

Historic Property Owners Handbook with Design Guidelines for Local Historic Districts and Local Landmarks



City of Wilson, North Carolina
Wilson Historic Preservation Commission
August 24, 2009

Wilson City Council

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TABLE OF CONTENTS

INTRODUCTION	1
DEFINITIONS	2
NATIONAL HISTORIC PRESERVATION ACT OF 1966	2
STATE HISTORIC PRESERVATION OFFICE	2
CERTIFIED LOCAL GOVERNMENT (CLG)	2
NC ENABLING LEGISLATION	2
CITY OF WILSON PLANNING & DEVELOPMENT SERVICES	3
WILSON HISTORIC PRESERVATION COMMISSION	3
HISTORIC DISTRICTS & LOCAL LANDMARKS	3
CERTIFICATE OF APPROPRIATENESS	4
MINOR WORKS	4
MAJOR / MINOR WORKS	5
AREA OF VISUAL CONCERN (AVC)	6
CERTIFICATE OF APPROPRIATENESS PROCESS	7
COMMISSION PROCEDURES	8
MEETINGS	8
APPEALS	8
COMPLIANCE / NONCOMPLIANCE	8
ENFORCEMENT	9
THE SECRETARY OF THE INTERIOR'S STANDARDS	10
WILSON'S HISTORY AND ARCHITECTURE	
BRIEF HISTORY OF WILSON	11
WILSON'S LANDMARKS AND LOCAL HISTORIC DISTRICTS	13
OLD WILSON LOCAL HISTORIC DISTRICT	15
BROAD-KENAN LOCAL HISTORIC DISTRICT	17
WEST NASH LOCAL HISTORIC DISTRICT	19
PARTS OF A STOREFRONT	21
PARTS OF A HOUSE	22
WILSON'S ARCHITECTURAL INFLUENCES	23

TABLE OF CONTENTS

DESIGN GUIDELINES FOR SETTING

SITE FEATURES AND PLANTINGS	33
PARKS AND PUBLIC SPACES	37
STREETS, SIDEWALKS AND PARKING	39
FENCES AND WALLS	41
LIGHTING	43
SIGNAGE	45
OUTBUILDINGS AND ACCESSORY BUILDINGS	49
ARCHAEOLOGY	51

DESIGN GUIDELINES FOR EXTERIOR CHANGES TO BUILDINGS

ROOFS	55
FOUNDATIONS	57
EXTERIOR WOOD WALLS, TRIM, AND ORNAMENTATION	59
BRICK AND OTHER MASONRY	63
WINDOWS AND DOORS	65
EXTERIOR ENTRANCES AND PORCHES	69
ARCHITECTURAL METALS	73
HISTORIC COMMERCIAL BUILDINGS AND STOREFRONTS	75
PAINT AND EXTERIOR COLOR	79
ACCESSIBILITY AND LIFE SAFETY	81
UTILITIES	83
SUSTAINABILITY AND ENERGY EFFICIENCY	85

DESIGN GUIDELINES FOR ADDITIONS AND NEW CONSTRUCTION

NEW CONSTRUCTION IN THE HISTORIC DISTRICTS	89
ADDITIONS TO HISTORIC BUILDINGS	93
DECKS ON HISTORIC BUILDINGS	95

DESIGN GUIDELINES FOR RELOCATION, DEMOLITION & DEMOLITION BY NEGLECT

RELOCATION OF BUILDINGS	97
DEMOLITION OF BUILDINGS	99
DEMOLITION BY NEGLECT	101

TABLE OF CONTENTS

APPENDICES

APPENDIX 1:	BIBLIOGRAPHY	103
APPENDIX 2:	ARCHITECTURAL TERMS/GLOSSARY	104
APPENDIX 3:	HISTORIC PRESERVATION CONTACTS	120
APPENDIX 4:	FEDERAL PRESERVATION RESOURCES (NPS PRESERVATION BRIEFS)	121
APPENDIX 5:	NON-PROFIT HISTORIC PRESERVATION ORGANIZATIONS	125
APPENDIX 6:	STATE AGENCIES	125
APPENDIX 7:	TRADE MAGAZINES	126
APPENDIX 8:	NORTH CAROLINA ENABLING LEGISLATION	127
APPENDIX 9:	CITY OF WILSON'S HISTORIC DISTRICTS AND PROPERTIES ORDINANCE	135
APPENDIX 10:	CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION (STANDARD)	143
APPENDIX 11:	CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION FOR DEMOLITION	146
APPENDIX 12:	CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION FOR NEW CONSTRUCTION	149
APPENDIX 13:	CITY OF WILSON'S LOCAL LANDMARKS	156
APPENDIX 14:	INDEX	158

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INTRODUCTION

The Wilson Historic Preservation Commission is pleased to make available this *Property Owners Handbook with Design Guidelines*. The central focus is the Guidelines section, which provides direction for commission members, planning staff, and building inspectors when evaluating proposed changes to Wilson's landmarks and historic district properties. The Guidelines are also intended to provide guidance to all property owners, tenants, contractors, and architects who wish to restore, rehabilitate, or make changes to these structures. Further, the handbook provides valuable information and resources for anyone who wishes to participate in the preservation of Wilson's architectural heritage.

The handbook is divided into three general sections: introduction and history, design guidelines, and appendices. The introduction and history section explains the legal framework for historic preservation in North Carolina and Wilson, and provides an introduction into Wilson's architectural heritage. Maps of the historic districts and examples of architectural styles are also found in this section. The second section is the Design Guidelines, which contain three chapters: site and setting; exterior changes including specific building components; and additions, new construction, relocation, demolition, and demolition by neglect. Following the design guidelines are appendices, including an index, glossary, contacts, references, internet resources, ordinances, and samples of application forms.

When considering a change to a historic building there are two guiding principles to follow:

- 1. REPAIR RATHER THAN REPLACE**
- 2. IF REPLACEMENT IS NECESSARY, MATCH THE ORIGINAL AS CLOSELY AS POSSIBLE IN DESIGN AND MATERIALS**

Also ask these three questions when planning a project:

- 1) Will the change affect the visual qualities of the adjoining properties or the district?**
- 2) Will the change alter the character of the property or the district?**
- 3) Will the change create a false sense of history (i.e. makes it appear older than it is)?**

Answering yes to any of these questions means the project does not meet the Secretary of Interior's Standards and should be reevaluated using the design guidelines.

The following pages contain important definitions, procedural information, and standards that are used in historic preservation at the Federal, State, and local level. These will provide a basis for understanding how the process of historic preservation works in Wilson.

DEFINITIONS**The National Historic Preservation Act (NHPA) of 1966.**

The passing of the National Historic Preservation Act (NHPA) in 1966 legitimized the historic preservation movement in the United States. The NHPA, as amended, provides the framework for historic preservation in this country. The Department of the Interior and its Secretary are responsible for Federal compliance with the NHPA. Within the Department of the Interior, the National Park Service administers the National Register of Historic Places program as well as the Federal Rehabilitation Tax Credit program. The NHPA also provides that each state will have a State Historic Preservation Office (SHPO) to oversee the identification and evaluation of historic properties statewide.

The State Historic Preservation Office (SHPO).

The SHPO assists private citizens, private organizations, local governments, and state and federal agencies in identifying and protecting places significant in North Carolina history. The North Carolina Historic Preservation Office is located in Raleigh, with regional offices in Asheville and Greenville. The SHPO directs the preparation of nominations to the National Register, oversees the statewide architectural survey, and administers the Certified Local Government program, Rehabilitation Tax Credit program, and Environmental/ Section 106 Review. In addition, the SHPO provides information and technical assistance, and public awareness and training programs.

The Certified Local Government (CLG) Program.

The CLG program is a federal program administered by the SHPO that allows local governments to participate in the national historic preservation program. One of the benefits of CLG status is the ability to compete for historic preservation grant funds available only to CLG's. In North Carolina, the following is required for local government certification:

- An active and legally adequate historic preservation commission, with a designated paid staff person.
- Enforce appropriate state or local legislation for the designation and protection of historic properties.
- Maintain a system for the survey and inventory of historic properties compatible with the statewide survey.
- Provide for adequate public participation in the local historic preservation program, including the process of recommending properties for the National Register of Historic Places.
- Satisfactorily perform responsibilities delegated to it under the 1966 National Historic Preservation Act, as amended.

Historic Preservation Enabling Legislation in North Carolina.

The first North Carolina general enabling statute allowing a local government to create a local preservation commission and establish a local historic district was passed in 1965. The law has been amended several times, most recently in 1991. The statute in effect today is North Carolina General Statutes, 160A-400.1 through 14 and is included as Appendix 8.

INTRODUCTION

City of Wilson Planning and Development Services Department

The City of Wilson Planning and Development Services Department is the governmental office that provides staff support to the Wilson Historic Preservation Commission. The Preservation Planner is a full-time city employee who, as part of his/her planning activities, acts as the liaison between property owners and the commission guiding property owners through the process. In addition, this Department is responsible for maintaining a current inventory of historic properties, applying for and administering grant projects, and working with State and Federal Agencies regarding historic preservation issues. The City of Wilson staff is committed to providing the community with the highest level of service.

Wilson Historic Preservation Commission (HPC)

The Wilson Historic Preservation Commission (HPC) is a board of nine members appointed by the Wilson City Council. Each member is appointed to serve a three-year term and is eligible for reappointment for two full terms. Members have demonstrated a special interest, experience, or education in historic preservation, history, architecture, archaeology or related fields and all members must live within the City of Wilson. The Commission elects one of its members to serve as chairperson to preside over the commission meetings and one member to serve as vice-chairman. A staff member from the City of Wilson acts as the secretary of the Commission. Applications to serve on the Commission are available at the City Clerk's Office and online at <http://www.wilsonnc.org/government/boards>. Commission meetings are open to the public and held on the first Wednesday of each month at 5:30 p.m. in the Council Chambers. For a COA to be considered at a meeting, property owners must submit an application to the Planning Department three (3) weeks prior to the meeting.

Historic District and Local Landmark Designation

North Carolina General Statute § 160A-400.3 states, "Historic districts established pursuant to this Part shall consist of areas which are deemed to be of special significance in terms of their history, prehistory, architecture, and/or culture, and to possess integrity of design, setting, materials, feeling, and association. (1989, c. 706, s. 2)." The City of Wilson may designate one or more local historic districts within its boundaries in order to safeguard its heritage and preserve any areas that reflect its cultural, social, economic, political, or architectural history. In addition, historic district designation benefits the city by stabilizing and improving property values, fostering civic beauty, strengthening the local economy, and promoting the use of such areas for the benefit of Wilson's residents as well as the State of North Carolina. The city may create a new local historic district after a formal investigation and report have been completed, the SHPO has been given the opportunity to comment, and public hearings have been held.

Certificate of Appropriateness (COA)

A Certificate of Appropriateness issued by the Wilson Historic Preservation Commission is required for any exterior change planned for a local landmark or building within a locally designated historic district. Exterior changes include, but are not limited, to the alteration of the exterior portion of any building or other structure including the architectural style, general

Certificate of Appropriateness (Continued)

design, general arrangement of buildings or structures on the site, size and scale of the building or structures, building materials, type and style of windows, doors, lights, signs, and other fixtures. Major landscaping and changes to natural features such as trees, creeks, and creek banks are also part of Commission review. Masonry walls, fences, light fixtures, steps and pavement, above-ground utility structures, or other appurtenant features, or outdoor advertising sign shall not be erected, altered, restored, moved, or demolished on such landmark or within a district until a certificate of appropriateness has been submitted and approved. This is a requirement for all landmark properties and buildings (contributing and noncontributing), structures, grounds, parking lots, parks, vacant lots, and public rights-of-way located within a locally-designated historic district. The primary responsibility of the commission is to preserve the special character of the historic district. The provisions for a Certificate of Appropriateness apply only to the exterior features of the property within a locally-designated historic district and any interior features specifically outlined in the Landmark designation report. Contacting the Preservation Planner early in the project planning stage can help the property owner meet the needs of the project and the needs of the Commission, resulting in a successful project. Due to the complexity and uniqueness of each property and project, each application for a COA will be evaluated by the commission on a case-by-case basis. Sample COA applications are located in the Appendix 10-12.

Minor Works

Relatively minor alterations may not require review by the commission but may be approved at staff level therefore expediting the review process. Projects may be considered under the minor works provisions detailed below (examples of minor and major works are found on page 5):

- 1) Where the special historic character of the structure is not changed.
- 2) Renewal of an expired COA where no change to approved plans is being proposed and there has been no change to the circumstances under which the certificate was approved initially.
- 3) Replacement of missing architectural details with the same materials, provided that one of the following conditions are met:
 - a) At least one example of the detail to be replaced is present on the structure.
 - b) Physical or documentary evidence exists which illustrates or describes the missing detail or details. Examples of documentary evidence include photographs, drawings, or physical examples on the structure.
- 4) Minor alterations are at the secondary or tertiary area of visual concern of a structure that will not change the essential character of the building or district and not within the primary Area of Visual Concern (AVC).

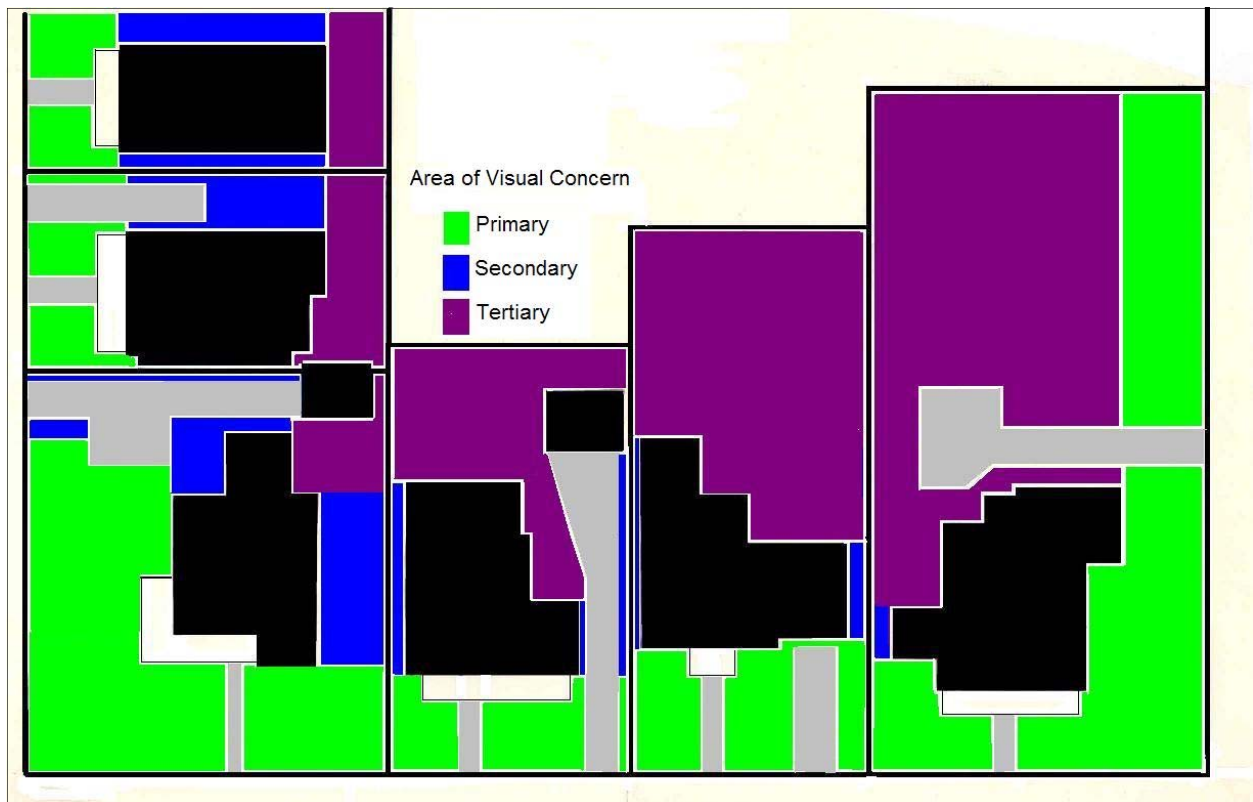
Major and Minor Works

Wilson, North Carolina Historic Preservation Commission	
DO I NEED A COA?	
<p>NOTE:</p> <ul style="list-style-type: none"> Major and Minor Work items require a COA regardless of whether a Building Permit or other permit is required. This is a summary of some of the projects at various levels of review. Consult with the Preservation Planner regarding your specific project. 	<p>MAINTENANCE - No COA Required</p> <ul style="list-style-type: none"> Replacing with like materials: <ul style="list-style-type: none"> siding trim roof shingles porch floors steps, etc. window glass & putty caulk weather-stripping Painting - no change in colors Re-roofing <u>no change in shape or materials</u> Removal of: <ul style="list-style-type: none"> aluminum storm doors and windows featuring panels or decorative work aluminum awnings cinderblock steps non-original outbuildings Installation of: <ul style="list-style-type: none"> temporary ramps gutters & downspouts (color matches) roof vents (rear slope) chimney caps house numbers flags mailboxes TV antenna window Air Conditioners (side and rear windows only) awnings (canvas - fits opening) Repairing <ul style="list-style-type: none"> screens foundations
<p>MAINTENANCE - No COA Required</p> <ul style="list-style-type: none"> walkways concrete patios decks* fences driveways (same configuration) Temporary signs (real estate & political) Minor landscaping, flower & vegetable gardens, shrubbery, side & rear yard trees Tree and shrub pruning Powerwashing Storm windows & (full view) storm doors (trim color matches & mullions align) <p>MINOR WORK - As authorized by Staff when in accordance with Guidelines</p> <ul style="list-style-type: none"> Replacing missing or deteriorated siding, trim, porch floors, roofing, fencing, walls, architectural details, etc. <u>when no change in design or materials</u> (treated decking is acceptable) Masonry & foundation repairs, repointing, installation of vents & access doors Exterior stairs, landings, fire escapes, ramps, etc. on rear Structural work Color changes with appropriate application Additions to outbuildings that are not visible from rights of way Fences & walls in side or rear yards New or reconfigured driveways, walkways and parking areas in side or rear yards Lighting fixtures (exterior) Mechanical equipment (including satellite dishes) 	<ul style="list-style-type: none"> Removal of: <ul style="list-style-type: none"> artificial siding non-original or dilapidated accessory buildings Signage Renewal of time limit compliance <p>MAJOR WORK - As authorized by the Preservation Commission</p> <ul style="list-style-type: none"> Demolition (partial or complete; primary and accessory structures) Moving of buildings & structures New construction (primary & accessory structures) Additions to existing buildings & structures (including carports) Resurfacing buildings with new materials Changes to windows, doors and openings (removal, replacement, enclosure) Replacing architectural details (change in design or materials) Painting unpainted surfaces (brick & stone) Front yard fences & walls Streets, driveways, sidewalks & utilities Parking lots Tree removal (trees greater than 8" diameter) Security grills Rigid Awnings Roofing - change in materials Minor Work items not approved by Staff.

Area of Visual Concern (AVC)

Throughout the design guidelines the Area of Visual Concern (AVC) will be referenced and is defined as follows:

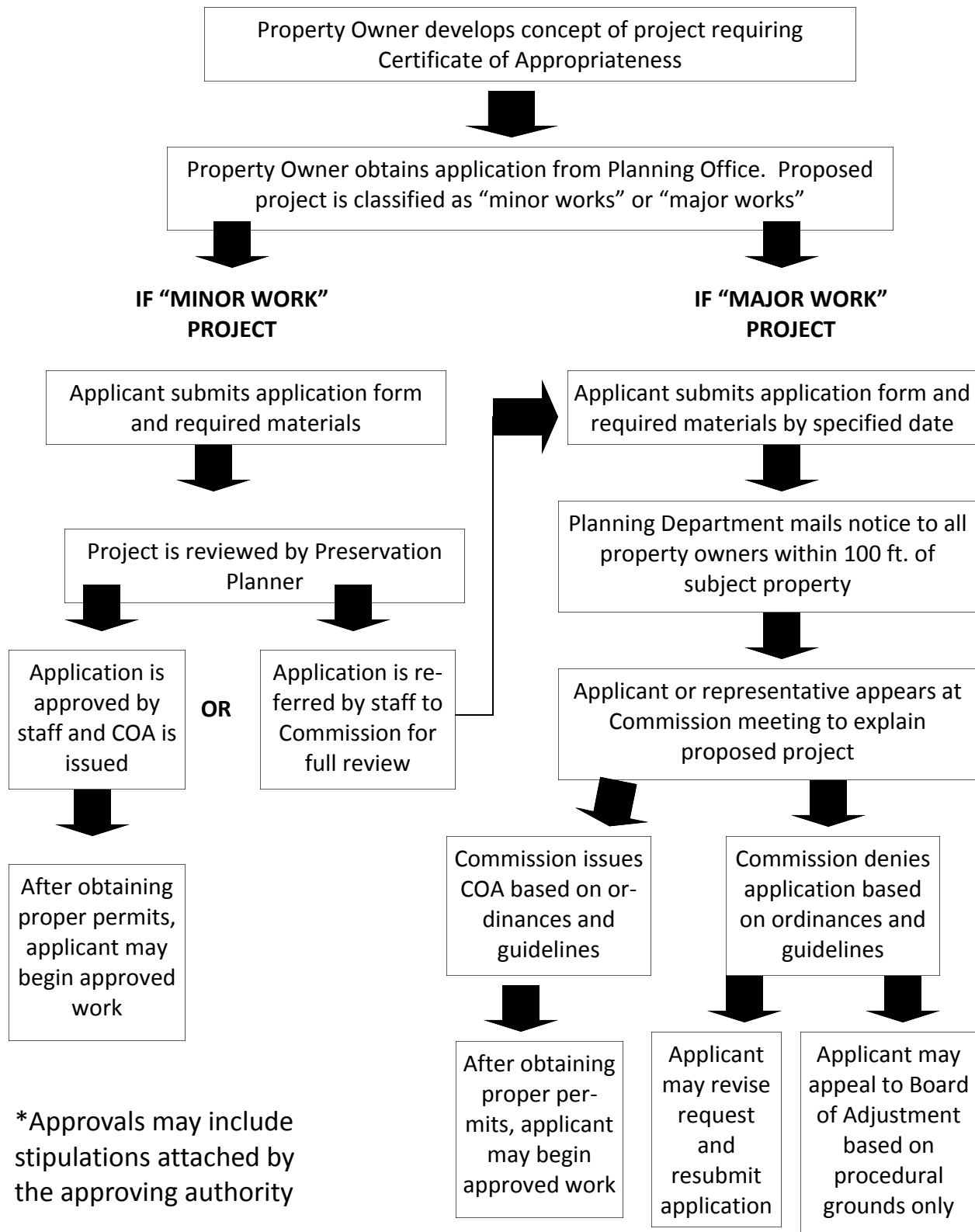
- 1) The Primary AVC includes that portion of the property which is visible from the front property line and may include the side yards of corner properties.
- 2) Secondary AVC includes that portion of a property which is typically located at the sides of the primary structure, and may be partially buffered from front view.
- 3) Tertiary AVC includes those areas, typically at the rear of the property where, a change would not be visible from public right of way.
- 4) The front plane of the house is defined as the exterior wall most closely located to the front of the property. Porches are not considered when determining the front plane unless permanently enclosed. Where one side of the structure projects further than the other, the front plane is defined as imaginary lines drawn from the outermost front corners of the structure to the adjacent property lines.



*This graphic illustrates the Area of Visual Concern (AVC) with the primary area in the front of the building, the secondary on the sides, and the tertiary at the back. The wall plane is also depicted as the front wall of the building not including the porch.
(Please note that corner properties have two primary areas).*

PROCEDURES

Certificate of Appropriateness Process



*Approvals may include stipulations attached by the approving authority

PROCEDURES

Historic Preservation Commission Meetings

The Wilson Historic Preservation Commission meets on the first Wednesday of the month at 5:30 pm in City Council Chambers at 112 Goldsboro Street East. The meetings are open to the public. In order for a case to be heard at a meeting or to present a Certificate of Appropriateness application, a property owner must submit an application to the Planning Department three (3) weeks prior to the meeting. The Commission will review the COA and make a decision based on the information submitted and presented at the meeting. For direction and to verify the type of information that will be required, property owners are encouraged to consult with the Preservation Planner prior to submitting a COA application. Some information that may be helpful includes current photographs of the property and adjacent properties, historic photographs (if available), a site plan, and architectural drawings. In rendering their decision, the Commission may approve the COA, deny the COA, or table the request until the next meeting to enable the presentation of additional information necessary to render a decision.

Appeals

A property owner or other aggrieved party may appeal the commission's decision to the Board of Adjustment within 30 days after the date of the HPC's decision. The responsibility of the Board of Adjustment is to hear and decide appeals from any order, decision, requirement, or interpretation made by the administrator or the Wilson HPC. Once an appeal is filed it is the responsibility of the administrator to forward all papers constituting the record relating to the action to the Board of Adjustment. The Board of Adjustment may only review the record of decision and the procedure used for making that decision. No new evidence can be introduced to the Board of Adjustment. The Board of Adjustment, based on the record, can affirm (wholly or partly) the decision made by the Commission, or remand it back to the Commission. The decision of the Board of Adjustment may be appealed to the Superior Court of Wilson County.

Compliance / Non-compliance

The preservation of landmarks and historic district properties is good for all of the city's residents, and should be considered a team effort requiring the cooperation of all of those who live and work in the historic districts and local landmarks. Owners are encouraged to consult with the Preservation Planner for any proposed exterior work. Staff will determine if the level of work requires a Certificate of Appropriateness (COA) and may assist in completion of the application. Failure to apply for a COA, or failure to meet conditions of an approved COA constitute a zoning violation. Unauthorized work or a violation of the Wilson Historic Preservation Ordinance, Design Guidelines, or approved COA may be reported by any citizen to the City of Wilson Planning and Development Services (399-2219 or 399-2220) or Preservation Planner for review and action.

