

Design Standards
for Orange County
Local Historic Landmarks
and
Local Historic Districts



Adopted October 5, 2010

Department of Environment, Agriculture, Parks and Recreation

This manual of design standards was created to define and standardize the Certificate of Appropriateness review process for owners of Orange County Local Landmarks or buildings within Local Historic Districts. The standards are also intended as a guide to technical and preservation planning for all historic property owners.

Forward

Chapter I provides an overview of preservation planning within Orange County, including definitions of the Local Landmark Program, Certificate of Appropriateness (COA) process, and a brief summary of the roles of the Orange County Historic Preservation Commission, Board of Orange County Commissioners (BOCC), and Orange County Department of Environment, Agriculture, Parks and Recreation (DEAPR). A brief comparison of the Local Landmark Program and National Register of Historic Places provides an outline of tax credits and benefits associated with each. The Design Review Process is described in detail, including the COA application process, examples of activities which do and do not require a COA, and the appeal process.

Chapter II provides a discussion of the design standards related to the historic context of a structure or property, including the overall setting, relationship of contributing buildings, structures, and other features to one another and the surrounding natural landscape. Specific design standards are provided for various properties and features including active/working Farms, Outbuildings & Accessory Structures, Fences & Walls, Walkways, Driveways & On-Site Parking, Cemeteries & Archaeological Features, Exterior Lighting, and Signage.

Chapter III covers general maintenance and changes to the exterior of historic structures. Specific elements are discussed in terms of maintaining the historic character of a building, including maintenance standards, specific materials (wood, masonry, etc.), and specific architectural elements (windows, doors, roof details, etc.). Design guidelines for increasing the energy efficiency of historic structures, as well as retrofitting a structure for accessibility and safety considerations, are also provided.

Chapters IV and V present standards for the introduction of new buildings to a historic property, as well as the removal, demolition, or relocation of historic structures.

Chapter VI provides appendices, including the Local Landmark Application, COA Application and Project Review Form, Secretary of the Interior's Standards for Rehabilitation, National Register of Historic Places Criteria for Evaluation, Glossary of Architectural Terms, and a list of contacts related to historic preservation.

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I. Introduction

Design Standards for Orange County Local Landmarks and Local Historic Districts is intended to assist the owners of Local Landmark properties and Local Historic District properties maintain, preserve, and when necessary make appropriate changes to their historic sites in ways that will retain and enhance their special character and historic significance. These standards are also intended to assist the Historic Preservation Commission (HPC) and its staff evaluate the appropriateness of such changes. What differentiates Orange County's preservation program from many similar programs is its focus on rural heritage; the following design standards are intended for individual rural landmark properties and rural historic districts, not historic downtowns. County historic resources are typically set away from the public road; many are historic farmsteads, still part of active farms. Farmers often remove farm buildings that have outlived their original purpose and replace them with metal structures that may be considered visibly incongruous but serve the practical needs of the farm. Older homes and associated outbuildings are more likely to survive when in use. The HPC remains cognizant of the need to balance historic integrity with modern-day functionality.

When the Local Landmark Program was adopted in 1997, the County adopted the Secretary of the Interior's Standards for Rehabilitation as interim design standards until new standards, based on Orange County's rural architectural legacy, could be prepared. This manual represents the new design standards and supersedes the Secretary of the Interior's standards. It adheres to the general philosophy outlined in the ten standards but goes into more detail to help guide property owners with specific design decisions.

The manual is referred to as "design standards" instead of guidelines since compliance is mandatory for Local Landmark property owners and Local Historic District property owners. The HPC will use these design standards when reviewing requests to change the exterior of buildings, significant landscaping and natural features on Local Landmark properties, and properties in Local Historic Districts. While each project is unique, the standards provide a systematic approach for evaluating proposals. The project review checklist, included as Appendix B, may be used by applicants and Commission members alike to simplify the review process. In addition, the HPC encourages all historic property owners to use the *Design Standards for Orange County Local Landmarks and Local Historic Districts* as a source for technical advice and preservation planning.

A. ORANGE COUNTY'S HISTORIC PRESERVATION COMMISSION

In 1991 the Orange County Board of County Commissioners (BOCC) adopted "An Ordinance Creating the Historic Preservation Commission" (HPC). The HPC consists of seven members who serve for terms of three years. All members must live within the Orange County's planning jurisdiction and have demonstrated special interest, experience or education in history, architecture, landscape architecture,

*Preserving the Orange Tradition:
A Landmark Designation Program for Orange County*



*Prepared for the
Orange County Historic Preservation Commission
by the Staff of the Orange County Planning Department*

August, 1997

archaeology or related fields. Their charge is to identify and protect the County's historic, archaeological and cultural resources. The HPC also participates in the **Certified Local Government (CLG) Program**, a federal program that provides a framework for historic preservation activities at the local level including additional funding opportunities from state and federal grant monies.

B. HISTORIC RESOURCES, LOCAL LANDMARKS AND LOCAL HISTORIC DISTRICTS

One of the key requirements for Certified Local Governments is to complete and maintain an inventory of historic properties that appear to be 50 years or older. In the early 1990s, the HPC hired two consulting firms to survey historic properties in the unincorporated portions of the County.¹ These efforts produced an inventory of more than 600 architectural resources and a substantial report outlining the County's overall history and development. The County updated the survey in 2007. The County maintains a file on each property that consists of a written data sheet, a brief architectural and social description, and a series of photos. As of the 2007 update, the inventory includes 634 properties distributed throughout the county as shown below.

Township	Survey Sites	National Register Properties	Study List Properties	Local Landmarks
Bingham	78	1	4; HD	1
Cedar Grove	199	HD	10; HD	0
Chapel Hill	160	2	13	0
Cheeks	63	4	2	2
Eno	43	5	3; HD	1
Hillsborough	19	1	1	0
Little River	72	1	3	0

HD = Historic District

Another important component of the HPC's duties is to recommend properties with special historic or architectural significance for designation in the County's Local Landmark Program.² Properties may be designated as individual landmarks or as part of historic districts. **Properties must meet a higher standard of historic and/or architectural significance to be designated as an individual landmark. The higher standard is appropriate since, in North Carolina, landmark property owners are eligible for a 50-percent property-tax deferral, as long as the site retains its historic character.**³ As of 2009, four individual Orange County properties have been designated as Local Landmarks: Chatwood, Moorefields, the Bingham School Inn and Rigsbee's Rock House.

¹ Countywide surveys area conducted in partnership with the State Historic Preservation Office (SHPO). Consultants use United States Geological Survey maps to locate resources and may survey a few properties outside of the project area when jurisdictional lines are not clear in the field.

² In 1997, per the recommendation of the HPC, the BOCC adopted a new program called *Preserving the Orange Tradition: A Landmark Designation Program for Orange County*.

³ Pursuant to NCGS Chapter 160A, Article 19, individual landmarks are designated through the adoption of an ordinance. The HPC is responsible for notifying the tax supervisor of the designation and related restrictions for preservation purposes. Properties may lose their designation and three years back taxes, (or "recapture penalties"), may apply if the owner destroys the property or damages its historic value.

A historic district is a cluster of properties, which can be identified as a group based on a specific theme or period of construction. Examples in urban settings typically include neighborhoods where the majority of the houses were built during a particular timeframe, such as the antebellum period, or share a common style, such as Arts and Crafts. Rural historic districts may focus on a mill, a certain landscape feature such as a river, or a neighborhood store and crossroads. Districts have defined boundaries. In order for the boundaries to follow practical landmarks some properties may be included that do not add to the overall theme; these properties are referred to as “non-contributing.” The property tax deferral program does not extend to properties in local historic districts—contributing or non-contributing. A district may contain properties that have less significance than an individual landmark but still contribute to the overall theme of the district. As of 2009, the County has not designated any local historic districts.

What Makes a Property Worthy of Designation?

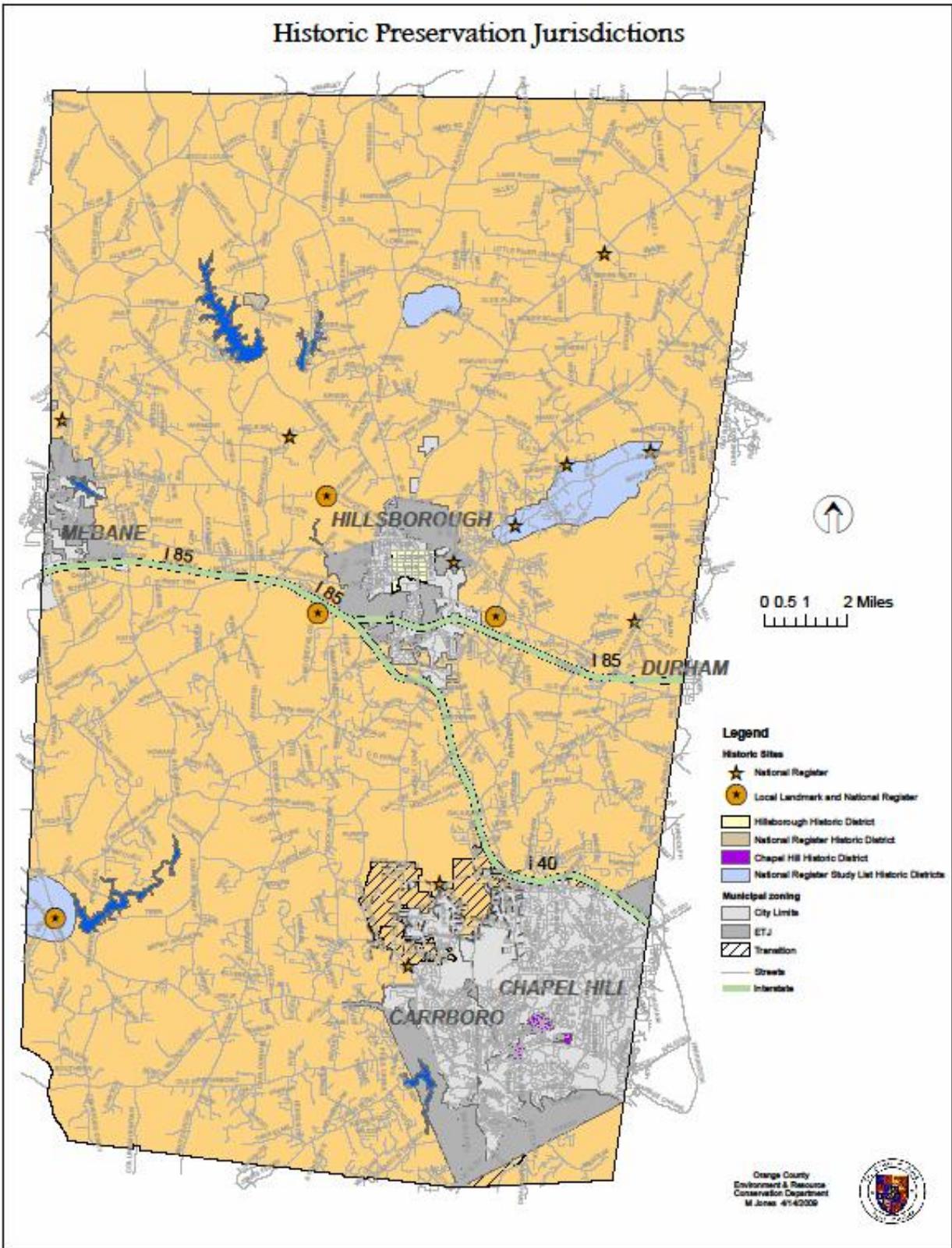
Most designation programs use a criteria system to evaluate the architectural and historic significance of properties based on the National Register of Historic Places. This ensures that all sites are assessed using a consistent approach, limiting the potential for favoritism toward a particular owner. The HPC measures the “value” of potential Local Landmark and Local Historic District properties based on the seven criteria listed below.



Criteria	Brief Explanation
Resource Type	Is the property listed in the National Register? Does it include a building complex or just an individual building?
Age	What is the approximate age of the structure or complex?
Historic Significance	Is the property linked to a famous person or a person of local importance, or an important historic event?
Architectural Significance	Was the house designed by a well-known architect? Is it an example of a nationally popular style?
Environmental Significance	Does the farm still look like a historic farmstead?
Contributing Features	Does the property have other features that contribute to our knowledge of the site and add to its historic or cultural value such as outbuildings and farm equipment, fountains or statues, etc.
Integrity	Common buildings gain significance as they get older if they retain their original features, particularly as fewer examples survive. For example, a turn of the twentieth century rural farmhouse may become more significant over time if it still has its original windows, siding, porch posts and chimneys on the exterior, and mantels, stair trim and beadboard on the interior. A high-style 1850s house constructed with a two-story porch may lose significance if it is updated with synthetic siding, new windows, modified porch, etc.

In addition, since local designation programs are a form of overlay zoning, properties must be located in Orange County’s planning jurisdiction to be eligible for local landmark or local historic district status. (See jurisdiction map on the following page.)

Historic Preservation Jurisdictions



C. APPLICATION PROCESS FOR LOCAL LANDMARK AND LOCAL HISTORIC DISTRICT DESIGNATION

Applying for local status is a two-part process, similar to the application process for the National Register. The first part is designed to provide the HPC with enough information to determine if the property appears to be a candidate for the program. Property owners are asked to provide photos of all exterior walls on main buildings, photos of any important interior features in the building, and text outlining key information about the building's construction and ownership. Applicants are also asked to prepare a brief summary, typically a paragraph in length, to explain why the property is important.

The HPC reviews Part 1 of the application to determine if the property appears to be a candidate for the program. Since Part 2 requires a substantial architectural description and social history of the property some property owners hire a consultant to help complete the application. The two-part approach prevents property owners from going to the expense of preparing an application for a property that is not a strong candidate for the program.

Once historic preservation staff receives a completed application—Part 1 and Part 2, the timeline begins. The HPC holds public meetings for neighbor input and submits the application to the North Carolina State Historic Preservation Office (SHPO) for comments. The SHPO involvement ensures that the review is based on criteria rather than any potential bias toward a particular property owner. The complete application, staff report, SHPO's comments and the HPC's recommendations are forwarded to the Board of County Commissioners (BOCC). The BOCC will make the final decision to approve or deny the designation. The application is attached as Appendix A, including a flowchart which outlines the approval process.

D. DESIGN REVIEW PROCESS (Certificate of Appropriateness)

Buildings evolve over time based on architectural style trends and the changing needs of the occupant. Designation programs are designed to help guide property owners to make these changes in ways that will retain and enhance their properties' special character and historic significance. Many preservation programs also offer technical advice on maintenance and related upgrades, such as energy efficiency, that are specific to older buildings. This type of information sharing speaks to the long-term commitment of owning a historic building and is critical to successful stewardship.

Owners wishing to change the exterior of buildings or alter significant vegetation, or natural features on their local landmark or local historic district properties are required to obtain a Certificate of Appropriateness (COA) prior to beginning any work. The HPC reviews COA applications following a quasi-judicial process, and determines the appropriateness of the proposed change(s) based on the design standards described in this manual. Minor changes can often be approved administratively but staff, without going before the HPC. Maintenance typically does not require any review. The review process for different types of work is outlined below. Additional information is provided in the specific standards.

Significant Changes – Formal HPC Review

The following are examples of work that require a Certificate of Appropriateness (COA) from the Orange County Historic Preservation Commission include:

- a. Exterior changes to the primary building or other structures on the property, excluding minor improvements and normal maintenance as described below. (HPC members may offer advice on proposed paint color schemes, but it may not deny a COA application based on color.)
- b. Changes to the types or styles of windows, doors, porches, decks, roofs, chimneys and lighting fixtures.
- c. Alterations in exterior architectural details, such as additions or changes in style of porch railings, gutters, shutters, brackets, molding, gingerbread or other decorative work.
- d. Removal and/or severe pruning of healthy trees, plants, or vegetation, as well as the installation of new trees, plants or other vegetation, which alters the character of the site. (Note: Foundation plantings are not historically correct for structures built before 1900.)
- e. The installation on any structure of vinyl or aluminum siding or of any other siding of a different style or material than the existing siding.
- f. The disturbance of archeological sites.
- g. The construction of any addition to an existing structure, such as the addition of rooms, chimneys, porches, decks, ramps, solar panels, or skylights.
- h. The construction or placement of any outbuilding on the property, including carports, garages, utility sheds, barns, silos, drying sheds, and bulk barns.
- i. New construction or relocation of a primary structure.
- j. The placement or construction of any yard fixtures, such as lamp posts or other lighting fixtures, walkways, fences or walls, driveways, parking areas or the placement of any physical structure that could be considered ornamental.
- k. The deconstruction, demolition or removal of any structure, including outbuildings, yard fixtures or any part thereof. Although a COA is required and may include a delay before a demolition permit is issued, the County may not prohibit the demolition after the conclusion of the delay period.
- l. The addition of parking lots or parking areas.
- m. The installation of any permanent exterior sign measuring larger than three (3) square feet in area.

Minor Improvement - Staff Review

Minor exterior changes that do not involve additions or removals may be reviewed and approved by HPC staff. HPC staff can *typically* review and approve COAs for the following items:

- a. Installation of storm windows and doors.
- b. Construction of new side and rear yard fences and walls not facing a public street.
- c. Installation of exterior mechanical equipment such as roof fans, heat pumps, and air compressors.
- d. Repairs to walls, patios, fences, and driveways as long as replacement matches what presently exists.
- e. Foundation repairs, including vents and access doors.
- f. Replacement of exterior stairs, landings, and steps.
- g. Replacement of large amounts of missing or deteriorated siding, trim, porch floors, windows, and gutters or architectural details when there is no change in materials and design from the original.

- h. Re-pointing and other masonry repairs.
- i. Repair or replacement of exterior lighting fixtures.
- j. Removal of asbestos or other artificial siding.
- k. Installation of exterior signs, other than real estate and political. (Sign installation may also require a sign permit from the Planning and Inspections Department.)
- l. Installation of new roof coverings using the same type of roofing material.
- m. Installation of satellite dishes.
- n. Exterior paint removal.

