the historic district to the extent practical and possible.

17.3.3 MECHANICAL & COMMUNICATION SYSTEMS

Mechanical equipment, above ground electrical systems, and communication networks are part of everyday life and can be incorporated into historic districts with minimal visual impact. The following standards will be used in considering Certificates of Appropriateness.

1. Install new air-conditioning units so that excessive moisture does not accumulate and damage historic materials.
2. 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 or sashes, or to the wall surface below, as water can hug the sill and return to stain and damage the wall.
3. Installation, rehabilitation, or replacement of mechanical systems should minimize changes to the exterior appearance of a structure.

4. Some historic mechanical systems such as plumbing, early lighting fixtures, and vents are important architectural features and should be retained and preserved whenever possible.
5. Compliance with local building codes and utility company standards and practices is required for the installation, upgrading, or replacement of building systems.
6. New mechanical systems shall be installed in areas and spaces that will require the least possible alteration to the site plan, materials, and appearance of a building. Mechanical equipment which can be seen from the street must be screened with shrubbery or appropriate fencing.
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.
8. Plumbing vents and solar collectors shall not be visible from the street.
9. Locate television antennas and satellite dishes on rear elevations where they are not easily seen from a public right-of-way.
10. Communication systems such as television antennae, satellite dishes, and cellular phone towers can dramatically affect the character of the historic environment. Care must be taken so the installations of these systems minimize their visual and physical impact to the historic district.
11. Attaching exterior electrical, telephone or television cables to the principal elevations of the buildings is not permitted.

17.4 DEMOLITION

17.4.1 CERTIFICATE OF APPROPRIATENESS FOR DEMOLITION

A Certificate of Appropriateness (COA) is required for demolition of any structure within the historic district. Demolition should be carefully deliberated. Property owners should work with the Commission and City staff to seek alternatives and guidance on demolition. The Commission will evaluate the following points when considering issuance of a Certificate of Appropriateness for a proposed demolition:

1. Does the structure represent an imminent threat to health or safety as is?
2. Is the cost of stabilization or rehabilitation reasonable compared to the cost of new construction?
3. If the demolition is proposed in order to facilitate new development on site, are other suitable sites available?
4. Is adaptive reuse a viable option?
5. Can the property be sold to someone willing to use the existing building?
6. Can the existing building be moved to another site?
7. Will the proposed demolition adversely affect other historic buildings in the district or the overall character of the district?

8. If the COA were denied, would the property owner be denied any reasonable return from, or make any reasonable use of, his property?
9. Is the need to demolish the result of the applicant's own actions?

A COA may delay demolition for up to 365 days in order to allow the Commission adequate time to explore alternatives.

17.4.2 DEMOLITION OF STRUCTURES OF STATEWIDE SIGNIFICANCE

In addition, an application for a COA authorizing the demolition of a building, site or a structure determined by the NC State Historic Preservation Office to have statewide significance as defined in the criteria of the National Register of Historic Places, may be denied except when:

1. City Council has adopted a demolition ordinance pursuant to the Minimum Housing Code and North Carolina General Statute (NCGS) 160A-443.
2. The structure is certified by a building inspector to be Unsafe and Condemned under the NCGS 160A-426 (a).
3. The Commission finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use of or return from the property by virtue of the denial.

17.4.3 CONDITIONS FOR COA FOR DEMOLITION

The following shall be imposed conditions upon any COA issued for demolition:

1. Before demolition, the property owner shall record significant structures through photographs and/or measured drawings as specified by the Commission.
2. Before demolition, the property owner shall submit a site plan to the commission illustrating proposed site development or plantings to follow demolition.
3. During demolition, the property owner shall ensure the safety of any adjacent properties and historic resources. Also, during and after demolition, the property owner shall protect trees on the site from damage due to compaction of the soil by equipment or materials.
4. After demolition, the property owner shall be responsible for clearing the site promptly and thoroughly.
5. After demolition, the property owner shall seed in grass, landscape and/or develop the site promptly as approved in the proposed site plan.

17.5 RELOCATION

A Certificate of Appropriateness (COA) is required for the relocation of any contributing structure from within the district, or to another site within the same historic district or another historic district. The relocation of structures from outside of the district to within the district shall be considered as new construction. Moving a historic structure is a substantial process requiring a special skill set and is usually only undertaken to prevent demolition. Property owners are encouraged to enlist contractors with proven experience in relocating historic buildings. The proposed setting is a critical element in relocation of the structure. The following

shall be imposed conditions upon any COA issued for the relocation of a structure from within or to the historic district.

1. Before moving a historic structure, the property owner shall document its original setting and context, using photographs, site plans, or other graphic or written statements to record the existing site conditions. The form and detail of said documentation shall be specified by the Commission.
2. The property owner shall protect the structure from vandalism or weather damage before, during, and after the move.
3. The property owner shall minimize structural damage during the move.
4. The relocated structure shall comply with new construction guidelines in terms of placement, orientation, plantings, and other pertinent aspects of setting.
5. The property owner shall provide a site plan including information on building location, accessory buildings, driveways, lighting, and parking areas.