INTRODUCTION

PROCEDURES

Enforcement / Fines

Failure to apply for a COA, or failure to meet the conditions of an approved COA constitute a zoning violation. Unauthorized work may result in a “stop work order”. The owner and/or the contractor will be given an opportunity to apply for the COA and any necessary permits. The COA application for the proposed work will be reviewed as though work had not begun. Escalating daily fines may be levied upon the owner if the COA application is not submitted in the prescribed time or until such time as reconstruction of elements removed without authorization are replaced. Unauthorized work or a violation of the Wilson Historic Preservation Ordinance, Design Guidelines, or approved COA may be reported by any citizen to the City of Wilson Planning and Development Services (252-399-2219 or 252-399-2220) or Preservation Planner 252-399-2217) for review and action.

Secretary of Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. The ten standards are the sole principles that the HPC will use in reviewing applications of the State for certificates of appropriateness. In addition, the ten standards are the basis for the Wilson Design Guidelines and stated below.

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

INTRODUCTION

WILSON'S HISTORY and ARCHITECTURE

A Brief History of Wilson



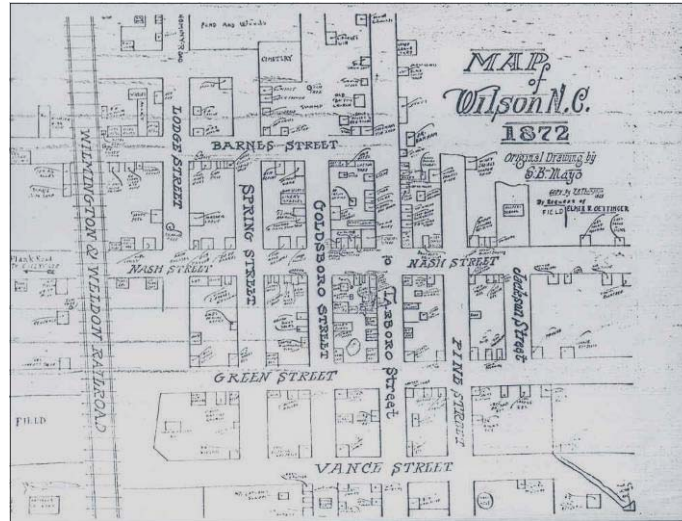
Documentary Photograph of Toisnot Primitive Baptist Church

By a deed dated December 29, 1802, and recorded in February of 1804, John Dew, Arthur Dew, William Dew, Benjamin Farmer, Barnes Simms and Jesse Barnes, the heirs of Arthur Dew, sold to the "Baptist Society" one acre of land "lying and being in the County of Edgecombe" on the "public road from Tarborough to Smithfield." Most researchers consider this deed to be the starting point for the Town of Wilson .

On this plot of land, the Toisnot Primitive Baptist Church built a church building and moved its congregation from its location on the Thomas Farm (on Highway 42) to the new site. The approximate location of the new site was on Tarboro Street between present-day Barnes Street and Kenan Street in Wilson. In this area and along the Tarboro-Smithfield road, a small community called Hickory Grove developed.

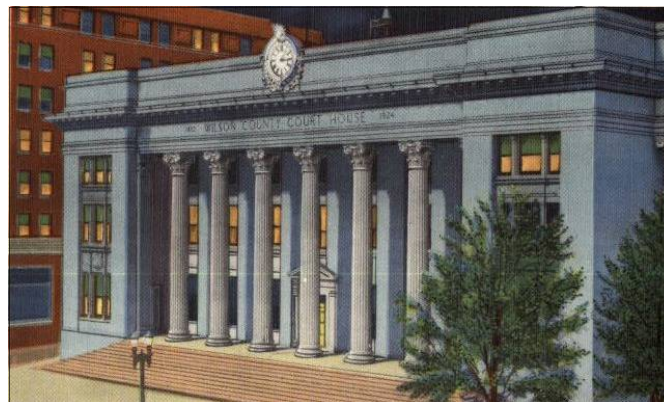
The second major event influencing the formation of the town was the construction of the railroad. In 1836, the Wilmington and Raleigh Railroad Company began building a railroad between Wilmington and Weldon. The railroad reached what is now Wilson in mid 1839, and a station which the railroad named "Toisnot" was constructed where Barnes Street crosses the railroad line. About mid-October, 1839, passenger service started between Toisnot and Wilmington. By Christmas Eve, 1839, passenger service to Rocky Mount was inaugurated. In March, 1840, service began over the entire line from Wilmington to Weldon, providing Toisnot with both north and southbound service.

A small community called Toisnot developed around the depot and along a road which joined Toisnot and Hickory Grove. The Mayo map of 1872 shows this as present-day Barnes Street and shows that it terminated at the Tarboro-Smithfield road, now Tarboro Street. Both businesses and residences were built along the two roads.



The Mayo Map of Wilson, NC 1872

James D. Barnes built a store at the Barnes and Tarboro-Smithfield Road crossing. Later this store served as the post office and Mr. Barnes served as the first postmaster. The road was given his name and is now Barnes Street. The journal of the Senate of the 1848-49 session of the North Carolina General Assembly shows that on December 20, 1848, Mr. Wyatt Moye, Senator for Edgecombe County, introduced a bill in the Senate to "incorporate Toisnot Depot and Hickory Grove in the County of Edgecombe into a town by the name of Wilson." The bill passed its third reading on December 26, and was sent to the House of Commons where it was read for the first time on December 28. It was read the third time, passed and ordered enrolled on January 26, 1849. The bill was ratified on January 29, 1849. General Joshua Barnes, John W. Farmer, James D. Barnes, Jonathan D. Rountree and Arthur Farmer were named the town's first commissioners.



Documentary postcard of Wilson County Courthouse.

Wilson's Local Landmarks and Historic Districts

Local Landmarks

Landmark designations apply to individual buildings, structures, sites, areas, or objects which are studied and judged to have historical, architectural, archaeological, or cultural value. Designation is an honor, meaning the community believes the property deserves recognition and protection. Landmarks are designated by the city council through the passage of an ordinance. Owners of landmark properties are eligible for an annual 50% property tax deferral, so long as the property's important historic features are maintained (recapture penalties may apply if the owner destroys the property or damages its historic value). Owners wishing to change the design or materials of the exterior of their landmarks properties, go through a design review process by the Historic Preservation Commission called a Certificate of Appropriateness (minor works done in accordance with Commission Guidelines may be approved by staff). A complete list of Local Landmarks is in Appendix 13 on page 156, to learn more about these buildings please visit: <http://www.wilsonnc.org/departments/development/services/historicpreservation/historiclandmarks/>.

National Register Historic Districts vs. Local Historic Districts

The National Register of Historic Places and local historic district designations are two very different programs that recognize and protect historic properties. Some historic properties and districts may receive both types of recognition in communities where local historic preservation commissions have been established according to North Carolina enabling legislation. However, local designation is entirely a local government decision and is independent of the National Register program. In Wilson, the boundaries of the three locally-designated districts parallel those of the National Register districts. A more in-depth explanation of each type of historic district follows.

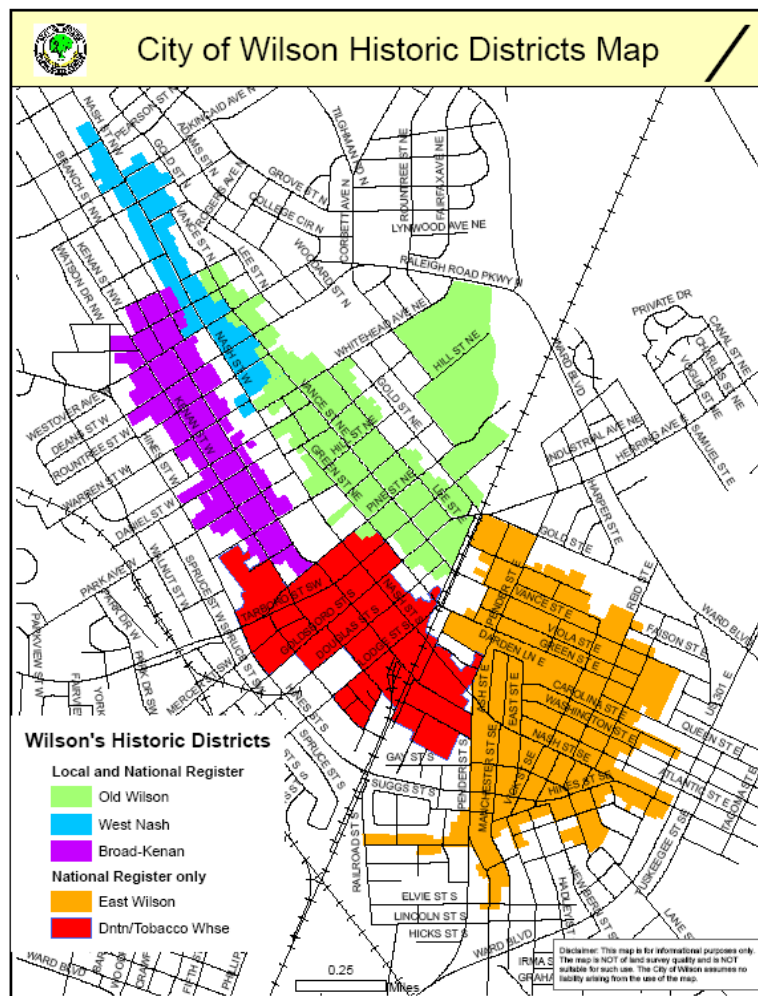
National Register Historic Districts

National Register Historic Districts are federally recognized historic districts that have been accepted by the National Park Service and the Department of the Interior as meeting the criteria for listing in the National Register of Historic Places. Under the National Historic Preservation Act of 1966 as amended, inclusion in a National Register Historic District protects historic properties and requires review of all state and federally funded, licensed and permitted actions that have the potential to impact historic properties. The listing of a historic or archaeological property in the National Register does not obligate or restrict a private owner in any way unless the he/she seeks a federal benefit such as a grant or tax credit. For a private owner one benefit of National Register listing is eligibility for a 20% federal investment tax credit that can be claimed against the cost of a certified rehabilitation of an income-producing historic building. There is also a 20% "piggyback" North Carolina investment tax credit for income-producing historic properties, and a 30% state credit for non-income-producing historic properties. Wilson has five National Register Historic Districts: Broad-Kenan, Old Wilson, West Nash, Downtown Tobacco Warehouse, and the East Wilson National Register Historic District.

Local Historic Districts

In Wilson, local historic district designation is an overlay zone that applies to entire neighborhoods or other areas that include multiple properties. Designation is an honor, meaning the community believes the architecture, history, and character of the area are worthy of recognition and protection. Zoning provides controls on the appearance of existing and proposed buildings. Historic districts can help stabilize and improve property values, while protecting property owners from inappropriate changes that may destroy the special qualities of their neighborhood. Unlike landmark designations, local historic district designation has no effect on local property taxes for property owners within the designated district. Owners wishing to change the design or materials on the exterior of their property, go through a design review process by the Historic Preservation Commission called a Certificate of Appropriateness (minor works done in accordance with Commission Guidelines may be approved by staff).

The map below illustrates Wilson’s Historic Districts, all five are listed in the National Register of Historic Places but only, Broad-Kenan, Old Wilson, and West Nash Street are also locally designated historic districts. Their boundaries are identical to those of the National Register Districts.



Old Wilson Historic District



An eclectic mix of architectural influences is found in Old Wilson.

The **Old Wilson Historic District** consists of 361 properties, encompassing all or parts of five loosely defined residential neighborhoods that date from the 1850s through the 1920s. These neighborhoods - Maplewood, Woodard Circle, Whitehead Place, College and Rountree Place - were the places of residence for many of the business leaders in Wilson and for most of the middle tier of merchants, clerks, and salesmen. Although many of the stylish old houses have been razed, several survivors are included in this district. Old Wilson contains a representation of the popular architectural styles from the mid- and late-nineteenth and the early -twentieth centuries, including Italianate, Queen Anne, and Colonial Revival. Particularly notable is the large and varied collection of Bungalows which were erected during the 1910s and 1920s when Wilson's agriculturally based economy - primarily tobacco and cotton - was booming.

Peaceful Maplewood Cemetery and several historic churches are also located in Old Wilson; the (former) Primitive Baptist Church, First Christian Church, St. Timothy's Episcopal Church, and Our Redeemer Lutheran Church.



Our Redeemer Lutheran Church is one of four historic churches in the Old Wilson Historic District



This Gothic Revival influenced house, the Landmark, Moses Rountree House, exemplifies the picturesque character of the Old Wilson Historic District.



Broad-Kenan Historic District



These one-story bungalows are characteristic of the Broad-Kenan Historic District

The **Broad-Kenan Historic District** embodies Wilson's decades of expansion between 1890 and the Depression. According to local tradition, the city of Wilson purchased farmland in the portion of the district that is now east of Daniel Street, in order to develop a town park. It is said that Park Avenue was named for the proposed park, and that Broad Street, at the time the widest in Wilson, was planned to be the major thoroughfare. However, the high demand for residential expansion in areas convenient to downtown businesses and public offices led the city to sell house lots in this section. The 280 properties represent a remarkably intact residential neighborhood; over 60% of the structures are Bungalows. Other properties are typically Colonial Revival and Tudor Revival-style houses.

The Wilson Woman's Club and two former filling stations are also located in the district which borders the Downtown and West Nash historic districts.



The setbacks and spacing between buildings create a cohesive streetscape that is characteristic of the historic district.

West Nash Historic District



West Nash Historic District is characterized by a variety of architectural styles with larger lots and mature trees.

The **West Nash Historic District** stretches nine blocks along the main thoroughfare of Wilson, and contains the homes of some of the most prominent merchants, professionals, and tobacconists. The 99 properties were constructed primarily in the 1910s and 1920s, and the majority of the homes reflect the popular Colonial Revival and Bungalow styles of the day. However, there is also an eclectic mix of twentieth century architectural influences displayed including Tudor Revival, Georgian Revival, Stick, and Mission blended with the Colonial Revival and Bungalows on the street. The beautiful homes and tree-lined street has made this one of the loveliest streets in the state.

The only non-residential structures in the district are a church and a former grocery store. A Mission-style filling station was demolished in 2001.



The popular Colonial Revival and Bungalow styles are dominant in the West Nash Street Historic District.

ARCHITECTURAL GLOSSARY

Parts of a Storefront



- | | | | |
|---|------------------------|---|---------------------------|
| A | Parapet | F | Display Window |
| B | Cornice | G | Recessed double-leaf door |
| C | Signboard Frieze | H | Segmental Arch |
| D | Double-hung 6/6 window | I | Awning |
| E | Storefront Cornice | J | Transom (Under awning) |

This photograph illustrates common components of a storefront and is provided to assist the reader with basic architectural terminology. An in-depth glossary is provided in the appendices. Additional information is contained within the guidelines.

Parts of a House



A	Pyramidal and gable roof	H	Bracket
B	Turret	I	Double-hung 1/1 window
C	Chimney	J	Shutters
D	Porch	K	Turned post
E	Balustrade	L	Stair
F	Spindlework Frieze	M	Queen Anne-style window
G	Gable		

This photograph illustrates common parts of a house and is provided to assist the reader with basic architectural terminology. An in-depth glossary is provided in the appendices. Additional information is contained within the guidelines.

ARCHITECTURAL GLOSSARY—Wilson’s Architectural Influences

Gothic Revival 1840-1895



Identifying Elements

- Steep Roof Pitch
- Pointed Arch Windows
- Cross-Gable Roof or Gabled Dormers
- One-story porch
- Decorative Moldings
- Vergeboards in Gables

Italianate 1870-1890



Identifying Elements

- Low-Pitched Roof
- Bracketed Eaves
- Tall, Narrow Windows
2/2 ,1/1 Sash
- Window Hoods
- Corner Posts
- Elaborate Entrances

Queen Anne 1890-1910



Identifying Elements

- Multi-Gable Roof
- Asymmetrical Massing
- Wraparound or full-width Porch
- Towers and Balconies
- Multi-pane windows or stained glass

Neoclassical Revival or Southern Colonial 1905-1925

Identifying Elements

- Hip or Gable Roof
- Symmetrical Massing
- Monumental Portico
- Rooftop balustrades
- Classical Design Elements



Colonial Revival 1905-1955

Identifying Elements

- Side-gable, hip, gambrel, or pyramidal roof
- Symmetrical Massing
- Central Entrance
- Broken Pediments
- Dormers
- Classical Design Elements



Dutch Colonial Revival 1905-1955

Identifying Elements

- Side or front-facing Gambrel roof
- Symmetrical Massing
- Central Entrance
- Broken Pediments
- Shed Dormers
- Classical Design Elements



Georgian Revival 1905-1955



Identifying Elements

Side-gable or hip roof

Symmetrical Massing

Central Entrance

Quoins & Keystones

Dormers

Classical Design Elements

Beaux Arts 1905-1955



Identifying Elements

Hip, parapet, or mansard roofs

Symmetrical Massing

Central Entrance

Round arched openings

Classical Design Elements

Mission 1905-1955



Identifying Elements

Side-gable, hip, gambrel, or pyramidal roof

Parapet Walls

Symmetrical Massing

Central Entrance

Curvilinear Parapet

Dormers

Spanish Design Elements

Tudor Revival 1935-1950

Identifying Elements

- Side-Gable Roof
- Steep Front Gables
- Massive Front Chimney
- Arched Doorways
- Casement Windows
- Half-Timbering



Minimal Traditional 1935-1955

Identifying Elements

- Side or Cross Gable
- Low-pitch roof
- Horizontal Massing
- Minimal Detailing



Bungalow 1915-1930

Wilson is a city of bungalows. The bungalow is by far the predominant house form or architectural influence in the city's historic districts and therefore worthy of elaboration. Bungalows became popular in the American landscape with the promotion of the influence by California architects Greene and Greene and Gustav Stickley. Stickley used the term bungalow in his publication, "The Craftsman", to describe one or one-and-one-half story houses with horizontal massing, broad roofs with overhanging eaves, and rambling porches. Wilson has one of the finest collections of bungalows in the state. The forms range from simple bungalows with little detail to the highly detailed Western Stick variety fashioned after California-style bungalows.

Common Elements

Gabled or Clipped Gable Roof

Exposed trusses, brackets, and rafters

Battered or tapered porch posts with brick or stone piers (plinths)

Shed or gabled dormers



Western Stick Example. Character-defining features include fret-work gable, low-broad roof, Craftsman porch (brick pier with square or tapered posts), exposed beams and rafter tails, and a multiple-pane door flanked by sidelights and transom.

This example has a clipped gable roof and dormer. The dormer is also sheathed in wood shingles. The engaged porch is supported by brick piers with paired posts rather than the more common tapered posts. It also has the common exposed rafter tails, and brackets.





This one-and-one-half story example has a broad, side-gable roof, full-width porch with tapered piers and brick plinths supporting a paneled shallow arch. The elbow brackets, exposed rafter tails, Craftsman-style windows, and wood shingles are also character-defining features of this bungalow.



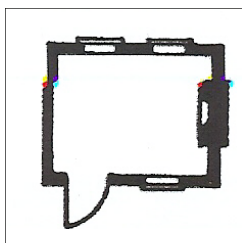
This cross-gable example has an engaged, gable-front porch, brick plinths with paired posts flanking the Smyrna Cross fretwork, a common Wilson feature, central entrance with transom and sidelights, paired windows, wood shingles, and elbow brackets.

Plan Types

In many cases a house may not be classified in a particular architectural influence instead it may exhibit a simple plan with vernacular elements of an architectural influence. The plan type refers only to the original portion of the building; additions are not considered part of the plan type.

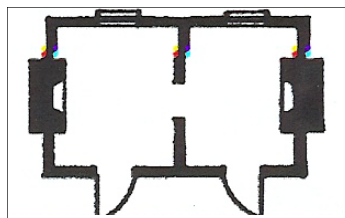
Single Pen 1700-1900

One-Story, One-Room
Exterior End Chimney



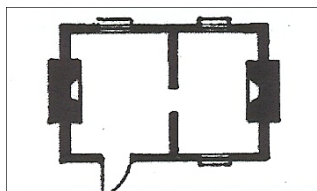
Double Pen 1700-1900

One-Story, Two-Rooms
One or Two exterior End Chimneys
Side-Gable Roof



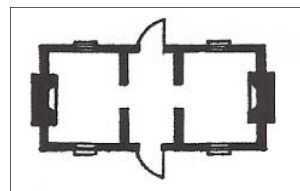
Hall and Parlor 1700-1920

One or Two-story, Two Rooms of Unequal Size
One or Two Exterior Chimneys
Side-Gable or Hip Roof.



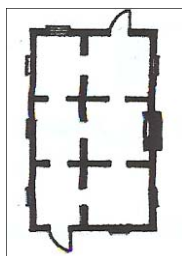
Center Hall 1750-1930

One or Two-story, Two Rooms Flanking Center Hall
One or Two Exterior Chimneys
Side-Gable or Hip Roof



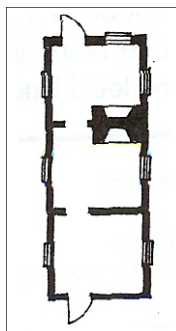
Extended Hall and Parlor 1920-1945

One-story, Two Rooms Wide
Three Rooms Deep Minimum
Front-Gable or Hip Roof



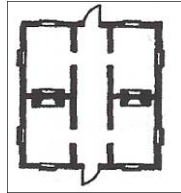
Shotgun 1870—1930

One-story
Gable-Front or Hip Roof
Interior Chimney



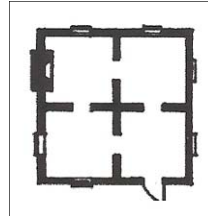
Victorian Cottage

Cottage is One-Story
 Square Form, Hip Roof
 Center Hall Flanked by Two Rooms
 Two Rooms Deep
 Two Interior Chimneys



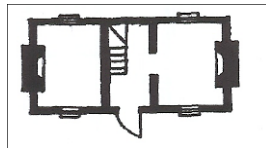
**“Square Built”
 1910-1930**

One-story, Square Form
 Gable Roof
 Four Rooms, No Hall
 Exterior or Interior Chimney



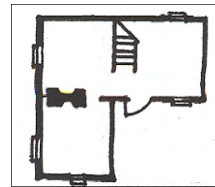
I-House 1800 –1930

Two-Story, One Room Deep
 Center Hall Flanked by Two Rooms
 Exterior End or Interior Chimneys
 Central Stair



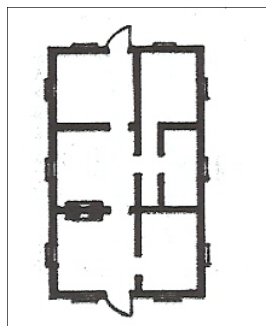
Gable-ElI 1870-1930

L-Shaped
 Cross-Gabled Roof
 Interior Chimney
 Central Chimney



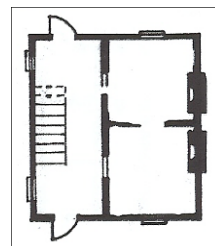
Bungalow 1920-1950

One-Story, Irregular Floor Plan
 Low Pitched Roofs with Wide Overhangs
 Exterior or Interior Chimneys



Side-Hall 1750-1920

Two-story, Square Form
 Hallway on one side
 Two or More Rooms Deep
 Exterior or Interior Chimney



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Design Guidelines for Site and Setting

Site Features and Plantings	33
Parks and Public Spaces	37
Streets, Sidewalks and Parking	39
Fences and Walls	41
Lighting	43
Signage	45
Outbuildings and Accessory Buildings	49
Archaeology	51

Site Features and Plantings



Mature trees are important to Wilson's Historic Districts and Local Landmarks

Wilson's historic districts and local landmarks are enhanced by a variety of site features, landscape elements, and plantings. Historic landscapes and plantings compliment the historic architecture and add to the city's sense of place. These features include both natural and manmade elements. Examples of natural features include native plantings, topography, and rock or stone formations. Manmade features include building placement, gardens, parks, granite curbs, and street furniture. The neighborhood plan may also be considered a manmade feature but may have been planned to follow the natural topography of the site. All of these things combine with the historic buildings and materials to form the character of the historic district. Therefore, they all must be considered when planning projects that may impact the historic districts or local landmarks. New features can be introduced provided they are compatible with the character of the district and don't portray a false sense of history.

Maintaining the setback and spacing between buildings is important to preserving the character of the historic district and the rhythm and pattern of buildings that make the area unique. The retention of street trees is also essential to maintaining the character of the district. Mature trees and plantings often tell a story themselves. Trees were planted when houses were built, plants were planted by different generations and are part of the history of the house, building, or neighborhood, therefore, it is important to replace diseased trees to maintain the tree-lined character of the street. Boxwoods and other period ornamental shrubs may be used as a hedgerow to separate a lot, in a formal garden, or as an individual ornamental shrub in a front yard. Period appropriate plantings should be considered when planning a project. The guidelines on the following page will ensure that alterations to historic site features and plantings are in keeping with the character of the historic district or local landmark.