Normal Maintenance – No Review

Property owners are encouraged to maintain their historic properties. The following are examples of routine maintenance that do not require HPC or HPC staff review (other County permits may be necessary):

- a. Interior work, unless the change will impact an architectural feature such as a fireplace mantel or stairway that contributes to the building's significance.
- b. Interior painting.
- c. Exterior painting, unless the paint product has the potential to negatively impact the structure such as vinyl paint or similar types of material.
- d. Replacement of window glass and sash as long as window size, style, and material are not altered.
- e. Caulking and weather stripping.
- f. Replacement of small amounts of missing or deteriorated siding, trim, roof shingles, porch flooring, steps, gutters and down spouts, etc., as long as the replacement materials matches the existing materials.
- g. Repairs to walks, patios, fences and driveways as long as replacement materials match the existing materials.
- h. Landscape maintenance, including the removal of dead/damaged plants, provided existing healthy trees and/or shrubs are not removed or severely pruned.
- i. Public safety issues required by the Orange County Code Enforcement Supervisor. The HPC will work with property owners and building inspectors to try to resolve conflicts before they become public safety issues.
- j. Maintenance or, in an emergency, immediate restoration of an existing above-ground utility structure.
- k. Real estate and political signs.

Certificate of Appropriateness (COA) Process

Property owners may pick up Certificate of Appropriateness (COA) applications and submit completed materials to the Department of Environment, Agriculture, Parks and Recreation at 306 Revere Road, in Hillsborough. **All local landmark and local historic district property owners must apply for a COA prior to beginning any work that would change an exterior feature on their property.**



Property owners are encouraged to contact County historic preservation staff if they are not sure if they need to pursue a COA or have questions about the process. Staff can offer general design advice, technical assistance, and contact information for more specific preservation expertise.

The typical COA process is as follows:

- 1) HPC staff determines that the application is complete and begins the review process by preparing a staff analysis, typically within 30 days. (*Incomplete materials are returned to the applicant with an explanation of the missing items.*)
- 2) The application is placed on the HPC's next regular agenda for consideration. Surrounding property owners receive notice of the application, including the time and location of the HPC's meeting.
- 3) The applicant presents his or her proposal to the HPC at the public meeting. Neighbors and other members of the public may also speak for or against the project.
- 4) The HPC evaluates the proposal based on the design standards in this manual. Members may ask the applicant questions for clarification. The HPC identifies which design standards apply to the project and determines if the proposal complies with the applicable standards.
- 5) The HPC votes to approve, approve with conditions, or deny the Certificate of Appropriateness.

Property owners should have a copy of the original local landmark application materials for their site; or if they do not, staff will provide them with a copy. It is important to review the local landmark application before beginning the COA process since the file will typically specify which buildings and structures, and which natural and landscape features contribute to the historic significance and visual character of the designated property. When reviewing COA applications, the HPC considers how the proposal may impact these "contributing" buildings and features. Proposals that destroy or substantially alter contributing buildings or features will likely be denied. The original application materials often identify suitable areas for buildings (new or existing) to be placed on the Local Landmark or Local Historic District property without destroying the significance or character of the site.

Most projects require additional permits, such as zoning compliance permits or

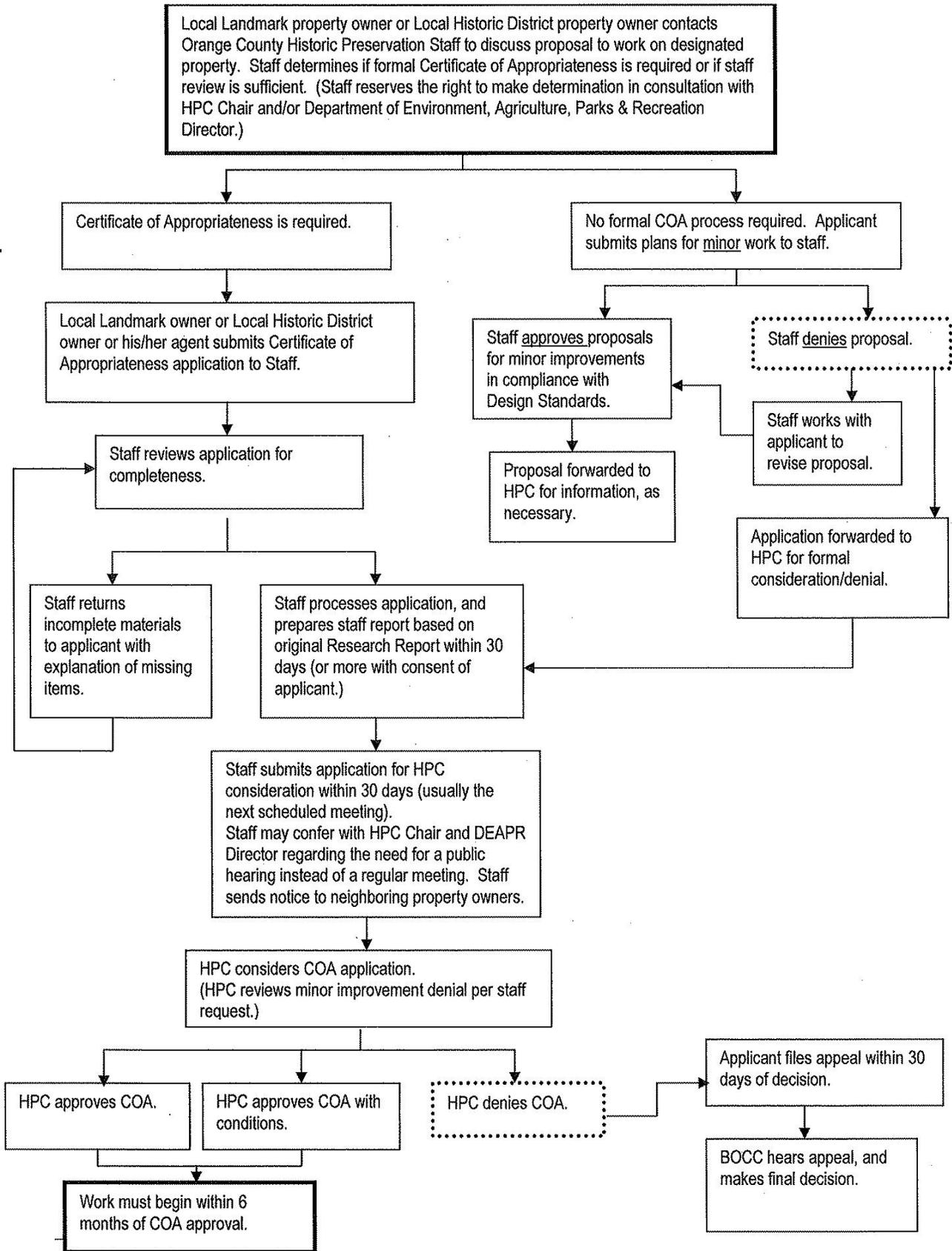
building permits, administered by the Planning and Inspections Department. HPC staff will try to facilitate interdepartmental cooperation with the Planning and Inspections Department, but applicants are encouraged to discuss their project with Planning and Inspections staff prior to applying for their COA to ensure compliance with local ordinances and state building codes. Work on approved COA projects must begin within six months.

How to Appeal HPC Decisions

Applicants may resubmit a denied application for a COA so long as it represents a substantial change from the original proposal. Applicants may appeal the HPC's decision to deny a Certificate of Appropriateness. Other aggrieved parties may also appeal an HPC decision to grant or deny a COA. Written notice of the request to appeal must be submitted to Historic Preservation staff within 30 days of the meeting at which the decision was made. Staff will forward the request to the Board of Adjustment (BOA) for its review of the HPC's decision.

Appeals shall be in the nature of *certiorari*—meaning that the BOA will review the materials from the meeting to ensure that the HPC followed proper procedures and based its decision on evidence; they will not reconsider the entire application. If the BOA concurs with the HPC, the decision stands. If the BOA determines that the HPC did not follow quasi-judicial procedures, the HPC's decision will be overturned. Appeals of the BOA's decisions are heard by the Orange County Superior Court.

CERTIFICATE OF APPROPRIATENESS REVIEW PROCESS



E. NATIONAL REGISTER OF HISTORIC PLACES

Cultural resources may also be listed in the National Register of Historic Places as individual sites or as parts of historic districts. The National Register was created through the National Historic Preservation Act of 1966 as part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect historic and archeological resources. The program offers honorary status to historic properties through a formal designation process.

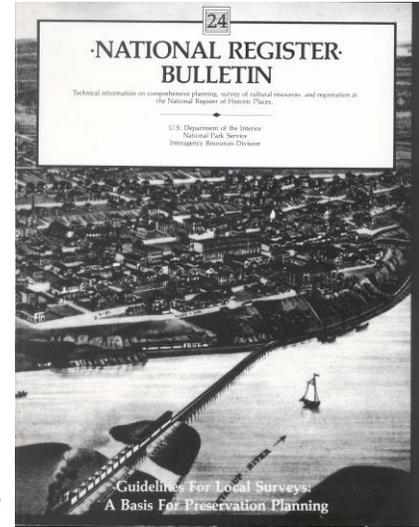
For a cultural resource (historic building, archaeological site, cultural landscape, etc.) to be listed in the National Register, it must meet at least one of four criteria based on its historic context. The criteria describe how properties are significant for their association with:

- important events;
- persons;
- for importance in design or construction; or
- for information potential. The National Register Criteria for Evaluation is included, in its entirety, as Appendix C.

The Local Landmark Program and the National Register of Historic Places are two entirely distinct and separate programs. Both offer honorary status to historic properties through a formal designation process. The specific benefits of each program, however, are quite different. The Local Landmark Program is a local program administered by local government; properties are designated by the adoption of an ordinance by the Board of County Commissioners. The National Register of Historic Places is a federal program administered by the National Park Service in partnership with state historic preservation offices (SHPO).

Local governments do not participate in the administration of the National Register program except, as Certified Local Governments, to offer recommendations for new listings. County historic preservation staff can help residents pursuing National Register status by providing contact information and, as time permits, technical assistance but most property owners hire a private consultant to prepare the nomination. National Register status is primarily honorary; there is no inherent financial benefit to having one's property listed in the National Register of Historic Places. *National Register property owners do not have to participate in a review process or obtain a Certificate of Appropriateness.* However, properties may be removed from National Register listing if their historic character is compromised.

The two main benefits of National Register listing are consideration in the planning process for federal, federally licensed, and federally assisted projects, as well as state projects, and eligibility in tax credits for certified rehabilitation projects. Properties, which have been deemed eligible for the National Register through an initial review by their State Historic Preservation Office (SHPO), are placed on the "Study List." Both individual resources and potential districts can be placed on the Study List. Study List properties enjoy the same consideration during the federal



and state planning process as sites placed on the Register. The listing of a historic or archaeological property on the National Register does not obligate or restrict a private owner in any way *unless* the owner seeks a federal benefit such as a grant or tax credit.

Owners of private, National Register properties are eligible for a 20 percent federal investment tax credit for the cost of a certified rehabilitation of an income-producing building. (Bed & Breakfast establishments and residential buildings that are rented out are considered income-producing properties.) The owner of an income-producing property may also qualify for a 20 percent state rehabilitation tax credit. The owner of a non-income-producing historic structure—the owner’s personal residence—may apply for a 30 percent state rehabilitation tax credit; there is no equivalent federal credit for non-income-producing properties. “Certified rehabilitation” means that the proposed work adheres to the Secretary of the Interior’s Standards for Rehabilitation and has been approved by the SHPO. (The Secretary of the Interior’s Standards for Rehabilitation are included in Appendix D. Contact numbers for the SHPO are included in Appendix F.) To ensure that a project meets the definition of a certified rehabilitation, one should contact the SHPO early in the planning process. Orange County historic preservation staff can provide contact information and facilitate in this process.

While the two programs are distinct from one another, it is possible for historic properties to be listed in the National Register and in a local historic district or as an individual local landmark. In fact, many local historic districts, particularly in downtowns, were originally listed in the National Register and were later designated as a local district once a local program was established. National Register nominations can also serve as the basis for a local designation Research Report. Locally designated landmarks and properties located within local historic districts are not eligible for federal or state rehabilitation tax credits unless the landmark or district is also listed on the National Register of Historic Places. **An owner of a property that is both locally designated and listed in the National Register who is seeking federal or state investment tax credits for rehabilitation must acquire a local Certificate of Appropriateness and federal or state tax certification through separate applications. Approval for one does not imply or guarantee approval for the other, though in most cases local design review guidelines and federal rehabilitation standards are in concurrence and are mutually reinforcing.**

II. Historic Context

A. SETTING

When evaluating rural historic properties the cultural landscape is often as important as the buildings themselves. The orientation of the main house to the road, the relationship among different buildings, internal circulation patterns, existing vegetation and natural features, the surrounding landscape--all of these elements contribute to the character of the site. The National Park Service defines four types of cultural landscapes in *Protecting Cultural Landscapes Planning*, Preservation Brief #36, and summarized below.



- **Historic Designed Landscape**
A landscape that was consciously designed by a landscape architect, master gardener, or other design professional.
- **Historic Vernacular Landscape**
An unplanned landscape that evolved over time.
- **Historic Site**
A landscape significant for its association with a specific event or person.
- **Ethnographic Landscape**
A cultural heritage resource such as a religious sacred site.

Property owners should identify any important landscape features that contribute to their site's significance during the local landmark designation process. These features should be preserved through regular maintenance and should be protected in the event of future changes to the site, such as new buildings or new landscaping. Significant vistas--the view of the building complex from a public road--should have primary importance. Traditional vistas from within the property, such as the view of outbuildings from the front porch or a scenic backdrop, should also be preserved whenever possible. The Historic Preservation Commission (HPC) encourages property owners with working farms to participate in the Local Landmark Program. The HPC will work with farmers, individually, to develop ways to update agricultural structures and construct new buildings without destroying the historic character of their sites. (See also Standards for Working Farms.)

When reviewing Certificate of Appropriateness applications the HPC will consider the entire property, buildings and setting, and will refer to the original local landmark application materials (often a National Register Nomination) to determine "contributing" buildings and features. Contributing features may include:

- walks
- paths
- roads

- vegetation, such as trees, shrubs, fields
- plant material
- landforms, such as terracing, berms, lights, fences, or benches
- decorative elements such as sculpture, statuary or monuments
- water features including fountains, streams, pools, or ponds or lakes, and
- subsurface archeological features, such as the foundation of a mill or an early house, which are important in defining the history of the site.

If a majority of the HPC determines that a building or feature initially identified in the local landmark application materials as “non contributing” has, over the years, become “contributing” in its own right, the HPC may vote to amend the designation report.

DESIGN STANDARDS for Setting

- II-A-1.** Retain and preserve the historic relationship between contributing buildings and site features. Avoid removing, relocating, or radically changing existing buildings that contribute to the overall character of the site.
- II-A-2.** Maintain and protect the historic topography, significant views and vistas, accessory structures, roads, walkways, fences, walls, and plantings. Avoid removing, relocating, or radically changing existing landscape features (including plants and grade) that contribute to the overall character of the site.
- II-A-3.** Maintain historic site features and plantings through appropriate methods. Seek the advice of a professional to protect site features and plantings from damage during or as a result of construction activities.
- II-A-4.** Repair deteriorated historic site features such as terraces, benches, fountains, and trellises through traditional methods of repair and with materials comparable to the originals.
- II-A-5.** Replace significant plantings with new plantings that are identical or similar in species. It is not appropriate to remove a healthy planting that is significant to the overall historic character of the landmark site.
- II-A-6.** Locate new site features and plantings, if needed, in a manner that maintains or enhances the overall character of the landmark.
- II-A-7.** Illuminate site features and plantings, if desired, in a manner consistent with the historic character of the landmark building and site. In general, the HPC will discourage new lighting that does not serve a specific safety concern.
- II-A-8.** When introducing new plantings to a Local Landmark property consider the size of the tree or plant at maturity. Vegetation can damage historic buildings if not maintained properly. Avoid planting new trees or shrubbery too close to existing buildings, or encouraging climbing plants such as ivy from covering exterior walls or features--foundation plantings are not historically correct for structures built before 1900. Consider also the mature size of specimen trees when planting new trees near property boundaries or rights-of-way subject to utility company trimming or other controls. (See also related Standards for Exterior Lighting.)

B. WORKING FARMS

Fundamental to Orange County’s preservation programs are respect for and interest in protecting our rural heritage, particularly farms. Many local residents living in the urban areas today value farms for their scenic qualities—the tended land and clusters of older agricultural buildings. In order to preserve these scenic vistas, as well as our agricultural legacy, farms need to remain active and profitable. New farm equipment and metal outbuildings may not contribute to the “historic farm” vision but are often necessary to make a farm viable. The Historic Preservation Commission (HPC) recognizes the importance of new and upgraded facilities in an increasingly challenging farm economy. At the same time, the HPC continues to witness the loss of historic buildings in rural Orange County. Agriculture and preservation can and should work hand-in-hand to preserve and conserve cultural landscapes.



During the designation process, property owners should discuss ways to upgrade existing buildings and/or potential locations for new buildings, without detracting from the whole complex. Local Landmark Program boundaries for farms may be delineated to include only the main house and historic building complex. This would provide the farmer with more flexibility siting agricultural structures away from the “historic areas” without compromising the character of the property. This information will be included in the landmark file for future use when considering Certificates of Appropriateness.

DESIGN STANDARDS for Working Farms

- II-B-1.** Maintain and renovate older agricultural buildings.
- II-B-2.** Reuse older agricultural buildings.

- II-B-3.** Replace/demolish agricultural buildings only when no other feasible options remain.
- II-B-4.** Use care when locating new agricultural buildings onto a historic property to limit the visual impact on the scenic farmscape.
- II-B-5.** New agricultural buildings should be visibly compatible with surrounding structures, particularly contributing structures, whenever possible. While the HPC will be much more flexible in their review and approval of agricultural buildings for active farms, the HPC will still consider design elements such as roof-type, building materials, size and scale. Applicants should familiarize themselves with the design concepts outlined in this manual.
- II-B-6.** When new pre-fabricated or metal buildings are the only feasible structures for the agricultural use, select a building color that will reduce the building's visual impact on the property. (See related standards for Outbuildings and Accessory Structures, Historic Buildings (Maintenance & Exterior Changes) and Introducing New Buildings to a Landmark Property.)