TABLE OF APPENDICES

- A. Minor Works / Major Works / Exempt
- B. Tax Credit Examples
- C. Glossary of Terms
- D. Glossary of House and Roof Styles
- E. Historic Preservation Resources
- F. Map – Park Place Local Historic Overlay District Boundary

Appendix A

MINOR WORKS	MAJOR WORKS	EXEMPT
Staff Level Approval	Historic Preservation Commission Approval	No approval necessary
<ol style="list-style-type: none"> 1. Additions of 144 square feet or less to the rear elevation of primary buildings, or to existing accessory buildings located in the rear yard 2. Installation or construction of a new accessory building of 144 square feet or less in the rear yard 3. Construction or expansion of a carport, deck, porch, or patio located in the rear yard 4. Removal or replacement of a carport, deck, porch, or patio that is more than 50 years old and located in the rear yard 5. Construction of new fences or walls in the rear yard, or in the side yard of interior lots 6. Construction, expansion, or removal of driveways and sidewalks in the rear yard, or in the side yard of interior lots 7. Construction or installation of new exterior stairs, steps, or ramps in the rear yard, or in the side yard of interior lots 8. Replacement of existing windows or doors on the rear elevation, or on side elevations of interior lots 9. Installation of new awnings, canopies, or shutters 10. Replacement or removal of awnings, canopies, or shutters that are more than 50 years old 11. Construction, repair, or removal of chimneys that are more than 50 years old 12. Replacement of roof 	<ol style="list-style-type: none"> 1. New construction of primary building 2. Additions to primary or accessory buildings located in the front yard or side yard 3. Additions of more than 144 square feet to the rear elevation of primary buildings, or to accessory buildings located in the rear yard 4. Installation or construction of an accessory structure in the front or side yard 5. Installation or construction of an accessory structures of more than 144 square feet in the rear yard 6. Construction, expansion, removal, or replacement of a carport, deck, porch, or patio located in the front yard or side yard 7. Relocation of a primary or accessory building of more than 144 square feet into, out of, or within a Local Historic District 8. Construction of new driveways or sidewalks in the front yard, or the side yard facing a public street 	<ol style="list-style-type: none"> 1. Alteration, removal, or replacement of materials, features, or accessory structures of less than 50 years old 2. Installation or replacement of storm windows or doors 3. Exterior painting 4. Routine maintenance or repair of existing features 5. Any change needed for public safety because of unsafe or dangerous conditions as certified by a Building Inspector, the Director of Business and Community Development, Director of Public Services, the City Manager, a public safety officer, or their designee 6. Maintenance and emergency restoration of existing above ground utility structures 7. Underground

<ul style="list-style-type: none"> 13. Alteration, repair, or replacement of exposed foundation 14. Installation or replacement of siding 15. Installation of new gutters and downspouts 16. Replacement or removal of gutters and downspouts that are more than 50 years old 17. Change to the overall exterior lighting scheme 18. Replacement or removal of exterior light fixtures that are more than 50 years old 19. Installation of new exterior vents and ventilators 20. Replacement or removal of exterior vents and ventilators that are more than 50 years old 21. Removal of swimming pools that are more than 50 years old 22. Removal of a tree 18 inches or more in diameter, measured 4-1/2 feet above ground level 23. Installation of new HVAC unit or generator in the rear yard, or side yards of interior lots 24. Renewal of valid Certificate of Appropriateness (COA) where no change is proposed, or only minor work revisions are proposed 25. Amendment to valid COA for minor revisions 26. Any changes related to a non-contributing structure. 	<ul style="list-style-type: none"> 9. Construction of a new commercial or multi-family parking lot 10. Construction of a new fence or wall in the front yard, or in the side yard facing a public street 11. Replacement or removal of a fence or wall of more than 50 years old, in the front yard, or in the side yard facing a public street 12. Alteration or removal of any character-defining feature on the front or side elevation of the primary building, or in the front or side yard 13. Installation of a new swimming pool 14. Partial or complete demolition or removal of any primary or accessory building of more than 50 years old 15. Changes to public streets, sidewalks, planter strips, and utilities where the change alters the character of the streetscape, public view, or surrounding area 	<ul style="list-style-type: none"> utilities (except on sites with archaeological finds) 8. Extension or upgrading of service for equipment such as meters, valves and cleanout drains 9. Equivalent replacements and upgrades in mechanical equipment such as transformers, traffic-control devices, overhead utility lines, utility poles, or ground-mounted utility installations. 10. Addition or deletion of fire hydrants 11. Replacement of street signs 12. Any utility upgrade required by a State or Federal Agency or Code 13. Addition of equipment on existing lines or poles or replacement of existing overhead lines, poles or ground-mounted installation
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This table is meant to be used as a quick reference. For a full explanation of the Design Guidelines, and confirmation for Minor Work, Major Work, or Exempt, please contact the Office of Business and Community Development Department at 336-248-3900.