Design Guidelines for Site Features and Plantings

- 1) Preserve and maintain historic site features and plantings including trees, shrubs, parks, green spaces, historic gardens, fences, topography and terraces that contribute to the character of the historic district or local landmark.
- 2) Preserve and maintain the setback of primary buildings and the space between buildings and lots.
- 3) Preserve and maintain planting strips when possible. Retain grass and trees as the predominate plantings in planting strips.
- 4) Preserve and maintain the topography of the site, do not alter the topography by grading, filling, or excavating.
- 5) Preserve and maintain mature trees. Mature trees should only be removed for one of four reasons: disease, storm damage, because they are causing structural damage to a historic building, or causing damage to underground or overhead utility lines. In the case of disease and storm damage, the tree should be replaced with one of the same species or one that will achieve a similar canopy and street edge definition.
- 6) Protect trees and plantings during maintenance and construction projects.
- 7) Consider placement, species and type of new trees to avoid damage to sidewalks, curbs, retaining walls, foundations, etc.; where overhead obstructions or utilities exist; or to prevent species specific disease.
- 8) Use plant species that were available in Wilson during the district's period of significance, and locate them consistently with similar elements (i.e.: hedgerows, grassy lawns, foundation plantings, ground covers, and gardens).
- 9) Consider scale when selecting plants and their locations. Ensure that corner lot plantings allow for clear vehicular vision within the sight distance triangle. The sight-distance triangle is the area from the corner of the property line (land) and extending 25' parallel to both street frontages, to the diagonal line connecting these two lines, there can not be any obstruction between 2' and 10', including fences. For additional information regarding sight-distance triangles please contact the City of Wilson Traffic Engineers Office.
- 10) Select gardens and plantings that are consistent with the character of the district. Plan vegetable and formal gardens in secondary and tertiary areas.

Design Guidelines for Site and Setting Continued on the next page.

Design Guidelines for Site Features and Plantings continued

- 11) Preserve historic sculpture, monuments, and street furniture. It is not appropriate to introduce new fountains, sculpture, monuments, and street furniture that are not consistent with the size, scale, material and character of the historic district.
- 12) Site new, in-ground pools behind primary buildings and screen them with landscaping and appropriate fences and walls so that they will not be visible from the street. It is inappropriate for above-ground pools to be visible from public right-of-way.
- 13) It is appropriate to plan community gardens, seasonal gardens, and vegetable gardens in the secondary or tertiary AVC.
- 14) It is appropriate to install clothes lines in the secondary or tertiary area of a property so that they are not visible from the primary AVC.
- 15) It is appropriate to locate trash containers and dumpsters in side and rear yards, meeting setback requirements, and screen them from public view.
- 16) Swingsets and other playground equipment are not permitted in front yards of landmark properties or local historic district properties.



The planting strips, mature trees, sidewalks, and setbacks are important elements of Wilson's historic district.

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Parks and Public Spaces



Maplewood Cemetery is one of Wilson's historic public spaces

Parks and public spaces add to the character of a historic district and contribute to a sense of civic pride. Downtown areas often have a square or plaza to serve as a town's gathering place. Some historic districts have parks or green spaces that have historically been incorporated into the neighborhood or area. An example of this would be an early twentieth century suburb planned around a neighborhood playground or park. In Wilson's historic districts, there are no historic neighborhood parks or playgrounds. However, there are a number of non-historic playgrounds associated with churches and schools.

The Maplewood Cemetery is an historic public space located within the Old Wilson Historic District. The cemetery entrance is marked by an elaborate Mission-style gate. Beyond the gate is a park-like cemetery with rows of artistic statuary, mature trees, and a memorial mound. The cemetery is a significant resource in the Old Wilson Historic District.

The city of Wilson is developing new parks for the enjoyment of the citizens. One such park is located across from the (former) Charles L. Coon School. Here historic replica lighting and contemporary artwork have been incorporated into the greenspace. When planning parks and public spaces in or adjacent to an historic district, it is important to consider the location within the district, the impact on adjacent properties, the possible uses of the space, and the views to and from the historic district and the public space.

Design Guidelines for Parks and Public Spaces

- 1) Maintain and preserve historic parks and public spaces.
- 2) It is appropriate to use elements including but not limited to public art, statuary, artifacts, memorials, and fountains as focal points in public and private spaces. However, it is inappropriate to site those elements in locations that will obscure historic buildings or their architectural features and details. The evaluation of art is subjective, therefore the HPC shall consider only the appropriateness of the location and/or placement of a proposed feature. Scale, context, and installation methods of the proposed feature will be considered in determining the appropriateness of the placement and location.
- 3) Benches, light fixtures, trash receptacles, fountains, and other furnishings shall be designed to enhance and blend with the surroundings, and shall be consistently introduced.
- 4) It is appropriate for new playgrounds to be consistent with the character of the historic district in regard to scale, size, color, materials, and topography.
- 5) It is inappropriate to use chain link fencing around parks, public spaces, and playgrounds. Screen existing chain link fences with vegetation such as evergreen shrubbery, ivy, and climbing vines. See the guidelines for Fences and Walls for further guidance.
- 6) Introduce low-level lighting in public areas and at the private-public edge of properties for the safety of pedestrians. See the guidelines for lighting for further guidance.
- 7) It is inappropriate to demolish or relocate historic buildings for parks and public spaces.



The playground at St. Timothy's Episcopal Church incorporated a brick wall that is in keeping with the palette of historic materials found in the historic district.

The park in front of the (former) Charles L. Coon School has been developed by the City.



Streets, Sidewalks, and Parking



The parking area at the Whitehead Inn is well-panned at the rear of the property, with the entrance off the side street, paving materials similar to materials found in the district and well screened with landscaping.

One of the most appealing aspects of any historic district is the pedestrian-friendly atmosphere. Wilson's sidewalk-lined streets and grid-patterned neighborhoods make it an easy area to navigate both on foot and by car. It is important to preserve and maintain the street and sidewalk pattern which contribute to the pedestrian-friendly historic environment in the historic districts.

Parking has become an increasingly important feature in historic districts. While important, new parking should be planned carefully so the district maintains a majority of historic green-space. This can be achieved by placing parking in secondary and tertiary areas behind structures and screening visible parking areas with landscaping.

In addition to streets, sidewalks and parking, also consider paving materials, street and sidewalk widths, alleys, side streets, parking, driveways, gutters, and curbs. The following guidelines will ensure that alterations to historic street and sidewalk features and the construction of new features are congruous with the special character of the historic district.

Protect Streets, Sidewalks and Parking with a routine program of maintenance:

- Routinely inspect streets, sidewalks, and parking.
- Keep free of debris.
- Keep storm drains and gutters free of debris.
- Maintain vegetation adjacent to streets, sidewalks, and parking.
- Maintain adequate drainage on streets, sidewalks, and parking.

Design Guidelines for Streets, Sidewalks, and Parking

- 1) Preserve and maintain original street patterns and plans.
- 2) Preserve and maintain original details, including but not limited to, granite curbs, brick gutters, stepping stones (carriage), and hitching posts.
- 3) Preserve and maintain sidewalks and walkways that contribute to the character of the historic district or local landmark. Preserve the materials, size, orientation, layout of sidewalks, pathways, and walkways as well as any significant edging materials such as walls or dry-laid and mortared stones.
- 4) Preserve and maintain historic driveway configurations (primarily one-car wide and located to the side of primary structures) and materials. Construct new driveways to conform with the configuration, width, radius, location and materials of existing driveways.
- 5) Maintain sidewalks and install them in such a manner as not to disturb vegetation/trees.
- 6) It is appropriate to use brick, concrete, concrete pavers, stepping stones, and/or pea gravel for new walkways and driveways. Loose paving material shall be contained within an edging material such as a low brick retaining wall or concrete curbing. Landscape timbers are not appropriate in the primary AVC.
- 7) It is inappropriate to remove trees and shrubbery to construct parking areas, rather when feasible incorporate existing landscaping and topographical features into the design. Add appropriate landscaping to soften the impact. See Landscape ordinance Appendix A § 12.
- 8) It is appropriate to plan parking in the rear yard of buildings and screen parking areas with appropriate landscaping to soften the impact.
- 9) Avoid destroying the relationship between buildings and their environment by widening existing streets, or by introducing inappropriately located streets and unscreened parking lots.



The granite curbs and brick gutters in Wilson's historic districts are character-defining features worthy of preservation.



Fences and Walls



Wood is a traditional fence material found in Wilson's historic districts.

There are a variety of fences and walls in Wilson's historic districts. Stone, brick, wood, and metal are all used to mark property lines and establish boundaries. Masonry walls are often used to delineate boundaries and can also be used to retain a terraced yard.

Fences and walls are considered structures and require maintenance. It is important to conduct routine inspections and ensure that maintenance is performed. Wood and wrought iron fences require a sound paint film. It is equally important not to coat masonry walls with paint or sealer as this could accelerate deterioration. Further, historic masonry should have adequate drainage and be free of vegetation. Lastly, to prevent moisture damage or insect infestation, elevate metal, wood, and iron fences.

The guidelines on the following page will ensure that alterations to existing fences and walls and the construction of new fences and walls are congruous with the character of the local landmark or historic district.



This brick pier and iron fence is another example of an historic fence treatment.

Protect Historic Fences and Walls with a routine program of maintenance:

- Routinely inspect fences and walls.
- Elevate metal, iron, and wood fences slightly to prevent moisture and insect infestation.
- Maintain a sound paint film on wood and metal fences.
- Do not paint or seal unpainted masonry walls.
- Maintain adequate drainage around masonry walls.
- Keep walls and fences free of vegetation.

Design Guidelines for Fences and Walls

- 1) Preserve and maintain historic fences and walls that contribute to the character of the local landmark or historic district. Repair historic fences and walls in-kind using appropriate preservation methods and materials.
- 2) If part of a historic fence or wall is deteriorated beyond repair, replace only the deteriorated portion, matching the original in size, design, materials, color, pattern, texture, and detail.
- 3) Construct new fences and walls using traditional materials, design, and vertical orientation which relate to the style and material of the structure.
- 4) In the primary AVC only low, masonry walls may be solid.
- 5) In the primary AVC, from at least 2 feet behind the front plane of the house and forward, fences and walls shall not exceed 4 feet. Side and rear yard fences recessed at least 2 feet behind the front plane of the house and extending to the rear property line shall not exceed 6 feet in height. See AVC diagram on page 6.
- 6) Privacy fences are appropriate only around the rear and side property lines to a point even 2 feet or more behind the front plane of the principal building.
- 7) Split rail fencing is not appropriate in urban neighborhoods but may be acceptable at rural sites.
- 8) It is inappropriate to introduce new vinyl, concrete block, or chain link fencing in the historic districts. It is not required to remove existing chain link fencing, however, screening it with vegetation such as evergreen shrubbery, ivy, or climbing vines is encouraged.
- 9) It is inappropriate to use barbed or Concertina wire in the historic district.



Low retaining walls are common in Wilson's historic districts.



This stone wall is a contributing feature in West Nash.

Lighting

Lighting is used along streets and walkways and on porches and buildings to provide illumination after dark. Porch and building lights should reflect the style, scale, size, detail and character of the building. Historic replica lighting has been installed in front of Coon High School and in the downtown area. Further expansion of the lighting project to the residential historic districts should include consistent lighting fixtures. It is equally important to ensure that the proposed fixtures are in character with the respective district or building in regard to style, material, color, texture, detail and size.

The guidelines on the following page will ensure that alterations to existing light fixtures and installation of new fixtures are congruous with the character of the landmark or local historic district.



The historic-style lighting in this public park is appropriate for Wilson's historic districts.



This is an example of a historic gooseneck light, reproductions of these are available today.

Protect Historic Lighting Fixtures with a routine program of maintenance:

- Routinely inspect the lighting fixture.
- Maintain glass globes.
- Ensure that wiring is sound and not exposed.
- Maintain a sound paint film on painted fixtures.
- Use energy efficient light bulbs when possible.

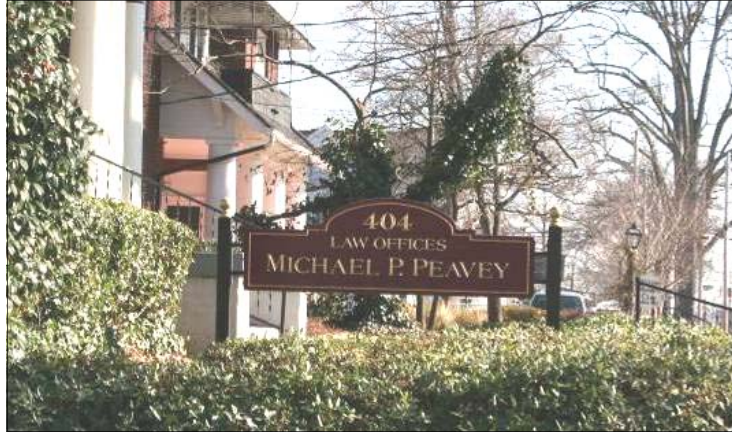
Design Guidelines for Lighting

- 1) Preserve and maintain historic lighting fixtures that contribute to the character of the historic district.
- 2) Repair historic lighting fixtures rather than replacing them.
- 3) Replace historic lighting fixtures only if deteriorated beyond repair, and replace with a fixture that is similar to the original in appearance, material, color, texture, detail, and size.
- 4) Select new lighting fixtures that are compatible in style, size, scale, and material with the character of the structure and neighborhood.
- 5) It is appropriate to use a white light source.
- 6) It is inappropriate for light to intrude upon adjacent properties.
- 7) It is inappropriate to introduce a runway effect with spotlights or ground mounted accents.
- 8) Introduce low-level lighting in public areas and at the private-public edge of properties for the safety of pedestrians.
- 9) It is appropriate to install historic-style streetlights at regular intervals throughout the districts. Ensure the style, material, color, texture, detail, and size is compatible with the historic district and structure.
- 10) Illuminated awnings are inappropriate on landmark buildings or in the historic districts.
- 11) It is appropriate to illuminate the flag by national or state standards according to the origin, size, and height of the flag.

These lights are appropriate to the scale, size, and material of the historic district.



Signage



This sign is attractive and blends well in the historic district.

The best way to identify a business or location is by installing a sign. It is important, however, to ensure that the sign is appropriate for the property and the overall district. Signs have always been a part of the commercial district but residential properties that have been converted into business properties increasingly need signs. In historic commercial and residential areas, signs should not obscure architectural details or character-defining features of an historic building. In addition, signs should be constructed of materials found within the historic district such as wood or iron and should relate to the building's structure and incorporate elements of such style.

The City of Wilson has enacted a sign ordinance which provides detailed guidance regarding appropriate signage and location. Installing a sign requires a permit from the Planning Department as well as an administrative Certificate of Appropriateness from the Preservation Planner. Please review the sign ordinance or contact the Planning Department for additional information. The guidelines on the following page will ensure that alterations to existing signs or installation of new signs are congruous with the character of the historic district.



This sign uses materials, color, and details to coordinate with the historic building and district.

Protect Signs with a routine program of maintenance:

- Routinely inspect signs and their foundations.
- Keep signs free of vegetation.
- Maintain a sound paint film on painted signs.

Design Guidelines for Signage

- 1) Preserve and maintain historic signs.
- 2) Preserve and maintain historic signs that are part of building such as cornerstones or plaques, and keep them unobstructed from view.
- 3) New signs shall comply with the sign ordinance and shall be professionally designed, easy to read and appropriate to the structure and district. (Appendix A Zoning, Section 9.1 Paragraph 24).
- 4) It is appropriate to design new signs that are compatible with the building and surrounding district with regard to materials, scale, size, design, and detail. Signs shall be constructed of wood or metal and the shape and detail of the sign may relate to the building's architectural style or incorporate elements of such style.
- 5) Architectural details and/or character-defining features shall not be obscured by signs.

SIGNAGE FOR HISTORIC COMMERCIAL BUILDINGS:

- 6) It is appropriate to install flush mounted flat signs in the signboard frieze.
- 7) Interior window signs are encouraged, with no more than 10% coverage of the window area.
- 8) Projecting wall signs, with minimum 9' clearance shall not obscure building wall or interrupt the rhythm of the streetscape. A maximum of 2% coverage of façade area is permitted wall sign allotment (Appendix A Zoning, Section 9.1 Paragraph 24).
- 9) Wall signs are appropriate if there is evidence of an historic sign (unpainted brick shall not be painted).
- 10) Canvas awnings which fit into door and window openings are appropriate for signage. Awning signs (painted or embossed) shall cover no more than 20% of the awning (counted toward the allotment). Under awning signs require a minimum 8' clearance and maximum 20 square feet (Appendix A Zoning, Section 9.1 Paragraph 25).

SIGNAGE FOR RESIDENTIAL BUILDINGS CONVERTED TO COMMERCIAL USE:

- 11) It is appropriate to use freestanding or ground-mounted signage.
- 12) The size of the sign shall be limited to prevent obstruction of the building's architectural features nor disrupt the rhythm of the streetscape.

Design Guidelines for Signage Continued on the next page.

Design Guidelines for Signage Continued

SIGNAGE FOR RESIDENTIAL BUILDINGS CONVERTED TO COMMERCIAL USE (continued):

- 13) Low shrubbery or plantings around the base of freestanding or ground-mounted signs may be required by the HPC.
- 14) The installation and placement of free-standing signage shall not damage or destroy historic site or landscape features.
- 15) Guidelines 2-5 on page 46 also apply to free-standing or ground mounted signs.
- 16) Signage placed on residential structures shall be in the form of small identification panels located near the entrance.

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Historic Outbuildings and Accessory Buildings



This frame garage is similar to several within Wilson's historic districts.

Carriage houses, sheds, small barns, and even privies have been part of Wilson's historic built environment. Today, few of these original outbuildings remain while others have taken their place and become historic in their own right. Garages, for example, are found behind many of the residential buildings in Wilson's historic districts and are contributing elements within the district. Other types of present outbuildings include sheds, potting sheds, small barns, well houses, wash houses and carports. In order to be considered contributing to the district, the building or structure must date from the district's period of significance, and retain its historic integrity.

For additional guidance on specific building components see the guidelines for buildings materials, walls and foundations, roofs, and windows and doors when planning maintenance, preservation, and rehabilitation projects. When planning to build new outbuildings or accessory buildings please see the guidelines for new construction. The guidelines on the following page are for the preservation, rehabilitation, and restoration of historic outbuildings and accessory buildings and will ensure that these types of projects are congruous with the special character of the historic district.

Protect Historic Outbuildings with a routine program of maintenance:

- Conduct routine inspections.
- Maintain a sound roof and keep it free of debris.
- Keep gutters free of debris.
- Maintain a sound paint film on painted surfaces
- Keep building elements free of vegetation, moisture, and insects.
- Maintain adequate drainage around the foundation.

Design Guidelines for Historic Outbuildings and Accessory Buildings

- 1) Preserve and maintain historic outbuildings and accessory buildings and their materials, details, and features.
- 2) Repair any deteriorated portion of the outbuilding or accessory building in-kind using materials that match the original in design, color, texture, and material.
- 3) If a feature or element of an historic outbuilding or accessory building is deteriorated beyond repair, replace only the deteriorated portion using care to match the original in design, scale, size, color, texture, material, and orientation of materials.
- 4) If it is necessary to reconstruct an historic outbuilding or accessory building that has been demolished, use a design based on documentary evidence of the original building, or a design that is based on similar outbuildings in the district. New buildings must meet the design guidelines for new construction.
- 5) It is inappropriate to add new features and details to an outbuilding or accessory building that will create a false sense of history (i.e. Adding Victorian-era gingerbread or to a 1920s garage).
- 6) It is appropriate to paint outbuildings and accessory buildings consistently with the colors of the primary structure on the property.
- 7) See page 89 for Design Guidelines for New Construction for guidance on constructing new outbuildings in the historic districts.



This is a good example of an historic wash house; note the exposed rafter tails, elbow braces, cross-panel door, and standing seam metal roof. All are contributing features to this building.



This stucco-covered garage illustrates the variety of materials used on outbuildings in the historic districts

Archaeology



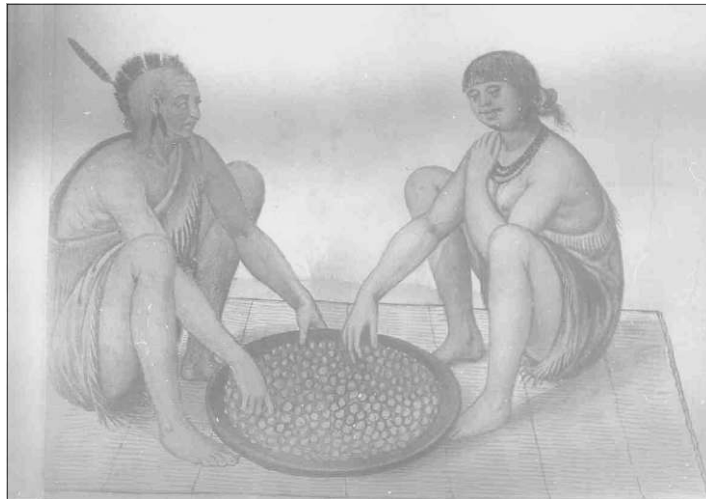
John White painting of an Indian Village from Wilson, North Carolina: A Pictorial History, 1993, published by the Wilson Chamber of Commerce.

The history of Wilson began long before the first Europeans settled here in the nineteenth century. There is evidence of human occupation in the region for at least ten thousand years. This evidence is important to understanding the settlement patterns from the earliest inhabitants up through modern times. The preservation of archaeological deposits is essential to that knowledge. Although much of Wilson has been developed, it is important to understand that what lies beneath that development, and especially in undeveloped areas, has the potential to yield important information and will be considered when making decisions within the historic district or surrounding a local landmark.

In addition to providing important information about past inhabitants, archaeology can also provide information on the location of earlier buildings or outbuildings on a property, the location of walls, or the removal or addition of an existing property. Archaeological resources are important to Wilson's history and should become a component of the City's preservation planning program. Section 106 of the National Historic Preservation Act requires the State and Federal Agencies consider archaeology when planning projects and further requires that they consult with the SHPO to avoid or mitigate any adverse effects. This law only applies to state or federally funded projects. Private property owners are not required to conduct archaeological survey or investigation prior to conducting work on privately-funded projects. The N.C. Office of State Archaeology (OSA) is available to provide additional information and assistance relating to archaeological resources at (919) 807-6554. The following guidelines will raise awareness and encourage owners to consider archaeology as they plan their projects.

Design Guidelines for Archaeology

- 1) Preserve and maintain all known archaeological resources in situ.
- 2) Investigate the potential for archaeological resources prior to undertaking a project that affects the grounds surrounding a property. Contact the N.C. Office of State Archaeology 919-807-6556, or the Eastern Office of Archives and History 252-830-6580 for additional information and assistance.
- 3) Keep changes in the terrain to a minimum surrounding a historic property or within the historic districts.
- 4) Protect known archaeological resources at all times, especially during construction.
- 5) Do not use heavy machinery in areas known to have archaeological resources.
- 6) Contact the Preservation Planner, the N.C. Office of State Archaeology 919-807-6556, or the Eastern Office of Archives and History 252-830-6580 upon discovery of archaeological deposits.
- 7) If disturbance is unavoidable, undertake investigations using professional archaeologists who follow accepted standards, methods, and practices for resource mitigation and/or recovery.
- 8) Contact the City of Wilson Preservation Planner or the NC Department of Environment and Natural Resources regarding the removal of underground storage tanks.



This 1585 John White painting shows an Indian Couple sitting on a reed mat eating from a large bowl of maize, from Wilson, North Carolina: A Pictorial History, 1993, published by the Wilson Chamber of Commerce.

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Design Guidelines for Exterior Changes to Buildings

Roofs	55
Foundations	57
Exterior Wood Walls, Trim and Ornamentation	59
Brick and Other Masonry	63
Windows and Doors	65
Exterior Entrances and Porches	69
Architectural Metals	73
Historic Commercial Buildings and Storefronts	75
Exterior Paint and Color	79
Accessibility and Life Safety	81
Utilities	83
Sustainability and Energy Efficiency	85

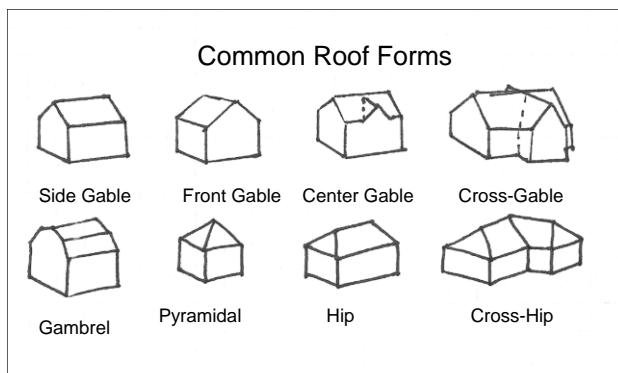
Roofs



The roof of the Allie Fleming House is a significant, character-defining feature which includes the shingles curving around the roof edge and the eyebrow dormers.

Wilson’s historic districts and local landmarks display a variety of roof forms and materials. In many cases the roof form can denote an architectural influence or style. For example, a gambrel roof is typically associated with the Dutch Colonial Revival style while a multi-gable roof is often found on Queen Anne-style houses. The materials are also indicators of a buildings date or the evolution of changes to a building. Slate, both shingles and patterned, was popular between 1890 and 1940. Patterned slate is usually found on Queen Anne, Italianate, or Second Empire style houses while slate shingles were popular on Colonial Revival, Georgian Revival, Dutch Colonial Revival, and Classical Revival style houses of the twentieth century. Similarly, standing-seam metal has been a popular roofing material since the nineteenth century in Eastern North Carolina, and is found on all types of houses from Italianate, Shotguns and I-houses to Queen Anne cottages and Colonial Revival style homes.

On commercial structures it is common to find a slight gable or flat roof behind a parapet wall. Both the parapet and the roof are significant features. A sound roof is essential for the protection and continued preservation of an historic structure. The guidelines on the following page will ensure that alterations to historic roofs are congruous with the special character of the historic district or local landmark property.



Protect Roofs with a Program of Routine Maintenance:

- Conduct routine inspections.
- Check condition of roof material or shingles.
- Inspect for leaks and damage.
- Ensure flashing, valleys, gutters, and downspouts are clear of debris.
- Ensure downspouts are functioning properly.
- Maintain a sound paint film on standing seam metal roofs.