C. **OUTBUILDINGS and ACCESSORY STRUCTURES**

Until the mid-twentieth century, most rural properties consisted of a main dwelling unit surrounded by specialized outbuildings for domestic or agricultural tasks. Separate kitchen structures, barns, storage sheds, dairies, smokehouses, etc. are vital to our understanding the historic and architectural context of a designated landmark. Routine maintenance, traditional repair, and selective replacement of deteriorated or missing features for contributing outbuildings and accessory structures should follow the same guidelines as those for main landmark buildings.



In most cases new accessory structures should be placed on the site in their traditional locations, particularly if the new building is a reproduction of the original structure or is very similar in size and appearance to the original structure. New buildings that are not reproductions should be visually compatible with the existing building complex, particularly from a distance. New buildings should never detract from or compete with a contributing house or outbuilding complex due to size or design.

Special care should be used when positioning a new outbuilding near a significant outbuilding or building cluster. If a new agricultural building must look significantly different from surrounding structures—in terms of color, construction technique or material, size or scale in order to function, it may be more appropriate to locate the new structure away from the existing buildings to maintain the integrity of the original building complex. (See also Standards for Introducing Buildings to a Landmark Property.)

DESIGN STANDARDS for Outbuildings and Accessory Structures

- II-C-1.** Retain and preserve outbuildings and accessory structures such as smokehouses, dairies, washhouses, barns, storage bins, and sheds that contribute to the historic character of the site.
- II-C-2.** Maintain and protect historic outbuildings and accessory structures and their distinctive features and details. Repair deteriorated or damaged outbuildings and accessory structures and their character-defining features, elements, and details using like materials. Repair work may require traditional construction methods, such as the use of hand tools, to retain the integrity and authentic appearance of the historic building or building feature.
- II-C-3.** Replace any missing or deteriorated element of contributing outbuildings or accessory structures to match the original in design, material, dimension, and detail.

Replace only the deteriorated portion or detail of a feature rather than the entire feature, whenever possible. When considering the use of substitute materials, please contact Orange County Historic Preservation staff before completing your design proposal to ensure compatibility.

- II-C-4.** Reproduce contributing outbuildings that are deteriorated beyond repair with new designs based on accurate documentation, or replace with new designs that are compatible in scale and proportion, form and materials, and detail and finish, with other secondary structures on the site and the main dwelling. New buildings that replicate deteriorated structures should appear authentic from a distance but should maintain sufficient subtle differences to reveal their true date of construction.
- II-C-5.** Design and construct new outbuildings and accessory buildings in a way that retains the historic character of the site. Consider the compatibility of a proposed structure in terms of location, scale and proportion, form and materials, and detail and finish. New construction should not duplicate historic buildings but should complement Orange County's architectural traditions.

D. FENCES and WALLS

Fences and walls are often important to the historical context of landmark sites. Wood, cast iron and wrought iron are traditional materials used in fence construction; brick, stone, stucco, and concrete are common wall materials. Historically the design and detailing of fences and walls were often related to their purpose and sometimes stylistically related to the landmark building. Distinctive gates and corner posts often added further detail and ornamentation to historic fences and walls.



The preservation of historic fences and walls requires routine maintenance and repair, appropriate for their material and finish. Refer to the Historic Buildings (Maintenance & Exterior Changes) section for guidance on material maintenance. Placement of fences or walls should reflect an understanding of the visual and spatial character of the landmark site and reinforce previously established site divisions or property boundaries. Similarly, the design and material choices should be compatible with the historic and architectural character of the landmark building and site.

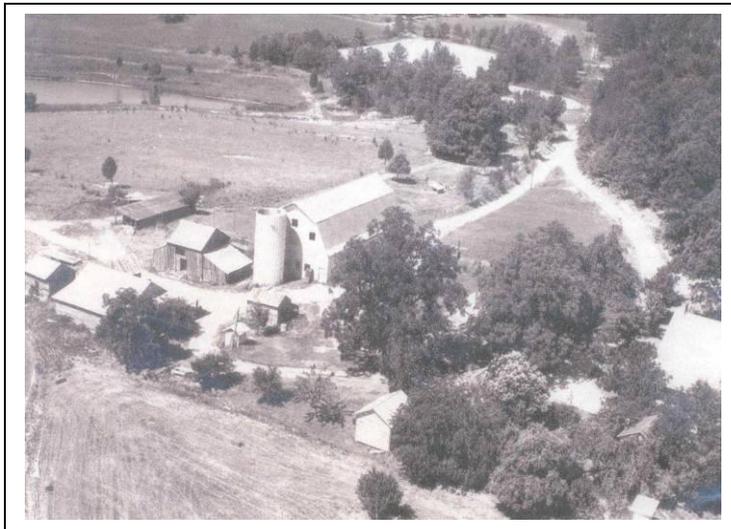
DESIGN STANDARDS for Fences & Walls

- II-D-1.** Retain and preserve contributing fences and walls including their original material, decorative and functional detailing, height and configuration.
- II-D-2.** Maintain and protect the surfaces, features, and details of fences and walls through appropriate methods. Repair deteriorated or damaged surfaces and features using traditional methods. Repaint painted fences and walls to extend useful life.
- II-D-3.** Replace deteriorated or damaged features of historic fences or walls to match original in size, shape, material, dimension, pattern, texture, color and detail. Replace only the deteriorated portion or detail of a feature rather than the entire feature whenever possible.
- II-D-4.** Replace a missing historic fence or wall feature with a new feature based upon accurate documentation of the original or with a new design compatible with the landmark building and site in configuration, scale, height, material and detail.
- II-D-5.** Introduce new fences and walls only in locations and configurations that are consistent with the character of the landmark building and site. Construct new fences and walls of traditional materials in designs compatible with the landmark building and site in scale, material, height, and detail. The HPC discourages the use of synthetic material such as vinyl fencing. If vinyl fencing is the only feasible alternative, consider using wood fencing along the public right-of-ways and the same type of fencing in vinyl along the remaining property lines.
- II-D-6.** Introduce utilitarian fences (such as chain link or electric) and walls, if necessary, only in locations that will not diminish the overall historic character of the landmark building and site.

E. WALKWAYS, DRIVEWAYS and ON-SITE PARKING

Historic circulation patterns can be particularly significant to rural properties. Entrance drives control the visitor's perception of the main house, and on larger properties this controlled view was often carefully planned by the owner to make a statement. Internal farm roads can likewise impact the arrangement of the site as much as formal walkways in designed gardens. These travelways should be respected and preserved whenever possible.

With the increase in the number of automobiles, there is a temptation to pave a significant amount of area near the main house. Vehicular parking should be minimized and discretely located.



DESIGN STANDARDS for Walkways, Driveways and On-Site Parking

- II-E-1.** Retain and preserve walkways, driveways, and parking areas that are significant in defining the overall historic character of the site including their width, configuration, scale, materials, curbing and related plantings.
- II-E-2.** Repair deteriorated or damaged walkways, driveways, and parking areas through traditional methods of repair.
- II-E-3.** Replace deteriorated or damaged features of walkways, driveways or parking areas with materials that are compatible in appearance, color and texture. Replace only the deteriorated portion or detail of a feature rather than the entire feature, whenever possible.
- II-E-4.** Introduce new walkways, driveways, or parking areas, if necessary, in unobtrusive locations that do not compromise character-defining elevations or important site features or views.
- II-E-5.** Protect mature vegetation and significant site features from damage caused by the construction of new walkways, driveways and parking areas.
- II-E-6.** Illuminate walkways, driveways, and parking areas in a manner consistent with the historic character of the site. (See also related Standards for Exterior Lighting.)

F. CEMETERIES and ARCHAEOLOGICAL FEATURES

Like other distinctive site features of a landmark property, the visual character of a cemetery and its historic link to the site should be preserved. For the protection, maintenance, and repair of cemeteries follow the guidelines for the respective materials and features. (See list of contacts for state regulations regarding cemeteries, in Appendix F.)



Archaeological features may include foundation stones or pier supports from previous building features, old wells, cisterns, privies, walkways or refuse piles. Analysis of archaeological features and artifacts found at historic sites can often yield information about the past inhabitants that is not obtainable from written records. The best way to preserve archaeological resources is to leave them undisturbed. Whenever site terrain is altered through grading, excavation, or new construction, archaeological

resources are endangered. A professional archaeologist can assist in determining whether a proposed site change will disturb significant archaeological resources.

DESIGN STANDARDS for Cemeteries and Archaeological Features

- II-F-1.** Retain and preserve historic cemeteries including any visual characteristics of the cemetery, such as a stone wall, that contribute to the overall historic character of the landmark site.
- II-F-2.** Maintain and protect cemetery features through traditional methods of repair and appropriate pruning of plantings. Repair deteriorated cemetery site features through traditional methods of repair and appropriate pruning of plantings.
- II-F-3.** Replace deteriorated or missing cemetery site features such as benches, fences, walls, grave markers, pathways, and plantings with new features that are compatible with the historic character of the cemetery and the landmark site. (Applicants should have documentation to authenticate missing features.)
- II-F-4.** Locate new site features and planting in ways that maintain or enhance the historic character of the cemetery and the landmark site.
- II-F-5.** Preserve and protect all known cemeteries and archaeological resources on the property from construction and yard work. Reduce potential damage to known and unknown archaeological resources by minimizing site disturbances and changes that impact site terrain. It is not appropriate to use heavy machinery or equipment on sites as doing so may damage important archaeological resources. (It is illegal to disturb a known cemetery.)
- II-F-6.** Prior to site changes, survey and record the site, using professional archaeologists and contemporary archaeological methods, to determine the potential impact of disturbances on any known or unknown archaeological resources.
- II-F-7.** Record archaeological evidence that is uncovered during site work if the resources cannot be preserved in place.

G. EXTERIOR LIGHTING

Exterior lighting can provide a particular challenge to local landmark owners. Original lighting fixtures should always be preserved and if functional used. Often, however, early fixtures no longer work or are missing altogether. While it can be difficult to bring older fixtures up to current code requirements, it can also be difficult to introduce new fixtures or to supplement existing units to provide more lighting in a sensitive manner.

When selecting new lighting fixtures chose simple visually compatible designs that do not detract or distract from the landmark property. Consider period fixtures only if they are consistent with the landmark's architectural character. Do not install antique or new (vintage design) lamps that predate the site. Select fixtures that provide the least amount of light needed. Avoid excessive wattage and lamps that scatter light over a large area. Use time controlled units such as timers or motion detector fixtures whenever possible.



DESIGN STANDARDS for Exterior Lighting

- II-G-1.** Retain and preserve exterior lighting fixtures that contribute to the overall historic character of the site.
- II-G-2.** Replace damaged, deteriorated, or missing exterior lighting fixtures with new fixtures that are either similar to the original in material, appearance, detail, and scale or compatible with the historic landmark and site in material, appearance, and scale (particularly the main dwelling).
- II-G-3.** Introduce and locate new exterior lighting that does not detract from the historic character of the site. Use the least amount of lighting needed for the use. Check with Orange County Planning Staff to ensure that any lighting proposals comply with zoning regulations.

H. SIGNAGE

Adding signage to a commercial or institutional façade is appropriate if the elevation was designed to incorporate a sign. New signage should always enhance the building's architectural character and should never be mounted on a façade that conceals or damages features. Graphics screened onto display windows or awnings valances still remain popular alternatives to more permanent applications. New signs and their posts or bases should be compatible with the landmark property in materials, scale, design, color, and location. The location of new signs should take into account the visual character of the landmark property as well as visibility of the sign for the intended audience.



Property owners should contact Orange County Planning Staff to review appropriate sign regulations and permit fees.

DESIGN STANDARDS for Signage

- II-H-1. Retain and preserve historic signage, including its design and color.
- II-H-2. Replace missing, deteriorated, or damaged signs with new signs that are compatible with the character of the property in scale, material, design, and color.
- II-H-3. Minimize the quantity of new signage and locate signage so it does not diminish the architectural or historic character of the landmark building, structure or site.
- II-H-4. Illuminate new signage in a manner consistent with the historic character of the landmark building and site. (See related Standards for Exterior Lighting.)

III. Historic Buildings (Maintenance and Exterior Changes)

These design standards are intended to assist property owners and HPC members to identify the elements that make Local Landmark properties significant and to provide directions for protecting those elements. The HPC will focus on exterior changes to buildings and contributing natural or landscape features on individual local landmark properties or in local historic districts.⁴ This section targets three key elements of design review for historic properties:

- how to maintain a building's historic fabric;
- how to modify the exterior of a Local Landmark building for an addition or update without destroying its character; and
- how to attach a new addition to an existing building in a way that leaves the original structure intact and allows for the new section to be removed at a future date (reversibility).

A. GENERAL MAINTENANCE



Property owners are expected to maintain the buildings on individual Local Landmark properties or within Local Historic Districts particularly buildings identified as “contributing” in the application materials prepared as part of the designation process. Building elements should be maintained and repaired

in a good workmanship manner using traditional methods. Proper maintenance includes routine inspections of the uninhabited areas as well as the living spaces. Attic and crawlspace areas should be insulated and ventilated. Most maintenance work can be completed with staff approval; however, large-scale projects or substantial renovations will be subject to the formal Certificate of Appropriateness (COA) process. The COA application should describe the proposed work and specify the proposed construction methods to complete the work. Certain techniques that are known to be detrimental to historic buildings, such as the use of grinders for paint removal and sand blasting for masonry cleaning, should not be used. Exterior surfaces such as wood siding and metal roofing, which are traditionally painted, should be repainted in regular intervals usually from seven to ten years. Painted surfaces should be properly prepared prior to the application of new paint. Heat guns and other paint removing apparatus should be used with care and proper ventilation to prevent risk of fire damage. Depending on the date of the existing paint, homeowners may need to utilize lead paint abatement practices. (Contact the State Historic Preservation Office Restoration Branch, listed in Appendix F, for more information about lead paint removal.)

⁴ The HPC will typically limit its review to exterior features, but may comment on changes to interior features when the property owner authorized such review to the HPC during the Local Landmark designation process.

Property owners should always contact preservation staff prior to demolishing (or deconstructing) any building on an individual Local Landmark or within a Local Historic District. (Owners may also need to obtain a demolition permit from the Inspections Division of the Planning and Inspections Department.) Buildings originally identified as “non-contributing” buildings may have achieved contributing status since the time of designation. The destruction of any building, particularly a “contributing” building, due to neglect may result in the loss of designation status. A property may be removed from the local landmark or local historic district program if the owner compromises its architectural character and/or historic significance.

(See related section and Standards for Demolition.)



DESIGN STANDARDS for General Maintenance

III-A-1. All buildings located within designated landmark properties should be maintained properly. (See Section B Materials: Wood, Masonry, Architectural Metals, and Roofing for more information about the appropriate techniques for different building elements.)

III-A-2. Trees and vegetation surrounding local landmark buildings should be trimmed and pruned as necessary to prevent long-term damage to adjacent structures. Root systems can be particularly damaging to foundations as well as being historically inappropriate. Foundation plantings are not historically accurate for structures built before 1900. Any type of tree or vegetation near electrical lines should also be regularly trimmed.

B. MATERIALS: WOOD, MASONRY, ARCHITECTURAL METALS, AND ROOFING

WOOD

Historically, wood--both as a structural and a decorative element--was the most commonly used building material in Orange County. It can be used for a number of building materials including, weatherboards, shingles, chamfered or turned porch posts, milled window sashes and paneled doors. It is important for wood features and surfaces to be preserved and maintained properly and appropriately.

The HPC typically recommends the use of traditional materials for in-kind repairs and selective part replacement. However, since old growth southern yellow pine is no longer readily available, the HPC recommends the use of western red cedar, slow growth cypress, pressure treated redried pine, redwood and juniper, for exterior use. These species are more resistant for exterior use. Pressboard type products, such as masonite, are not suitable for exterior use in Orange County due to the humid climate.

DESIGN STANDARDS for Wood

- III-B-1.** Retain and preserve historic wood fabric such as siding, trim and details, and wood features that are significant in defining the overall historic character of a contributing building, structure, or site.
- III-B-2.** Maintain and protect wood features and surfaces with appropriate methods, always using the gentlest effective method. Regular maintenance should include termite inspection and/or treatment.
- III-B-3.** Repair deteriorated or damaged wood features through traditional patching (best method), consolidating with epoxy (frequently acceptable) or reinforcing by other accepted preservation methods.
- III-B-4.** Replace deteriorated or damaged wood features, if necessary, to match the original in design, material, dimension, and detail. Replace only the deteriorated portion or detail of a feature rather than the entire feature whenever possible. It is not appropriate to replace or cover wooden features such as siding, trim, or window sash with contemporary substitute materials such as vinyl, masonite, or aluminum. In most cases, the HPC will deny requests to do so. Covering original fabric with substitute synthetic materials can trap moisture within the wall surface, produce mold and damage the inner layers of siding—and eventually the wall framing system.
- III-B-5.** Replace a missing wood feature with a new feature based upon accurate documentation of the original or a new design compatible with the scale, size, material, and color of the local landmark building. It is not appropriate to introduce wood features or details to a local landmark building in an effort to create a false historic appearance.
- III-B-6.** Most wood buildings should be protected with paint or clear wood preservative to protect the material from exposure to weather. The HPC does not regulate paint colors, but recommends the use of quality paint products in traditional colors.

Masonry

Many historic buildings were constructed with masonry structural components and decorative elements. Brick, stone, stucco, concrete, and tiles are common historic building materials that may be found in local landmark buildings. Typical masonry features include foundations, walls, chimneys, lintels, sills, parapets, steps, and walkways. Whatever the application, masonry materials by their nature introduce texture, pattern, and color. Because of its importance, masonry surfaces and features should be maintained and repaired properly.

Masonry products, particularly brick, have a harder (weather protecting) layer on the exterior from the firing process. When repairing or cleaning masonry surfaces use care to ensure the protection of that exterior surface. Abrasive treatments, such as sandblasting and using grinders can erode the outer layer, leaving the masonry unit much more vulnerable to exterior elements, particularly wind and rain, and deterioration.