Appendix B

Income-producing properties would need to have an expense of at least \$5,000 within a two-year period and non-income producing projects would require a rehabilitation expense of at least \$25,000 within a two-year period. (See Chart below)

<i>Potential Scenarios for Tax Credit Projects</i>						
<i>Type of property</i>	<i>Amount of rehabilitation cost</i>	<i>Federal Tax Income Credit 20%</i>	<i>State Income Tax Credit 20%</i>	<i>State Income Tax Credit 30%</i>	<i>Combined Tax Credit</i>	<i>Net Rehabilitation Cost</i>
<i>Income-Producing Commercial Property</i>	\$15,000.00	\$3,000.00	\$3,000.00	Not applicable	\$6,000.00	\$9,000.00
<i>Non-income producing –single family residence</i>	\$25,000.00	Not applicable	Not applicable	\$7,500.00	Not applicable	\$17,500.00
<i>Income-producing Rental Property</i>	\$50,000.00	\$10,000.00	\$10,000.00	Not applicable	\$20,000.00	\$30,000.00
<i>*Check with your local Historic Commission when preparing for renovation if interested in tax credits.</i>						
<i>*** Often rebates and discounts are available on Energy Star appliances, and energy efficient rated home building material(s) if used in renovation and rehabilitation projects.</i>						

The North Carolina State Historic Preservation Office administers both the state and federal tax credit programs.

Appendix C

AAAAA

Architect: An individual, partnership, corporation or other legal entity licensed to practice the profession of architecture under the education law of the State of North Carolina.

Architraves: The lowest part of a classical entablature, symbolizing a beam laid across capitals of columns, or as more commonly used in connection with houses, the molded trim around a door or window opening.

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.

Awning: A metal frame clad with fabric attached over a window, door, porch opening or storefront to provide protection from the weather.

BBBBB

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.

Bargeboard (also known as vergeboard)—A wooden member, usually decorative, suspended from and following the slope of a gable roof. Bargeboards are used on buildings inspired by Gothic forms.

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.

CCCCC

Came: A slender rod of cast lead, with or without grooves, used in casements and stained-glass windows to hold the panes or pieces of glass together.

Canopy: A metal frame clad with fabric that projects from a building entrance over the sidewalk to the curb where it's supported on vertical posts

Cap flashing: A waterproof sheet that seals the tops of cornices and walls.

Capital: The topmost member, usually decorated, of a column or pilaster.

Casement: A window sash that is hinged on the side.

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

Cast Iron: A type of iron, mass-produced in the nineteenth century, created by pouring molten iron into a mold; used for ornament, garden furniture, and building parts.

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.

Colonnade: A row of regularly spaced columns supporting an entablature.

Colonnade: A diminutive column which is usually either short or slender.

Color: The sensible perception of hue, value and saturation characteristics of surfaces of window components. In the event of disagreement, the Munsell system of color identification shall govern.

Commission: The Lexington Historic Preservation Commission. (HPC)

Commissioners: The Lexington Historic Preservation Commission.

Configuration: The number, shape, organization and relationship of panes (lights) of glass, sash, frame, muntins or tracery.

Console: A scroll-shaped projecting bracket that supports a horizontal member.

Coping: A protective cap, top, or cover of a wall parapet, commonly sloping to protect masonry from water

Corbel: An architectural member which projects upward and outward from a wall that supports a horizontal member.

Corbelling: A series of projecting courses of bricks, each stepped out further than the one below, found on chimneys and walls.

Cornice: A projecting molding that tops the elements to which it is attached; used especially for a roof or the crowning. The uppermost portion of entablature where the roof and wall meet. member of an entablature, located above the frieze.

Cresting: A decorative element, frequently of iron, usually located at the peak or edge of a roof.

Crocket: An ornamental foliate form placed at regularly spaced intervals on the slopes and edges of the spires, pinnacles, gables, and similar elements of Gothic buildings.

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.

Cupola: A dome on a circular or polygonal base crowning a roof or turret.

DDDDD

Decorative Masonry: Terra cotta, cast-stone or natural stone (such as limestone, marble, brownstone or granite) facade areas and/or any ornamental feature which is a component of the facade such as, belt courses, banding, water tables, cornices, corbelled brick work, medallions, enframements, and surrounds, and ornamental bonding patterns, e.g. tapestry brick or diaper patterns.

Demolition: Dismantling or razing of all or part of an existing improvement.

Dentil: A small, square, tooth-like block in a series beneath a cornice.

Details: The dimensions and contours of both the stationary and moveable portions of a window, and moldings.

Display Window: The large glazed portion of the storefront, and the associated framing, above the bulkhead and below the transom, extending from pier to pier. The display window is typically used for the display of goods and to provide daylight and visibility into the commercial space.

Doric: One of five classical orders, recognizable by its simple capital. The Greek Doric column has a fluted shaft and no base; the Roman Doric column may be fluted or smooth and rests on a molded base.

Dormer: A vertical structure, usually housing a window, that projects from a sloping roof and is covered by a separate roof structure.

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.

Drip molding: A projecting molding around the head of a door or window frame, often extended horizontally at right angles to the sides of the frame, intended to channel rain away from the opening; also called a drip lintel.

Dunnage: Supports for air conditioning and other equipment above the roof of a building.

EEEE

Eave: Edge of sloping roof that projects or overhangs past the vertical wall.

Egg and dart: An ornamental band molding of egg forms alternating with dart forms.