Design Guidelines for Roofs

- 1) Preserve and maintain historic roof forms, materials, shapes, lines, pitch, texture, and details.
- 2) Protect and maintain historic roof forms, materials, and details through a program of regular maintenance and repair using accepted preservation methods.
- 3) Replace portions of an historic roof only if it is deteriorated beyond repair. If replacement is required, replace only the damaged portion using materials that match the original in color, design, material, detail, texture, and finish. Use substitute materials only if the original material is no longer available. It is not appropriate to replace historic materials with asphalt shingles.
- 4) It is inappropriate to remove significant roof features such as cresting, dormers, and vents; rather repair or replace them in-kind.
- 5) If a roof feature or detail is missing, replace it with a feature or detail that is similar to the original in size, scale, texture, detail, craftsmanship, material, and color.
- 6) Replace gutters and downspouts with materials that match the original. Paint downspouts and gutters in a color appropriate to the building and historic district, except for copper gutters and downspouts which shall remain unpainted. It is inappropriate to damage or conceal architectural features and details with the installation of gutters and/or downspouts.
- 7) It is appropriate to install new gutters and downspouts to prevent water infiltration and soil erosion provided they do not damage or conceal architectural features and details with the installation. New gutters and downspouts shall be painted or finished appropriately.
- 8) It is inappropriate to replace concealed, built-in gutter systems with modern exposed gutters.
- 9) It is inappropriate to introduce new roof features and details like skylights, dormers, or vents that compromise the original roof design, roof materials, roof elements, or character of the district or landmark on the primary AVC.
- 10) The use of exposed tarpaper as finished roofing is inappropriate. It is also inappropriate to use roofing tar or asphalt (which causes further damage) on valley flashing or for patching slate, wood, or metal roofing.
- 11) Non-original roof forms such as shed-roof additions may be removed provided they are not historic additions over fifty years old, or have achieved significance in their own right.

Foundations

A building is dependent on its foundation for structural stability. The foundation also contributes to the architectural character of the building in regard to its materials, height, features, and details. The form of a building foundation can also provide information about the date of construction of a building. For example, brick pier foundations were used between the mid-nineteenth and mid-twentieth centuries. The use of solid brick foundations with pierced brick vents was also used during the last quarter of the nineteenth century and the first quarter of the twentieth century. In the 1920s concrete block began being used for foundations and was very popular during the 1940s.



Example of lattice used to differentiate a new foundation from an original masonry foundation.

Adequate ventilation under a house or building is important in maintaining a dry environment. In order to provide air circulation, vents were often installed in the foundations. If pierced brick was not used it was common to install metal or wood vents. If a crawl space ventilation system is installed for temperature and humidity control, it is appropriate to follow the manufacturers recommendations. Pier foundations were often left open, or if needed, wood lattice was installed. Later the space between piers was often infilled with masonry. The guidelines on the following page will ensure that alterations to historic masonry are congruous with the special character of the historic district or local landmark property.



Example of pierced brick vent in brick foundation with screen installed for rodent protection

Protect Foundations with a Program of Routine Maintenance:

- Conduct routine inspections.
- Maintain adequate drainage around foundations.
- Ensure foundations are free of vegetation and insects.
- Ensure porches and exterior chimneys are properly secured to foundations.
- Ensure that mortar joints are intact.
- Investigate any unusual settling, broken mortar joints, or cracking masonry.

Design Guidelines for Foundations

- 1) Retain and preserve the original form, pattern, color, and texture of historic foundations including brick, decorative vents, grilles, lattice work, water tables, banding, etc.
- 2) Repair historic foundations and materials in-kind, matching the original in materials; mortar, joint width, profile, finishing, features, and details.
- 3) Replace a historic foundation or material only if it is deteriorated beyond repair. Replace in-kind, matching the original in material including mortar, joint width, profile, finishing, features, and details.
- 4) When infilling between brick piers with brick or concrete block, recess the curtain wall (infill) 1" - 2" so the original piers are still visually prominent. Paint concrete block black so that it is less visible when used to infill brick foundations.
- 5) Use traditional materials found on the subject property, adjacent properties, or similarly – styled properties when constructing new foundations. Concrete block piers or foundations shall be veneered with brick, stucco or stone. *See Design Guidelines for Additions for more information on new foundations.*
- 6) Foundations of infill construction/additions shall match surrounding structures in size, pattern, color of brick, mortar, height, materials, and details.
- 7) It is inappropriate to introduce new foundation features on the front of the building, including, but not limited to: windows, vents, and access doors that will detract from the overall integrity of the building. Foundation access doors shall be located on the side or rear of the building. Foundation vents shall be centered between piers or aligned under windows.
- 8) It is appropriate to install wood or vinyl lattice between foundation piers.
- 9) It is inappropriate to paint unpainted brick and other masonry materials and surfaces.
- 10) It is inappropriate to remove paint from masonry using methods such as sandblasting or waterblasting which can damage the brick. Paint must be removed using the gentlest means possible. Contact the Preservation Planner or the Eastern Office of Archives and History for more information on appropriate paint removal methods. Chemical paint remover specified for masonry is appropriate following manufacturers guidelines for usage and safety. Test any paint removal method first in an inconspicuous area to determine impact to historic fabric before beginning a project.

Exterior Wood Walls, Trim, and Ornamentation



This house exhibits a variety of wood sheathing, trim, and ornamentation. Clapboard, paired porch posts, wood shingle siding, decorative cornice, and window surrounds are all made of wood.

Wilson’s buildings are sheathed with a variety of materials that contribute to the character of the historic districts and local landmarks. The majority of that material is wood. Clapboard, “German” beveled siding, board-and-batten often sheath the exterior walls. In the Victorian era, different shapes of wood shingles sometimes called fishscale or sawtooth were used in combination with clapboards to add texture and richness to the architecture. Some bungalows in Wilson also exhibit wood shingle as a wall, gable, and dormer sheathing material. Wooden building elements that add to the character of the building and district as a whole include doors, windows, columns, cornices, balustrades, exposed rafter tails, brackets, spindle work, wood shingles, and floors. Trim work includes ornamental details that are applied to a building and include but are not limited to modillion blocks on cornices, dentils, window and door surrounds, sawnwork, verge boards, cornerboards, and brackets. Preservation of these elements is important in the overall preservation of Wilson’s historic districts. The guidelines on the following page will ensure that alterations to and the treatment of wood walls, trim and other architectural elements are congruous with the special character of the historic district and local landmark properties.

Protect Wooden Elements with a routine program of maintenance:

- Inspect regularly for signs of damage from insects and moisture, treat for insects and address source of moisture
- Prime all exposed wooden surfaces and edges of new clapboard before installation.
- Flash intersections and openings properly to avoid water penetration.
- Install gutters, downspouts, and water deflectors to prevent water damage. Keep them free of debris.
- Slope wooden surfaces, such as porch floors, to shed water.

Design Guidelines for Exterior Wood Walls, Trim, and Ornamentation

- 1) Preserve and retain original and historic exterior wood siding, trim, and ornamentation.
- 2) Repair original and historic wood siding, trim, and ornamentation in-kind matching the original with regard to material, size, shape, thickness, profile, and texture.
- 3) Replace original and historic wood siding, trim, and ornamentation only when the original is deteriorated beyond repair. Replace only the deteriorated or damaged portion in-kind using materials that match the original in material, size, shape, thickness, profile, and texture.
- 4) Repair or replace damaged siding by patching, splicing or by reinforcing deteriorated sections with materials which, duplicate the original in material, size, shape, thickness, profile, and texture.
- 5) Epoxies may be used to maintain or repair original materials, ensuring integrity of the historic material. Contact the preservation planner or the Eastern Office of Archives and History for appropriate epoxy materials and usage information.
- 6) Installation of new wood siding shall follow traditional methods of installation and orientation unless physical or documentary evidence indicates a different installation method was used.

Design Guidelines for Exterior Wood Walls, Trim, and Ornamentation continued on the next page.



The wood spindle frieze, posts, brackets and balustrade are character-defining features of this wood home.

Design Guidelines for Exterior Wood Walls, Trim, and Ornamentation Continued

- 7) Rough-sawn wood, diagonally-oriented wood, or plywood siding (i.e.: T-111) is inappropriate for exterior walls, trim, and ornamentation.
- 8) It is inappropriate to install new materials , such as siding, over existing siding. These new materials rarely duplicate the original in appearance; they may cover and damage architectural details; and they may promote damage to or prevent the visual detection of damage to the structure.
- 9) Existing masonite siding shall be kept painted and maintained to prevent it from absorbing moisture.
- 10) It is inappropriate to introduce new wooden trim or ornamentation to a building without physical or documentary evidence to support that such features existed historically.
- 11) It is inappropriate to use high pressure cleaning methods such as sandblasting and water-blasting to clean wood surfaces. Garden hose strength for cleaning purposes prior to re-painting is permitted. Always test cleaning methods in an inconspicuous area to determine effect before undertaking a large-scale project.
- 12) If possible, remove synthetic siding to uncover original wooden siding, trim, and ornamentation. Avoid damaging original siding by using causing when removing later siding.
- 13) Removal and disposal of asbestos siding shall be done in accordance with the standards established by the North Carolina Department of the Environment, Health and Natural Resources. For additional information contact 919-733-0820.



These sawnwork brackets are examples of significant wood ornament.

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Brick and Other Masonry



Brick is a primary building material in Wilson's historic districts.

Masonry materials have been used historically because of their beauty and durability as a building material. In Wilson, masonry is the dominant building material in the commercial downtown. It is also used on many houses, churches, commercial, and institutional buildings within the residential historic districts. Masonry materials include brick, stone, stucco, terra cotta, tile, slate, and concrete block. Like all building components, masonry requires a program of routine maintenance to ensure the long-term preservation of the material and the building. The guidelines on the following page will ensure that alterations to, and the treatment of historic masonry are congruous with the special character of the historic district or local landmark properties.

Protect Masonry Elements with Program of Routine Maintenance:

- Conduct routine inspections.
- Ensure masonry is free of vegetation.
- Maintain adequate drainage around foundations and away from masonry walls.
- Ensure that mortar joints are sound and intact.
- Repair mortar matching the content, color, texture, profile, and shape of joint.
- Repoint as needed.



In addition to brick, stone and stucco are masonry materials used in Wilson's historic districts.

Design Guidelines for Brick and Other Masonry

- 1) Preserve and maintain brick and other masonry materials including but not limited to masonry walls, foundations, chimneys, corbelling, cornices, arches, moldings, finials, fences, retaining walls, plinths, etc.
- 2) Repair missing or damaged brick and other masonry in-kind, matching the brick or stone with a similar size, color, texture, and mortar color, joint width, profile, and finish. Brick bond patterns and stone patterns shall be retained when repaired. If the existing masonry is deteriorated beyond repair, replace missing or damaged brick and masonry in-kind, matching the existing in size, color, texture, and mortar color, joint width, profile, and finish. Additionally, brick bond patterns and stone patterns shall be retained when brick or other masonry is replaced.
- 3) Repointing shall only be undertaken to preserve structural integrity or when excessive mortar damage is present. When repointing, it is inappropriate to use power tools such as saws and routers to remove deteriorated mortar joints. Such tools may over-cut the joint and damage the brick or stone. Instead, mortar shall be removed by hand to prevent damage of the masonry. The joint width, profile, and finish must duplicate the original. The mortar must also match the original in terms of its composition, content, color, texture, strength, and appearance. Portland cement is not recommended or appropriate. Please contact the Preservation Planner or Restoration Specialist with the Eastern Office of Archives and History for assistance and guidance.
- 4) It is inappropriate to paint, waterproof, or coat unpainted or uncoated masonry. However, if masonry has previously been painted it is appropriate to repaint with latex paint.
- 5) It is inappropriate to remove original stucco. Repair stucco with a mixture duplicating the original as closely as possible in composition, color, texture, style, and character. Do not point or repair stucco with a mortar of higher Portland Cement content.
- 6) It is inappropriate to paint stucco. However, if stucco has been previous painted it is appropriate to repaint with latex paint.
- 7) Clean masonry surfaces with a low pressure wash (100 psi) and, if necessary, mild detergents and soft bristle brushes.
- 8) It is inappropriate to apply stucco to buildings and surfaces unless physical or documentary evidence indicates the stucco existed historically.

Windows and Doors



The original wood windows and doors of this house add to the architectural character and visual quality of this home.

Windows and doors are significant character-defining features of historic buildings. They influence the architectural character of the building through their shape, size, pattern, fenestration, and style. In addition, they are functional elements of the building's design allowing natural light and ventilation to enter the interior. Wilson's historic districts and local landmarks exhibit a variety of windows and doors that contribute to the distinct character of the historic district and/or local landmark. The guidelines on the following page will ensure that alterations to and the treatment of historic windows and doors are congruous with the special character of the historic district or local landmark property.



Protect Windows and Doors with a Routine Program of Maintenance:

- Conduct routine inspections.
- Inspect door and window openings to ensure water does not enter building around them.
- Maintain a sound paint film on wood and metal.
- Maintain proper glazing on windows.
- Install and maintain weatherstripping around windows and doors to increase energy efficiency.
- Install storm windows to protect historic fabric and increase energy efficiency.

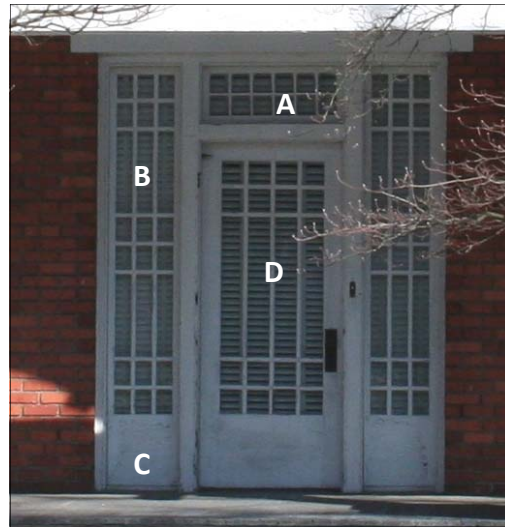
This is an excellent example of a Craftsman-style door found on one of the Bungalows in Wilson.

Design Guidelines for Windows and Doors

Parts of a Door

This can be described as a fully-glazed Craftsman-style door surrounded by matching transom and sidelights.

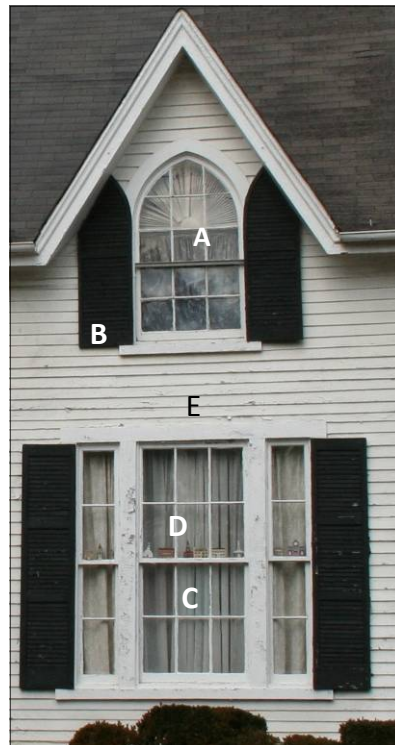
- A—Transom
- B— Sidelights
- C— Panel
- D— Full-glazed door



Parts of a Window

The upper window is a pointed arch 9/6 double-hung wood sash with shutters. The lower window consists of a tripartite 6/6 double-hung wood sash flanked by two 2/2 double-hung wood sash with shutters.

- A—Pointed Arch Window
- B—Operable Shutter
- C-Tripartite Window
- D— 6/6 Double-hung sash
- E— Sill



Design Guidelines for Windows and Doors continued on the next page.

Design Guidelines for Windows and Doors continued

- 1) Preserve and maintain historic windows and doors, their openings, and detail elements including, but not limited to, sash, trim, glass, stained glass, lintels, sills, shutters, and hardware.
- 2) Maintain the visual emphasis of windows and doors (vertical/horizontal orientation).
- 3) It is appropriate to repair historic windows, doors, and their details and features using accepted preservation methods rather than replacing them. Repair only the deteriorated portion, matching the original in size, shape, design, scale, color, profile, craftsmanship, and material.
- 4) If a detail or feature is deteriorated beyond repair, replace only the deteriorated detail, sash or feature in-kind with materials that match the original in size, shape, design, scale, color, profile, craftsmanship, and material. Substitute materials may be allowed only if the original material is no longer available.
- 5) It is inappropriate to replace historic windows for improved thermal performance or energy efficiency. Weatherstripping can improve thermal performance of historic windows. It is appropriate to install wood or aluminum storm windows over historic windows provided they maintain a narrow profile and do not obscure the character-defining features of the window. If the window is double-hung, install a storm window that has a dividing-bar that matches the center rail of the existing sash. Finish storm windows to match the color of the window sash, trim, or in white. Installation of storm windows and screens shall not require the removal of trim.
- 6) Replace historic windows only if the window is deteriorated beyond repair. Replacement windows shall match the original in size, number of lights, configuration, size and proportion of muntins, design, scale, color, profile, craftsmanship, and material. If a window is replaced, the historic opening size shall be maintained.
- 7) New windows that have false window muntins, window grills, or snap-in muntins or grills are inappropriate for use in historic buildings. New windows shall have true divided light muntins, or three dimensional grills affixed on both the interior and exterior of the glass as well as shadow bars between the two panes of glass.
- 8) Replacement windows shall fit the historic/existing window opening, it is inappropriate to infill or enlarge openings to make new windows fit.
- 9) It is inappropriate to apply tinted glazing to windows in the historic districts or local landmarks.

Design Guidelines for Windows and Doors continued

- 10) It is appropriate to preserve and maintain historic storm and screen doors.
- 11) Replacement doors shall match the original in size, design and materials.
- 12) It is appropriate to use steel doors for security on rear entrances provided they are painted to match other doors on the house.
- 13) Screen and storm doors shall be a full-view style that aligns with the stiles and rails of the door. Select storm and screen door designs that do not obscure the principle door or its details. Submit a manufacture's specification sheet for evaluation of design.
- 14) It is inappropriate to select flat surfaced doors and those with windows incompatible with the style of the structure and other elements.
- 15) Sliding glass doors shall be inconspicuously located at the rear elevation of the building.
- 16) It is inappropriate to install new window or door openings in the primary areas of visual concern. When necessary use existing openings on side or rear elevations: replace a window with a door, or remove a door and install a window, and match details to the existing.
- 17) It is appropriate to install fabric awnings on commercial and residential properties. Install awnings in a manner that does not conceal architectural features or damage historic fabric. Select colors and patterns that blend well with the buildings. Plastic or metal strip awnings are inappropriate on local landmark buildings or buildings in the historic districts.
- 18) It is appropriate to install shutters that are made of wood and relate proportionately to the window openings. They may either be operable, or fixed on spacers, and shall have hinges and holdbacks. Plastic or imitation shutters are inappropriate on local landmarks or buildings in the historic districts. It is inappropriate to nail shutters directly to siding as this can cause decay.
- 19) It is only appropriate to install new attic dormers, windows, or doors as required for adaptive reuse in secondary or tertiary areas of visual concern.
- 20) It is only appropriate to place skylights in roof locations that are in the secondary or tertiary AVC.

Exterior Entrances and Porches



This porch is being repaired in kind in accordance with the design guidelines and Secretary of the Interior's Standards

Exterior entrances and porches are character-defining features of historic buildings and districts. Variations in porch forms and details create diversity among similar building forms and contribute to the unique sense of place found in historic districts. In addition to front porches, some houses in Wilson's historic districts and local landmarks also have side porches, back porches, sleeping porches, porte cocheres, screen porches, sun porches, and balconies. Some homes with entrance porticos had larger porches added in the early to mid-twentieth century. It is important to preserve these later changes that are in themselves historic (over 50 years old) and document a building's evolution. The details and features that contribute to historic porches include, but are not limited to, porch form and configuration, roofs, ceilings, posts and columns, railings and balustrades, cornices, piers, and stairs. All of these features contribute to the significance of the porch and building, and must be considered during a project. The guidelines on the following page will ensure that alterations to and treatment of historic entrances and porches are congruous with the special character of the historic districts and local landmarks.



This side porch was enclosed for use as a room.

Protect Exterior Entrances and Porches with a Routine Program of Maintenance:

- Conduct routine inspections.
- Ensure porch roofs and gutters are free of debris.
- Ensure gutters slope away from the building.
- Maintain adequate drainage around foundations.
- Maintain a sound paint film on wood and metal features.
- Porch flooring should slope away from the house.

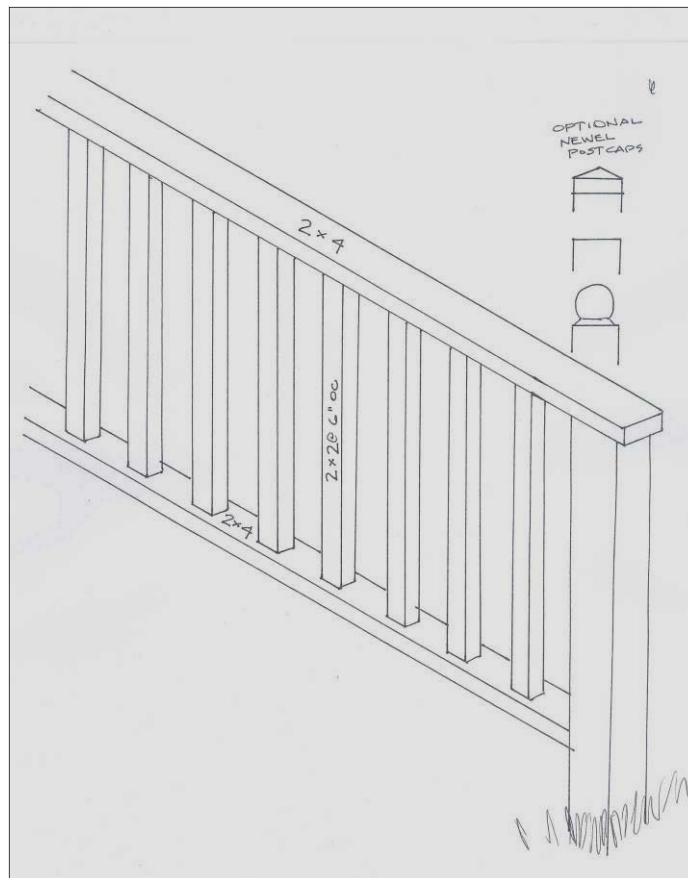
Design Guidelines for Exterior Entrances and Porches

- 1) Preserve and maintain character-defining architectural elements and details of entrances, porches, porte cocheres, and balconies including form and configuration, roofs, cornices, piers, lattice, flooring, porch supports, columns, capitals, plinths, ceilings, rails, balusters, steps, brackets, and other decorative trim work.
- 2) Repair entrances and porches, their details and features, using accepted preservation methods, including patching, consolidating, reinforcing, or splicing only the deteriorated portions and retaining as much original material as possible.
- 3) If a feature or detail must be replaced, replace only the deteriorated portion matching the original in design, scale, size, shape, pattern, composition, color, texture, finish, and materials.
- 4) If a porch feature or detail is missing, replace it, based on documentary or physical evidence, with features that match as closely as possible in design, scale, size, shape, pattern, composition, color, texture, finish, and materials.
- 5) It is inappropriate to remove a significant entrance or porch feature; rather it shall be repaired or replaced in-kind.
- 6) Damaged wood floors may be repaired in-kind or completely replaced with tongue-and-groove flooring or 5/4" decking boards. It is inappropriate to use concrete as a replacement material for historic wood porch flooring.
- 7) It is inappropriate to enclose a front porch or balcony. If a side or rear porch enclosure is necessary, it shall be of transparent materials such as glass or screen wire. Installation shall be recessed behind the railing and columns.
- 8) It is appropriate to remove existing non-historic porch enclosures to restore the original appearance of an open porch.
- 9) It is inappropriate to introduce exterior entrances, porches, and details unless they existed historically. Replication of missing entrances and porches shall be based on documentary or physical evidence.

Design Guidelines for Exterior Entrances and Porches continued on the next page.