The selection of mortar for masonry work is equally important. Traditionally, mortar was designed as the “soft” binding agent that provided adhesion and cushion to the masonry unit. Mortar was designed to fail and be replaced regularly through repointing. Repairs to historic masonry, brick in particular, should involve the use of a mortar with a high concentration of hydrated lime to ensure that the new mortar is softer than the historic brick. Contemporary Portland Cement products are much harder than lime-based mortar. Repairs to historic masonry using mortar with a high Portland Cement content will create a masonry wall where the mortar is harder than the brick—a situation that will cause the bricks to fail rather than the mortar.



DESIGN STANDARDS for Masonry

- III-B-7.** Retain and preserve masonry features such as brick, stone, concrete, terracotta, and stucco that are significant in defining the overall historic character of a local landmark building structure or site.
- III-B-8.** Maintain and protect masonry features and surfaces by appropriate methods. Test any proposed cleaning or paint-removing technique well in advance on an inconspicuous sample area. It is not appropriate to use destructive cleaning techniques such as sandblasting, power washing, or high-pressure water blasting on historic masonry surfaces. Only use chemical cleaners if gentler methods like low-pressure washing are ineffective, and then only under the supervision of the HPC.
- III-B-9.** It is not appropriate to parge, paint or coat an unpainted masonry surface if it was not parged, painted or coated historically. Repaint previously painted masonry surfaces in traditional colors--appropriate to the historic character of the property.
- III-B-10.** Repair deteriorated or damaged masonry surfaces and features through traditional methods for consolidating, piecing-in, or patching. Repoint masonry mortar joints if the mortar is cracked, deteriorated, or missing or if moisture penetration of the masonry surface is evident. Prior to repointing, use hand tools to carefully remove loose and deteriorated mortar. Do not use grinders or circular saw blades for joint removal. Replace mortar with new mortar to match the original in composition, strength, color, and texture. Duplicate the width and profile of the original mortar joints. It is not appropriate to substitute modern coatings such as water repellents for repointing or repairing historic masonry. Consider such coatings only if traditional repair techniques fail to eliminate moisture problems.

- III-B-11.** Replace deteriorated or damaged masonry features, if necessary, to match the original in design, material, dimension, and detail. Replace only the deteriorated portion or detail of a feature rather than the entire feature whenever possible.
- III-B-12.** Replace a missing masonry feature with a new feature based upon accurate documentation of the original or a new design compatible with the scale, size, material, and color of the local landmark building.
- III-B-13.** It is not appropriate to introduce new masonry features, such as a large temple-front porch or details to a building, on a designated property, in an effort to create a false historic appearance.

Architectural Metals

Architectural metals including copper, bronze, brass, tin, steel, cast iron, wrought iron, aluminum, and stainless steel are diverse in their properties and may be wrought, cast, pressed, rolled, or extruded. Maintenance and procedures for architectural metal include:

- Routine inspection for evidence of rust, corrosion, galvanic action, structural failure or weakness.
- Provide proper drainage to prevent standing water.
- Keep metal roofs and gutters free of debris and leaves.
- Retain protective coatings such as lacquers or paints to prevent corrosion.
- Clean surface to remove corrosion or to prepare for recoating or repainting using the gentlest effective method.
- Recoat or repaint metal surfaces as needed to prevent corrosion.



DESIGN STANDARDS for Architectural Metals

- III-B-14.** Retain and preserve architectural metals, metallic features and surfaces, as well as their form, pattern, detail, color and texture, through appropriate methods.
- III-B-15.** Clean soft metals with chemical cleaning solutions using the least intrusive method. Test first to assure that they do not damage the metal or its finish. Do not clean soft metal surfaces with harsh abrasive methods.
- III-B-16.** Repaint architectural metal surfaces, when needed, using paint that is appropriate for the use. (Staff can provide guidance as necessary.)
- III-B-17.** Repair deteriorated or damaged architectural surfaces and features using traditional methods for reinforcing, splicing, or patching.
- III-B-18.** Replace deteriorated or damaged architectural metal only if necessary. Match the original design, material, dimension, and detail. Replace only the deteriorated portion or detail rather than the entire feature whenever possible. Consider compatible substitute material only if using the original material is technically not feasible.

- III-B-19.** Replace a missing architectural metal feature with a new feature based upon accurate documentation of the original or a new design compatible with the scale, size, material, and color of the building on the local landmark property.

Roofing

Roof material is another important character-defining element. Wood shingles, while probably the most common early roofing material, may present fire concerns for some rural residents. Metal roofing is a historic roofing material, which is particularly suitable for rural properties since it does not have the associated fire risks of wood. A properly painted metal roof should last for generations. Slate



roofing, a popular treatment during the Victorian Period, never gained widespread use in Orange County. However, efforts should be made to preserve slate roofing where it exists, since a properly maintained slate roof will outlive its asphalt counterpart. The HPC discourages property owners from re-roofing contributing buildings with asphalt shingles when information about their historic roofing material is available, unless the additional expense of another material would cause undue hardship for the owner.

DESIGN STANDARDS for Roofing

- III-B-20.** The original roof material should be preserved whenever possible.
- III-B-21.** Roof trim (fascia, soffit etc.) should be maintained and preserved. Necessary repairs should be made using the same materials and the same pattern as the original detail.
- III-B-22.** Roof material on new additions should be compatible with existing roofs in material, type, color, etc.

C. ARCHITECTURAL ELEMENTS & DESIGN

Exterior details, such as molding and trim, provide a lot of information about how and when a building was constructed. The size and spacing of the windows as well as the light pattern (number of window panes in the sash i.e., six-over-six, four-over-one, etc.) provide information about the period of construction and contribute to the overall appearance of the building's elevation. A two-story house with five large two-over-two windows per floor will have a very different appearance or feel than the same two-story house with two small six-over-six windows per floor.

When considering an addition or modification to a historic elevation analyze what already exists. Once the key elements of the Local Landmark building are identified and defined, design a new addition that is visually compatible. The following section of the guidelines focuses on some of the specific elements that give a historic building its character:

- Size and Scale

- Proportion and Rhythm
- Windows and Doors
- Rooflines and Other Important Visual Features

Size and Scale

One of the main differences between design review for rural landmarks and design review for urban districts is the effect of distance. Historic houses in rural areas are often viewed from a public road some distance from the actual building. The overall visual impression of the main building or building complex may be linked more to its size and scale than to its specific details or individual features. Houses can be readily identified by their height (one story, two stories, etc.), their scale, (large, small, sprawling, compact, etc.) roof type, (hip, gable, etc.) and other principal features such as a front porch or a large chimney.



When reviewing a proposed change to a building on a designated property (local landmark or local historic district), the Orange County Historic Preservation Commission considers how the change impacts the overall visual effect of the building. For example, if the main house of a designated property consists of a large two-story front block and a small one-story rear ell, an application to enlarge the ell to three stories would probably be denied. The proposal would make the secondary section of the building appear larger and more important than the façade or front elevation.

Unless the project is part of a museum-quality reproduction, preservationists usually try to design additions that are visually compatible to earlier sections of the building but clearly of a different time. Three design tools are commonly used to achieve this.

- 1) The addition is connected to the original building using a “hyphen” or breezeway to visually (and physically) separate the two units.
- 2) The addition is setback from the front wall plane of the original building. This approach usually makes the addition appear secondary to the original building.
- 3) The addition is finished using different materials from the original building. For example, if the main building is constructed of stone the addition may be covered in wood siding. The details or trim work should be simpler than the trim on the original building.

The building footprint is another component of scale—essentially what the building looks like from the air looking down (an aerial view). The footprint of an

addition or new wing should not dwarf the footprint of an existing building. Adding a new family room to an existing 2500 square foot two-story historic house may not seem like a substantial addition. However, if the new room is completely encircled by a deep porch the building footprint may have grown considerably. Depending on its location and detailing the addition may appear to be more noticeable and more important than the original building. Alterations or new additions should always appear secondary to the original core structure.

The relationship between the various supporting buildings or outbuildings on the site is also important. Often the character of the designated property is enhanced by the presence of surrounding small outbuildings, such as a smokehouse, dairy and well house. The construction of a large outbuilding in the immediate area (for example, a new two-story, multi-bay garage) would negatively affect the existing cluster.

Topography and natural features can be utilized to help hide new construction. A new addition or detached building can be constructed with a lower elevation than the existing historic building so that the new construction appears “sunk down” and is less dominating on the site. New buildings can also be partially hidden behind small hills or established tree lines. (See related Standards for Introducing New Buildings to a Landmark Property.)

DESIGN STANDARDS for Size and Scale

- III-C-1.** Maintain the size and scale of all contributing buildings, especially the main house. While constructing an addition will increase the size of a building, the addition should not dwarf the older portions of the building or be so dominant that the building takes on an entirely different character.
- III-C-2.** The proposal for any new addition should incorporate one or more of the three common design tools: a connecting breezeway, an elevation setback, or a change of materials.
- III-C-3.** Maintain the relationship between the contributing buildings. Contributing buildings described in the designation materials should not become overshadowed by new buildings, existing non-contributing buildings, or enlarged contributing buildings, which were originally small.

Proportion and Rhythm

The repetition of building elements forms a pattern often referred to as “rhythm.” The placement of architectural components such as windows and doors can create a sense of rhythm within a single building. For instance: a symmetrical façade containing identical windows equally spaced looks very different from an asymmetrical façade containing windows of different sizes in a haphazard arrangement. Log buildings often have very small, almost square windows, particularly in the upper levels; Federal, Greek Revival and Italianate houses often have heavy window molding and window sills. Late-nineteenth century to early-twentieth century I-houses tend to have large windows. All of these features provide important information about the history of the building and contribute to its overall proportion and rhythm.

Projecting elements such as porches, covered stoops, or even bay windows can also produce a repetitious or rhythmic quality to a building elevation. Most of Orange County's vernacular houses have (or had) a front porch. The front porch and the front entrance door typically received the most decoration and served as the building's focal point. Such porches were carefully proportioned to complement the main house—not to overpower it. Similarly, additions to the main house were built with complementary proportion—but diminished scale—so that the overall proportion of the house was in balance.

The decorative treatment of the porch—the supporting posts or columns, the trim around the roofline—reflect the style of the house and its period of construction. These important features should be preserved. Curved wood columns are often replaced with straight metal units. Decorative sawn details such as spindles and brackets are frequently removed, or can be hidden behind replacement siding (vinyl or aluminum). Proposals to fully enclose (not screen or glass but to frame with a solid wall) a front porch and/or proposals to relocate the front door from the façade to a side elevation will likely be denied by the HPC.

Additions to existing buildings that complement the proportions and spacing of the core structure and blend harmoniously with adjacent buildings are encouraged. New designs should respect the materials, architectural elements, and proportions of existing structures on the property.

DESIGN STANDARDS for Proportion and Rhythm

- III-C-4.** The combination of projecting and recessed features such as porches, doors and windows creates a sense of rhythm that should be maintained.
- III-C-5.** New additions should complement the proportion and rhythm of the existing building.
- III-C-6.** Front porches should be preserved as outdoor spaces. Requests to enclose porches in screen may be approved; requests to completely enclose porches with solid walls will likely be denied.
- III-C-7.** Porch posts and decorative trim should be maintained and preserved. Porch supports should not be replaced with metal or synthetic posts. Porch trim should not be removed, hidden, or simplified under synthetic siding.
- III-C-8.** If the porch on a designated property has to be replaced, the original porch should be reproduced as closely as possible. If the removed porch is not original to the house, the applicant shall undertake sufficient research to determine an appropriate porch design based on the age of the house, its style and detailing. New porches and related trim work should never attempt to predate the house or to be overly elaborate.

Windows and Doors

The term “fenestration” refers to the number and placement of wall openings. Each window or door opening is typically referred to as a bay. A three-bay façade, for example, usually describes a front wall with two windows and a door on the first floor and three windows on the second floor. As discussed in the Proportion and Rhythm section, windows and doors are important parts of historic

buildings. Their size and construction give information about the construction of the building and often the wealth of the original owner. Windows and doors also have a substantial impact on the appearance of the building. Their importance to the historic integrity and visual character of older buildings is well documented; many buildings are determined ineligible for the National Register once their windows have been replaced. In addition, properly fitted restored or well-maintained and weather stripped original windows with added storm windows often provide superior thermal efficiency to replacement windows.

Most of the windows in older homes in Orange County are double hung—two sash units that move up or down. The sash typically contains one to nine “lights” or glass panes. The panes of glass are held in place by muntins—the wood grid pattern. The size of the entire window unit, the size and number of lights, and the width of the muntins are all keys to when the building was constructed. Replacing the windows with windows of another size or type alters the historic record of the building and substantially changes its appearance. For example, if a house has tall, elongated windows new units should respect these proportions and dimensions. Squat, square replacements would not be acceptable.

Another commonly replaced building item is the window shutter. Historically, shutters, whether solid shutters or louvered blinds, were hung on hinges and were designed to fully cover the window or door. The HPC encourages property owners to maintain working shutters. Requests to replace working shutters with non-operable shutters whether wood or plastic will be discouraged. Requests to add decorative shutters that are not original to the house will also be discouraged.

The selection of windows and doors for additions or detached new construction is also important. New windows should be visually compatible with existing units and historically appropriate to the time of construction. New windows should never make an addition or detached unit appear to have been built earlier than the existing contributing building.

DESIGN STANDARDS for Windows and Doors

- III-C-9.** The HPC encourages the use of storm windows to protect historic windows from deterioration.
- III-C-10.** Existing windows and doors should be maintained and preserved.
- III-C-11.** When windows must be replaced, new units should be the same size, type, design, and material as the original windows.
- III-C-12.** Windows and doors should never be removed, or “covered over” without replacement. Windows or doors that are not used can be enclosed using a traditional method such as louvered blinds to create a “false” door or window without disrupting the balance.
- III-C-13.** The HPC discourages the use of replacement aluminum or vinyl windows on contributing buildings.
- III-C-14.** When new windows are used for an addition or detached new construction project, units should have panes with individual wood muntins (true-divided lights). Windows with “snap-in” muntin grids are inappropriate for historic

buildings; the HPC will discourage their use unless no other cost-effective alternative is available. The HPC will consider new technological advances on a case-by-case basis.

Rooflines and Roof Details

The roof is another key visual element on a building. The angle of the roof pitch and the height of the roof from the ridge to the eave have a substantial impact on the appearance of a building. Pre-Civil War houses typically have steeper roofs than twentieth-century houses, for example. The character of the roofline (such as an enclosed boxed-eave with fascia trim, gable-end returns, or an open eave with exposed rafter ends) provides information about the building and its period of construction. Contractors often cover or remove these character-defining features during the application of replacement siding (vinyl or aluminum). Proposals to change roof pitch or remove trim will be discouraged. Proposals to add excessive roof trim inappropriate to the date of the house will also be discouraged. When constructing additions to local landmarks or contributing buildings in local districts, or when constructing new detached buildings, the new roof pitches should be compatible with the old roofs.

Chimneys likewise contribute to the character of historic buildings. Many Orange County chimneys were constructed with local stone for the base and brick for the stack. Others display decorative brick corbelling at the top. It is important to retain existing chimneys in their original condition and location. When a new chimney is required for mechanical systems, it should always be simple in design and should be positioned where it will not visually compete with any historic chimneys.

DESIGN STANDARDS for Rooflines & Roof Details

- III-C-15.** The original roof pitch and the ridge height should be retained. The construction of any new dormers or skylights should not be visible from any public road and should be on the least visible sections of the roof from within the property boundary.
- III-C-16.** All chimneys should be preserved and repaired using the same material, patterns, and methods as the original construction. New chimneys should not visually compete with original chimneys.

Other Important Visual Features

Details such as Italianate brackets and Craftsman-influenced triangular kneebraces are important character-defining elements. Such details are often removed with the application of synthetic siding making the exterior of the house appear over simplified in design. The combination of new siding with a different type of siding exposed to the weather and replacement windows with different muntin sizes often makes a building appear light-weight and out of proportion.

The HPC will not deny a COA based on a proposed color palate. HPC members may comment that a proposed color scheme seems out-of-place or that a proposed paint scheme seems too busy. Paint is an important part of building maintenance and the HPC encourages property owners to paint their buildings at regular intervals to protect the exterior siding and trim. Most building

professionals recommend using a good quality primer and two coats of latex paint for exterior use. A mildew-inhibiting paint (or additive) may be appropriate for buildings that tend to have recurrent mildew problems, despite proper maintenance practices for vegetation and appropriate grading for the site. (See also Section III A for Maintenance.)

DESIGN STANDARDS for Other Important Visual Features

- III-C-17.** All character-defining elements and exterior features should be preserved.
- III-C-18.** Elements that cannot be repaired should be replaced with accurate reproductions in style and material.
- III-C-19.** Additions, and new construction, should never dominate existing buildings. Details (roofline, door, and window trim) and other visually important molding on additions and new freestanding buildings should be visually compatible with details on existing buildings. New trim should maintain the proportions of the original trim in a simplified version; it should never overpower the original trim. Moreover, new trim should never predate an existing structure unless it is part of a researched restoration or reproduction project.

D. REVERSIBILITY

When reviewing COA applications to add new wings or additions to existing contributing buildings, the HPC will consider the reversibility of the proposal. Can the new wing be removed in the future without permanently altering the existing historic structure? Can a new detached building be removed without permanently altering the site? The HPC will review the local landmark application materials to identify the most contributing elements of individual buildings and the most contributing elements of the landmark site. These elements should remain intact, during and after the proposed changes. Property owners should consider reversibility when installing energy efficiency improvements such as solar panels, since they may wish to upgrade to even more efficient units in the future.

DESIGN STANDARDS for Reversibility

- III-D-1.** Large additions should be constructed as stand-alone units placed alongside existing buildings, not integrated into the structure. Additions should be constructed so that they can be removed in the future should circumstances change.
- III-D-2.** Care should be used when locating new or moved buildings to a local landmark property. New detached construction and relocated older buildings should be able to be removed from the site without altering the overall character of the property. New or moved buildings should not diminish the historic integrity of the local landmark property by their location on the site.
(See Standards for Introducing Buildings to a local landmark property.)

E. Utilities and Energy Retrofit

Restoration and rehabilitation provide an excellent opportunity to improve the energy efficiency of historic structures. Historic property owners should use care

when applying Green Building standards designed for new construction to existing buildings, particularly those constructed before World War II. It is important to understand how older buildings were designed to work, particularly how they were meant to “breathe” before installing retrofits that will make them air-tight. Some solutions may save utility costs in the short term, only to create moisture problems that can cause serious structural problems in the long term. Property owners should seek the guidance of the HPC and SHPO to determine which technologies provide the best energy solutions for their building, and to balance the cost of the installment versus the anticipated payback period.