Elevation: 1) The front, rear, or side of a building. 2) A drawing of a face of a building with all the features shown, as if in a single vertical plane.

Enframement: A general term referring to any elements surrounding a window or door.

Engineer: Any individual, partnership, corporation or other legal entity licensed to practice the profession of engineering under the education law of the State of North Carolina.

English bond: A pattern of brickwork with alternate courses of headers and stretchers.

Entablature: A major horizontal member carried by a column(s) or pilaster(s); it consists of an architrave, a frieze, and a cornice. The proportions and detailing are different for each order, and strictly prescribed.

Establishment: A manufacturing, commercial or retail business or profession.

Entrance recess: The recessed opening in the facade leading up to the doorway of a storefront or building entrance.

Existing windows: The windows existing at the time of designation or windows which have been changed subsequent to designation pursuant to a permit issued by the Commission.

Eyebrow dormer: A curved dormer with no sides, covered by a smooth protrusion from the sloping roof.

FFFFF

Façade: The front wall of a building or any architecturally distinguished wall of a building.

Fanlight: A semicircular or semielliptical window above a door, usually inset with radiating glazing bars.

Fascia: A horizontal, flat element often combined with a cornice and architrave. The flat board that covers the ends of roof rafters.

Fenestration: The arrangement, proportioning and design of window and door openings in a building.

Festoon: A carved ornament in the form of a band, loop, or wreath, suspended from two points; also called a “garland” or “swag.”

Finial: The crowning ornament of a pointed element, such as a spire.

Finish: The visual characteristics including color, texture and reflectivity of all exterior materials.

Fixture: An appliance or device attached to the façade (e.g., awning, sign, lighting fixture, conduit, or security gate).

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.

Floor Plan: A scaled drawing showing the horizontal arrangement of one level of the building that typically indicates walls, doors and dimensions.

Flemish bond: A pattern of brickwork in which each course consists of headers and stretchers laid alternately; each header is centered between the stretcher above and the stretcher below it.

Foliage: Decorative leafage, often applied to capitals or moldings.

Frame: The stationary portion of a window unit that is affixed to the facade and holds the sash or other operable portions of the windows.

French door or French window: A tall casement window that reaches to the floor, usually arranged in two leaves as a double door.

Frieze: 1) The middle horizontal member of a classical entablature, above the architrave and below the cornice. 2) A similar decorative band in a stringcourse, or near the top of an interior wall below the cornice.

GGGGG

Gable: The triangular shaped upper portion of a wall under a pitched roof, from cornice to peak.

Galvanized Iron: Iron that has been coated with zinc to inhibit rusting.

Gambrel Roof: A roof that has two pitches on each side with the lower pitch being steeper.

Glazing: 1) The material, usually glass, that fills spaces between sash members (rails, stiles and muntins), commonly referred to as panes or lights. 2) Fitting glass into windows and doors.

Glazing Bar: See mullion.

Gothic Sash : A window sash pattern composed of mullions that cross to form pointed arches.

Grille: A decorative, openwork grating, usually of iron, used to protect a window, door, or other opening.

Gutter: A shallow channel of metal or wood set immediately below and along the eaves of a building to catch and carry off rainwater.

HHHHH

Head : The upper horizontal part of a window frame or window opening.

Header: A masonry wall unit of brick which is laid so that its short end is exposed.

Hipped Roof: A roof that slopes upward from all four sides of a building.

Historic Appearance: The visual appearance of a structure or site at a specific point in time after it has undergone alterations or additions which enhance or contribute to the building or site's special architectural, aesthetic, cultural, or historic character.

Historic Fabric: A building's original or significant historic façade construction material or ornament, or fragments thereof.

Historic windows: (1) windows installed at time of construction of the building; or (2) windows of a type installed at time of construction of similar buildings in similar periods and styles; or (3) windows installed at time of major facade alterations 30 or more years ago.

Hood: A projection that shelters an element such as a door or window.

HVAC Equipment: Window, through-wall and yard-mounted heating, ventilation, and air conditioning equipment, including window louvers, wall-mounted grilles and stove, bathroom and/or dryer vents.

IIII

Improvement: Any building, structure, place, work of art, or other object constituting a physical betterment of real property, or any part of such betterment.

Ionic: One of the five classical orders, characterized by capitals with spiral elements called “volutes,” a fasciated entablature, continuous frieze, dentils in its cornice, and by its elegant detailing.

JJJJ

Jamb: The side parts of a window frame or window opening, as distinct from head and sill.

Jigsaw Carving: Wooden ornament cut with a thin narrow saw blade.

Joinery: The art and practice of joining several small pieces of wood together to form woodwork such as doors, panels, cabinets, etc.

Joist : One of a series of parallel timber beams used to support floor and ceiling loads, and supported in turn by larger beams, girders, or bearing walls; the widest dimension is vertically oriented.

KKKK

Key: A block, often used in a series, which projects beyond the edge of the enframing of an opening and is joined with the surrounding masonry. A block handled in such a manner is keyed to the masonry; see quoin.

Keystone: The central wedge-shaped member of a masonry arch; also used as a decorative element on arches in wood structures.