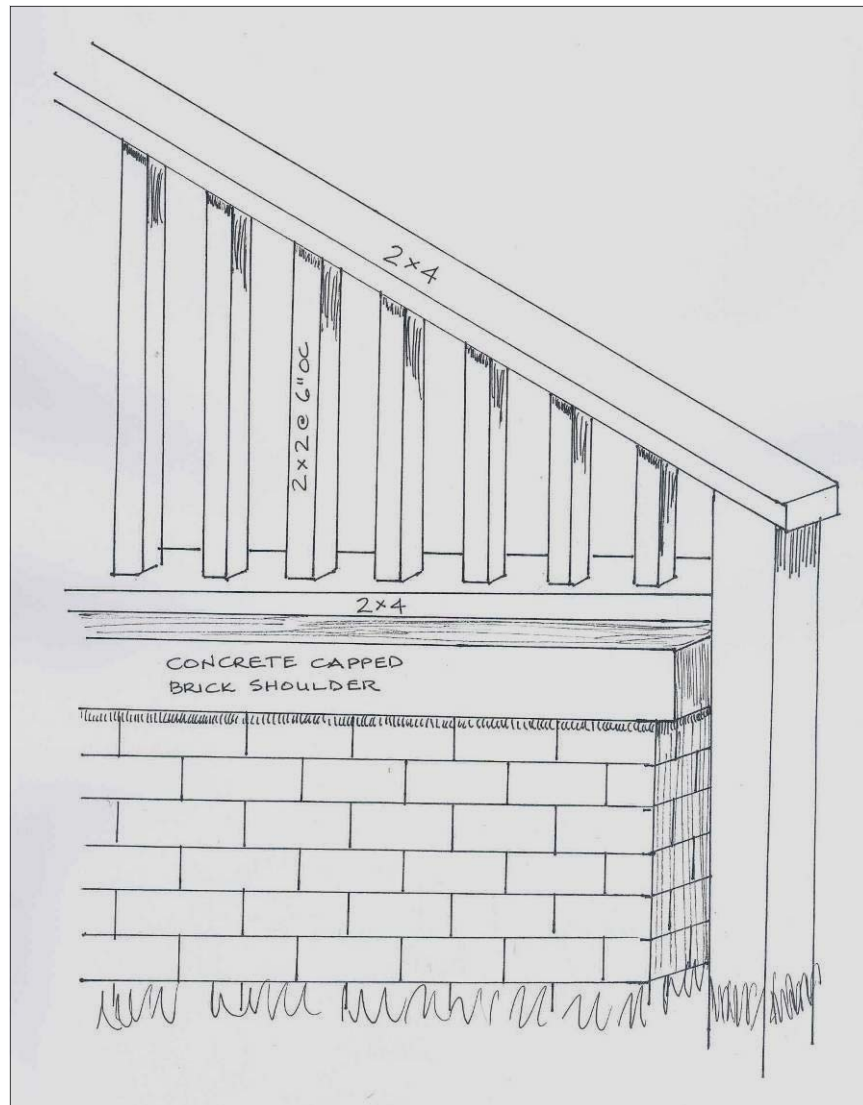
Design Guidelines for Exterior Entrances and Porches continued

- 10) Porches that were historically without balustrades and now require them to meet a code requirement may install a porch balustrade with a top and bottom rail and vertical balusters placed 6" on center and constructed of wood or wrought iron and simple in design so that it does not portray a false sense of history.
- 11) It is appropriate to paint all visible entrance and porch features. Treated wood shall be painted or sealed following an adequate drying period (approx. 6 months).
- 12) It is appropriate to install wall mounted mailboxes near the front entrance of historic homes in accordance with USPS regulations.
- 13) It is inappropriate to replace historically wooden porch supports and railings with metal or iron supports and railings.



Standard balustrade specification in cases where balustrades were not present but are required to meet building code.

Design Guidelines for Exterior Entrances and Porches continued



Standard design specification for handrail and balustrade for a property with stair shoulders to comply with code requirements.

Architectural Metals



This metal cornice is part of a downtown commercial building and is an example of architectural metal.

Architectural metals are used in a variety of applications throughout Wilson’s historic districts. They are used for fencing, gates, roofs, ornamentation, railings, hardware, lighting, gutters, and downspouts. In commercial areas metals are also used for building cornices and store-fronts. Traditional architectural metals include iron, copper, tin, sheet metal, aluminum, steel, and bronze. They all contribute a dimension of texture and richness to the historic buildings and districts. Like all traditional building materials, it is essential to properly maintain architectural metals to ensure their long-term use and preservation. The guidelines on the following page will ensure that alterations to and the treatment of historic metals are congruous with the special character of the local historic district or landmark.

Protect Architectural Metals with a Routine Program of Maintenance:

- Conduct routine inspections to ensure metal is free of rust or flaking paint.
- Maintain a sound paint film on architectural metals except copper.
- Clean metals using the gentlest means possible and apply a metal primer before painting.
- Keep metals free of vegetation.
- Ensure proper drainage.

Design Guidelines for Architectural Metals

- 1) Preserve and maintain historic architectural metals, including, but not limited to, standing-seam tin roofing, cornices, cresting, finials, balustrades, balconies, gutters, downspouts, fences, and hardware.
- 2) Repaint and preserve the finishes and colors of original architectural metals whenever possible.
- 3) Repair original architectural metal features by patching, soldering, consolidating, or by reinforcing deteriorated sections.
- 4) Replace architectural metal features in-kind when too deteriorated to repair, matching the original in style, detail, forms, shape, size, and material.
- 5) Maintain a sound paint film or other compatible coating on metals that corrode. Clean metals to remove corrosion prior to repainting. It is appropriate to use the gentlest means possible to clean historic architectural metals, including the use of appropriate chemical solutions and hand sanding for soft metals and steel wool and wire brushing for hard metals.
- 6) It is inappropriate to use sandblasting as a cleaning method for architectural metals.
- 7) It is inappropriate to replace historically wooden porch supports and railings with metal or iron supports and railings.
- 8) It is inappropriate to install or apply architectural metal details to an historic building without physical or documentary evidence to support the installation. (For example an iron balcony on a building facade that did not have a balcony.)

This metal storefront is a character-defining feature of this commercial block.



Historic Commercial Buildings and Storefronts

The Grady Building and Wilson Theatre on West Nash Street was built ca. 1919 and is a designated Local Landmark.



The Downtown Central Business/Tobacco Warehouse National Register Historic District has not been designated as a local historic district and therefore properties within it are not subject to the review of the Historic Preservation Commission. Local legislation, however, has provided the Historic Preservation Commission with the power to review demolitions of certain structures identified in the National Register listing as contributing or pivotal buildings. To determine if your property is one of these, contact the Preservation Planner.

The Wilson County Courthouse, the former Branch Bank, and the Cherry Hotel are individually listed in the National Register of Historic Places. In addition, they and several other properties have been designated as local landmarks which are subject to Historic Preservation Commission review. A complete list of local landmarks is included in Appendix 13. The guidelines for materials, windows, doors, and roofs apply to all properties. Additionally, commercial buildings and storefronts have distinctive elements that warrant detailed guidelines. These include, but are not limited to: display windows, transoms, bulkheads, recessed entrances, cornices, and parapet walls (additional information on storefront terminology is available on page 21). Furthermore, commercial properties are generally positioned at the front of the property, adjacent to the sidewalk with limited plantings and street trees, unlike the setbacks typically found in residential areas. The guidelines on the following page will ensure that alterations to historic commercial buildings and storefronts are congruous with the special character of the landmark or local historic district.

Protect Historic Commercial Buildings and Storefronts with a Routine Program of Maintenance

- Conduct routine inspections of historic commercial buildings and storefronts.
- Clean metals using the gentlest means possible and apply a metal primer prior to painting.
- Apply flexible sealants and caulking to wood joints to protect them from moisture.
- Maintain a sound paint film on wood and metal building materials.
- Promptly repair cracks, deteriorated mortar, areas of structural settlement, and missing masonry on masonry buildings.
- Ensure that the roof and its drainage system are clear of debris and shedding water properly.
- Ensure that drainage around the building is adequate.
- Keep historic commercial buildings and storefronts free of vegetation and debris.

Design Guidelines for Commercial Buildings and Storefronts

- 1) Preserve and maintain historic commercial buildings and storefronts and their character-defining features, including, but not limited to; entrances, bulkheads, transoms, display windows, pilasters, cornices, windows, window surrounds, parapet walls, details, and name or date plaques.
- 2) Use acceptable preservation methods to repair historic commercial buildings and storefronts. Refer to the other guidelines in this handbook for guidance. Contact the Preservation Planner for information before beginning the project.
- 3) If a feature or element of an historic commercial building and storefront is deteriorated beyond repair, replace only the deteriorated portion, matching the original in design, materials, scale, size, shape, pattern, composition, color, texture, and finish
- 4) If a feature or detail of a commercial building and storefront is missing, replicate it based on physical or documentary evidence, with features and details that match as closely as possible in design, materials, scale, size, shape, pattern, composition, color, texture, and finish.
- 5) In order to avoid creating a false sense of history, it is inappropriate to add architectural features, elements, and details to historic commercial buildings and storefronts without documentary evidence to support the existence of the feature or element.

Design Guidelines for Commercial Buildings and Storefronts continued on the next page.



Wilson Fire Station Number One, a local landmark, transitions well between the adjoining commercial and residential areas.



The Local Landmark, Branch Bank and Trust Building has elaborate detailing significant to the character of the building.

Historic Commercial Buildings and Storefronts (Continued)

- 6) It is inappropriate to replace clear glass with textured, tinted, stained, colored, prismatic, or opaque glass. It is also inappropriate to replace, textured, tinted, stained, colored, and opaque glass with clear glass.
- 7) It is appropriate to use the gentlest means possible for cleaning historic building materials on commercial buildings and storefronts. For wood, use low-pressure washing with detergents and natural bristle brushes. For masonry, chemical solutions and cleaning methods must first be tested in small inconspicuous area. Treat architectural metal according to its hardness. For soft metals test chemical solutions to ensure they will not damage the color and texture of the surface. It is inappropriate to treat soft metals with any type of abrasive pressure blasting. Clean hard metals with hand scraping and wire brushes. It is inappropriate to clean historic building materials with damaging methods, including but not limited to: high-pressure power washing, sandblasting, and propane or butane torches. Contact the Preservation Planner for acceptable cleaning methods. Also see the National Park Service Preservation Briefs, link contained in the appendices, for additional information on specific building materials.
- 8) Repaint wooden, metal, and previously painted masonry building materials. It is inappropriate to remove paint and replace with stain.
- 9) It is inappropriate to paint, waterproof, or coat previously uncoated or unpainted masonry. Contact the Preservation Planner for approved water repellents.
- 10) It is appropriate to repair masonry building materials using appropriate preservation methods. See the Design Guidelines for Brick and Masonry on page 63 for more information.
- 11) It is inappropriate to use contemporary substitute materials including vinyl, aluminum, Masonite, and cementitious board to cover historic building materials.
- 12) It is appropriate to introduce signage to historic commercial buildings and storefronts that is compatible in size, scale, material, and color and located in the sign frieze area. It is inappropriate to introduce signage that obscures architectural details and building features. See the Design Guidelines for Signage on page 45 for more information.

Historic Commercial Buildings and Storefronts (Continued)

- 12) It is inappropriate to install plastic or metal strip awnings on landmarks or buildings in the local historic districts. Fabric awnings are appropriate for commercial and residential properties. Install awnings in a manner that does not conceal architectural features or damage historic fabric. Select colors and patterns that blend well with the building.

- 13) It is appropriate to preserve later storefronts that may have achieved significance in their own right, be mindful that these alterations may be significant. An example of this is a 1890s brick commercial building with Italianate detailing on the second floor and Craftsman or Bungalow-era details on the storefront from a 1920s renovation.

- 14) See the Design Guidelines for Additions to Historic Buildings on page 93 for additional guidance on additions to historic commercial buildings and storefronts.

Exterior Paint & Color



These colors accentuate the home's architectural details.

A sound paint film is essential to the preservation of most historic wood and architectural metal surfaces. Paint protects wood and metal from water infiltration, wind, and ultraviolet damage that can weaken and damage these materials over time. Most metals left exposed to the elements will corrode and eventually weaken to the point of failure. Paint color is also used to accentuate architectural details and add character and interest to the historic architecture of a building and district. The guidelines on the following page will ensure that the application of paint and changes in paint color are congruous with the special character of the landmark and local historic district.

Please see the National Park Service Preservation Brief # 37 “Appropriate Methods for Reducing Lead Paint Hazards in Historic Housing.” The Brief is available online at <http://www.nps.gov/history/hps/tps/briefs/brief37.htm> contact the restoration specialist in the Eastern Office of Archives and History for additional information.

Protect Exterior Paint & Color with a Routine Program of Maintenance:

- Conduct routine inspections of painted materials and details.
- Keep painted areas free of moisture, vegetation, and insect infestation.
- Keep painted areas clean using the gentlest means possible (garden hose and mild detergent solution applied or brushed on by hand).
- Remove peeling or deteriorated paint using the gentlest means possible down to the first sound layer of paint prior to repainting.
- Treat exposed wood prior to priming.
- Prime exposed wood or metal prior to repainting.
- Methods for removing paint such as sandblasting, waterblasting, pressure washing, chemical stripping, or propane and butane torches may permanently and irreversibly damage historic building materials. Contact the Preservation Planner for appropriate methods.

Design Guidelines for Paint and Exterior Color

- 1) Maintain a sound paint film on all painted surfaces to preserve historic building fabric.
- 2) It is inappropriate to paint previously unpainted surfaces including brick, stone, copper, and bronze.
- 3) Coat replacement gutters and downspouts with paint or a baked enamel finish in the same color as the trim color, unless they are copper, which shall remain uncoated.
- 4) Paint exterior storm windows white or a color that matches the corresponding window sash or trim.
- 5) Select paint colors that accentuate the building's detailing and architectural style, and that harmonize with the surrounding properties.
- 6) Use consistent color as a means of blending new additions with the historic buildings.
- 7) Coordinate wall and roof colors.
- 8) It is appropriate to select color schemes that are drawn from the wide range available during the period of construction in the neighborhood.
- 9) Apply color consistently and uniformly over the entire structure; a base color on siding; a secondary base if siding texture varies (typically in gables and dormers), a trim color (cornerboards, window and door surrounds, soffit, fascia, etc.), and an accent color (door, window sash, shutters, etc.).
- 10) It is appropriate to use opaque solid pigment exterior stains in lieu of paint for porch floors and decks.

This bungalow illustrates the preferred color application: a base color, a trim color, and an accent color on the window sash and door.



Accessibility and Life Safety



This access ramp is reversible and located on the secondary AVC.

To extend the life of a historic structure, adaptive reuse may require additional rehabilitation. Wilson's historic districts have several houses being adaptively reused as law offices, flower shops, bed and breakfast inns, and other uses. Care must be taken to provide accessibility without compromising the structure or losing character-defining features that contribute to the significance of the building and district. Projects may require compliance with one or more of the following codes (they are also referenced in the appendices):

- The Americans with Disabilities Act (ADA), passed in 1980, requires accessibility to all public buildings, thereby enabling all citizens the right to use and enjoy these structures. Creating accessible buildings while maintaining an historic building's character defining features can be challenging and requires careful planning.
- The North Carolina Accessibility Code (NCAC), is part of the North Carolina State Building Code. The 2002 edition with 2004 amendments is the latest version of the NCAC, and has been certified by the ADA with specific limitations. It closely follows, but provides certain alternatives to the ADA standards.
- The North Carolina Rehabilitation Code (Rehab Code) was passed in 2006, and was written specifically for rehabilitation of existing buildings. It provides for retention of historic features without compromising life safety.

For additional information on these codes, please consult with the Code Enforcement Officials from the Planning and Development Services Department. In addition, the Preservation Planner with the City of Wilson and the Restoration Specialist with the Eastern Office of Archives and History can provide valuable guidance during the planning stages and throughout the execution of the project.

Design Guidelines for Accessibility and Life Safety

- 1) Choose uses for historic buildings that allow for compliance with applicable building code and accessibility requirements while ensuring compatible design and the protection of the building's historic and architectural character.
- 2) Review the proposed new use to determine the impact accessibility and life safety requirements will have on the historic building. Explore a variety of design options and select the one that requires the least alteration to the historic building and site.
- 3) Locate fire exits, stairs, landings, ramps, chair lifts, and other access features in the secondary or tertiary area of visual concern where they will have the least impact.
- 4) Design new exits, stairs, landings, ramps, chair lifts, and other access features so that they are compatible with the character of the building or site through the use of similar materials, scale, and details.
- 5) Construct new exits, stairs, landings, ramps, chairlifts, and other access features so that their removal will not permanently damage the primary structure or necessitate the removal of character-defining features.

Utilities



This HVAC unit is well-screened from public view.

Technology has changed rapidly through the twentieth- and twenty-first centuries. Historic buildings were built with minimal utilities, electricity, plumbing, and heat. Over time, air conditioning was added and other changes incorporated. When introducing new mechanical and electrical equipment, it is important to prevent damage to historic building elements and landscape features. Site mechanical equipment in secondary or tertiary areas of visual concern where they can be screened from public view. Whenever possible, utility lines should be located underground. Left unabated, mechanical equipment, transformers, power lines, and other utility structures can contribute to visual clutter and create a cumulative negative visual effect in historic districts. Therefore, it is important to consider the placement of these items holistically as well as on a case-by-case basis.

Local landmarks and properties in local historic districts require a Certificate of Appropriateness for utility work undertaken by private property owners, utility providers, public utility companies, and the State of North Carolina, its political subdivisions, agencies and municipalities.

A COA is not required for ordinary maintenance or in-kind repair of utility lines, support structures, or replacement of street fixtures. Equipment failure, damage due to accident, natural occurrence or disaster, including, but not limited to: electrical storms, tornadoes, ice storms, and hurricanes is considered an emergency and does not require a COA.

Protect Utilities with a Program of Routine Maintenance:

- Conduct routine inspections.
- Properly prune trees away from overhead wires and shrubs from HVAC equipment.
- Keep storm drains and street gutters clear of debris.
- Call before digging to identify all utilities.

Design Guidelines for Utilities

- 1) Locate utilities, mechanical equipment, and associated structures in secondary and tertiary areas of visual concern and screen from public view with vegetation, fencing, or other means, in keeping with the character of the historic district.
- 2) It is inappropriate to install window air conditioning units in the primary area of visual concern.
- 3) It is appropriate to use existing openings for utility connections whenever possible. Locate utility connections and vents through walls, roofs, or foundations on secondary or tertiary areas of visual concern where they are not visible from public view.
- 4) It is appropriate to site heating and air conditioning units in areas that will require the least possible alteration to the plan, structure, materials, and appearance of the building.
- 5) Where allowed by the utility company, paint meter boxes, vents, and other utility connections in colors that will blend with the historic building and screen them from view.
- 6) It is appropriate to install underground utility services to eliminate overhead lines and poles wherever possible. Bore utilities under streets, sidewalks, fences, and other landscape features to avoid damage to historic landscapes and features.
- 7) It is inappropriate to locate skylights, solar collectors, ventilators, or other mechanical equipment on rooftops in the primary area of visual concern. Flat skylights, solar panels, and other equipment are appropriate on the rear slopes of the roof provided they are not visible from the public-right-of-way. Solar panels may be installed in the rear yard, provided they are not visible from the public right-of-way. Solar shingles may be an appropriate alternative provided they are consistent with the roofing guidelines on page 55.
- 8) It is inappropriate to place satellite dishes of any size in the primary area of visual concern. Small (2 feet diameter or less) dishes may be mounted on a building provided they are located in the back half of secondary AVC or in the tertiary AVC. Large satellite dishes are only appropriate in the tertiary AVC. It is inappropriate to mount large dishes on buildings.
- 9) It is inappropriate to puncture a standing seam metal, slate, asbestos, or tile roof for any utility application including the installation of satellite dishes or antennae.
- 10) See the design guidelines for lighting on page 43 for additional guidance.

Sustainability and Energy Efficiency



The masonry construction, wide roof overhangs, symmetrical fenestration, and deep porch are all energy efficient elements.

Sustainability and “green” are current terms associated with the movement towards increasing energy efficiency and minimizing waste in new construction and rehabilitation of existing buildings in our country. According to the National Trust for Historic Preservation, “Sustainability is meeting the needs of the present without compromising the ability of the future generations to meet their own needs.” In other words, don’t be wasteful. LEED is the term most associated with sustainability and stands for Leadership in Energy and Environmental Design. It is a rating system developed by the U.S. Green Building Council that provides standards for responsible construction. The field is changing rapidly therefore to obtain the most current information please refer to the National Trust website on sustainability at <http://www.preservationnation.org/issues/sustainability/> and the U.S. Green Building Council’s website at <http://www.usgbc.org/>.

It is in the best interest of the property owner to ensure that their property is operating efficiently. Fortunately, historic buildings were designed for energy efficiency. In many cases architectural features were designed in response to the surrounding environment. For example, windows and doors provide cross-ventilation while porches provide shaded, well-ventilated outdoor living space. Shutters were used to add a layer of protection over windows and shield them from severe weather.

The first step to make your historic home or building more energy efficient is to identify existing features that contribute to its efficiency. Next, identify methods for increasing efficiency without compromising the architectural integrity of the building. In many cases historic windows can be made more energy efficient by maintaining a sound paint film, replacing glazing compound when cracked, adding weatherstripping, installing storm windows, insulating the attic space, adding a blanket around the water heater, and changing filters regularly. Lastly, follow up regularly to ensure all systems are functioning properly. The guidelines on the following page will ensure that the implementation of energy efficient measures are congruous with the special character of the local historic district and landmark.

Design Guidelines for Sustainability and Energy Efficiency

- 1) Identify and preserve the historic energy efficient features of the historic building and district.
- 2) Maintain energy efficient features in an operable state. If non-operable, repair to a state of utility.
- 3) It is appropriate to preserve and maintain historic storm and screen doors.
- 4) It is appropriate to increase efficiency of a historic building by using weatherstripping, caulking, and installing storm windows and doors. Storm doors and windows shall be sized to fit the door and window openings and operate properly. Storm windows must maintain a narrow profile so that the character-defining features are not obscured. The dividing bar of the storm window must match the dividing bar on the window. Finish storm windows to match the color of the sash, trim, or in white. Installation of storm windows shall not require the removal of trim. Storm doors shall be full view and align with the stiles and rails of the door. Select storm and screen door designs that do not obscure the exterior door or its details. See Guidelines for windows and doors for additional guidance.
- 5) Awnings or shutters over window, door, and porch openings may be appropriate if physical or documentary evidence exists to support their historical use. Ensure installation does not damage the historic fabric or architectural details of the building.
- 6) It is appropriate to install new mechanical systems with minimal alteration to the exterior of the building as well as the character-defining features of the interior.
- 7) It is appropriate to insulate the roof or attic floor in order to increase energy efficiency.
- 8) It is inappropriate for “green” roof designs to compromise historic materials, features, and details of the historic building or district.

Design Guidelines for Sustainability and Energy Efficiency continued on next page.

Historically Sustainable Elements in Wilson’s Historic Districts and Local Landmarks

- | | |
|---|---|
| <ul style="list-style-type: none"> • Large shade trees • Porches • Wide roof overhangs (shade windows) • Awnings • Passive Solar or Trombe’ Walls • Cisterns • Ceiling Fans • Whole house fans / attic fans | <ul style="list-style-type: none"> • Shutters • Transoms • Operable windows • Cross Ventilation • Doors and storm doors • Local building materials • Native Plants |
|---|---|

Design Guidelines for Sustainability and Energy Efficiency continued.

- 9) Alternative energy source equipment such as free-standing solar panels and wind turbines must be appropriately sited in the secondary or tertiary AVC and screened from public view.
- 10) It is inappropriate to locate skylights, solar collectors, ventilators or other mechanical equipment on rooftops in the primary area of visual concern. Flat skylights and solar panels are appropriate on the rear slopes of the roof provided they are not visible from the public right-of-way. Solar shingles may be an appropriate alternative provided they are consistent with the roofing guidelines on page 53.
- 11) Install cisterns, rain barrels, and other water collection devices on the secondary and tertiary AVC and screen from public view.
- 12) When possible, use plant species that were available in Wilson during the district's period of significance. Plant shade trees on the south and west sides of the building and conifer/pine wind breaks on the north side of the building.
- 13) Consult the Preservation Planner or Eastern Office of Archives and History with specific questions about energy efficiency and historic buildings.



The solar panels on this home are flat and on the rear elevation within the tertiary AVC so that they are not visible from the public right-of-way.

Design Guidelines for Additions and New Construction

New Construction in the Historic Districts	89
Additions to Historic Buildings	93
Decks on Historic Buildings	95

New Construction in Historic Districts

This new house fits nicely in the West Nash Street Historic District. It shares a similar set back to the others on the street and has similar height and massing.



The developmental history evident in Wilson’s historic districts does not represent one era or period of development, but rather a number of periods, it continues to evolve today. Sensitive new construction can be a positive influence on the historic district and contribute to the evolution of the historic districts into the twenty-first century. An understanding of the historic districts is essential for successful new construction design. This handbook is recommended reading to help understand not only the architecture of the district, but the site and setting, paving patterns, the use of building materials, and the placement of signs and lighting. It is also important to understand that replication of an earlier or historic style is not preferred for new construction; rather it is appropriate for the design to reflect its time in history, the twenty-first century. The guidelines on the following page will ensure that new construction is congruous with the special character of the historic district.



Both of these houses are new construction and both are in keeping with the historic district guidelines for new construction and the surrounding properties.

Design Guidelines for New Construction

- 1) Consult with the Wilson Historic Preservation Commission and the Preservation Planner early in the planning phases of a new construction project for guidance and feedback.
- 2) It is appropriate to maintain the same or similar setback, space between buildings, and orientation to the street as the other properties within the historic district, in order to maintain the rhythm created by the structures on the street.
- 3) Consult the “Design Guidelines” sections for site features and plantings, fences and walls, lighting, signage, archaeology, building materials, utilities, sustainability, and accessibility to develop a better understanding of the character of the local historic district or landmark and incorporate the design elements into your plans.
- 4) It is appropriate to incorporate existing topography and site features into the design of new construction projects. Consider the impact to all areas of visual concern when planning projects, especially those on corner lots.
- 5) It is appropriate for new construction projects to be compatible with the height, scale, massing, proportion, lot coverage, and roof shape of surrounding buildings within the historic district. It is also appropriate to implement the principles of size, scale, rhythm, shape and form when planning new construction projects:
 - A) Height shall be within 30% of the average height of structures on the block and within a half-story of the adjacent structures.
 - B) Chimney height is not considered when determining the total building height.
 - C) Design elements shall be in scale for the architecture of the building.
 - D) Rhythm of buildings width to its separation from adjacent buildings shall be consistent.
 - E) Rhythm may be created through the use of details such as porches, columns, rooflines, etc., so when viewed collectively, a pattern is established and maintained on the streetscape.
 - F) Form of the structure shall be compatible with surrounding structures in regard to number of stories high, number of bays wide, and the shape and pitch of the roof.
 - G) Fenestration shall be compatible in the shape, pattern, proportions, location and size of the opening.
- 6) It is appropriate to implement the principles of setback when planning new construction projects:
 - A) Setbacks shall be uniform and establish a feeling of order and cohesiveness within the blockface and streetscape.
 - B) New buildings shall have similar setbacks as the average on the block.
 - C) Continuous blockface infill (commercial buildings, rowhouses) shall be aligned.
 - D) Side yards shall be consistent in size to side yards of neighboring buildings.
 - E) Porches are included when considering setbacks. Zoning requirements also apply.