One of most common causes of building deterioration is moisture. Efforts to encapsulate older buildings to keep their interiors at a certain temperature and humidity level can, if not done properly, trap moisture. Such moisture problems are often hidden and hard to detect until the problem becomes substantial. The application of synthetic siding over wood siding, in particular, often traps moisture within exterior walls leading to structural damage. Installing insulation in exterior walls can likewise trap moisture causing damage.

Window replacement is perhaps the most controversial change to historic buildings. New windows are expensive. The typical energy payback depends on the cost and quality of the window, but expect at least ten years and in some cases fifteen to twenty years. In addition, new windows, particularly vinyl windows, can be difficult to repair and tend to last about ten to fifteen years before needing replacement.

New windows are irreversible and change the appearance of a building. In addition, the installation of new windows may eliminate a building’s eligibility for historic designation programs such as the National Register of Historic Places and the Local Landmark Program, and the associated benefits of those programs. In general, any improvement advertised as “maintenance free” should be avoided. Recommended procedures to maintain and increase the energy efficiency of local landmark buildings through traditional methods include:

- Reglaze sash and recaulk joinery as needed to ensure door and window units are weather tight to resist wind and water.
- Insulate attics and basements or crawl spaces, if possible, to improve efficiency of existing mechanical systems.
- Apply weather stripping to windows and doors.
- Retain natural site features, including shade trees, windbreaks, and other vegetation, that moderate climatic factors for the local landmark property.
- Utilize operable windows, shutters, and louvered blinds to control ventilation.

DESIGN GUIDELINES for Utilities and Energy Retrofit

- III-E-1.** Retain and preserve traditional or inherent energy-conserving features of the historic buildings such as porches, screen doors, etc.
- III-E-2.** Install narrow profile exterior or interior storm windows that do not damage or obscure existing sash and window frames for energy efficiency. Choose storm windows that are painted or finished with a color compatible with the existing sash color. If covering double-hung windows, select operable storm windows with dividers that align with existing sash division.

- III-E-3. Install full-light storm doors, constructed of wood (certain aluminum doors may be approved) painted or finished with a color that is compatible with the color of the existing door for energy efficiency. Install storm doors so that the original doors and frames are not obscured or damaged.
- III-E-4. Install mechanical systems with care so alterations to the contributing historic building are minimized and character-defining elevations and features are not compromised. Maintain mechanical systems with seasonal inspections by qualified technicians; routinely check duct work for leaks. Routinely check plumbing fixtures for leaks as well.
- III-E-5. Locate new transformers, meters, pipes, and mechanical or communication-related equipment as inconspicuously as possible, usually in rear yard locations or along non-character-defining elevations. Screen mechanical or communication equipment with landscaping or opaque fencing. Do not locate new mechanical or communication-related equipment (satellite dishes, solar panels, etc.) on roofs or elevations visible from the road or visible on the approach to the front door. Inspect and repair roof surfaces before installing solar panels. Consider installing solar panels on garage roofs with south-facing exposures instead of the house roof to limit the potential for interior damage should the roof leak.
- III-E-6. Locate portable air-conditioning units, if needed, on rear or non-character-defining elevations.
- III-E-7. The use of underground wiring is encouraged where possible, but be sure to protect significant site features, including archaeological resources and mature vegetation, from damage if underground utility and communication lines are installed.

F. Accessibility and Safety Considerations

A property owner seeking to alter a contributing building on a Local Landmark Property to comply with the Americans with Disabilities Act (ADA) should consult with the State Office of Historic Preservation (SHPO) and the Historic Preservation Commission. Steps should be taken to comply with the ADA in a manner that is sensitive to the architectural character of the building.

DESIGN STANDARDS for Accessibility and Safety Considerations

- III-F-1. Determine if solutions to ADA requirements are compatible with preserving the local landmark property's historic character and setting.
- III-F-2. Seek input from local disability groups and preservation specialists in developing appropriate solutions to accessibility.
- III-F-3. When possible locate accessibility and life safety changes such as ramps, elevator additions, and fire doors on the rear elevation or a non-character-defining elevation of the local landmark building.
- III-F-4. Design any new or additional means of access or egress so that the change is reversible and the original design of the historic entrance or porch is not compromised.

IV. Introducing Buildings to a Landmark Property

Placing a building on a historic site is always a challenge, whether the addition is a new structure or a relocated older one. The National Park Service found this topic to be so critical to the preservation of historic sites that three of the ten Secretary of the Interior's Standards for Rehabilitation (3, 9, and 10) speak to issues surrounding new construction.

The best way to preserve our historic building stock is to keep buildings in private ownership and in continuous use. Houses need to be lived in and, as a result, residents expect certain modern conveniences. It is particularly important for farmers to be able to install current agricultural equipment to maintain efficiency in their operations. The Orange County Historic Preservation Commission (HPC) will evaluate proposals to introduce new or relocated old buildings to designated properties based on two key principles:

- A. Will the property retain its historic value, its integrity?
- B. Will the property maintain its visual character?



A. HISTORIC VALUE and INTEGRITY

Most local preservation programs follow the basic format and criteria of the National Register of Historic Places, and allow properties with strong local significance to be locally designated even if those properties may not meet National Register standards. An established farm associated with an important local family may be eligible for local landmark designation, for example, even if the main house has been altered significantly. The HPC recognizes the importance of historic landscapes, farm fields, trails and roadbeds to Orange County's agricultural heritage and rural character, as well as historic buildings. These Design Standards are intended to preserve the historic integrity and architectural character of designated properties and their view from the road.

Historic properties evolve, additions are constructed, exteriors are updated, and new structures are erected. These changes keep buildings in use and over time establish their own significance. It is important for the site to reflect this evolution. When adding buildings to a local landmark property, or to a property in a local historic district, care should be used to avoid creating a false sense of history. The National Register Criteria Of Evaluation offers a well-established system that the HPC will use when considering potential local landmarks and when reviewing Certificate of Appropriateness applications. The Criteria system discourages moving a historic building unless no other viable alternative remains. (See Criteria and Criteria Exceptions in Appendix E.) The HPC likewise discourages relocating buildings whenever the new site is vastly different, or a considerable distance, from the original site.

Another important question to ask whenever new buildings are introduced to a historic site is: can they be removed? New structures should be constructed so that they can be removed in the future, leaving the essential form and integrity of

the historic property and its environment intact. Property owners should discuss location options for additional buildings with the HPC during the local landmark designation process to facilitate future Certificate of Appropriateness applications. (See Standards for Historic Context: Setting, Outbuildings & Accessory Structures, Cemeteries & Archaeological Features, and Demolition.)

DESIGN STANDARDS for Historic Value and Integrity

- IV-A-1.** While new structures should be placed in their traditional locations (eg., a new barn near agricultural buildings, a new garage near the main house), they should be separate from contributing buildings or clusters of contributing buildings, whenever possible. New or relocated buildings should also avoid important landscape features or vistas. If the designation application does not contain a recommended location for additional structures, the HPC will work with the property owner to determine possible locations for the new or relocated building.
- IV-A-2.** New buildings or relocated older buildings should always be placed on a local landmark property in a way that will allow for their potential removal and will maintain the site's historic context.
- IV-A-3.** New buildings should be visually compatible with contributing buildings on the site, but should not copy existing structures. Visitors to a local landmark property should be able to understand the progression of construction on the site.
- IV-A-4.** Reproductions should only be undertaken with accurate documentation of a specific building from the site. These new structures should be identified as a reproduction either by small differences in detail, such as different colored mortar, different paint color from other buildings in the complex, or labeled with a small plaque or sign.
- IV-A-5.** When considering applications for relocating older buildings, the HPC will always ask if the building has to be moved.
- IV-A-6.** Relocated older buildings should be differentiated from the existing buildings constructed on site. Proposals to relocate structures that predate the landmark's period of significance shall be subjected to a higher level of scrutiny. Substantial buildings should not be relocated to local landmark properties containing only small vernacular structures, where they will dominate the existing complex.

B. VISUAL CHARACTER

When constructing a new building or relocating an old building onto a local landmark property the owners shall use common sense design techniques to limit the visual impact of the new structure. New structures should never overpower an existing complex. New residential buildings, in particular, whether farmhand housing or accessory units for rent or visiting guests, should never compete with the main house in terms of size or scale.

It is important to maintain historic vistas, particularly the view of the main house from any public roads. Some historic sites may also have significant interior views such as a professionally designed garden or water frontage along a locally significant stream. These features should be identified in the local landmark application materials during the designation process to ensure their protection

during future Certificate of Appropriateness review. The advantage of rural settings is the opportunity to use the landscape to partially conceal new buildings behind existing grade changes or tree lines. New buildings should never be placed on hilltops or similar natural features that will make them stand out. They should not be positioned in important vistas or within a complex of existing contributing buildings. (See Historic Context section, particularly the Standards for Setting for more information.)

DESIGN STANDARDS for Visual Character

- IV-B-1.** New buildings should never visually dominate the local landmark or compete with individual contributing buildings on the site.
- IV-B-2.** The designs for new buildings should take their cues from existing structures on the site. New buildings should not attempt to copy an existing building feature by feature, but should be visually compatible with the contributing buildings in terms of scale and proportion, form and materials, and detail and finish. The elevations for proposed new buildings should maintain the general rhythm (the combination of projecting and recessed features, and the balance of door and window openings to wall area) of the surrounding structures. New construction should also incorporate native building materials.
- IV-B-3.** In most cases the HPC will recommend that new construction or relocated buildings be placed away from public roads to limit their visual intrusion on the historic site.
- IV-B-4.** Property owners may reconstruct buildings on existing foundations, particularly if sufficient physical or documentary evidence is available to determine what the building looked like. The HPC will work with the applicant to ensure that the reconstruction is accurate. Signage should be placed near the reconstructed building to document when it was erected.

V. **Removing Buildings from a Landmark Property**

A. **RELOCATION**

Since the significance of historic buildings is linked to their setting, moving buildings from their original location should only be considered to avoid demolition. Relocating contributing buildings from their original location to another place on the site, and particularly to a new location off of the site, is discouraged and may result in the loss of Local Landmark status.

When considering an application to remove a building from a local landmark property, the Historic Preservation staff will review the designation materials to determine if the building in question was identified as contributing or noncontributing during the designation process. In most situations, applications to remove noncontributing buildings from a local landmark property will be considered a minor change and subject to staff approval only. Property owners should, however, provide sufficient information (photographs, drawings, etc.) to document the building's location for County records.

Requests to remove contributing buildings from a landmark site require formal review from the Historic Preservation Commission (HPC). The HPC will evaluate the importance of the building to the significance of the property and determine if removal will compromise local landmark status. The HPC may allow secondary contributing buildings to be removed from the site should special circumstances arise but it is unlikely that the Commission would allow a landmark property to retain its status once the main house has been removed, unless relocation is the only viable alternative to demolition or serves a greater purpose for the larger community. (The HPC will then evaluate, in consultation with the County Attorney, if landmark status can be transferred to the new site.) In almost all cases, should a property owner wish to remove a significant building from a designated local landmark, whether by relocation or demolition, he or she will most likely have to withdraw from the program. Property owners who have enjoyed the 50% property tax deferment from local landmark designation will lose their special tax status and will likely have to pay up to three years' back taxes.

In rare situations and only with extremely important sites would a property be able to maintain landmark status after losing a significant building. If the property owner wanted to rebuild a structure lost to fire or other natural disaster, he or she would have to have enough documentation (measured plans, photographs and physical evidence) to be able to reconstruct the building without conjecture.

Prior to relocation, the local landmark and its setting should be recorded through photographs, video-tapes, drawings, and/or site plans. Recording a landmark's setting in this way provides future generations with a clearer understanding of its lost context. Given the cost and complexity of moving a landmark structure, it is best to involve a contractor experienced in moving comparable structures early in the planning stages. Assessing the structural condition of the building is critical in anticipating difficulties and preventing unnecessary damage during the move. Since a building is often quite vulnerable during the moving process, a plan for securing and weatherproofing it is also important to prevent damage due to the elements or vandalism.

The selection and preparation of an appropriate and compatible new site introduces additional issues and considerations. Ideally, the new site should

provide the same sense of context and character as the original setting. For example, assess the compatibility of the new site's topography, landscape character, and larger land use context as well as the relocated building's new setback, orientation, and distance from other buildings. Every effort should be made to ensure the integrity of the landmark building is retained in its new context. Unless the relocated building is architecturally significant, however, it is unlikely that it will be eligible for Local Landmark designation on its new site.

STANDARDS for Relocation

- V-A-1.** Before relocating any building on a landmark site document the existing landmark setting and site conditions with photographs and other written or graphic means such as site plans.
- V-A-2.** Minimize damage to the landmark structure during and after the move by:
 - Assessing its structural conditions prior to the move;
 - Taking all necessary precautions to prevent damage during the move;
 - Working with contractors experienced in moving historic structures; and
 - Securing and protecting the structure from weather damage and vandalism.
- V-A-3.** Select a new site for the landmark structure that is compatible in character with its original setting. Consider compatibility of the proposed site in terms of the larger context of surrounding properties as well as the relocated building's setback, orientation, and distance from other buildings.
- V-A-4.** Review proposed site changes and landscaping for the new site according to all pertinent guidelines.
- V-A-5.** Protect significant site features (topography, viewsheds, landscaping) of the original site and the new site from damage during and after the move.

B. DEMOLITION

The demolition of a contributing local landmark structure is an irreversible act of destruction that is strongly discouraged by the HPC. Such a proposed plan warrants careful consideration of all alternatives prior to demolition. Property owners are encouraged to explore all possibilities including adapting, selling, or even relocating a landmark to avoid its demolition. Statewide enabling legislation provides the HPC with the right to delay demolition of a



contributing building on a local landmark for up to 365 days to give the HPC an opportunity to work with a property owner and other interested parties in developing viable alternatives to the proposed demolition.

When reviewing a request to demolish or deconstruct the main house or other contributing building on a landmark property, the HPC may want to consider the

proposed plans for the site and any related landmark structures following the demolition or deconstruction.⁴ Proposed site plans will be needed if the site is to remain designated after demolition. If the site development is to be staged over several months an interim site treatment, such as seeding or ground cover, may be recommended once the site has been cleared of debris and any below grade openings filled until the new building is put in place. It is also important to ensure the protection of any significant site features or adjacent structures during demolition. For example, known archaeological resources and mature trees should be protected from damage.

Prior to the demolition of a contributing building on a landmark site, the property owner is responsible for recording the building through photographs and a site plan, or for providing County Historic Preservation staff with an opportunity to document the building. The HPC will retain all such documentation in its files. If the demolition of a landmark is unavoidable, the property owner is encouraged to salvage reusable architectural materials and features. The HPC can assist a property owner in identifying salvageable elements and may be able to locate potential buyers or willing recipients of such materials.

STANDARDS for Demolition

- V-B-1.** Seek alternatives to demolition or deconstruction by working with the HPC and other interested parties.
- V-B-2.** Document the existing local landmark and its setting through photographs and other written or graphic means, such as site plans and drawings, prior to demolition. The HPC will require documentation as part of any proposal to reconstruct a building.
- V-B-3.** Salvage reusable architectural materials and features prior to demolition, or provide an opportunity for others to salvage those materials (i.e. deconstruction for salvage purposes).
- V-B-4.** Submit to the HPC a schematic plan illustrating the proposed post-demolition site treatment prior to demolition.
- V-B-5.** Protect significant site features including landscaping and archaeological resources from damage during demolition.
- V-B-6.** Clear the site promptly and thoroughly following demolition.
- V-B-7.** Implement approved site plan for constructing a new building or relocating an existing building to the site promptly following demolition

⁴ The HPC will review deconstruction proposals—dismantling a structure for the purpose of reusing the salvage material in another building—in the same manner that it would review proposals for demolition.

APPENDICES

APPENDIX A

ORANGE COUNTY DEPARTMENT OF ENVIRONMENT, AGRICULTURE, PARKS AND RECREATION

HISTORIC PRESERVATION COMMISSION

LOCAL LANDMARK APPLICATION

The Orange County Local Landmark Program (LLP) application is a two-part process. Page 1 of the application represents the first part of the process. Pages 2 and 3 include the core questions regarding the history and architectural significance of the property. Page 4 is for office use only. Interested applicants should submit the first part of this application along with a representative selection of current photographs of the property to preservation staff in the Department of Environment, Agriculture, Parks and Recreation. Photos should include the exterior of the house, outbuildings, and any other elements--such as landscaping features or the view from the road—that will give the Historic Preservation Commission (HPC) a sense of the character of the site.

The HPC will consider the property at its next regularly scheduled meeting. Applicants are encouraged to attend the meeting to discuss what they feel is significant about the site. The HPC will use the criteria system outlined in Pages 5 through 7 to evaluate the site and to determine if the property appears eligible for the LLP. If the property appears to be eligible, the applicant will be directed to complete the remainder of the application. This does not mean that a property is being designated to the LLP; rather it means that the property appears *likely to qualify* for designation.

The County's historic preservation ordinance requires the submittal of a Survey and Research Report for each property under consideration for Local Landmark status. Property owners can arrange with preservation staff to complete the Survey if one is not already on file. The Research Report is an in-depth analysis of the history and architectural significance of the site, similar to the report used to nominate a property for the National Register of Historic Places. (See preservation staff for a sample NR nomination.) If the site is listed in the National Register, the applicant may submit the completed nomination form for use as the Research Report. Please note, however, that the LLP and the National Register of Historic Places are two entirely distinct and separate programs.

Pages 2-3 of the Local Landmark application are designed to provide the applicant with the basic framework to prepare a Research Report. Some applicants, particularly those with experience in chain of title research, may be able to provide sufficient information in the application to serve as the Report. Others may need to hire a consultant to research and write the history and architectural description of the property. Applicants with little or no historic or architectural information on their property should contact preservation staff to discuss different options for completing this portion of the application.