LLLL

Landscape improvement: A physical betterment of real property or any part thereof, consisting of natural or artificial landscaping, including but not limited to grade, terrace, body of water, stream, rock, hedge, plant, shrub, mature tree, path, walkway, road, plaza, wall, fence, step, fountain, or sculpture.

Latticework: Thin strips of wood arranged in a netlike grid pattern, often set diagonally.

Leaded window: A window composed of small panes, usually diamond-shaped or rectangular, held in place by narrow strips of cast lead.

Leade: A horizontal or vertical cylinder, usually made of metal, which carries water from the gutter to the ground.

Light: A pane of glass; a window, or a compartment of a window.

Lighting: The method or equipment for providing artificial illumination.

Lintel: A horizontal structural element over an opening which carries the weight of the wall above it.

Loggia: 1. An arcaded or colonnaded structure, open on one or more sides, sometimes with an upper story. 2. An arcaded or colonnaded porch or gallery attached to a larger structure.

Lunette: A crescent-shaped or semicircular area or opening on a wall surface.

MMMMM

Mansard Roof: A roof with a double slope on all four sides, the lower slope being longer and steeper than the upper.

Match: Either an exact or approximate replication. If not an exact replication, the approximate replication shall be so designed as to achieve a suitable, harmonious and balanced result.

Materials: The substances used to fabricate the various elements and details of a building.

Mature tree: Any tree with a trunk diameter of 12" or greater.

Meeting rail: A sash rail in a double-hung window designed to interlock with an adjacent sash rail.

Mechanical equipment: Includes, but not be limited to, heating, venting and air conditioning equipment, water tanks and their supporting structures, satellite dishes, stair and elevator bulkheads, screens, dunnages, baffles and other accessory installations but shall not include telecommunication equipment and conventional television antennas. Mechanical equipment can also include unenclosed decks, garden trellises, or associated railings.

Member: A component part of a window.

Metal Roofing: Standing seam metal used for roof covering. Galvanized or prefinished.

Minimally Visible: Refers to any rooftop addition which when viewed from any public thoroughfare, projects into the maximum line of sight from such public thoroughfare by not more than 12 inches in height, or, due to its placement and size does not call attention to itself nor detract from any significant architectural features.

Modification: Any work to an existing improvement or landscape improvement other than (a) ordinary maintenance or repair; or (b) any Addition.

Modillion: A projecting scroll-shaped bracket or simple horizontal block arranged in series under the soffit of a cornice.

Molding: A piece of trim that introduces varieties of outline or curved contours in edges or surfaces as on window jambs and heads. Moldings are generally divided into three categories: rectilinear, curved and composite-curved.

Mullion: A vertical support dividing a window or other opening into two or more parts.

Muntin: A tertiary framing member that subdivides the sash into individual panes, lights or panels. Note: Grids placed between two sheets of glass are not considered muntins.

NNNNN

Newel: The main post at the foot of a stairway or stoop.

Non-significant features: The interior architectural features of the designated interior that the HPC has determined do not contribute to the special historic, cultural, and/or aesthetic character for which the interior was designated. These features comprise all of the interior architectural features of the interior with the exception of those features that are underscored in the designation report.

Notice of Violation: A notice from the Office of Community Development and/or Historic Preservation Commission that work on a landmark site or within an historic district was performed without a permit or was not performed in accordance with a permit issued by the Office of Community Development and/or the Historic Preservation Commission.

OOOOO

Oblique: View in which a three-dimensional object is represented by a drawing (**oblique drawing**) in which the face, usually parallel to the picture plane, is represented in accurate or exact proportion, and all other faces are shown at any convenient angle other than 90°.

Occupiable space: A room, or enclosure and accessory installations thereof, which are intended for human occupancy or habitation.

Operation: The manner in which a window unit opens, closes, locks, or functions; e.g., casement, double-hung, etc. If non-operable, a window unit (such as a side light) is identified as "fixed."

Oriel: A projecting bay window carried on corbels or brackets.

Orientation: The placement of structure on a lot, specifically the relationship of primary elevation to the street.

Original appearance: The visual appearance of a structure or site at approximately the time of its completed initial construction.

PPPPP

Palladian Window: A three-part window opening with a tall, round-arched center window flanked by smaller rectangular windows and separated by posts or pilasters.

Panel: A portion of a flat surface recessed, or raised from the surrounding area, distinctly set off by molding or some other decorative device.

Panning: An applied material, usually metal, that covers the front (exterior) surface of an existing window frame or mullion.

Parapet: A low wall that serves as a vertical barrier at the edge of a roof, terrace, or other raised area; in an exterior wall, the part entirely above the roof.

Parting strip: The small member, usually wood and usually removable, that separates the upper and lower sash pockets in the jamb of a double-hung window.

Paver: A block of stone used in sidewalk or areaway paving.

Pediment: 1. The triangular space forming the gable end of a roof above the horizontal cornice. 2. An ornamental gable, usually triangular, above a door or window.

Pier: 1. A column designed to support concentrated load. 2. A member, usually in the form of a thickened section, which forms an integral part of a wall; usually placed at intervals along the wall to provide lateral support or to take concentrated vertical loads. 3. A vertical supporting member or element (usually of brick, stone, or metal) placed at intervals along a wall, which typically separate each storefront opening from the adjacent storefront opening.