Design Guidelines for New Construction (continued)

- 7) It is appropriate to implement the principles of orientation when planning new construction projects:
 - A) New structures shall face the same direction as existing structures (A review of the neighborhood development patterns may be used when reviewing corner lots).
 - B) The primary entrance shall be located on the primary AVC of the building. For Commercial buildings with rear parking a front entrance is still required.

- 8) It is appropriate to site new construction projects so that removal of healthy, mature plantings is not necessary. Consult an arborist to determine the status of a mature tree or planting.

- 9) It is inappropriate to locate new construction projects in areas necessitating the relocation or demolition of historic buildings or outbuildings.

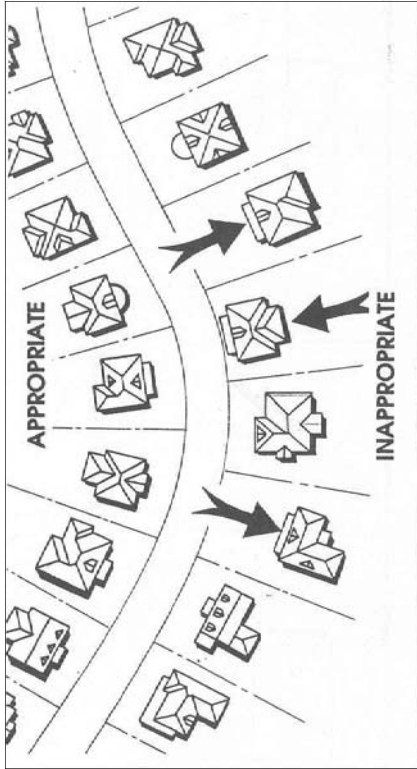
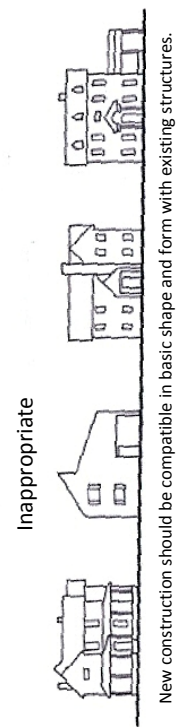
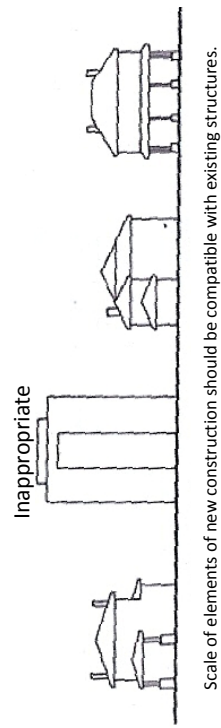
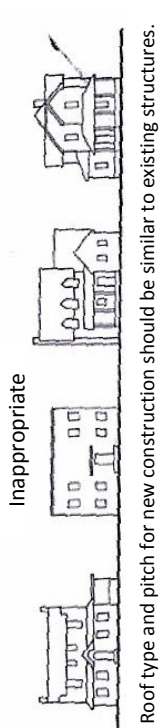
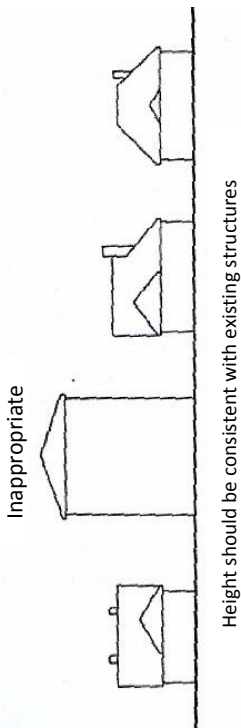
- 10) It is appropriate to design new construction projects using contemporary architecture. The design should adhere to historic district characteristics including: massing, proportion, scale, form, and details. In addition to adhering to the design principles of symmetry, hierarchy, rhythm, and repetition. It is also important to be aware of and consider the special relationships of, building to site, and site to context, in historic districts.

- 11) It is appropriate to use materials on new construction projects that were traditionally found in the historic district, including, but not limited to, wood, brick, stone, stucco, and rusticated and smooth concrete block. However, if traditional materials are not economically feasible smooth-faced cementitious siding installed in a traditional manner with similar exposure and sized to emulate horizontal wood siding may be allowed.

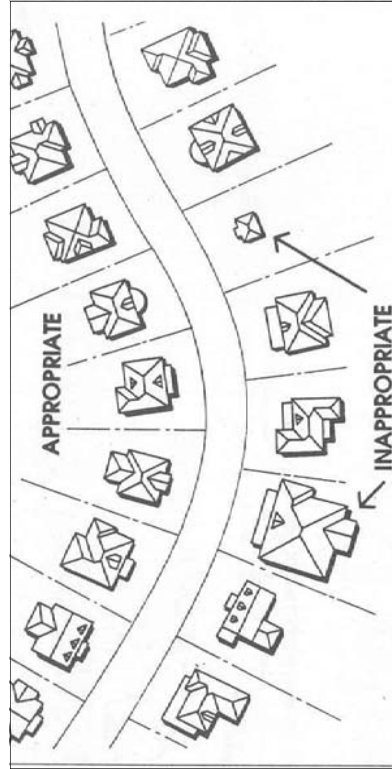
- 12) It is inappropriate for new construction projects within the historic districts to utilize synthetic siding and details.

- 13) It is appropriate to use materials in traditional ways so that new construction projects are in harmony with the existing buildings in the historic district.

Design Guidelines for New Construction (continued)



New buildings should have setbacks consistent with existing buildings



Lot coverage for new buildings should be similar to that of existing buildings.

Additions to Historic Buildings



This addition is consistent with the height, scale, size, and proportion of the historic structure.

Many historic buildings have received additions in one form or another, such as the enclosure of a porch or the addition of a hallway to link the main house with a detached kitchen. These changes illustrate the evolution of the building and are important in understanding the history of an individual building. Additions that are over fifty years old may have achieved historic significance and should be taken into consideration when planning a renovation or rehabilitation project. Preserving the historic building and maintaining its architectural integrity can often be achieved while adding onto the buildings. A successful project will benefit from advance planning and communicating with the Preservation Planner and Historic Preservation Commission early in the process to obtain feedback and guidance. A pre-application review is recommended.

The following guidelines will ensure that additions to historic buildings are congruous with the special character of the landmark or historic district property.

Design Guidelines for Additions to Historic Buildings:

- 1) It is appropriate to locate additions to historic buildings in the secondary or tertiary AVC to ensure minimal impact to the rhythm of the streetscape or character-defining open spaces.
- 2) It is appropriate to consider the height, scale, size, and proportion of an addition to ensure that it is compatible with the existing structure and does not overpower it.
- 3) It is appropriate to ensure that an addition is compatible with the historic building in massing, style, location, orientation, scale, height, materials, roof form, fenestration, details, and texture.

Design Guidelines for Additions to Historic Buildings (continued)

- 4) It is appropriate to locate additions so that there is no disruption of the established rhythm of building mass and open space on the blockface.
- 5) It is appropriate to site additions so that no removal of mature trees or plantings is required.
- 6) It is inappropriate to locate additions in areas necessitating the relocation or demolition of historic outbuildings.
- 7) It is appropriate to design additions using contemporary architecture provided they adhere to the characteristics of the historic district including: massing, proportion, scale, form, and details, and the design principles of symmetry, hierarchy, rhythm, and repetition.
- 8) It is appropriate to design new additions in a reversible manner, so that they can be removed from the original building without significant loss of historic architectural fabric.
- 9) It is appropriate to use traditional materials that were available at the time the historic building was constructed. Select building materials that are consistent with the historic building's materials.
- 10) It is inappropriate to use synthetic siding and details on additions on landmarks or in the local historic districts.
- 11) It is appropriate to use materials in traditional ways so that additions are in harmony with the buildings in the historic district (ie. horizontal siding).
- 12) Utilize similar roof forms and pitches. Align the height of the eave line of a new addition with the eave line of the original building. Differentiate the junction between old and new construction by recessing the wall plane, or adding a corner board at the junction between old and new construction.
- 13) It is appropriate to match the foundation height, style, and materials of an addition to the original building, however, differentiate the junction of old and new by recessing the foundation and wall plane of the new addition.
- 14) It is appropriate to consider the significance of additions and alterations that are at least fifty (50) years old to determine their contribution to the building's character-defining features. For example, a Craftsman-style porch on an earlier Queen Anne-style house illustrates the evolution of the house, and may be considered character-defining for that house.

Decks on Historic Buildings

Historically, porches served as the primary outdoor gathering space in residential neighborhoods. Today, many residents enjoy decks in much the same way. They have become popular for gatherings, cookouts, watching the kids play in the backyard, and a host of other outdoor activities. As with other additions, it is important to carefully consider the placement and height of a deck to avoid compromising the architectural integrity of the historic building.



This deck is not visible from the front of the house and is reversible so that if removed in the future there will be no harm to the original structure.

A new deck must be designed so that it can be removed in the future without causing damage to the building or its architectural features. Whenever possible, design decks close to the ground to eliminate the need for handrails and extensive framing, thereby minimizing their visibility in the historic districts. The following guidelines will ensure that decks are congruous with the character of the landmark or historic district.

Design Guidelines for Decks on Historic Buildings:

- 1) It is appropriate to locate decks inconspicuously at the rear of the building, screened from street view, and designed to blend with the structure.
- 2) It is appropriate to design decks so that they do not obscure or damage architectural features.
- 3) It is appropriate to design decks in a reversible manner so that if removed in the future there will be minimal or no damage to the historic fabric of the structure.
- 4) The preferred deck design in historic districts is one that is low to the ground so as to not require railings, extensive structural framing, or screening.
- 5) It is appropriate to underpin decks with lattice.
- 6) It is inappropriate for decks to have built-in benches or gazebos.

Design Guidelines for Relocation, Demolition, & Demolition by Neglect

Relocation	97
Demolition	99
Demolition by Neglect	101

Relocation



The McLaughlin House being moved in two sections. It is best to move the house in one unit, however the width of the house and street rendered that impossible in this case.

Relocating or moving historic properties should only be considered as a last resort, and only to save a property from demolition. All other alternatives should be carefully considered before a move. If it becomes necessary to move a building within Wilson's Historic Districts, it should remain within the original district, as close to its original location and positioned with similar setback and orientation. Thereby maintaining its historic context. Similarly, it is appropriate for landmark properties to maintain a close proximity to original location. It is inappropriate to move urban or suburban houses to a rural setting or rural houses to an urban setting, as it destroys the historic context of the building. In addition, a change in setting usually renders the building ineligible for the National Register of Historic Places or noncontributing to the historic district. Careful planning is essential in relocating a property. Contact the State Historic Preservation Office and Preservation Planner for advice and assistance regarding relocating buildings. A COA is required from the Wilson Historic Preservation Commission to relocate a property from one location to another within the district.

Guidelines for Relocation

- 1) Consider relocation only when all other on-site preservation alternatives have been exhausted.
- 2) Completely document the building in its original location through photographs (black and white and color) as well as site plans prior to relocation and provide a copy of the information to the Wilson Planning Department and the State Historic Preservation Office.
- 3) Submit a COA for post-removal site development for the proposed use of the property after the building is removed to the Wilson Historic Preservation Commission before or simultaneously with the COA for relocation. Both site plans are required to be approved prior to moving the building. Refer to the guidelines for Site and Setting for additional information.
- 4) It is appropriate to select a site with similar qualities as the original location, including setting, setback, lot orientation, rhythm with neighboring properties, geographical location, and historical association.
- 5) It is inappropriate to move a building outside the city of Wilson.
- 6) It is appropriate to protect significant features of both sites before, during, and after the move, including other buildings and structures, man-made features, archaeological sites, mature trees and plantings, topography, and other natural features.
- 7) It is appropriate to protect the building and its significant features before, during, and after the move. This can be achieved by working with a professional house moving contractor, and securing the building from weather, environmental hazards, and vandalism. Move the building as a single unit if possible.
- 8) It is appropriate to coordinate with the city, utility companies, and railroad early in the planning process when planning the route of the move.
- 9) It is appropriate to work closely with the Wilson Historic Preservation Commission and the Wilson Planning Department during the project.

Plan the route carefully to minimize obstacles and delays.



Demolition



Demolition of Wilson's historic buildings is inappropriate to the character of historic districts and local landmark properties.

It is inappropriate to demolish landmark structures or buildings within Wilson's local historic districts. Each building contributes to the significance of the district, and every building that is lost, erodes the character and integrity of the district. In addition, vacant lots create voids in the cohesive streetscape that contributes to the character of Wilson's historic districts and can be unsightly. When a building has been destroyed, it is gone, as is the opportunity of sharing its history with future generations. Demolition is never congruous with the historic character of the historic district or local landmark property. For these reasons, demolition should only be considered after all possible alternatives have been exhausted. If demolition must proceed, salvage of significant architectural elements is recommended.

An application for a Certificate of Appropriateness authorizing demolition of a building or structure within the historic district may not be denied. However, the commission can delay demolition for a period of up to three hundred and sixty-five (365) days for local landmarks and one hundred and eighty (180) days for properties within a local historic district. In addition, special legislation has been enacted which subjects contributing and pivotal properties in the Downtown/Tobacco Warehouse NRHD to the same COA review when demolition is proposed. The delay affords the commission and the property owner time to explore alternatives which may preserve the historic building or structure.

If the building proposed for demolition is determined by the SHPO to have statewide significance, as defined by the National Register of Historic Places, the commission may deny the Certificate of Appropriateness.

Guidelines for Demolition

- 1) Consider demolition only when all other alternatives have been exhausted.
- 2) It is appropriate to completely document the building in its original location through photographs (black and white and color) and provide a copy of the documentation to the Wilson Planning Department and the State Historic Preservation Office.
- 3) Submit a COA for post-demolition site development for the proposed use of the property after the building is removed to the Wilson Historic Preservation Commission before or simultaneously with the COA for demolition. Refer to the guidelines for Site and Setting for additional information.
- 4) It is appropriate to protect adjacent buildings and structures during the demolition.
- 5) It is appropriate to protect archaeological resources during demolition. Report any archaeological findings to the Planning Department and N.C. Office of State Archaeology immediately.
- 6) It is appropriate to work closely with the Planning Department and Wilson Historic Preservation Commission during the entire process. Salvageable materials should be identified by staff and removed prior to demolition.
- 7) It is appropriate to maintain a secure site during the demolition and redevelopment process.
- 8) Following demolition, it is appropriate to develop the site promptly, in accordance with the approved COA.



Demolition of historic buildings causes unsightly voids in the historic streetscape and districts and removes an irreplaceable part of Wilson's history.

Demolition by Neglect

Deterioration of an historic building due to lack of maintenance is called Demolition By Neglect. Regular maintenance protects the structural systems of a building and keeps them in usable form. Deferred maintenance over prolonged periods can result in deterioration and irreversible damage to a building resulting in demolition. A property owner is responsible for the care and maintenance of his or her building. The following guidelines will ensure that lack of maintenance and security will not result in demolition by neglect of a historic structure or local landmark.

Guidelines for Demolition by Neglect

- 1) It is appropriate to conduct routine maintenance and preserve the historic building and its details through routine inspection and use of appropriate methods of preservation.
- 2) It is appropriate to use this design guidelines booklet as a source for preservation and maintenance information and guidance.
- 3) It is appropriate to work with the Inspections and Planning Departments, the Wilson Historic Preservation Commission, and the N.C. State Historic Preservation Office to prevent Demolition by Neglect. Consult the Appendices of this booklet for additional information.

Protect Historic Buildings from Demolition by Neglect by ensuring the following:

- Ensure the roof is in good condition and protecting the structure from water.
- Secure all windows, doors, and the foundation.
- Deflect all downspouts so that water is moved away from the building and its foundation.

APPENDICES

Appendix 1: Bibliography	103
Appendix 2: Glossary of Architectural Terms	104
Appendix 3: Historic Preservation Contacts	120
Appendix 4: Federal Historic Preservation Resources (NPS Preservation Briefs)	121
Appendix 5: Non-Profit Historic Preservation Organizations	125
Appendix 6: State Agencies	125
Appendix 7: Trade Magazines	126
Appendix 8: North Carolina Enabling Legislation	127
Appendix 9: City of Wilson Historic Districts and Properties Ordinance	135
Appendix 10: Standard Certificate of Appropriateness (COA) Application	143
Appendix 11: Certificate of Appropriateness Application for Demolition	146
Appendix 12: Certificate of Appropriateness Application for New Construction	149
Appendix 13: City of Wilson Local Landmarks	157
Appendix 14: Index	158

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Appendix 2: Glossary of Architectural Terms

Adaptive Reuse - The process of converting a building to a use other than that for which it was designed. e.g. changing a house into an office.

Alkyd Resin Paint - A common modern paint using alkyd (one group of thermoplastic synthetic resins) as a vehicle for the pigment; often confused with oil paint.

Aluminum Siding - Sheets of exterior architectural covering, usually with a colored finish, fabricated of aluminum to approximate the appearance of wooden siding. Aluminum siding was developed in the early 1940s and became increasingly common in the 1950s and the 1960s.

Amenity - A building, object, area, or landscape feature that makes an aesthetic contribution to environment rather than one that is purely utilitarian.

Arcade - A series of arches supported on piers or columns attached to or detached from a wall.

Arcade



Arch - A structure formed of wedge-shaped stones, bricks, or other objects laid so as to maintain one another firmly in position. A rounded arch generally represents classical or Romanesque influence whereas a pointed arch denotes Gothic influences.

Arch



Architrave - The lowest part of an entablature, sometimes used by itself as a casing for a window or door.

Art Deco - A style of decorative arts and architecture popular in the 1920s and 1930s, characterized by its use of geometric, angular forms; also referred to as Moderne or Art Moderne.

Asbestos Siding - Dense, rigid board containing a high proportion of asbestos fibers bonded with portland cement; resistant to fire, flame, or weathering and having a low resistance to heat flow. It is usually applied as large overlapping shingles. Asbestos siding was applied to many buildings in the 1950s.

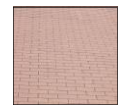
Asbestos Siding



Ashlar - A style of stonework consisting of individual stones that are shaped and tooled to have even faces and square edges.

Asphalt Shingle - A shingle manufactured from saturated construction felts (rag, asbestos, or fiberglass) coated with asphalt and finished with mineral granules on the side exposed to the weather.

Asphalt Shingle



Asphalt Siding - Siding manufactured from saturated construction felts (rag, asbestos, or fiberglass) coated with asphalt and finished with mineral granules on the side exposed to the weather. It sometimes displays designs seeking to imitate brick or stone. Asphalt siding was applied to many buildings in the 1950s.

APPENDICES

Attic Ventilator - In houses, a screened or louvered opening, sometimes in decorative shapes, located on gables or soffits. Victorian styles sometimes feature metal ventilators mounted on the roof ridge above the attic.

Awning - A rooflike covering of canvas, often adjustable, over a window, a door, etc., to provide protection against the sun, rain, and wind. Aluminum awnings were developed in the 1950s.

Awning



Balustrade - A low barrier formed of balusters, or uprights, supporting a railing.

Band (Band Course, Bandmold, Belt) - Flat trim running horizontally in a wall to denote a division in the wall plane or a change in level.

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

Bargeboard



Bay - An opening or division along the face of a structure. For example, a wall with a door and two windows is three bays wide. A bay can also be a projection of a room or facade having windows.

Beltcourse - A projecting course of bricks or other material forming a narrow horizontal band across the wall of a building, usually to delineate the line between stories, also referred to as a string course.

Beveled Glass - Glass panes whose edges are ground and polished at a slight angle so that patterns are created when panes are set adjacent to one another.

Beveled Glass



Board and Batten - A method of covering exterior walls using vertical boards, with narrow strips of wood or battens used to cover the joints between boards.

Board & Batten



Bond - The pattern in which bricks are laid.

Bracket - A divide, either ornamental, structural, or both, set under a projecting element, such as the eaves of a house.

Bulkhead - The panels below the display windows on a commercial storefront.

Bungalow Style - An early 20th century architectural style that grew out of the Arts and Crafts movement of the 19th century. Its basic characteristics are long, low profiles; deep overhanging, bracketed eaves; wide engaged porches with square, squat brick piers supporting wood posts; and informal interior arrangements.

Buttress - A vertical mass of masonry projecting from or built against a wall to give additional strength at the point of maximum stress. Sometimes wooden buttresses are added to frame Gothic Revival-style buildings as decorative, but not supporting features.

Buttress



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

Cararra Glass - Pigmented structural glass developed and popularized in the early 20th century for facing Art Deco and Art Modern-style commercial buildings.

Casing - The exposed trim molding, framing, or lining around a door or a window; may be either flat or molded.

Cast Iron - Iron that has been shaped by being melted and cast in a mold.

Caulking - A resilient mastic compound, often having a silicone, bituminous, or rubber base; used to seal cracks, fill joints, prevent leakage, and/or provide waterproofing.

Cementitious Board - A material composed of cement, sand, and cellulose fiber. First introduced in the early twentieth century as a substitute for slate. Today cementitious board has a variety of uses including exterior siding and roofing.*

Center-Hall Plan - A plan in which the hall or passage extends through the center of a house and is flanked by two or more rooms.

Certificate of Appropriateness - A document awarded by a preservation commission or architectural review board allowing an applicant to proceed with a proposed alteration, demolition, or new construction in a designated historic area or site, following a determination of the proposal's suitability according to applicable criteria.

Certified Historic Structure - For the purpose of the federal preservation tax incentives, any structure subject to depreciation as defined by the Internal Revenue Code that is listed individually on the National Register of Historic Places or located in a registered historic district and certified by the Secretary of the Interior as being of historic significance to the district.

Certified Rehabilitation - Any rehabilitation of a certified historic structure that the Secretary of the Interior has determined is consistent with the historical character of the property or the district in which the property is located.

Chalking - The formation of a powder-like surface condition resulting from the disintegration of a binder or an elastomer in a paint coating; caused by weathering or an otherwise destructive environment.

Chamfered Post



Chamfer - A beveled edge or corner.

Chamfered Post - A square post with the edges of its corners cut away or beveled.

Checking - Small cracks in a film of paint or varnish that do not completely penetrate to the previous coat; the cracks are in a pattern roughly similar to a checkerboard.

Clapboard - Horizontal wooden boards, tapered at the upper end and laid so as to cover a portion of a similar board below and to be covered by a similar one above. The exposed face of clapboard is usually less than 6 inches wide. This was a common exterior treatment in the nineteenth and early twentieth century buildings.

APPENDICES

Classical - Embodying or based on the principles and forms of Greek and Roman architecture.

Clerestory - Windows located relatively high in a wall that often tend to form a continuous band. This was a feature of many Gothic cathedrals and was later adapted to many of the Revival styles found here.

Clerestory



Clipped Gable - A gable the peak of which is truncated for decorative effect; often the roof overhangs the missing peak.

Clipped Gable



Colonial Revival Style - Late 19th and early 20th century architectural style that combines features of Classical and Colonial architecture.

Column - A vertical shaft or pillar that supports or appears to support a load.

Colonnade - A small-scale column, generally employed as a decorative element on mantels, overmantels, and porticoes.

Common Bond - A method of laying brick wherein one course of headers is laid for every three, five, or seven courses of stretchers.

Composition Board - A building board, usually intended to resemble clapboard, fabricated from wood or paper fabric under pressure and at an elevated temperature, usually with a binder.

Coping - The cap or the top course of a masonry wall.

Corbel - A projection (or building out) or projecting block in a masonry wall, sometimes to support a load and sometimes for decorative effect.

Corbel



Corner Block - A square piece, either plain or decorated that forms a corner of a window or door surround.

Corner Boards - Vertical boards nailed on the external corners of frame buildings to provide a method of finishing and joining the ends of the weatherboards.

Cresting - Ornamental ironwork, often highly decorative, used to embellish the ridge of a gable roof or the curb or upper cornice of a mansard roof.

Cresting



Cornice - The uppermost part of an entablature, usually used to crown the wall of a building, portico, or ornamental doorway. The term is loosely applied to almost any horizontal molding forming a main decorative feature, especially to a molding at the junction of walls and ceiling in a room.

Crossette - A lateral projection of the head of the molded architrave or surround of a door, window, mantel, or paneled overmantel; also known as an "ear" or "dog-ear".

Crown Molding - The upper molding of a cornice, often serving to cap or crown the vertical facing or fascia of a boxed cornice. Also, the term is frequently given to the molding used to decorate the joints between walls and a ceiling.

Crenulation - Alternating indentations (embrasures) and raised sections (merlons) of a parapet, creating a toothlike profile sometimes known as a battlement. Crenulation is a detail found most commonly in the Gothic Revival style.



Crenulation

Cultural Resource - A building, structure, district, site, object, or document, that is of significance in American history, architecture, archeology, or culture.

Cupola - A small structure, usually polygonal, built on top of a roof or tower, mostly for ornamental purposes.

Deck - An uncovered porch, usually at the rear of a building; popular in modern residential design.

Demolition by Neglect - The destruction of a building through abandonment or lack of maintenance.

Dentil - Small, closely spaced blocks, often toothlike, used as an ornamental element of a classical cornice.

Design Guidelines - Criteria developed by preservation commissions and architectural review boards to identify design concerns in an area and to help property owners ensure that rehabilitation and new construction respect the character of designated buildings or districts.

Design Review - The process of ascertaining whether modifications to historic and other structures, settings, and districts meet standards of appropriateness established by a governing or advisory review board.

Dogtrot Plan - A plan in which two pens with their own chimneys are placed side by side.

Dormer - A structure containing a window (or windows) that projects through a pitched roof.

Doric Order - A classical order characterized by simple unadorned capitals supporting a frieze of vertically grooved tablets or triglyphs set at intervals.