Once the application form (Pages 2-3) and the Survey and Research Report are completed, preservation staff will submit the application materials to the HPC for its next regular meeting. *The HPC will pay particular attention to question #5, the Statement of Significance, to identify the most important elements of the property that should be preserved when considering future Certificate of Appropriateness applications.* If the HPC accepts the Survey and Research Report preservation staff will forward the entire application (form, Survey and Report) to the State Historic Preservation Office (SHPO). The HPC will consider the SHPO's comments at its next regular meeting. If the HPC decides that the property is eligible for the program it will request a public hearing with the Board of County Commissioners (BOCC). After the public hearing the HPC will submit its formal recommendations to the BOCC. The BOCC will make the final decision on whether to designate the property as a Local Landmark.

A flow chart and time-schedule checklist of the process are attached for more information.

PART 1

DATE OF APPLICATION _____

Please type, if possible, or print. All submitted materials become the property of the Orange County Historic Preservation Commission and cannot be returned.

1. HISTORIC NAME OF PROPERTY (if historic name is not known, use current name or address)

2. LOCATION (physical location, not mailing address)

A. Street or State Route/Highway _____

B. Township _____

C. Crossroads Community/Vicinity _____

3. LEGAL OWNER OF PROPERTY (please indicate Mr., Mrs., Ms., Dr., or other appropriate title)

NAME _____ DAY-TIME TELEPHONE _____

FIRM and/or ADDRESS

CITY/STATE _____ ZIP CODE _____

E-MAIL ADDRESS _____

BRIEF STATEMENT OF SIGNIFICANCE

Please provide a brief statement or summary outlining the historical, architectural, and perhaps landscape, elements that make the site significant. (This statement should be expanded for question #5 of Part 2 of the application.)

*Please submit current photographs of the property including all elevations of the main house and any other important buildings. Please also include general photographs of the property and include any important landscape features. (If you wish to use digital photography, please submit hard copy printouts.)

**Please also submit a sketch plan of the property showing the footprint of all key buildings and the location of all driveways or farm roads.

PART 2

DATE OF APPLICATION _____

4. GENERAL DATA

A. Date(s) of Building(s): _____
Original construction _____
Subsequent additions, if applicable _____

B. Outbuildings: Yes ____ No ____ ; If yes, number _____

C. Have any buildings on the property been moved? Yes ____ No ____
If yes, please give the date, reason, and details of the move. Use an additional sheet if necessary.

D. Approximate Acreage: _____

E. Architect and/or Builder/Mason (if known): _____

F. Original Use: _____

G. Present Use: _____

5. STATEMENT OF SIGNIFICANCE

Please provide a brief statement or summary (on an attached 8 ½" x 11" sheet) outlining the historical, architectural, and perhaps landscape, elements that make the site significant—these are the features that are most important to preserve should you wish to make changes to the property in the future. For example, *"This property was the Taylor homeplace from the 1850s to 1940s. The Taylors were an important Orange County family who operated the local sawmill in the St. Mary's Road community during the 1870s-1900s. While the house was covered with vinyl siding in the 1980s and a two-room addition was constructed in the back around 1990, the building still looks like a mid nineteenth-century farmhouse from the road. It sits on a slight hill, framed by several mature oak and pecan trees. The house retains its original roofline, chimneys and front porch, all of which are visible from the road. In addition, the property still reads as a farm; several outbuildings survive intact including the building which housed the sawmill, the dairy, sweet potato barn, and smokehouse."*

6. ARCHITECTURAL DESCRIPTION

Describe in a narrative form, (on an attached 8 ½" x 11" sheet(s)), the architectural features of the main house and other buildings on the property. Please include information on any additions and/or remodelings to the buildings, particularly changes that that may not be apparent in photographs. Please also describe the setting, such as active farmland, wooded, rural community, urban neighborhood, etc.

7. HISTORICAL OVERVIEW

Discuss any significant events, personages and/or families associated with the property. (Detailed family genealogies are not necessary.) Please list any additional sources of information. Only material contained on the form will be used in the evaluation.

8. PHOTOGRAPHS/SLIDES

Please provide any additional photographs as necessary to evaluate the site. Photographs should include: all four sides of the main house, close-ups of any important architectural features such as trim, doors or windows, individual pictures of outbuildings, and an overall picture of the entire complex. Photographs of important interior features, such as mantels and stairways, are not necessary but are helpful to get a sense of the architectural significance of the house.

9. SITE PLAN/ SURVEY/ MAPS

Please include a map showing the location of the property. A sketch map is acceptable, but please note street and route numbers. Please provide a site plan showing the relationship of the main house or building to the driveway and road, and the relationship of the main house or building to any outbuildings. Please include a "North" arrow.

10. REASON FOR REQUEST

Please offer a brief explanation of how you heard about the Local Landmark Program and why you would like to participate in it.

11. If formally designated by the County Commissioners, will the property owner seek the tax deferral?
Yes ___ No ___ Not sure ___ (This information is for budgeting purposes only, it will not impact the HPC's decision toward your application.)

12. APPLICANT OR CONTACT PERSON INFORMATION (if other than owner)

Name _____ Telephone _____

Address _____

City/State _____ Zip Code _____

Signature _____ Date _____

E-mail _____

13. This application is submitted [check one of the following]:
___ at the request of the owner.
___ with the owner's knowledge but not at his or her request.
___ without the owner's knowledge.

Return to: Cultural Resources Specialist
Orange County
Department of Environment, Agriculture, Parks and Recreation
306 Revere Road
Hillsborough, NC 27278
(919) 210-2595

Office Use Only

PART 1

Date Received _____ Date of next regular HPC meeting _____

Local Documentation:

Was the property included in the countywide historic building inventory?

Survey Number _____ Map-coded _____ Not included in survey _____

National Register of Historic Places Status:

Listed in NRHP _____ Listed on Study List _____ Not eligible for NRHP _____ Other _____

HPC Decision [check one of the following]:

- _____ Property is ineligible for local designation
- _____ Application is incomplete
- _____ More information is needed to make initial determination
- _____ Property appears to be strong candidate for local designation

Date Applicant Contacted: _____

PART 2

Complete Survey and Research Report:

- _____ Visit site and prepare inventory survey form
- _____ Prepare Research Report
 - _____ Information in application is sufficient for Report
 - _____ Existing National Register Nomination is sufficient for Report
 - _____ HPC can assist applicant to supplement application for preparation of Report
 - _____ Substantial additional research is needed for the Report
 - _____ Applicant should hire consultant to prepare the Report
 - _____ County will assist in the selection of a consultant to prepare the Report
(based on availability of funding)

Date Survey and Report Completed: _____

Date Considered by HPC: _____ HPC Decision: _____

Date Applicant Contacted: _____

Date Materials Sent to SHPO: _____ Date Materials Returned: _____

Date Considered by HPC: _____ Decision: _____

Public Hearing Date: _____

HPC Formal Recommendation: _____

BOCC Decision: _____

Date Applicant Contacted: _____

HISTORIC RESOURCE EVALUATION FORM

Property Name:		Location:	
Owner:		Tax Reference:	
Address:		OR Number:	

RESOURCE TYPE:		AGE:		Score	Score
National Register / Study List	10.0	Pre 1800	10.0		
Archaeological Site / Cemetery	7.5	1801-1865	7.5		
Building Complex	5.0	1866-1885	5.0		
Individual Building	2.5	1886-1930	2.5		
Other Resource	1.0	Post 1931	1.0		
		Post 1959	0.0		

HISTORIC SIGNIFICANCE:						Score
Associations with a person, event, group or institution of significance	National (1+)	State (1+)	Local (3-4)	Local (1-2)	None	
	10.0	7.5	5.0	2.5	0.0	

ARCHITECTURAL SIGNIFICANCE:						Score
Builder/Architect, period, style, or Genre	Very Significant	Significant	Notable	Minor	None	
	10.0	7.5	5.0	2.5	0.0	

ENVIRONMENTAL SIGNIFICANCE:						Score
Resemblance to historic landscapes and land use patterns	Very Significant	Significant	Notable	Minor	None	
	10.0	7.5	5.0	2.5	0.0	

CONTRIBUTING FEATURES:					Score
Diverse, additional elements related to history, landscape, or architecture that contribute to knowledge of the site and enhance its historic or cultural significance. Examples: statuary, machinery, fences, outbuildings, family histories and memorabilia, etc.	Very Significant	Notable	None		
	10.0	5.0	0.0		

INTEGRITY:						Score
Condition	Excellent	Good	Fair	Poor	Ruin	
	10.0	7.5	5.0	2.5	0.0	
Alterations	None	Minor	Some	Significant	Major	Score
	10.0	7.5	5.0	2.5	0.0	
Has the Structure Been Moved?	Yes	No	Score	TOTAL POINTS		Score
	0.0	5.0				
Is the Structure At Risk?	Yes	No	Score			Score
	5.0	0.0				

MITIGATING CIRCUMSTANCES: (-10 to +10)		Score

HISTORIC RESOURCE EVALUATION FORM

HISTORIC SITES SCORING CRITERIA									
Points Awarded	Resource Type	Age	Significance			Contributing Elements	Integrity		Alterations
			Historic	Architectural	Environmental*		Condition		
10.0	Designated National Register of Historic Places site or included on National Register Study List	Pre-1800 Early Settlement and the Revolutionary War	Associated with at least one person, event, group or institution of National significance	Very significant: High Academic: Designed by architect; superb example of nationally-recognized period, style, or genre	Very significant: All or most NPS landscape features evident; strong resemblance to historic patterns of land use.	Diverse, additional elements related to history, landscape, or architecture that contribute to	Excellent.	Structure, roof, and surfaces sound.	None
7.5	Significant archaeological site or cemetery	1801-1865 Pre-Civil War	Associated with at least one person, event, group or institution of State significance	Significant: Unique example of nationally popular plans of the day; or, unique regional vernacular adaptation.	Significant: Many NPS landscape features evident; bears resemblance to historic patterns of use with minor modifications.	knowledge of the site and enhance its historic or cultural significance.	Good.	Minor exterior repairs required. Some minor surface deterioration.	Minor. Repainting; some minor trim replacement; old additions of awnings and shutters.
5.0	Building complex such as farmstead with main dwelling, barn, and outbuildings	1866-1885 Reconstruction	Associated with at least 3-4 of the following grounds for Local significance: a person, event, group or institution	Notable: Common example of nationally popular period, style, or genre.	Notable: Some NPS features evident, but modified over time. General historic patterns and character are retained.	Very significant: Outstanding or unique example, or numerous occurrences of contributing elements. (10.0)	Fair.	Evidence of roof leaks. Some structural members need replacing. Minor foundation work. Substantial repairs.	Some. Greater extent of old, minor structural alterations.
2.5	Individual building or site	1886 to 50 years before present: Industrialization through World War II	Associated with at least 1-2 of the following grounds for Local significance: a person, event, group or institution	Minor: Common vernacular adaptation of popular period, style, or genre.	Minor: Some evidence of historic patterns and character remain, but substantial modification exists.	Notable: Excellent or unusual example, or some occurrences of contributing elements. (5.0)	Poor.	Major roof leaks, deteriorating structure and foundation. Major repairs needed to exterior surfaces.	Significant. Structures added; artificial siding; changes to roofline.
0.0			No association	None	None	None		Ruin. Beyond reasonable restoration.	Major. Demolition; 2 major additions with different architecture.

*Environmental significance based on National Park Service (NPS) classification of eleven (11) landscape characteristics as detailed in National Register Bulletin No. 30: *Guidelines for Evaluating and Documenting Rural Historic Landscapes.*

Environmental Significance

(Excerpted from the National Park Service (NPS) classification of eleven (11) landscape characteristics as detailed in National Register Bulletin No. 30: *Guidelines for Evaluating and Documenting Rural Historic Landscapes*)

A classification system of eleven characteristics has been developed for reading a rural landscape and for understanding the natural and cultural forces that have shaped it. The first four characteristics are processes that have been instrumental in shaping the land, such as the response of farmers to fertile soils. The remaining seven are physical components that are evident on the land, such as barns or orchards. Many, but not all, rural properties contain all eleven characteristics. As information about existing characteristics is related to the historic contexts for a geographical area, assessments of significance, integrity, and boundaries can be made for specific properties.

Processes:

1. Land Uses and Activities: Land uses are the major human forces that shape and organize rural communities.

2. Patterns of Spatial Organization: The organization of land on a large scale depends on the relationship among major physical components, predominant landforms, and natural features.

3. Response to the Natural Environment: Major natural features, such as mountains, prairies, rivers, lakes, forests, and grasslands, influenced both the location and organization of rural communities.

4. Cultural Traditions: Cultural traditions affect the ways that land is used, occupied, and shaped. Religious beliefs, social customs, ethnic identity, and trades and skills may be evident today in both physical features and uses of the land.

Physical Components:

5. Circulation Networks: Circulation networks are systems for transporting people, goods, and raw materials from one point to another. They range in scale from livestock trails and footpaths, to roads, canals, major highways, and even airstrips.

6. Boundary Demarcations: Boundary demarcations delineate areas of ownership and land use, such as an entire farmstead or open range. They also separate smaller areas having special functions, such as a fenced field or enclosed corral.

7. Vegetation Related to Land Use: Various types of vegetation bear a direct relationship to long-established patterns of land use. Vegetation includes not only crops, trees, or shrubs planted for agricultural and ornamental purposes, but also trees that have grown up incidentally along fence lines, beside roads, or in abandoned fields.

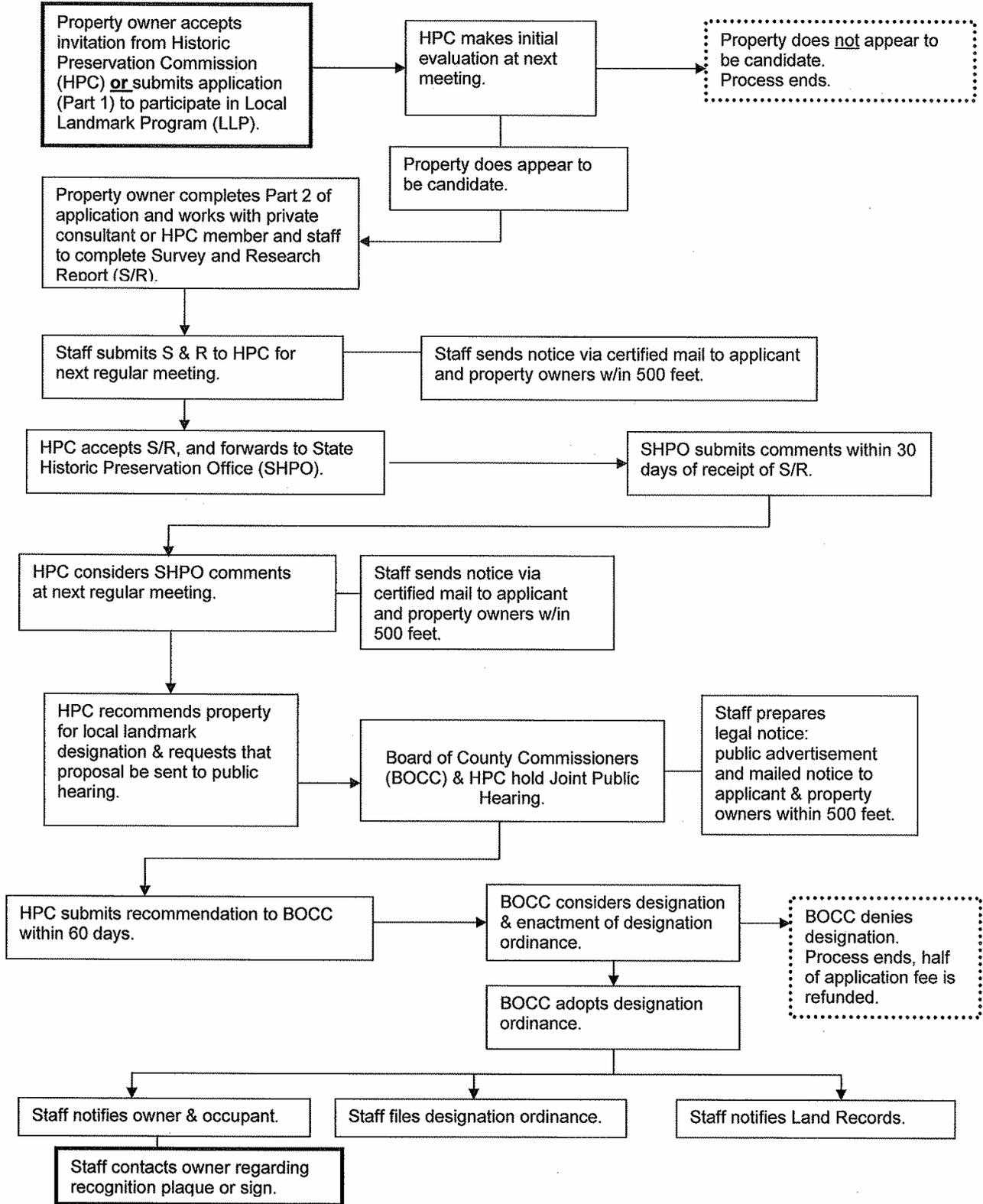
8. Buildings, Structures, and Objects: Various types of buildings, structures, and objects serve human needs related to the occupation and use of the land.

9. Clusters: Groupings of buildings, fences, and other features, as seen in a farmstead, ranch, or mining complex, result from function, social tradition, climate, or other influences, cultural or natural.

10. Archeological Sites: The sites of prehistoric or historic activities or occupation, may be marked by foundations, ruins, changes in vegetation, and surface remains.

11. Small-scale elements: Small-scale elements, such as a foot bridge or road sign, add to the historic setting of a rural landscape. These features may be characteristic of a region and occur repeatedly throughout an area, such as limestone fence posts in Kansas or cattle gates in the Buffalo River Valley of Arkansas. While most small-scale elements are long-lasting, some, such as bales of hay, are temporal or seasonal.