Pilaster: An engaged pier or pillar, often with capital and base. A shallow pier or rectangular column projecting slightly from a wall, representing a classical column with base, shaft, and capital.

Pitched: Sloping, especially referring to a roof.

Plinth: A platform base supporting a column or pilaster.

Pointing: The treatment of joints between bricks, stone, or other masonry components by filling with mortar; also called tuck-pointing.

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: A small porch composed of a roof supported by columns, often found in front of a doorway.

Primary Façade: A facade facing a street or a public thoroughfare that is not necessarily a municipally dedicated space, such as a mews or court.

Principal Façade: A facade facing a street or a public thoroughfare that is not necessarily a municipally dedicated space, such as a mews or court.

P.S.I. Pounds per square inch, a term generally used when describing water pressure when cleaning a building.

Public Thoroughfare: Any publicly accessible right of way including, but not limited to a street, sidewalk, public park, and path.

QQQQQ

Quoin: Decorative masonry units at corners of walls differentiated from the main wall by material and/or projection.

RRRRR

Rail: A horizontal sash member.

Relief: Carved or molded ornament that projects from a flat surface.

Rehabilitation: Any repair work that requires a permit.

Repair: Any work done on any window to correct any deterioration or decay of or damage to a window or any part thereof and to restore same, as closely as may be practicable, to its condition prior to the occurrence of such deterioration, decay or damage. The term "ordinary repair" shall refer to work that does not require a permit.

Repointing : Process of renewing mortar joints; see pointing.

Residential Awning: Any awning on a residential building and any awning on a commercial or mixed-use building except for storefront awnings.

Restoration: The process of returning, as nearly as possible, a building or any of its parts to its original form and condition.

Retaining Wall: A low wall of masonry that keeps earth in a fixed position.

Retractable Awning: An awning attached to a frame which allows it to be extended out or folded or rolled back tight against the building façade.

Return: The part of a molding, cornice, or wall surface that changes direction, usually at a right angle, toward the building wall.

Reveal: The side of an opening for a door or window between the frame and the outer surface of a wall, showing the wall's thickness.

Reversible Alteration: An alteration in which the altered feature can be readily returned to its appearance prior to the alteration.

Right-of-way: The strip of publicly owned land used for public infrastructure such as streets and sidewalks, railroads, power, and public utilities.

Roof Plan: A drawing showing the arrangement of fixtures on the roof.

Rooftop addition: A construction or an installation of mechanical equipment and/or occupiable space situated on any structure's roof.

Rock-faced: Masonry treated with a rough surface that retains or simulates the irregular texture of natural stone.

Roll-down gate: A security gate with a mechanism that allows it to roll up and down.

Rosette: A round floral ornament, usually carved or painted.

Round arch: A semicircular arch.

Rowhouse: One of a group of an unbroken line of attached houses that share common side walls, known as party walls.

Rubble stone: Irregularly shaped, rough-textured stone laid in an irregular manner.

Rustication: Rusticated stonework composed of large blocks of masonry separated by wide, recessed joints; often imitated in other materials for decorative purposes.

SSSSS

Sash: The secondary part of a window which holds the glazing in place; may be operable or fixed; usually constructed of horizontal and vertical members; sash may be subdivided with muntins. 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.

Scissor Gate: A security gate with a sideways retractable mechanism.

Secondary Façade: A façade that does not face a public thoroughfare or mews or court and that does not possess significant architectural features.

Section Drawing: A drawing representing a vertical plane cut through the structure.

Security gate: A movable metal fixture installed in front of a storefront or inside the display window or door to protect the store from theft or vandalism when the store is closed. A security gate can be either the roll-down or scissor variety.

Segmental arch: An arch that's in the form of a segment of a semicircle.

Semi-detached: A building attached to a similar one on one side but unattached on the other.

Setback: The area of a yard that cannot be built upon based on zoning codes.

Buildings have front, side, and rear yard setbacks.

Shaft: The vertical segment of a column or pilaster between the base and the capital.

Shed Dormer: A dormer window covered by a single roof slope without a gable.

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.

Shingle: A unit composed of wood, cement, asphalt compound, slate, tile or the like, employed in an overlapping series to cover roofs and walls.

Shouldered Arch: An arch composed of a square-headed lintel supported at each end by a concave corbel.

Shutter Dogs: The metal attachments which hold shutters in an open position against the face of a building.

Sidelight: A vertically framed area of fixed glass, often subdivided into panes, flanking a door.

Sight line drawing: A drawing representing an uninterrupted view from eye level.

Sign: A fixture or area containing lettering or logos used to advertise a store, goods, or services.

Signage: Any lettering or logos in general, used to advertise a store, goods, or services.

Sign band: The flat, horizontal area on the facade usually located immediately above the storefront and below the second story window sill where signs were historically attached. A sign band may also occur within a decorative bandcourse above a storefront.

Significant Feature: An exterior architectural component of a building that contributes to its special historic, cultural, and/or aesthetic character, or in the case of an historic district, that reinforces the special characteristics for which the historic district was designated.