Dormer Window - An upright window, set in a sloping roof, with vertical sides and front, usually with a gable, shed, or hip roof.

Double-Hung Window - A window with two sashes that open and close by sliding up and down in a cased frame.

Double-Pile House - A center-hall plan house that is two rooms deep on each side of the hall.

Double-Shoulder Chimney - An exterior chimney the sides of which angle inward to form shoulders twice as it ascends from the base to the cap.

Downspout - A vertical pipe, often of sheet metal, used to conduct water from a roof drain or gutter to the ground or cistern.

APPENDICES

Dressed - Descriptive of stone, brick, or lumber that has been prepared, shaped, or finished by cutting, planing, rubbing, or sanding one or more of its faces.

Eave - The part of a sloping roof that projects beyond the wall.

Eclectic or Eclecticism - A method of design in architecture in which elements from a variety of stylistic sources are selected and combined in new and original ways.

Elevation - A drawing showing the vertical elements of a building, either exterior or interior, as a direct projection to a vertical plane.

Ell - A secondary wing or extension of a building, often a rear addition, positioned at right angles to the principal mass.

Eminent Domain - The power of a government to acquire private property for public benefit after payment of just compensation to the owner.

Enabling Legislation - Federal or state laws that authorize governing bodies within their jurisdictions to enact particular measures or delegate powers such as enactment of local landmarks and historic district ordinances, zoning, and taxation.

Engaged Porch - A porch the roof of which is continuous structurally with that of the main section of the building.

Engaged Porch



English Bond - A method of laying brick wherein one course is laid with stretchers and the next with headers, thus bonding the double thickness of brick together and forming a high-strength bond of alternating courses of stretchers and headers.

Entablature - The horizontal part of a Classical order of architecture, usually positioned above columns or pilasters. It consists of three parts: the lowest molded portion is the architrave; the middle band is the frieze; the uppermost element is the cornice.

Escutcheon - A protective plate, sometimes decorated, surrounding, the keyhole of a door, a light switch, or similar device.

Etched Glass - Glass whose surface has been cut away with a strong acid or by abrasive action into a decorative pattern.

Etched Glass



Extended Use - Any process that increases the useful life of an old building, e.g. adaptive use or continued use.

Exterior End Chimney - A chimney located outside the walls of a house, usually against the gable end of a building.

Fabric - The physical material of a building, structure, or city, connoting an interweaving of component parts.

Facade - The face or front of a building.

Fanlight - A semicircular window, usually above a door or window, with radiating muntins suggesting a fan.

Fanlight



Fascia - A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or eave side of a pitched roof. The rain gutter is often mounted on it.

Fluting - Shallow, concave grooves running vertically on the shaft of a column, pilaster or other surface.

Federal Style - The style of architecture popular in America from the Revolution through the early 19th century (in North Carolina from about 1800-1840). The style is characterized by the use of delicate Classical ornament.

Fenestration - The arrangement of windows and doors on a building.

Finial - an ornament, usually turned on a lathe, placed on the apex of an architectural feature such as a gable, turret, or pediment.

Finial



Flashing - A thin impervious material placed in construction to prevent water penetration, to provide water drainage, or both, especially between a roof and a wall.

Flemish Bond - A method of laying brick wherein headers and stretchers alternate in each course and, vertically, headers are placed over stretchers to form a bond and give a distinctive cross pattern.

Flush Siding - An exterior wall treatment consisting of closely fitted horizontal boards with joints that are carefully formed to be hidden and flush, giving a very uniform, flat siding appearance.

Foundation - The supporting portion of a structure below the first-floor construction, or below grade, including footings.

French Window - A long window reaching to the floor level and opening in two leaves like a pair of doors

French Window



Fretwork - A geometrically meandering strap pattern; a type of ornament consisting of narrow fillet or band that is folded, crossed, and interlaced.

Frieze - The middle portion of a Classical entablature, located above the architrave and below the cornice. The term is usually used to describe the flat, horizontal board located above the weatherboards of most houses.

Gable - The triangular portion of a wall formed or defined by the two sides of a double-sloping roof; often referred to as an "A" roof.

Galvanize - To coat steel or iron with zinc, as, for example, by immersing it in a bath of molten zinc.

APPENDICES

Gambrel Roof - A gable roof more or less symmetrical, having four inclined surfaces, the pair meeting at the ridge having a shallower pitch.

Georgian Style - The prevailing architectural style of the eighteenth century in Great Britain and the North American Colonies, so named after George I, George II, and George III. It is derived from Classical, Renaissance, and Baroque forms.

German Siding - Wooden siding with a concave upper edge that fits into a corresponding rabbet in the siding above.

Gingerbread - Thin, curvilinear ornamentation produced with machine powered saws.

Gingerbread



Glazed Header - A brick having a glossy, dark coating ranging in color from gray green to almost black, formed on the outer surface through direct exposure to flame and intense heat during the firing process. In Flemish bond brickwork, this glazed surface is often used for decorative effect by laying the brick so that the glazed ends or headers are exposed to form a pattern in the wall.

Glue-Chip Glass - A patterned glass with a surface resembling frost crystals common in turn-of-the-century houses and bungalows.

Gothic Arch - A pointed arch commonly used in Gothic Revival architecture especially churches.

Gothic Arch



Gothic Revival Style - The nineteenth-century revival of the forms and ornament of medieval/Gothic European architecture, characterized by the use of the pointed arch, buttresses, pinnacles, and other Gothic details in a decorative fashion. The style was popular for church architecture in North Carolina well into the 20th Century.

Greek Revival Style - The mid-19th century revival of the forms and ornamentation of the architecture of ancient Greece.

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

Hall-Parlor Plan - A traditional vernacular plan consisting of two principal rooms: a larger “hall,” often nearly square, and an adjoining smaller “parlor.” In most instances, the hall was entered directly from the outside and had a fireplace centered on the end wall; it was the room where most domestic activities took place. The smaller parlor tended to be used for sleeping.

Hierarchy - A body of forms or elements arranged in a graded series.

Hipped Roof - A roof that slopes back equally from each side of a building. A hip roof can have a pyramidal form or have a small ridge.

Historic district - A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historic and aesthetic associations. The significance of a district may be recognized through listing on a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a historic district board or commission.

Historic Resource - A building, structure, district, site, or object that is of significance in American history, architecture, archeology, or culture (see also cultural resource).

House Museum - A museum whose structure itself is of historical or architectural significance and whose interpretation relates primarily to the building's architecture, furnishings, and history.

Human Scale - A combination of qualities in architecture or the landscape that provides an appropriate relationship to human size, enhancing rather than diminishing the importance of people.

Interior End Chimney - A chimney positioned on the interior side of the gable end of a house.

Italianate Style - A revival of elements of Italian Renaissance architecture popular during the mid-and late 19th century, characterized by the presence of broad projecting or overhanging eaves supported by ornate sawn brackets. Other features include the use of arched windows and heavy hoodmolds

Jamb - The vertical sides of an opening, usually for a door or a window.

Jerkin Head Roof - A roof whose end has been formed into a shape midway between a gable and a hip, resulting in a truncated or "clipped" appearance; sometimes called clipped gable.

Joist - One of a series of parallel timbers or beams, usually set on edge, that span a room from wall to wall to support a floor or ceiling; a beam to which floorboards, ceiling boards, or plaster laths are nailed.

Keystone - The central wedge-shaped stone at the crown of an arch or in the center of a lintel.

Landmarks Register - A listing of buildings, districts, and objects designated for historical, architectural, or other special significance that may carry protection for listed properties.

Landscape - The totality of the built or human-influenced habitat experienced at any one place. Dominant features are topography, plant cover, buildings, or other structures, and their patterns.

Latex Paint - A paint having a latex binder (an emulsion of finely dispersed particles of natural or synthetic rubber or plastic materials in water).

Lattice - A network, often diagonal, of interlocking lath or other thin strips used as screening, especially in the base of a porch.



Lattice

Light - A pane of glass.

APPENDICES

Lintel - A beam of wood or stone that spans an opening; in masonry construction it frequently supports the masonry above the opening.

Ludowici Tile — Clay tile manufactured by the Ludowici Company founded in the United States in 1888 and based in Ohio.



Ludowici Tile

Lunette - A semicircular opening.

Major Works— Substantial alterations to a building or site that have the potential to damage or alter the historic character and integrity of that building, adjacent buildings and sites, and the associated historic district (s). Major works are always reviewed by the commission.

Massing - The sense of bulk, density, and weight of architectural forms.

Minor Works - Relatively minor alterations to a building or site that will likely not alter the historic character and integrity of that building, adjacent buildings and sites and the associated historic district (s). As most minor works are deemed to be consistent with the Wilson Historic Preservation Commission's established architectural guidelines, in most instances minor works are reviewed and approved at the planning staff level.

Mixed Use - a variety of authorized activities in an area or a building as distinguished from the isolated uses and planned separatism prescribed by many zoning ordinances.

Mildew - A fungus that grows and feeds on paint, cotton and linen fabrics, etc., that are exposed to moisture; causes discoloration and decomposition of the surface.

Modillion - A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of the cornice.



Modillion

Molding - A decorative band having a constant profile or having a pattern in low relief, generally used in cornices or as trim around openings.

Mortar - A mixture of Portland cement, lime, putty, and sand in various proportions, used for laying bricks or stones. Until the use of hard Portland cement became common the softer lime-clay or lime-sand mortars and masonry cement were common.

Mortise and Tenon - A joint made by one member having its end cut as a projecting tongue (tenon) that fits exactly into a groove or hole (mortise) in the other member. Once joined in this fashion, the two pieces are often secured by a peg.

Mullion - A vertical member dividing a window area and forming part of the window frame.

Muntin - A molding forming part of the frame of a window sash and holding one side of a pane.

Newel Post - The principal post used to terminate the railing or balustrade of a flight of stairs.

Neoclassical Style- A style of architecture popular during the first half of the twentieth century. Elements draw heavily from Greek Revival and early Classical revival.

Ogee - A double curve formed by the combination of a convex and concave line, similar to an s-shape.

Oil Paint - A paint in which a drying oil, usually linseed oil, is the vehicle for the pigment; rarely used as a house paint since the mid-twentieth century when it was commonly replaced by alkyd resin paints.

Palladian Window - A window design featuring a central arched opening flanked by lower square-headed openings separated from them by columns, pilasters, piers, or narrow vertical panels.

Palladian Window



Panel - A portion of a flat surface set off by molding or some other decorative device.

Pantile - A roofing tile that has the shape of an S laid on its side.

Parapet - A low wall along a roof or terrace, used as decoration or protection.

Parapet



Patio - An open, outdoor living space adjacent to a building, usually surfaced with stone, tiles, or concrete and at ground level.

Pediment - A crowning element of porticoes, pavilions, doorways, and other architectural features, usually of low triangular form, with a cornice extending across its base and carried up the raking sides; sometimes broken in the center as if to accommodate an ornament; sometimes of segmental, elliptical, or serpentine form.

Pen - A one-room structure, the term is usually used when referring to log buildings. Many dwellings erected by the first settlers of the North Carolina piedmont were single-pen structures. Many of these dwellings were expanded into two-pen houses following the double-pen, saddlebag, or dogtrot plans.

Period of Significance - The span of time in which a property or district attained the significance for which it meets the National Register Criteria.

Pilaster - A shallow pier or rectangular column projecting only slightly from or engaged to a wall. Pilasters are usually decorated like columns with a base, shaft, and capital.

Porte Cochere - A projecting porch that provides protection for vehicles and people entering a building; a common feature of the early 20th century Colonial Revival and Bungalow styles.

Portico - A roofed space, open or partly enclosed, often with columns and a pediment, that forms the entrance and centerpiece of the facade of a building.

Portland Cement - A very hard and strong hydraulic cement (one that hardens under water) made by heating a slurry of clay and limestone in a kiln.

APPENDICES

Preservation - Generally, saving old and historic buildings, sites, structures, and objects from destruction or deterioration, and providing for their continued use by means of restoration, rehabilitation, adaptive re-use, and continued maintenance. The Secretary of Interior's Standards for Rehabilitation defines it as, "the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. It may include stabilization work, where necessary, as well as ongoing maintenance and repair of the historic building materials".

Preservation Commission - A generic term for an appointed municipal or county board that recommends the designation of and regulates changes to historic districts and landmarks. It may be called a historic district review board or commission, or architectural or design review board.

Primer - A paint applied as a first coat that serves the function of sealing and filling on wood, plaster, and masonry.

Queen Anne Style - A popular late 19th century revival of early 18th century English architecture, characterized by irregularity of plan and massing and a variety of textures.

Quoin - Ornamental blocks of wood, stone, brick, or stucco placed at the corners of a building and projecting slightly from the front of the facade.

Rafters - Structural timbers rising from the plate at the top of a wall to the ridge of the roof and supporting the roof covering.

Raised panels - A portion of a flat surface, as in the panel of a door or wainscoting, that is distinctly set off from the surrounding area by a molding or other device and is raised above the surrounding area.

Rake - Trim members that run parallel to a roof slope and form the finish between the wall and a gable roof extension.

Reconstruction— "The act or process of depicting by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time" as defined by the Secretary of Interior's Standards for Reconstruction.

Rehabilitation - "The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values" as defined by the Secretary of Interior's Standards for Rehabilitation.

Renovation - Modernization of an old or historic building that may produce inappropriate alteration or eliminate important features and details.

Repetition - The pattern of repeating architectural elements.

Repointing - Raking out deteriorated mortar joints and re-filling into them with a surface mortar to repair the joint.

Restoration - “The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period as defined in the Secretary of the Interior’s Standards for Rehabilitation.

Returns - Horizontal portions of a cornice that extend part of the way across the gable end of a structure at eave level.

Rhythm –The patterned, recurring alternations of contrasting architectural elements. For example the alternation between solids and voids on a streetscape.

Roofing Tile - A tile for roofing, usually of burnt clay; available in many configurations and types, such as plain tiles, single-lap tiles, and interlocking tiles.

Rusticated Stone - Masonry in which each principal face is rough or highly patterned with a tooled margin.

Saddlebag Plan - A plan in which two single-pen rooms are joined together, separated by a single interior chimney.

Sandblasting - An extremely abrasive method of cleaning brick, masonry, or wood that involves directing high-powered jets of sand against a surface.

Sanding -flattening down, rubbing-Smoothing a surface with abrasive paper cloth either by hand or by machine.

Sash - The frame, usually of wood, that holds the pane (s)) of glass in a window; may be movable or fixed; may slide in a vertical plane or may be pivotal.

Sawnwork - Decorative woodwork formed by intricate sawn patterns formed on a bandsaw. Popular in the 1880s and the 1890s and used as exterior decoration on porches and in gables.



Sawnwork

Scale –The size of a building in relation to the size of the average human being.

Second Empire Style - An eclectic style derived from the grand architecture of the French Second Empire of Napoleon III (1852-1870), popularly used in America from the 1860s to the 1880s, especially for public buildings, and characterized by heavy ornament and high mansard roofs with dormers.

Section 106 - The provision of the National Historic Preservation Act of 1966 that requires the head of a federal agency financing or licensing a project to make a determination of the effect of the project or property listed or eligible for listing in the National Register of Historic Places. This is the only protection the National Register provides for listed properties.

Segmental Arch - An arch formed on a segment of a circle or an ellipse.

APPENDICES

Sense of Place - The sum of the attributes of a locality, neighborhood, or property that give it a unique and distinctive character.

Shed Room - A one-story appendage to a larger structure, covered by a simple shed or sloping roof that “leans” against the principal building mass.

Sheet Metal - A flat, rolled-metal product, rectangular in cross-section and form; when used as roofing material, usually tern- or zinc-plated.

Shingle - A roofing unit of wood, asphalt, slate, tile, or other material cut to stock lengths, widths, and thicknesses; used as an exterior covering on roofs and applied in an overlapping fashion.

Shoulder - The sloping shelf or ledge created on the side of a masonry chimney where the width of the chimney changes, also surrounding of stairs.

Shutters - Small hinged wooden louvered or solid panels that cover a door or window.

Sidelight - A framed area of fixed glass of one or more panes positioned to either side of a door or window opening.

Sidelight



Sightline Triangle - On corner properties, the area from the corner of the property line (land) and extending 25' parallel to both street frontages, to the diagonal line connecting these two lines.

Sill - A heavy horizontal timber positioned at the bottom of the frame of a wood structure, that rests on top of the foundation; also, the horizontal bottom member of a door or window frame.

Soffit - The exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, lintel, or vault.



Spindle Frieze

Spindle Frieze - A row of lathe-turned spindles included as the uppermost decorative feature of a gallery or porch below the cornice; also known as an openwork frieze.

Stabilization - “The act or process of applying measures designed to re-establish a weather resistant enclosure and the structural stability of unsafe or deteriorated property while maintaining the essential form as it exists at present”, according to the Secretary of Interior’s Standards for Rehabilitation.

Street Furniture - Municipal equipment placed along streets including light fixtures, fire hydrants, police and fire call boxes, signs, benches, and kiosks.

Streetscape - The distinguishing character of a particular street is created by its width, degree of curvature, paving materials, design of the street furniture, forms of surrounding buildings, and the presence of vegetation (especially trees) along the curb or sidewalk.

Stretcher - The long face of a brick when laid horizontally.

String Course - A projecting course of bricks or other material forming a narrow horizontal band across the wall of a building, usually to delineate the line between stories, also referred to as a belt course.

Stucco - An exterior finish, usually textured, composed of Portland cement, lime, and sand mixed with water. Older-type stucco may be mixed from softer masonry cement rather than Portland cement.

Style - A type of architecture distinguished by special characteristics of structure and ornament and often related in time, also, a general quality of distinctive character.

Surround - The border or casing of a window or door opening, sometimes molded.

Symmetry - The state in which one part exactly corresponds to another in size and shape and achieving balance and proportion.

Tax Incentive - A tax reduction designed to encourage private investment in historic preservation and rehabilitation projects.

Tern plate - Sheet metal coated with terne metal, which is an alloy of lead containing up to 20 percent tin.

Terra Cotta



Terra Cotta - A ceramic material, molded decoratively and often glazed, used for facings for buildings or as inset ornament.

Textured Siding - Wood cut in various flat patterns, such as half rounds or scallops, and applied to portions of facades to create a picturesque or romantic look. This treatment was generally used in Queen Anne-style buildings. Surface textures are often found in diamond, scallop, staggered butt, or composite patterns.

Tongue and Groove - A joinery system in which boards are milled with a tongue on one side and a groove on the other so that they can be tightly joined with a flush surface alignment.

Townscape - The relationship of buildings, shapes, spaces, and textures that give a town or area its distinctive visual character or image.

Trabeated - A method of construction employing posts and lintels; hence, a term used to describe a standard Greek Revival entrance door having a transom and sidelights.

Tracery - An ornamental division of an opening, especially a large window, usually made with wood. Tracery is found in buildings of Gothic influence.

Transom (Over-Door Light) - A narrow horizontal window unit above a door.

Turret



Turned - Fashioned on a lathe, as in a baluster, newel, or porch post.

Turret - A small tower, usually corbelled from a corner.

Vernacular - In architecture, as in language, the nonacademic local expressions of a particular region. For example, a vernacular Greek Revival structure may exhibit forms and details that are derived from the principles of formal Classical architecture but are executed by local builders in an individual way that reflects both local or regional needs, tastes, climatic conditions, technology, and craftsmanship.

APPENDICES

Victorian - The general term used to describe the wide variety of eclectic revival styles that were introduced in British and American architecture during the reign of Queen Victoria (1837-1901).

Vinyl Siding - Sheets of thermal plastic compound made from chloride or vinyl acetates, as well as some plastics made from styrene and other chemicals, usually fabricated to resemble clapboard.

Visual Pollution - Anything that, because of its placement or intrinsic nature, is offensive to the sense of sight, e.g. garbage dumps.

Vitrolite - Pigmented structural glass developed and popularized in the early 20th century for facing Art Deco and Art Modern-style commercial buildings.

Water Blasting - A cleaning method similar to sandblasting except that water is used as the abrasive. As in sandblasting, high-pressure water jets can damage wood and masonry surfaces.

Water Table



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

Weatherboard - Wood siding consisting of overlapping horizontal boards usually thicker at one edge than the other.

Wrought Iron - Iron that is rolled or hammered into shape, never melted.

These terms have been compiled from a variety of sources including Landmark Yellow Pages by the National Trust for Historic Preservation; The Architecture of Wake County, NC by Kelly Lally, and Design Guidelines for Raleigh Historic districts, Raleigh Historic district Commission; Webster's Integrated Dictionary and Thesaurus, Geddes and Grosset, 2006; Reid Thomas, Restoration Specialist, Eastern Office, NC HPO, John Wood, Restoration Specialist, Eastern Office, NCHPO, and Lu-Ann Monson, Preservation Planner, City of Wilson Planning and Developmental Services Department.

Appendix 3: Historic Preservation Contacts

City of Wilson Planning & Development Services Department/Historic
Preservation Commission
PO Box 10, Wilson, NC 27894 or
112 Goldsboro Street East, Wilson, NC 27893

Eastern Office of Archives and History
Historic Preservation Office
117 West 5th Street
Greenville, NC 27858
252-830-6580

North Carolina Historic Preservation Office (SHPO)
4617 Mail Service Center
Raleigh, NC 27699-4617
919-807-6570

North Carolina Office of State Archaeology (OSA)
4619 Mail Service Center
Raleigh, NC 27699-4619
919-807-6554

Historic Preservation Foundation of North Carolina, Inc.
(Preservation/North Carolina)
Headquarters Office
PO Box 27644
Raleigh, NC 27611-7644
919-832-3652

Preservation of Wilson
PO Box 2741
Wilson, NC 27894-2741
252-234-7694

Ludowici Roof Tile
4757 Tile Plant Road
PO Box 69
New Lexington, OH 43764
800-945-8453
<http://www.ludowici.com/>

Appendix 4: Federal Historic Preservation Information

Advisory Council for Historic Preservation (Federal Liaison for Programs)
<http://www.achp.gov/>

Certified Local Government Program (National Program)
<http://www.nps.gov/history/hps/clg/index.htm>

Federal Preservation Tax Incentives Program
<http://www.nps.gov/history/hps/tps/tax/index.htm>

Illustrated Guidelines for Rehabilitating Historic Buildings
<http://www.nps.gov/history/hps/TPS/tax/rhb/>

National Park Service
<http://www.nps.gov/history/>

National Register of Historic Places (National Park Service)
<http://www.nps.gov/history/places.htm>

U.S. Green Building Council (USGBC)
<http://www.usgbc.org/>

The Secretary of Interior's Standards for Rehabilitation
<http://www.nps.gov/history/hps/TPS/tax/rhb/>

Preservation Briefs—A Series of Informative Pamphlets (Listed Below)
<http://www.nps.gov/history/hps/tps/briefs/presbhom.htm>

Preservation Brief 01: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
<http://www.nps.gov/history/hps/tps/briefs/brief01.htm>

Preservation Brief 02: Repointing Mortar Joints in Historic Masonry Buildings
<http://www.nps.gov/history/hps/tps/briefs/brief02.htm>

Preservation Brief 03: Conserving Energy in Historic Buildings
<http://www.nps.gov/history/hps/tps/briefs/brief03.htm>

Preservation Brief 04: Roofing for Historic Buildings
<http://www.nps.gov/history/hps/tps/briefs/brief04.htm>

Preservation Brief 05: The Preservation of Historic Adobe Buildings
<http://www.nps.gov/history/hps/tps/briefs/brief05.htm>

Preservation Brief 06: Dangers of Abrasive Cleaning to Historic Buildings

<http://www.nps.gov/history/hps/tps/briefs/brief06.htm>

Preservation Brief 07: The Preservation of Historic Glazed Terra Cotta

<http://www.nps.gov/history/hps/tps/briefs/brief07.htm>

Preservation Brief 08: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings

<http://www.nps.gov/history/hps/tps/briefs/brief08.htm>

Preservation Brief 09: The Repair of Historic Wooden Windows

<http://www.nps.gov/history/hps/tps/briefs/brief09.htm>

Preservation Brief 10: Exterior Paint Problems on Historic Woodwork

<http://www.nps.gov/history/hps/tps/briefs/brief10.htm>

Preservation Brief 11: Rehabilitating Historic Storefronts

<http://www.nps.gov/history/hps/tps/briefs/brief11.htm>

Preservation Brief 12: The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)

<http://www.nps.gov/history/hps/tps/briefs/brief12.htm>

Preservation Brief 13: The Repair and Thermal Upgrading of Historic Steel Windows

<http://www.nps.gov/history/hps/tps/briefs/brief13.htm>

Preservation Brief 14: New Exterior Additions to Historic Buildings: Preservation Concerns

<http://www.nps.gov/history/hps/tps/briefs/brief14.htm>

Preservation Brief 15: Preservation of Historic Concrete: Problems and General Approaches

<http://www.nps.gov/history/hps/tps/briefs/brief15.htm>

Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors

<http://www.nps.gov/history/hps/tps/briefs/brief16.htm>

Preservation Brief 17: Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character

<http://www.nps.gov/history/hps/tps/briefs/brief17.htm>

Preservation Brief 18: Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements

<http://www.nps.gov/history/hps/tps/briefs/brief18.htm>

Preservation Brief 19: The Repair and Replacement of Historic Wooden Shingle Roofs