LOCAL LANDMARK DESIGNATION PROCESS



APPENDIX B

COA Application Number _____

**ORANGE COUNTY
DEPARTMENT OF ENVIRONMENT, AGRICULTURE, PARKS AND RECREATION**

HISTORIC PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS

(For proposed alterations to designated Local Landmarks & properties in Local Historic Districts)

HISTORIC NAME OF PROPERTY (if historic name is not known, use current name or address)

LOCATION (physical location, not mailing address)

A. Street or State Route/Highway _____

B. Town or vicinity _____

LEGAL OWNER OF PROPERTY

Name _____ Telephone _____

Address _____

City/State _____ Zip Code _____

Signature _____ Date _____

APPLICANT OR CONTACT PERSON INFORMATION (if other than owner)

Name _____ Telephone _____

Address _____

City/State _____ Zip Code _____

Signature _____ Date _____

Proposed Work:

Please be as specific as possible. The Historic Preservation Commission (HPC) will not accept incomplete applications. Please include four (4) copies of exterior elevations including information about proposed materials and four (4) copies of a site plan showing proposed grading and landscaping. Attach as many sheets as are necessary, depending on the complexity of the project.

HPC REVIEW OF APPLICABLE SECTIONS OF DESIGN STANDARDS & FINDINGS OF FACT
(S=satisfies standard; NC=does not comply with standard; NA=standard not applicable to project.)

II. Historic Context

A DESIGN STANDARDS for Setting

II-A-1. Retain and preserve the historic relationship between contributing buildings and site features. Avoid removing, relocating, or radically changing existing buildings that contribute to the overall character of the site.

II-A-2. Maintain and protect the historic topography, significant views and vistas, accessory structures, roads, walkways, fences, walls, and plantings. Avoid removing, relocating, or radically changing existing landscape features (including plants and grade) that contribute to the overall character of the site.

II-A-3. Maintain historic site features and plantings through appropriate methods. Seek the advice of a professional to protect site features and plantings from damage during or as a result of construction activities.

II-A-4. Repair deteriorated historic site features such as terraces, benches, fountains, and trellises through traditional methods of repair and with materials comparable to the originals.

II-A-5. Replace significant plantings with new plantings that are identical or similar in species. It is not appropriate to remove a healthy planting that is significant to the overall historic character of the landmark site.

II-A-6. Locate new site features and plantings, if needed, in a manner that maintains or enhances the overall character of the landmark.

II-A-7. Illuminate site features and plantings, if desired, in a manner consistent with the historic character of the landmark building and site. In general, the HPC will discourage new lighting that does not serve a specific safety concern.

II-A-8. When introducing new plantings to a Local Landmark Property consider the size of the tree or plant at maturity. Vegetation can damage historic buildings if not maintained properly. Avoid planting new trees or shrubbery too close to existing buildings, or encouraging climbing plants such as ivy from covering exterior walls or features. Consider also the mature size of specimen trees when planting new trees near property boundaries or right-of-ways subject to utility company trimming or other controls.

B DESIGN STANDARDS for Working Farms

II-B-1. Maintain and renovate older agricultural buildings.

II-B-2. Reuse older agricultural buildings.

II-B-3. Replace/demolish agricultural buildings only when no other feasible options remain.

II-B-4. Use care when locating new agricultural buildings onto a historic property to limit the visual impact on the scenic farmscape.

II-B-5. New agricultural buildings should be visibly compatible with surrounding structures, particularly contributing structures, whenever possible. While the HPC will be much more flexible in their review and approval of agricultural buildings for active farms, the HPC will still consider design elements such as roof-type, building materials, size and scale. Applicants should familiarize themselves with these design concepts outlined in this manual.

II-B-6. When new pre-fabricated or metal buildings are the only feasible structures for the agricultural use select a building color that will reduce the building's visual impact on the property.

C DESIGN STANDARDS for Outbuildings and Accessory Structures

II-C-1. Retain and preserve outbuildings and accessory structures such as smokehouses, dairies, washhouses, barns, storage bins, and sheds that contribute to the historic character of the site.

II-C-2. Maintain and protect historic outbuildings and accessory structures and their distinctive features and details. Repair deteriorated or damaged outbuildings and accessory structures and their character-defining features, elements, and details using like materials. Repair work may require traditional construction methods, such as the use of hand tools, to retain the integrity and authentic appearance of the historic building or building feature.

II-C-3. Replace any missing or deteriorated element of contributing outbuildings or accessory structures to match the original in design, material, dimension, and detail. Replace only the deteriorated portion or detail of a feature rather than the entire feature, whenever possible. When considering the use of substitute materials, please contact Orange County Historic Preservation staff before completing your design proposal to ensure compatibility.

II-C-4. Reproduce contributing outbuildings that are deteriorated beyond repair with new designs based on accurate documentation, or replace with new designs that are compatible in scale and proportion, form and materials, and detail and finish, with other secondary structures on the site and the main dwelling. New buildings that replicate deteriorated structures should appear authentic from a distance but should maintain sufficient subtle differences to reveal their true date of construction.

II-C-5. Introduce new outbuildings and accessory buildings, if necessary, that maintain the historic character of the site. Consider the compatibility of a proposed structure in terms of location, scale and proportion, form and materials, and detail and finish. New construction should not duplicate historic buildings but should complement Orange County's architectural traditions.

D DESIGN STANDARDS for Fences and Walls

II-D-1. Retain and preserve contributing fences and walls including their original material, decorative and functional detailing, height and configuration.

II-D-2. Maintain and protect the surfaces, features, and details of fences and walls through appropriate methods. Repair deteriorated or damaged surfaces and features using traditional methods. Repaint painted fences and walls to extend useful life.

II-D-3. Replace deteriorated or damaged features of historic fences or walls to match original in size, shape, material, dimension, pattern, texture, color and detail. Replace only the deteriorated portion or detail of a feature rather than the entire feature whenever possible. Consider compatible substitute materials only if using the original material is not technically feasible.

II-D-4. Replace a missing historic fence or wall feature with a new feature based upon accurate documentation of the original or with a new design compatible with the landmark building and site in configuration, scale, height, material and detail.

II-D-5. Introduce new fences and walls only in locations and configurations that are consistent with the character of the landmark building and site. Construct new fences and walls of traditional materials in designs compatible with the landmark building and site in scale, material, height, and detail. The HPC discourages the use of synthetic material such as vinyl fencing. If vinyl fencing is the only feasible alternative, consider using wood fencing along the public right-of-ways and the same type of fencing in vinyl along the remaining property lines.

II-D-6. Introduce utilitarian fences (such as chain link or electric) and walls, if necessary, only in locations that will not diminish the overall historic character of the landmark building and site.

E DESIGN STANDARDS for Walkways, Driveways and On-site Parking

II-E-1. Retain and preserve walkways, driveways, and parking areas that are significant in defining the overall historic character of the site including their width, configuration, scale, materials, curbing, and related plantings.

II-E-2. Repair deteriorated or damaged walkways, driveways, and parking areas through traditional methods of repair.

II-E-3. Replace deteriorated or damaged features of walkways, driveways, or parking areas with materials that are compatible in appearance, color, and texture. Replace only the deteriorated portion or detail of a feature rather than the entire feature, whenever possible.

II-E-4. Introduce new walkways, driveways, or parking areas, if necessary, in unobtrusive locations that do not compromise character-defining elevations or important site features or views.

II-E-5. Protect mature vegetation and significant site features from damage caused by the construction of new walkways, driveways, and parking areas.

II-E-6. Illuminate walkways, driveways, and parking areas in a manner consistent with the historic character of the site.

F DESIGN STANDARDS for Cemeteries and Archaeological Features

II-F-1. Retain and preserve historic cemeteries on landmark sites including any visual characteristics of the cemetery, such as a stone wall, that contribute to the overall historic character of the landmark site.

II-F-2. Maintain and protect cemetery features through traditional methods of repair and appropriate pruning of plantings. Repair deteriorated cemetery site features through traditional methods of repair and appropriate pruning of plantings.

II-F-3. Replace deteriorated or missing cemetery site features such as benches, fences, walls, grave markers, pathways, and plantings with new features that are compatible with the historic character of the cemetery and the landmark site.

II-F-4. Locate new site features and planting in ways that maintain or enhance the historic character of the cemetery and the landmark site.

II-F-5. Preserve and protect all known cemeteries and archaeological resources on the property from construction and yard work. Reduce potential damage to known and unknown archaeological resources by minimizing site disturbances and changes that impact site terrain. It is not appropriate to use heavy machinery or equipment on sites as doing so may damage important archaeological resources.

II-F-6. Prior to any site changes, survey and record the site, using professional archaeologists and contemporary archaeological methods, to determine the potential impact of disturbances on any known or unknown archaeological resources.

II-F-7. Record archaeological evidence that is uncovered during site work if the resources cannot be preserved in place.

G DESIGN STANDARDS for Exterior Lighting

II-G-1. Retain and preserve exterior lighting fixtures that contribute to the overall historic character of the site, particularly the main dwelling.

II-G-2. Replace damaged, deteriorated, or missing exterior lighting fixtures with new fixtures that are either similar to the original in material, appearance, detail, and scale or compatible with the historic landmark and site in material, appearance, and scale.

II-G-3. Introduce and locate new exterior lighting that does not detract from the historic character of the site. Check with Orange County Planning Staff to ensure that any lighting proposals comply with the zoning ordinance.

H DESIGN STANDARDS for Signage

II-H-1. Retain and preserve historic signage, including its design and color.

II-H-2. Replace missing, deteriorated, or damaged signs with new signs that are compatible with the character of the property in scale, material, design, and color.

II-H-3. Minimize the quantity of new signage and locate signage so it does not diminish the architectural or historic character of the landmark building, structure or site.

II-H-4. Illuminate new signage in a manner consistent with the historic character of the landmark building and site.

III. Maintenance & Exterior Changes

A DESIGN STANDARDS for Maintenance and Exterior Changes

III-A-1. All buildings located within designated landmark properties should be maintained properly. (See Section B Materials: Wood, Masonry, Architectural Metals, and Roofing for more information about the appropriate techniques for different building elements.)

III-A-2. Trees and vegetation surrounding Local Landmark buildings should be trimmed and pruned as necessary to prevent long-term damage to adjacent structures.

B DESIGN STANDARDS for Materials – Wood

III-B-1. Retain and preserve historic wood fabric such as siding, trim and details, and wood features that are significant in defining the overall historic character of a contributing building, structure, or site.

III-B-2. Maintain and protect wood features and surfaces with appropriate methods, always using the gentlest effective method. Regular maintenance should include termite inspection and/or treatment.

III-B-3. Repair deteriorated or damaged wood features through traditional patching, consolidating (with epoxy), piecing, or reinforcing by other accepted preservation methods.

III-B-4. Replace deteriorated or damaged wood features, if necessary, to match the original in design, material, dimension, and detail. Replace only the deteriorated portion or detail of a feature rather than the entire feature whenever possible. Consider compatible substitute materials only if using the original material is not technically feasible. It is not appropriate to replace or cover wooden features such as siding, trim, or window sash with contemporary substitute materials such as vinyl, masonite, or aluminum. In most cases, the HPC will deny requests to do so. Covering original fabric with substitute materials can trap moisture within the wall surface and damage the inner layers of siding—and eventually the wall framing system.

III-B-5. Replace a missing wood feature with a new feature based upon accurate documentation of the original or a new design compatible with the scale, size, material, and color of the Local Landmark building. It is not appropriate to introduce wood features or details to a Local Landmark building in an effort to create a false historic appearance.

III-B-6. Most wood buildings should be protected with paint or clear wood preservative to protect the material from exposure to weather. The HPC does not regulate paint colors, but recommends the use of quality paint products in traditional colors.

B DESIGN STANDARDS for Materials – Masonry

III-B-7. Retain and preserve masonry features such as brick, stone, concrete, terracotta, and stucco that are significant in defining the overall historic character of a Local Landmark building structure or site.

III-B-8. Maintain and protect masonry features and surfaces by appropriate methods. Test any proposed cleaning or paint-removing technique well in advance on an inconspicuous sample area. It is not appropriate to use destructive cleaning techniques such as sandblasting, power washing, or high-pressure water blasting on historic masonry surfaces. Use chemical cleaners only if gentler methods like low-pressure washing are ineffective.

III-B-9. It is not appropriate to paint or coat an unpainted masonry surface if it was not painted or coated historically. Repaint previously painted masonry surfaces in traditional colors—appropriate to the historic character of the property.

III-B-10. Repair deteriorated or damaged masonry surfaces and features through traditional methods for consolidating, piecing-in, or patching. Repoint masonry mortar joints if the mortar is cracked, deteriorated, or missing or if moisture penetration of the masonry surface is evident. Prior to repointing, use hand tools to carefully remove loose and deteriorated mortar. Replace mortar with new mortar to match the original in composition, strength, color, and texture. Duplicate the width and profile of the original mortar joints. It is not appropriate to substitute modern coatings such as water repellents for repointing or repairing historic masonry. Consider such coatings only if traditional repair techniques fail to eliminate moisture problems.

III-B-11. Replace deteriorated or damaged masonry features, if necessary, to match the original in design, material, dimension, and detail. Replace only the deteriorated portion or detail of a feature rather than the entire feature whenever possible. Consider compatible substitute materials only if using the original materials are not technically feasible.

III-B-12. Replace a missing masonry feature with a new feature based upon accurate documentation of the original or a new design compatible with the scale, size, material, and color of the Local Landmark building.

III-B-13. It is not appropriate to introduce new masonry features, such as a large temple-front porch, or details to a building, on a designated property, in an effort to create a false historic appearance.

B DESIGN STANDARDS for Materials - Architectural Metals

III-B-14. Retain and preserve architectural metals, metallic features, surfaces, as well as their form, pattern, detail, color and texture, through appropriate methods.

III-B-15. Clean soft metals with chemical cleaning solutions using the least intrusive method. Test first to assure that they do not damage the metal or its finish. Do not clean soft metal surfaces with harsh abrasive methods.

III-B-16. Repaint architectural metal surfaces, when needed, using paint that is appropriate for the use. (Staff can provide assistance as necessary.)

III-B-17. Repair deteriorated or damaged architectural surfaces and features using traditional methods for reinforcing, splicing, or patching.

III-B-18. Replace deteriorated or damaged architectural metal only if necessary. Match the original design, material, dimension, and detail. Replace only the deteriorated portion or detail rather than the entire feature whenever possible. Consider compatible substitute material only if using the original material is technically not feasible.

III-B-19. Replace a missing architectural metal feature with a new feature based upon accurate documentation of the original or a new design compatible with the scale, size, material, and color of the building on the Local Landmark property.

B DESIGN STANDARDS for Materials – Roofing

III-B-20. The original roof material should be preserved whenever possible.

III-B-21. Roof trim (fascia, soffit etc.) should be maintained and preserved. Necessary repairs shall be made using the same materials and the same pattern as the original detail.

III-B-22. Roof material on new additions should be compatible with existing roofs in material, type, color, etc.

C DESIGN STANDARDS for Size and Scale

III-C-1. Maintain the size and scale of all contributing buildings, especially the main house. Obviously constructing an addition will increase the size of a building. The addition should not dwarf the older portions of the building or be so dominant that the building takes on an entirely different character.

III-C-2. The proposal for any new addition should incorporate one or more of the three common design tools: a connecting breezeway, an elevation setback, or a change of materials.

III-C-3. Maintain the relationship between the contributing buildings. Contributing buildings described in the designation Research Report should not become overshadowed by new buildings, existing non-contributing buildings, or enlarged contributing buildings, which were originally small.

C DESIGN STANDARDS for Proportion and Rhythm

III-C-4. The combination of projecting and recessed features such as porches, doors and windows creates a sense of rhythm that should be maintained.

III-C-5. New additions should maintain the proportion and rhythm of the existing building.

III-C-6. Front porches should be preserved as outdoor spaces. Requests to enclose porches in screen may be approved; requests to completely enclose porches with solid walls will likely be denied.

III-C-7. Porch posts and decorative trim should be maintained and preserved. Porch supports should not be replaced with metal or synthetic posts. Porch trim should not be removed, hidden, or simplified under synthetic siding.

III-C-8. If the porch on a designated property has to be replaced, the original porch should be reproduced as closely as possible. If the removed porch is not original to the house, the applicant shall undertake sufficient research to determine an appropriate porch design based on the age of the house, its style and detailing. New porches and related trimwork should never attempt to predate the house or to be overly elaborate.

C DESIGN STANDARDS for Windows and Doors

III-C-9. The HPC encourages the use of storm windows to protect historic windows from deterioration.

III-C-10. Existing windows and doors should be maintained and preserved.

III-C-11. When windows must be replaced, new units should be the same size, type, design, and material as the original windows.

III-C-12. Windows and doors should never be removed, or "covered over" without replacement. Windows or doors that are not used can be enclosed using a traditional method such as louvered blinds to create a "false" door or window without disrupting the balance.

III-C-13. The HPC discourages the use of replacement aluminum or vinyl windows on contributing buildings constructed with wood windows.

III-C-14. When new windows are used for an addition or detached new construction project, units should have panes with individual wood muntins (true-divided lights). Windows with "snap-in" muntin grids are inappropriate for historic buildings. The HPC will discourage their use unless no other cost-effective alternative is available. The HPC will consider new technological advances on a case-by-case basis.

C DESIGN STANDARDS for Rooflines and Roof Details

III-C-15. The original roof pitch and the ridge height should be retained. The construction of any new dormers or skylights should not be visible from any public road and should be on the least visible sections of the roof from within the property boundary.

III-C-16. All chimneys should be preserved and repaired using the same material, patterns, and methods as the original construction. New chimneys should not visually compete with original chimneys.

C DESIGN STANDARDS for Other Important Visual Features

III-C-17. All character-defining elements and exterior features should be preserved.

III-C-18. Elements that cannot be repaired should be replaced in kind.

III-C-19. Additions, and new construction, should never dominate existing buildings. Details (roofline, door, and window trim) and other visually important molding on additions and new freestanding buildings should be visually compatible with details on existing buildings. New trim should maintain the proportions of the original trim in a simplified version; it should never overpower the original trim. Moreover, new trim should never predate an existing structure unless it is part of a researched restoration or reproduction project.

D DESIGN STANDARDS for Reversibility

III-D-1. Large additions should be constructed as stand-alone units placed alongside existing buildings, not integrated into the structure. Additions should be constructed so that they can be removed in the future should circumstances change.

III-D-2. Care should be used when locating new or moved buildings to a Local Landmark property. New detached construction and relocated older buildings should be able to be removed from the site without altering the overall character of the property. New or moved buildings should not diminish the historic integrity of the Local Landmark property by their location on the site.