Significant landscape improvement: Any landscape improvement which is a character-defining element in its historic district, contributing to the special aesthetic and historic character for which the district was designated, and including but not limited to those landscape improvements identified as landscape features in the designation report.

Sill: 1. The lower horizontal part of a window frame or window opening; also the accessory member which extends as a weather barrier from frame to outside face of wall. 2. The horizontal member at the bottom of a window or door.

Site Plan: A drawing of the footprint of the subject building and immediate adjacent buildings indicating the location of the proposed work.

Skirt: A bottom finishing piece of fabric that hangs from the lower edge of an awning.

Soffit: 1) The exposed underside of any architectural element, especially a roof. 2) The underside of a structural component such as a beam, arch, or recessed area.

Spalling: The chipping or erosion of masonry caused by abuse or weathering.

Spandrel: 1) A panel between the top of one window and the sill of another window on the story directly above it. 2) An irregular, triangular wall segment adjacent to an arched opening.

Spandrel Area: The portion of the facade below the sill of an upper story window and above the lintel of the window or display window directly below it or above the lintel of a window or display window and the building cornice or top of building.

Special windows: (1) those windows in which the complexity of the muntin pattern or the molding profiles is one of the characteristics of the style and age of the building; or (2) windows having one or more of the following or similar attributes, including but not limited to: (i) Bay or oriel window (ii) Curved glass (iii) Multi-pane sash, i.e., 12 or more panes in a single sash in which a typical pane does not exceed 30 square inches of open (glazed) area (iv) Stained or otherwise crafted glazing for artistic effect (v) Highly decorated (carved or otherwise embellished) sash or frame (vi) Non-rectilinear sash or frame.

Stile: A main vertical member of a door or window.

Stoop: The steps which lead to the front door; from the Dutch “stoep.”

Storefront: The first story area of the façade that provides access or natural illumination into a space used for retail or other commercial purposes.

Storefront Bay: The area of the storefront defined by and spanning the two piers.

Storefront Infill: The framing, glazing, and cladding contained within a storefront opening in the facade.

Storefront Opening: The area of the facade framed by the piers and lintel, which contains storefront infill.

Story: A habitable floor level, including a basement but not including a cellar.

Stretcher: A masonry unit or brick laid horizontally with its length parallel to the wall.

Stringcourse: A narrow horizontal band of masonry, extending across the façade, which can be flush or projecting, and flat surfaced, molded, or richly carved.

Stucco: A coating for exterior walls made from Portland cement, lime, sand, and water.

Subframe: A secondary frame set within a masonry opening.

Sugaring: A term describing the deterioration of stone caused by the breaking up or dissolving of the stone surface.

Surround: The ornamental frame of a door or window.

Swag: A carved ornament in the form of a draped cloth or a festoon of fruit or flowers.

TTTTT

Terra cotta: Hard fired clay, either glazed or unglazed, molded into ornamental elements, wall cladding, and roof tiles.

Tie rod: A metal tension rod connecting two structural members, such as gable walls or beams, acting as a brace or reinforcement; often anchored by means of a metal plate in such forms as an “S” or a star.

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.

Tracery: An ornamental configuration of curved mullions in a Gothic sash.

Transom: 1) A horizontal bar of wood or stone across a window. 2) The cross-bar separating a door from the window, panel, or fanlight above it. 3) The window above the transom bar of a door. 4) The glazed area above a display window or door separated from the main window area or door by a transom bar.

Transom bar: A horizontal element that subdivides an opening, usually between a door and window.

Trefoil: A three-lobed decorative form used in Gothic architecture

Tuck-Pointing: See pointing.

Turret: A small tower, usually supported by corbels and at the corner of a building.

VVVVV

Veneer: A decorative facing applied to an exterior wall, typically either made of or made to look like brick or stone.

Volute: A carved spiral form in classical architecture; often used in pairs as in the capitals of Ionic columns.

Vousoir: A wedge-shaped component of an arch.

WWWWW

Water Table: A belt course differentiating the foundation from a masonry building on its exterior walls.

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 D

The **Queen Anne** has steeply pitched compound roof shapes, irregular plan, and asymmetrical facades clad with a variety of materials and textures and a one story porch along the front that sometimes wraps around the side. Wooden "gingerbread" trims in scrolled and rounded "fish-scale" patterns frequently grace gables and porches. Massive cut stone foundations are typical of period houses.

QUEEN ANNE



A **Greek Revival** form references the ornament and architecture of ancient Greece. These were typically a two story clapboard sided structure, sometimes only one story, with a low pitched gabled roof or, less often, a hipped roof. The cornice has a wide plain frieze board, or band, as part of the entablature together with a cornice above and an architrave below. The main building form may have a lower wing. Narrow sidelights and a rectangular transom surround front doors. Porches on Greek Revival Style houses in this area are one story and are supported by square or round columns. Porches are located at the entry or extend over the full façade. Originally Greek Revival houses were painted white.