(See Standards for Introducing Buildings to a Landmark Property.)

E DESIGN STANDARDS for Utilities and Energy Retrofit

III-E-1. Retain and preserve traditional or inherent energy-conserving features of the historic buildings such as porches, screen doors, etc.

III-E-2. Install narrow profile exterior or interior storm windows so that they do not damage or obscure existing sash and window frames for energy efficiency. Choose storm windows that are painted or finished with a color compatible with the existing sash color. If covering double-hung windows, select operable storm windows with dividers that align with existing sash division.

III-E-3. Install full-light storm doors, constructed of wood or aluminum painted or finished with a color that is compatible with the color of the existing door for energy efficiency. Install storm doors so that the original doors and frames are not obscured or damaged.

III-E-4. Install mechanical systems with care so alterations to the contributing historic building are minimized and its character-defining elevations and features are not compromised.

III-E-5. Locate new transformers, meters, pipes, and mechanical or communication-related equipment as inconspicuously as possible, usually in rear yard locations or along non-character-defining elevations. Screen mechanical or communication equipment with landscaping or opaque fencing. Do not locate new mechanical or communication-related equipment (satellite dishes, solar panels, etc.) on roofs or elevations visible from the road, or visible on the approach to the front door. Inspect and repair roof surfaces before installing solar panels. Consider installing solar panels on garage roofs with south-facing exposures instead of the house roof to limit the potential for interior damage should the roof leak.

III-E-6. Locate portable air-conditioning units, if needed, on rear or non-character-defining elevations.

III-E-7. The use of underground wiring is encouraged where possible, but be sure to protect significant site features, including archaeological resources and mature vegetation, from damage if underground utility and communication lines are installed.

F DESIGN STANDARDS for Accessibility and Safety Considerations

III-F-1. Determine if solutions to ADA requirements are compatible with preserving the Local Landmark property's historic character and setting.

III-F-2. Seek input from local disability groups and preservation specialists in developing appropriate solutions to accessibility.

III-F-3. When possible locate accessibility and life safety changes such as ramps, elevator additions, and fire doors on the rear elevation or a non-character-defining elevation of the Local Landmark building.

III-F-4. Design any new or additional means of access or egress so that the change is reversible and the original design of the historic entrance or porch is not compromised.

IV Introducing Buildings to a Landmark Property

A DESIGN STANDARDS for Historic Value & Integrity

IV-A-1. While new structures should be placed in their traditional locations (eg., a new barn near agricultural buildings, a new garage near the main house) they should be separate from contributing buildings or clusters of contributing buildings, whenever possible. New or relocated buildings should also avoid important landscape features or vistas. If the designation application does not contain a recommended location for additional structures, the HPC will work with the property owner to determine possible locations for the new or relocated building.

IV-A-2. New buildings or relocated older buildings should always be placed on a Local Landmark property in a way that will allow for their potential removal and will maintain the site's historic context.

IV-A-3. New buildings should be visually compatible with contributing buildings on the site, but should not copy existing structures. Visitors to a Local Landmark property should be able to understand the progression of construction on the site.

IV-A-4. Reproductions should only be undertaken with accurate documentation of a specific building from the site. These new structures should be identified as a reproduction either by small differences in detail, such as different colored mortar, different paint color from other buildings in the complex, or labeled with a small plaque or sign.

IV-A-5. When considering applications for relocating older buildings, the HPC will always ask if the building has to be moved.

IV-A-6. Relocated older buildings should be differentiated from the existing buildings constructed on site. Proposals to relocate structures that predate the landmark's period of significance shall be subjected to a higher level of scrutiny. Substantial buildings should not be relocated to Local Landmark properties containing only small vernacular structures, where they will dominate the existing complex.

B DESIGN STANDARDS for Visual Character

IV-B-1. New buildings should never visually dominate the Local Landmark or compete with individual contributing buildings on the site.

IV-B-2. The designs for new buildings should take their cues from existing structures on the site. New buildings should not attempt to copy an existing building feature by feature, but should be visually compatible with the contributing buildings in terms of scale and proportion, form and materials, and detail and finish. The elevations for proposed new buildings should maintain the general rhythm (the combination of projecting and recessed features, and the balance of door and window openings to wall area) of the surrounding structures. New construction should also incorporate native building materials.

IV-B-3. In most cases the HPC will recommend that new construction or relocated buildings be placed away from public roads to limit their visual intrusion on the historic site.

IV-B-4. Property owners may reconstruct buildings on existing foundations, particularly if sufficient physical or documentary evidence is available to determine what the building looked like. The HPC will work with the applicant to ensure that the reconstruction is accurate. Signage should be placed near the reconstructed building to document when it was erected.

V Removing Buildings from a Landmark Property

A DESIGN STANDARDS for Relocation

V-A-1. Before relocating any building on a landmark site document the existing landmark setting and site conditions with photographs and other written or graphic means such as site plans.

V-A-2. Minimize damage to the landmark structure during and after the move by:

- Assessing its structural conditions prior to the move;
- Taking all necessary precautions to prevent damage during the move;
- Working with contractors experienced in moving historic structures; and
- Securing and protecting the structure from weather damage and vandalism.

V-A-3. Select a new site for the landmark structure that is compatible in character with its original setting. Consider compatibility of the proposed site in terms of the larger context of surrounding properties as well as the relocated building's setback, orientation, and distance from other buildings.

V-A-4. Review proposed site changes and landscaping for the new site according to all pertinent guidelines.

V-A-5. Protect significant site features (topography, viewsheds, landscaping) of the original site and the new site from damage during and after the move.

ACTION:

_____ Made a **MOTION TO:** APPROVE, APPROVE WITH CONDITIONS, or DENY

Based on: SUMMARY OF APPLICABLE STANDARDS AND FINDING OF FACT

CONDITIONS:

1. _____

2. _____

3. _____

4. _____

5. _____

_____ **Seconded the Motion**

Vote:

- | | |
|----|----|
| 1. | |
| 2. | 5. |
| 3. | 6. |
| 4. | 7. |

HPC Chair

Date

APPENDIX C

The National Register Criteria for Evaluation

The following criteria are designed to guide the states, federal agencies, and the Secretary of the Interior in evaluating potential entries for the National Register.

The quality of significance in American history, architecture, archaeology, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A. that are associated with events that have made significant contribution to the broad patterns of our history; or
- B. that area associated with the lives of persons significant in our past; or
- C. that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. that have yielded, or may be likely to yield, information important in prehistory or history.

Criteria Considerations (Exceptions): Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria of if they fall within the following categories:

- A. a religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- B. a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- C. a birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life; or
- D. a cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- E. a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- F. a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or
- G. a property achieving significance within the past 50 years if it is of exceptional importance.

Applying the Criteria

The two principal issues to consider in determining eligibility for the National Register are "significance" and "integrity."

A property may have "significance" for association with important events or patterns of history (criterion A); for association with an important historical figure (criterion B); as an important example of period architecture, landscape, or engineering (criterion C); or for the information it is likely to yield (criterion D, applied to archaeological sites and districts, and sometimes applied to certain types of structures). A National Register nomination must demonstrate how a property is significant in at least one of these four areas. For properties nominated under criterion A, frequently cited areas of significance are agriculture, community planning and development, social history, commerce, industry, politics and government, education, recreation and culture, and others. For technical reasons, criterion B (significant person) nominations are rare. Criterion C (architecture) is cited for most, but not all, nominations of historic buildings. Archaeological sites are always nominated under criterion D, but may also have significance under one or more of the other three criteria.

Properties are nominated at either a local, state, or national level of significance depending on the geographical range of the importance of a property and its associations. The level of significance must be justified in the nomination. The majority of properties (about 70%) are listed at the local level of significance. The level of significance has no effect on the protections or benefits of listing.

Besides meeting one or more of the above criteria, a property must also have “integrity” of “location, design, setting, materials, workmanship, feeling, and association.” This means that the property must retain enough of its historic physical character (or in the case of archaeological sites, intact archaeological features) to represent its historic period and associates adequately.

All properties change over time, and in some cases past alterations can take on historical significance in their own right. The degree to which more recent, incompatible, or non-historic alterations are acceptable depends on the type of property, its rarity, and its period and area of significance. Buildings with certain types of alterations are usually turned down by the National Register Advisory Committee. For example, 19th and early 20th century wood frame buildings that have been brick veneered in the mid-twentieth century are routinely turned down for loss of historic integrity.

The Criteria Exceptions

The criteria excludes birthplaces and graves of historical figures, cemeteries, religious properties, moved buildings, reconstructions, commemorative properties, and properties less than 50 years old, with certain exceptions. The following exceptions are sometimes encountered:

Historic churches that retain sufficient architectural integrity can usually be successfully nominated under criterion C (architecture), sometimes together with criterion A for social or religious history.

Cemeteries may sometimes successfully be nominated under criterion C when they retain important examples of historic stone carving, funerary art, and/or landscaping, and they also may be eligible under criterion A or criterion D. However, both the National Register Advisory Committee and the National Register have turned down nominations of graves when the historical importance of the deceased is the sole basis for the nomination. The National Register was created primarily to recognize and protect historic places and environments that represent how people lived, worked, and built in the historic past. Human burials are recognized and protected under other laws and programs.

Moved buildings may sometimes be successfully nominated under criterion C for architecture when they remain in their historic communities and the new setting replicates the original setting. The point to remember is that the program is called the National Register of Historic Places, not Historic Buildings or Historic Things, because significance is embodied in locations and settings as well as in the structures themselves. Buildings moved great distances, buildings moved into incompatible settings (such as a farmhouse moved into an urban neighborhood or a downtown residence moved to a suburb), and collections of buildings moved from various locations to create a pseudo-historic “village” are routinely turned down. In some cases, the relocation of a historic building to a distant or incompatible setting may be the last and only way to save it, and such an undertaking may be worthwhile. However, sponsors of such a project must understand that the property subsequently may not be eligible for the National Register.

If a property is less than 50 years old, it can be nominated only if a strong argument can be made for exceptional significance. For example, Dorton Arena on the State Fairgrounds was completed in 1953. It was successfully nominated to the National Register in 1973 as one of the most important examples of modernism in post-WWII American architecture.

APPENDIX D

The Secretary of the Interior's Standards for Rehabilitation

A national set of standards for the preservation of historic buildings was developed by the United States Department of the Interior in 1976. The ten standards which address the rehabilitation of historic buildings provide guidance to preservation commissions across the country, including the Orange County Historic Preservation Commission. The Rehabilitation Branch of the North Carolina Division of Archives and History (the State Historic Preservation Office) uses the Secretary of the Interior's Standards for Rehabilitation when reviewing rehabilitation tax credit applications. It should be noted, however, that although Standard #1 addresses building use, use is not reviewed by the HPC. The Secretary's Standards, as they are often referred to, are listed below in their most current version (1992).

1. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships 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 elements from other historic properties shall not be undertaken.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archaeological resources shall be protected and preserved in place. 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, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction 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.

APPENDIX E

Glossary of Architectural Terms

Addition: Any new construction attached to an existing physical structure.

Alteration: Any change—structural or decorative—made to an existing structure.

Appropriateness: Stylistic adherence or compatibility of a change or proposed change to an existing structure or property.

Appurtenance: Any structural appendage or contributing adjunct structure to a property.

Architectural Detail: Decorative features of a structure/building—such as fretwork [see below] along eaves, columns, balustrades, etc.

Balance: Harmony with regard to proportion and design.

Bay: A space between principal structural members; in a timber-framed building, the space between posts.

Brace: A metal or wood member used to stiffen or support a structure.

Bracket: A right-angled member projecting from a wall to support a weight, such as a cornice [see below].

Certificate of Appropriateness (COA): The document issued by the HPC after approving a proposed alteration, restoration or addition to a designated Local Landmark. Essential for maintaining LLP status.

Colonial Revival: An architectural style marked by a symmetrical facade with balanced windows and center front door, often with sidelights. Door usually has decorative crown or pediment supported by pilasters or slender columns to form an entry porch. Windows are double-hung with multi-pane glazing. This style has many subtypes.

Compatibility: Acceptable effect of proposed changes in relation to an existing structure or property.

Contributing: An outbuilding on the property of a designated or prospective Local Structure Landmark property that adds to the historical significance of the main building or the setting—*e.g.*, a barn, well house.

Cornice: In classical architecture, the upper-most part of a three-art entablature. Term commonly applied to almost any horizontal molding forming a main decorative feature—*e.g.*, crown molding.

Craftsman Style: Also referred to as “bungalow” style. An architectural style marked by its low-pitched roof with wide, unenclosed eave overhang. Roof rafters often are exposed, and decorative [false] beams or braces added under gables. Tapered square columns support full or partial-width porches.

District, Historic: A group of historically-significant buildings located in a defined geographical area and protected as an entity.

Eaves: Lower edge of a sloping roof; that part of a building which projects over the exterior wall.

Elevation: A drawing of one wall or face of a building, showing all lines of true dimension, both vertically and horizontally.

Fascia: In classical architecture, a flat horizontal molding with little projection, often supported on columns. Otherwise, a board covering the ends of rafters.

Fretwork: Ornamental openwork or interlaced work often found on Victorian houses.

Gable: Vertical triangular portion of the end of a building having a double-sloped roof.

Gable Wall: Any wall crowned by a gable.

Greek Revival: An architectural style marked by low-pitch roof line with wide bands of trim on cornice line of roof and porches. Most have porches—either entry or full-width—supported by prominent columns, usually Doric. Sidelights and transom lights often are incorporated into elaborate door surround.

Harmony: See “Compatibility” above. No change to a Local Landmark should disrupt its stylistic harmony.

Hip Roof: Roof that slopes upward from all sides of a four-sided building.

“I” House: A vernacular term used to describe two-story houses, one room deep and two or more rooms wide. Tall thin profile also suits “I” house designation. Employed as a common short-cut term, yet has no basis in traditional architectural language. Myriad such houses are found in Orange County.

Italianate: An architectural style in which the building is two or three stories, having low-pitched roof with widely overhanging eaves with decorative brackets below. Narrow windows often arch or curve above. Often has square cupola or tower.

Landscape, Historic:

Designed: A landscape consciously designed or laid out by a landscape architect, master gardener, or amateur gardener working in a recognizable style or tradition. May be associated with a significant person, trend or event in landscape architecture; or may illustrate an important development in the theory and practice of landscape architecture. Aesthetic value plays a significant role.

Vernacular: A landscape shaped by the occupancy and activities of people; evolved over time, through use. Reflects the physical, biological, social and cultural character and attitude of the everyday life of an individual, family, or community. May be a single property such as a country garden, or a collection of properties such as an agricultural district. Function plays a significant role.

Ethnographic: A landscape containing heritage resources—*i.e.*, a variety of cultural and natural resources associated with a particular group of people. Examples include contemporary settlements, sacred or religious sites, ceremonial grounds, and massive geological structures. Plant communities, animals and subsistence areas, often are components.

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

Mullion: A vertical member separating—and often supporting—windows, doors, or panels set in series.

Muntin: A secondary framing member to hold the panes of glass within a window.

Non-Contributing: A building located on the property of a designated or prospective local landmark or historic district that lends no particular architectural or historical significance to the setting.

Queen Anne Style: An architectural style marked by a steeply pitched roof of irregular shape with dominant front-façade gable. Patterned shingles and bay windows deny a smooth-wall appearance. Also has asymmetrical façade with numerous porches, and often includes Victorian fretwork.

Rake Board: A board or molding along the sloping edge of a gable; covers the edges of the siding.

Site, Historic: A setting or natural area significant for its association with an historic event, activity or person. Examples include battlefields and presidential homesteads.

Soffit: Invisible underside of structural members such as staircases, cornices, beams, a roof overhang or eave.

Spandrel: In classical architecture, an area, roughly triangular in shape, forming the junction of two adjoining arches.

Triple “A” House: A local term describing a house with two side gables and one front gable.

Vergeboard: A board which hangs from the projecting end of a roof, covering the gables—often richly carved, particularly on Victorian houses.

Victorian Style: An architectural style featuring porches with spindlework detailing, or flat jigsaw-cut trim between columns. Often with spandrels [see above] between posts and brackets under eaves.

APPENDIX F

List of Contacts

Orange County Department of Environment, Agriculture, Parks and Recreation

Natural and Cultural Division
PO Box 8181 – 306 Revere Road
Hillsborough, NC 27278
(919) 245-2510 or (919) 245-2517
(919) 644-3351 (fax)
http://www.co.orange.nc.us/deapr/nat_cul_resources.asp

North Carolina State Historic Preservation Office

Mailing Address: 4617 Main Service Center, Raleigh, NC 27699-17

- National Register Coordinator: (919) 807-6587
- Rehabilitation Tax Credits for Non Income-producing buildings: (919) 807-6574
- Rehabilitation Tax Credits for Income-producing buildings: (919) 807-6585
- Restoration Technical Support: (919) 807-6588

<http://www.hpo.ncdcr.gov/default.htm>

North Carolina Office of State Archaeology

Mailing Address: 4619 Mail Service Center, Raleigh, NC 27699-4619
(919) 807-6553
<http://www.archaeology.ncdcr.gov/>

- See <http://www.archaeology.ncdcr.gov/ncarch/reporting/cemetery.htm> or call the Office of State Archaeology for information on the North Carolina Cemetery Survey and Protective Legislation, including North Carolina General Statute 70, Art. 3 - The Unmarked Human Burial and Human Skeletal Remains Protection Act.

National Park Service

<http://www.nps.gov/history/hps/tps/index.htm>

National Trust of Historic Places

<http://www.nps.gov/nr/>

Alliance for Historic Hillsborough

150 E King St, Hillsborough, NC 27278-2685
(919) 732-7741
<http://www.historichillsborough.org/>

Preservation North Carolina

P.O. Box 27644 - 220 Fayetteville Street, Suite 200, Raleigh, NC 27611-7644
(919) 832-3652
<http://www.presnc.org/>

- **Piedmont Regional Office (Orange County)**
P.O. Box 3597 - 3001 Academy Road, Suite 130, Durham, NC 27702-3597
(919) 401-8540

National Trust for Historic Places

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



Cover Photos: Orange County Historic Courthouse