GREEK REVIVAL



These narrow, rectangular one and one-half story houses originated in California during the 1880s as a reaction to the elaborate decoration of Victorian homes. The style then moved eastward to the Midwest in the early 20th century, where it remained popular until the Great Depression. **Bungalows** have low-pitched gabled or hipped roofs and small covered porches at the entry. The style became so popular that you could order a bungalow kit from Sears and Roebuck catalog. The name "bungalow" had its origins in India, where it indicated a small, thatched home.

BUNGALOW



This post-Victorian style of single-family house was prized for its ease of construction, practicality, and roomy interior. It was built as **four square** rooms, with one serving as the entry and stair hall. A front parlor, dining room and kitchen completed the downstairs room arrangement, with the second story rooms mirroring the same arrangement. Stylistic details can be borrowed from the earlier Victorian era, or can be derived from the Craftsman style. A front-gabled version can often be found in the same neighborhood as a hipped-roof version and often built in a wide variety of materials from brick and wood to stucco.

FOUR SQUARE



Popularized at the turn of the 20th century by architect and furniture designer Gustav Stickley in his magazine, *The Craftsman*, the **Craftsman**-styled bungalow reflected, said Stickley, "a house reduced to its simplest form... its low, broad proportions and absolute lack of ornamentation gives it a character so natural and unaffected that it seems to... blend with any landscape." The style, which was also widely billed as the "California bungalow" by architects such as Charles Sumner Greene and Henry Mather Greene, featured overhanging eaves, a low-slung gabled roof, and wide front porches framed by pedestal-like tapered columns. Material often included stone, rough-hewn wood and stucco. Many homes have wide front porches across part of the front, supported by columns.

CRAFTSMAN



Some of the first houses built in the United States were **Cape Cods**. The original colonial Cape Cod homes were shingle-sided, one-story cottages with no dormers. During the mid-20th century, the small, uncomplicated Cape Cod shape became popular in suburban developments. A 20th-century Cape Cod is square or rectangular with one or one-and-a-half stories and steeply pitched, gabled roofs. It may have dormers and shutters. The siding is usually clapboard or brick.

CAPE COD

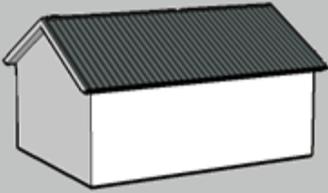


America's colonial period encompassed a number of housing types and styles. For more information about **Colonial** styles, see Cape Cod, Saltbox, Georgian, and Dutch Colonial. However, when we speak of the Colonial style, we often are referring to a rectangular, symmetrical home with bedrooms on the second floor. The double-hung windows usually have many small, equally sized square panes.

COLONIAL



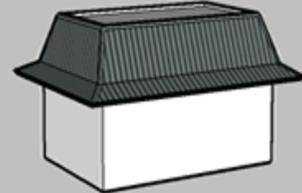
Roof Styles



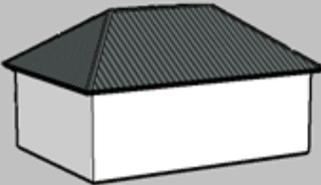
[Gable Roof](#)



[Cross Gabled Roof](#)



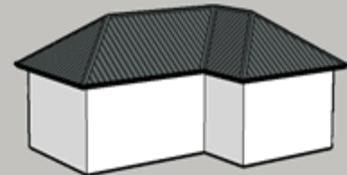
[Mansard Roof](#)



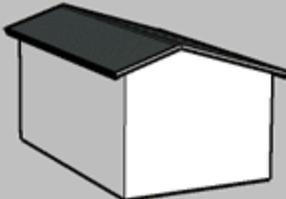
[Hip Roof](#)



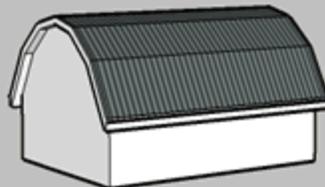
[Pyramid Hip Roof](#)



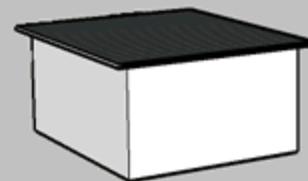
[Cross Hipped Roof](#)



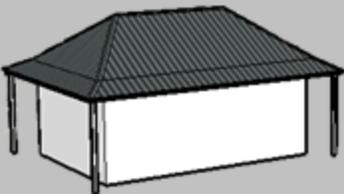
[Saltbox Roof](#)



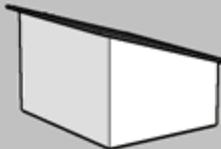
[Gambrel Roof](#)



[Flat Roof](#)



[Bonnet Roof](#)



[Shed Roof](#)

Appendix E

Local

Lexington Historic Preservation Commission

31 West First Street
Lexington, NC 27292
(336)248-3900

State

North Carolina Department of Commerce

Main Street Program

Attn: Liz Parham

4313 Mail Service Center
Raleigh, NC 27699
(919) 733-2850

<http://www.nccommerce.com/cd/urban-development/about-us-amp-contacts>

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 for Historic Preservation -Southern Office

William Aiken House, 456 King Street
Charleston, South Carolina 29403
Phone: 843-722-8552

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

National Trust Main Street Center

1785 Massachusetts Ave, NW
Washington, DC 20036
(202) 588-6219

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

Appendix E