<http://www.nps.gov/history/hps/tps/briefs/brief19.htm>

Preservation Brief 20: The Preservation of Historic Barns

<http://www.nps.gov/history/hps/tps/briefs/brief20.htm>

Preservation Brief 21: Repairing Historic Flat Plaster—Walls and Ceilings

<http://www.nps.gov/history/hps/tps/briefs/brief21.htm>

Preservation Brief 22: The Preservation and Repair of Historic Stucco

<http://www.nps.gov/history/hps/tps/briefs/brief22.htm>

Preservation Brief 23: Preserving Historic Ornamental Plaster

<http://www.nps.gov/history/hps/tps/briefs/brief23.htm>

Preservation Brief 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches

<http://www.nps.gov/history/hps/tps/briefs/brief24.htm>

Preservation Brief 25: The Preservation of Historic Signs

<http://www.nps.gov/history/hps/tps/briefs/brief25.htm>

Preservation Brief 26: The Preservation and Repair of Historic Log Buildings

<http://www.nps.gov/history/hps/tps/briefs/brief26.htm>

Preservation Brief 27: The Maintenance and Repair of Architectural Cast Iron

<http://www.nps.gov/history/hps/tps/briefs/brief27.htm>

Preservation Brief 28: Painting Historic Interiors

<http://www.nps.gov/history/hps/tps/briefs/brief28.htm>

Preservation Brief 29: The Repair, Replacement, and Maintenance of Historic Slate Roofs

<http://www.nps.gov/history/hps/tps/briefs/brief29.htm>

Preservation Brief 30: The Preservation and Repair of Historic Clay Tile Roofs

<http://www.nps.gov/history/hps/tps/briefs/brief30.htm>

Preservation Brief 31: Mothballing Historic Buildings
<http://www.nps.gov/history/hps/tps/briefs/brief31.htm>

Preservation Brief 32: Making Historic Properties Accessible
<http://www.nps.gov/history/hps/tps/briefs/brief32.htm>

Preservation Brief 33: The Preservation and Repair of Historic Stained and Leaded Glass
<http://www.nps.gov/history/hps/tps/briefs/brief33.htm>

Preservation Brief 34: Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
<http://www.nps.gov/history/hps/tps/briefs/brief34.htm>

Preservation Brief 35: Understanding Old Buildings: The Process of Architectural Investigation
<http://www.nps.gov/history/hps/tps/briefs/brief35.htm>

Preservation Brief 36: Protecting Cultural Landscapes: Planning, Treatment, and Management of Historic Landscapes
<http://www.nps.gov/history/hps/tps/briefs/brief36.htm>

Preservation Brief 37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
<http://www.nps.gov/history/hps/tps/briefs/brief37.htm>

Preservation Brief 38: Removing Graffiti from Historic Masonry
<http://www.nps.gov/history/hps/tps/briefs/brief38.htm>

Preservation Brief 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings
<http://www.nps.gov/history/hps/tps/briefs/brief39.htm>

Preservation Brief 40: Preserving Historic Ceramic Tile Floors
<http://www.nps.gov/history/hps/tps/briefs/brief40.htm>

Preservation Brief 41: The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
<http://www.nps.gov/history/hps/tps/briefs/brief41.htm>

Preservation Brief 42: The Maintenance, Repair, and Replacement of Historic Cast Stone
<http://www.nps.gov/history/hps/tps/briefs/brief42.htm>

Preservation Brief 43: The Preparation and Use of Historic Structure Reports
<http://www.nps.gov/history/hps/tps/briefs/brief43.htm>

Preservation Brief 44: Replacement, and New Design of Awnings
<http://www.nps.gov/history/hps/tps/briefs/brief44.htm>

Preservation Brief 45: Preserving Historic Wood Porches
http://www.nps.gov/history/hps/TPS/briefs/brief45_47.htm

Preservation Brief 46: The Preservation and Reuse of Historic Gas Stations
http://www.nps.gov/history/hps/TPS/briefs/brief45_47.htm

Preservation Brief 47: Maintaining the Exterior of Small and Medium Sized Historic Buildings.
http://www.nps.gov/history/hps/TPS/briefs/brief45_47.htm

Appendix 5: Non-Profit Historic Preservation Organizations

National Trust for Historic Preservation (National Non-Profit Organization)
<http://www.preservationnation.org/>

National Trust Main Street Center (Headquarters for Main Street Program)
<http://www.preservationnation.org/main-street/>

National Center for Preservation Technology and Training (NCPTT)
<http://www.ncptt.nps.gov/>

Association for Preservation Technology (International Membership Organization)
<http://www.apti.org/>

Historic Preservation Foundation of North Carolina, Inc. (Preservation NC)
<http://www.presnc.org/>

Southern Garden History Society, Southern Plant List
<http://southerngardenhistory.org/PDF/SouthernPlantLists.pdf>

Appendix 6: State Agencies

North Carolina Historic Preservation Office (State Preservation Agency)
<http://www.hpo.ncdcr.gov/>

North Carolina Office of State Archaeology
<http://www.archaeology.ncdcr.gov/>

North Carolina State Historic Sites
<http://www.nchistoricsites.org/>

Appendix 7: Trade Magazines with Historic Preservation Resources

Old House Journal (Trade Magazine for Historic Buildings)

<http://www.oldhousejournal.com/>

Period Homes (Trade Magazine for Historic Residential Architecture)

<http://www.period-homes.com/>

Traditional Building Magazine (Trade Magazine for Historic Commercial & Public Architecture)

<http://www.traditional-building.com/>

Appendix 8: North Carolina Enabling Legislation for the Creation of Historic Preservation Commissions by Counties and Municipalities G.S. 160A-400.1-400.14

Note: The following text has been taken from the North Carolina General Assembly General Statutes Web site at <http://www.ncleg.net/gascripts/Statutes/Statutes.asp>. Complete texts (by full chapters, not sections) of all General Statutes may be downloaded in HTML, PDF, and RTF formats at that site.

§ 160A-400.1. Legislative findings.

The historical heritage of our State is one of our most valued and important assets. The conservation and preservation of historic districts and landmarks stabilize and increase property values in their areas and strengthen the overall economy of the State. This Part authorizes cities and counties of the State within their respective zoning jurisdictions and by means of listing, regulation, and acquisition:

(1) To safeguard the heritage of the city or county by preserving any district or landmark therein that embodies important elements of its culture, history, architectural history, or prehistory; and (2) To promote the use and conservation of such district or landmark for the education, pleasure and enrichment of the residents of the city or county and the State as a whole. (1989, c. 706, s. 2.)

§ 160A-400.2. Exercise of powers by counties as well as cities.

The term "municipality" or "municipal" as used in G.S. 160A-400.1 through 160A-400.14 shall be deemed to include the governing board or legislative board of a county, to the end that counties may exercise the same powers as cities with respect to the establishment of historic districts and designation of landmarks. (1989, c. 706, s. 2; 1989 (Reg. Sess., 1990), c. 1024, s. 40.)

§ 160A-400.3. Character of historic district defined.

Historic districts established pursuant to this Part shall consist of areas which are deemed to be of special significance in terms of their history, prehistory, architecture, and/or culture, and to possess integrity of design, setting, materials, feeling, and association. (1989, c. 706, s. 2.)

§ 160A-400.4. Designation of historic districts.

Any municipal governing board may, as part of a zoning or other ordinance enacted or amended pursuant to this Article, designate and from time to time amend one or more historic districts within the area subject to the ordinance. Such ordinance may treat historic districts either as a separate use district classification or as districts which overlay other zoning districts. Where historic districts are designated as separate use districts, the zoning ordinance may include as uses by right or as conditional uses those uses found by the Preservation Commission to have existed during the period sought to be restored or preserved, or to be compatible with the restoration or preservation of the district. No historic district or districts shall be designated until:

(1) An investigation and report describing the significance of the buildings, structures, features, sites or surroundings included in any such proposed district, and a description of the boundaries of such district has been prepared, and

(2) The Department of Cultural Resources, acting through the State Historic Preservation Officer or his or her designee, shall have made an analysis of and recommendations concerning such report and description of proposed boundaries. Failure of the department to submit its written analysis and recommendations to the municipal governing board within 30 calendar days after a written request for such analysis has been received by the Department of Cultural Resources shall relieve the municipality of any responsibility for awaiting such analysis, and said board may at any time thereafter take any necessary action to adopt or amend its zoning ordinance.

The municipal governing board may also, in its discretion, refer the report and proposed boundaries to any local preservation commission or other interested body for its recommendations prior to taking action to amend the zoning ordinance. With respect to any changes in the boundaries of such district subsequent to its initial establishment, or the creation of additional districts within the jurisdiction, the investigative studies and reports required by subdivision (1) of this section shall be prepared by the preservation commission, and shall be referred to the local planning agency for its review and comment according to procedures set forth in the zoning ordinance. Changes in the boundaries of an initial district or proposal for additional districts shall also be submitted to the Department of Cultural Resources in accordance with the provisions of subdivision (2) of this section.

On receipt of these reports and recommendations, the municipality may proceed in the same manner as would otherwise be required for the adoption or amendment of any appropriate zoning ordinance provisions. (1989, c. 706, s. 2.)

§ 160A-400.5. Designation of landmarks; adoption of an ordinance; criteria for designation.

Upon complying with G.S. 160A-400.6, the governing board may adopt and from time to time amend or repeal an ordinance designating one or more historic landmarks. No property shall be recommended for designation as a historic landmark unless it is deemed and found by the preservation commission to be of special significance in terms of its historical, prehistorical, architectural, or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling and/or association.

The ordinance shall describe each property designated in the ordinance, the name or names of the owner or owners of the property, those elements of the property that are integral to its historical, architectural, or prehistorical value, including the land area of the property so designated, and any other information the governing board deems necessary. For each building, structure, site, area, or object so designated as a historic landmark, the ordinance shall require that the waiting period set forth in this Part be observed prior to its demolition. For each designated landmark, the ordinance may also provide for a suitable sign on the property indicating that the property has been so designated. If the owner consents, the sign shall be placed upon the property. If the owner objects, the sign shall be placed on a nearby public right-of-way. (1989, c. 706, s. 2.)

§ 160A-400.6. Required landmark designation procedures.

As a guide for the identification and evaluation of landmarks, the commission shall undertake, at the earliest possible time and consistent with the resources available to it,

an inventory of properties of historical, architectural, prehistorical, and cultural significance within its jurisdiction. Such inventories and any additions or revisions thereof shall be submitted as expeditiously as possible to the Office of Archives and History. No ordinance designating a historic building, structure, site, area or object as a landmark nor any amendment thereto may be adopted, nor may any property be accepted or acquired by a preservation commission or the governing board of a municipality, until all of the following procedural steps have been taken:

- (1) The preservation commission shall (i) prepare and adopt rules of procedure, and (ii) prepare and adopt principles and guidelines, not inconsistent with this Part, for altering, restoring, moving, or demolishing properties designated as landmarks.
- (2) The preservation commission shall make or cause to be made an investigation and report on the historic, architectural, prehistorical, educational or cultural significance of each building, structure, site, area or object proposed for designation or acquisition. Such investigation or report shall be forwarded to the Office of Archives and History, North Carolina Department of Cultural Resources.
- (3) The Department of Cultural Resources, acting through the State Historic Preservation Officer shall either upon request of the department or at the initiative of the preservation commission be given an opportunity to review and comment upon the substance and effect of the designation of any landmark pursuant to this Part. Any comments shall be provided in writing. If the Department does not submit its comments or recommendation in connection with any designation within 30 days following receipt by the Department of the investigation and report of the commission, the commission and any city or county governing board shall be relieved of any responsibility to consider such comments.
- (4) The preservation commission and the governing board shall hold a joint public hearing or separate public hearings on the proposed ordinance. Reasonable notice of the time and place thereof shall be given. All meetings of the commission shall be open to the public, in accordance with the North Carolina Open Meetings Law, Chapter 143, Article 33C.
- (5) Following the joint public hearing or separate public hearings, the governing board may adopt the ordinance as proposed, adopt the ordinance with any amendments it deems necessary, or reject the proposed ordinance.
- (6) Upon adoption of the ordinance, the owners and occupants of each designated landmark shall be given written notification of such designation insofar as reasonable diligence permits. One copy of the ordinance and all amendments thereto shall be filed by the preservation commission in the office of the register of deeds of the county in which the landmark or landmarks are located. Each designated landmark shall be indexed according to the name of the owner of the property in the grantee and grantor indexes in the register of deeds office, and the preservation commission shall pay a reasonable fee for filing and indexing. In the case of any landmark property lying within the zoning jurisdiction of a city, a second copy of the ordinance and all amendments thereto shall be kept on file in the office of the city or town clerk and be made available for public inspection at any reasonable time. A third copy of the ordinance and all amendments thereto shall be given to the city or county building inspector. The fact that a building, structure, site, area or object has been designated a landmark shall

be clearly indicated on all tax maps maintained by the county or city for such period as the designation remains in effect.

(7) Upon the adoption of the landmarks ordinance or any amendment thereto, it shall be the duty of the preservation commission to give notice thereof to the tax supervisor of the county in which the property is located. The designation and any recorded restrictions upon the property limiting its use for preservation purposes shall be considered by the tax supervisor in appraising it for tax purposes. (1989, c. 706, s. 2.)

§ 160A-400.7. Historic Preservation Commission.

Before it may designate one or more landmarks or historic districts, a municipality shall establish or designate a historic preservation commission. The municipal governing board shall determine the number of the members of the commission, which shall be at least three, and the length of their terms, which shall be no greater than four years. A majority of the members of such a commission shall have demonstrated special interest, experience, or education in history, architecture, archaeology, or related fields. All the members shall reside within the territorial jurisdiction of the municipality as established pursuant to G.S. 160A-360. The commission may appoint advisory bodies and committees as appropriate.

In lieu of establishing a historic preservation commission, a municipality may designate as its historic preservation commission, (i) a separate historic districts commission or a separate historic landmarks commission established pursuant to this Part to deal only with historic districts or landmarks respectively, (ii) a planning agency established pursuant to this Article, or (iii) a community appearance commission established pursuant to Part 7 of this Article. In order for a commission or board other than the preservation commission to be designated, at least three of its members shall have demonstrated special interest, experience, or education in history, architecture, or related fields. At the discretion of the municipality the ordinance may also provide that the preservation commission may exercise within a historic district any or all of the powers of a planning agency or a community appearance commission.

A county and one or more cities in the county may establish or designate a joint preservation commission. If a joint commission is established or designated, the county and cities involved shall determine the residence requirements of members of the joint preservation commission. (1989, c. 706, s. 2.)

§ 160A-400.8. Powers of the Historic Preservation Commission.

A preservation commission established pursuant to this Part may, within the zoning jurisdiction of the municipality:

- (1) Undertake an inventory of properties of historical, prehistorical, architectural, and/or cultural significance;
- (2) Recommend to the municipal governing board areas to be designated by ordinance as "Historic districts"; and individual structures, buildings, sites, areas, or objects to be designated by ordinance as "Landmarks";
- (3) Acquire by any lawful means the fee or any lesser included interest, including options to purchase, to properties within established districts or to any such properties designated as landmarks, to hold, manage, preserve, restore and improve the same, and to exchange or dispose of the property by public or private sale, lease or otherwise, subject to covenants or other legally binding restrictions which will secure appropriate

rights of public access and promote the preservation of the property;

(4) Restore, preserve and operate historic properties;

(5) Recommend to the governing board that designation of any area as a historic district or part thereof, or designation of any building, structure, site, area, or object as a landmark, be revoked or removed for cause;

(6) Conduct an educational program with respect to historic properties and districts within its jurisdiction;

(7) Cooperate with the State, federal, and local governments in pursuance of the purposes of this Part. The governing board or the commission when authorized by the governing board may contract with the State, or the United States of America, or any agency of either, or with any other organization provided the terms are not inconsistent with State or federal law;

(8) Enter, solely in performance of its official duties and only at reasonable times, upon private lands for examination or survey thereof. However, no member, employee or agent of the commission may enter any private building or structure without the express consent of the owner or occupant thereof;

(9) Prepare and recommend the official adoption of a preservation element as part of the municipality's comprehensive plan;

(10) Review and act upon proposals for alterations, demolitions, or new construction within historic districts, or for the alteration or demolition of designated landmarks, pursuant to this Part; and

(11) Negotiate at any time with the owner of a building, structure, site, area, or object for its acquisition or its preservation, when such action is reasonably necessary or appropriate. (1989, c. 706, s. 2.)

§ 160A-400.9. Certificate of appropriateness required.

(a) From and after the designation of a landmark or a historic district, no exterior portion of any building or other structure (including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features), nor above-ground utility structure nor any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished on such landmark or within such district until after an application for a certificate of appropriateness as to exterior features has been submitted to and approved by the preservation commission. The municipality shall require such a certificate to be issued by the commission prior to the issuance of a building permit or other permit granted for the purposes of constructing, altering, moving, or demolishing structures, which certificate may be issued subject to reasonable conditions necessary to carry out the purposes of this Part. A certificate of appropriateness shall be required whether or not a building or other permit is required.

For purposes of this Part, "exterior features" shall include the architectural style, general design, and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, light fixtures, signs, and other appurtenant fixtures. In the case of outdoor advertising signs, "exterior features" shall be construed to mean the style, material, size, and location of all such signs. Such "exterior features" may, in the discretion of the local governing board, include historic signs, color, and significant landscape, archaeological, and natural features of the area.

Except as provided in (b) below, the commission shall have no jurisdiction over interior arrangement and shall take no action under this section except to prevent the construction, reconstruction, alteration, restoration, moving, or demolition of buildings, structures, appurtenant fixtures, outdoor advertising signs, or other significant features in the district which would be incongruous with the special character of the landmark or district.

(b) Notwithstanding subsection (a) of this section, jurisdiction of the commission over interior spaces shall be limited to specific interior features of architectural, artistic or historical significance in publicly owned landmarks; and of privately owned historic landmarks for which consent for interior review has been given by the owner. Said consent of an owner for interior review shall bind future owners and/or successors in title, provided such consent has been filed in the office of the register of deeds of the county in which the property is located and indexed according to the name of the owner of the property in the grantee and grantor indexes. The landmark designation shall specify the interior features to be reviewed and the specific nature of the commission's jurisdiction over the interior.

(c) Prior to any action to enforce a landmark or historic district ordinance, the commission shall (i) prepare and adopt rules of procedure, and (ii) prepare and adopt principles and guidelines not inconsistent with this Part for new construction, alterations, additions, moving and demolition. The ordinance may provide, subject to prior adoption by the preservation commission of detailed standards, for the review and approval by an administrative official of applications for a certificate of appropriateness or of minor works as defined by ordinance; provided, however, that no application for a certificate of appropriateness may be denied without formal action by the preservation commission. Prior to issuance or denial of a certificate of appropriateness the commission shall take such steps as may be reasonably required in the ordinance and/or rules of procedure to inform the owners of any property likely to be materially affected by the application, and shall give the applicant and such owners an opportunity to be heard. In cases where the commission deems it necessary, it may hold a public hearing concerning the application. All meetings of the commission shall be open to the public, in accordance with the North Carolina Open Meetings Law, Chapter 143, Article 33C.

(d) All applications for certificates of appropriateness shall be reviewed and acted upon within a reasonable time, not to exceed 180 days from the date the application for a certificate of appropriateness is filed, as defined by the ordinance or the commission's rules of procedure. As part of its review procedure, the commission may view the premises and seek the advice of the Division of Archives and History or such other expert advice as it may deem necessary under the circumstances.

(e) An appeal may be taken to the Board of Adjustment from the commission's action in granting or denying any certificate, which appeals (i) may be taken by any aggrieved party, (ii) shall be taken within times prescribed by the preservation commission by general rule, and (iii) shall be in the nature of certiorari. Any appeal from the Board of Adjustment's decision in any such case shall be heard by the superior court of the county in which the municipality is located.

(f) All of the provisions of this Part are hereby made applicable to construction, alteration, moving and demolition by the State of North Carolina, its political subdivisions, agencies and instrumentalities, provided however they shall not apply to interiors of buildings or structures owned by the State of North Carolina. The State and its agencies

shall have a right of appeal to the North Carolina Historical Commission or any successor agency assuming its responsibilities under G.S. 121-12(a) from any decision of a local preservation commission. The commission shall render its decision within 30 days from the date that the notice of appeal by the State is received by it. The current edition of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall be the sole principles and guidelines used in reviewing applications of the State for certificates of appropriateness. The decision of the commission shall be final and binding upon both the State and the preservation commission. (1989, c. 706, s. 2.)

§ 160A-400.10. Conflict with other laws.

Whenever any ordinance adopted pursuant to this Part requires a longer waiting period or imposes other higher standards with respect to a designated historic landmark or district than are established under any other statute, charter provision, or regulation, this Part shall govern. Whenever the provisions of any other statute, charter provision, ordinance or regulation require a longer waiting period or impose other higher standards than are established under this Part, such other statute, charter provision, ordinance or regulation shall govern. (1989, c. 706, s. 2.)

§ 160A-400.11. Remedies.

In case any building, structure, site, area or object designated as a historic landmark or located within a historic district designated pursuant to this Part is about to be demolished whether as the result of deliberate neglect or otherwise, materially altered, remodeled, removed or destroyed, except in compliance with the ordinance or other provisions of this Part, the city or county, the historic preservation commission, or other party aggrieved by such action may institute any appropriate action or proceedings to prevent such unlawful demolition, destruction, material alteration, remodeling or removal, to restrain, correct or abate such violation, or to prevent any illegal act or conduct with respect to such building, structure, site, area or object. Such remedies shall be in addition to any others authorized by this Chapter for violation of a municipal ordinance. (1989, c. 706, s. 2.)

§ 160A-400.12. Appropriations.

A city or county governing board is authorized to make appropriations to a historic preservation commission established pursuant to this Part in any amount that it may determine necessary for the expenses of the operation of the commission, and may make available any additional amounts necessary for the acquisition, restoration, preservation, operation, and management of historic buildings, structures, sites, areas or objects designated as historic landmarks or within designated historic districts, or of land on which such buildings or structures are located, or to which they may be removed. (1989, c. 706, s. 2.)

§ 160A-400.13. Certain changes not prohibited.

Nothing in this Part shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in a historic district or of a landmark which does not involve a change in design, material or appearance thereof, nor to prevent the construction, reconstruction, alteration, restoration, moving or demolition of any such feature which the building inspector or similar official shall certify is required by the public safety because of an unsafe or dangerous condition. Nothing in this Part shall be construed to prevent a property owner from making any use of his property that is not prohibited by other law. Nothing in this Part shall be construed to prevent a) the maintenance, or b) in the

event of an emergency the immediate restoration, of any existing above-ground utility structure without approval by the preservation commission. (1989, c. 706, s. 2.)

§ 160A-400.14. Delay in demolition of landmarks and buildings within historic district.

(a) An application for a certificate of appropriateness authorizing the relocation, demolition or destruction of a designated landmark or a building, structure or site within the district may not be denied except as provided in subsection (c). However, the effective date of such a certificate may be delayed for a period of up to 365 days from the date of approval. The maximum period of delay authorized by this section shall be reduced by the commission where it finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use of or return from such property by virtue of the delay. During such period the preservation commission shall negotiate with the owner and with any other parties in an effort to find a means of preserving the building or site. If the preservation commission finds that a building or site within a district has no special significance or value toward maintaining the character of the district, it shall waive all or part of such period and authorize earlier demolition, or removal. If the commission or planning agency has voted to recommend designation of a property as a landmark or designation of an area as a district, and final designation has not been made by the local governing board, the demolition or destruction of any building, site, or structure located on the property of the proposed landmark or in the proposed district may be delayed by the commission or planning agency for a period of up to 180 days or until the local governing board takes final action on the designation, whichever occurs first.

(b) The governing board of any municipality may enact an ordinance to prevent the demolition by neglect of any designated landmark or any building or structure within an established historic district. Such ordinance shall provide appropriate safeguards to protect property owners from undue economic hardship.

(c) An application for a certificate of appropriateness authorizing the demolition or destruction of a building, site, or structure determined by the State Historic Preservation Officer as having statewide significance as defined in the criteria of the National Register of Historic Places may be denied except where the commission finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use or return by virtue of the denial. (1989, c. 706, s. 2; 1991, c. 514.)

Appendix 9: Wilson Historic Preservation Ordinance

Historic Preservation Ordinance

I. FINDINGS

The historical heritage of Wilson, Wilson County, municipalities therein and North Carolina is one of our most valued and important assets. The conservation and preservation of *historic districts* and *landmarks* stabilize and increase property values in their areas, and strengthen the overall economy of the State.

- A. This ordinance authorizes Wilson, Wilson County and municipalities therein, within their respective zoning jurisdictions and by means of listing, regulation, and acquisition to:
1. safeguard the heritage of the city or county by preserving any district or *landmark* therein that embodies important elements of its culture, history, architectural history, or prehistory; and
 2. promote the use and conservation of such district or *landmark* for the education, pleasure and enrichment of the residents of the city of Wilson or Wilson County and the State of North Carolina as a whole.
- B. In addition, preservation efforts may:
1. foster civic beauty;
 2. encourage the restoration, preservation, rehabilitation, and conservation of historically, architecturally, and archaeologically significant areas, *structures*, buildings, sites or objects and their surroundings; and
 3. protect such buildings, areas, sites and objects from potentially adverse influences which may cause the decline, decay, or destruction of important historical, architectural, and archaeological features which are a part of the local heritage.

II. ADOPTION

As authorized by North Carolina General Statutes 160A-400.1 through 160A-400.14 (as it may be amended), the *governing boards* of the county and municipalities therein, may exercise the same powers with respect to the establishment of *historic districts* and designation of *landmarks*.

[Each *governing board* will include a statement regarding their ordinance]

- A. The City Council of the City of Wilson hereby adopts this preservation ordinance.
- B. The Wilson County Commissioners hereby adopt this preservation ordinance.

III. DEFINITIONS

- A. The following terminology is used throughout this section:
1. **COMMISSION** - Historic Preservation Commission, jointly established by the City of Wilson and Wilson County, and municipalities therein that adopt this ordinance. It was formerly known as the Wilson Historic Properties Commission (joint) and the Historic Districts Commission of the City of Wilson.
 2. **COA** - Certificate of Appropriateness, the directive of the commission that proposed work has been approved. Shall be provided to applicant in placard form for display through the duration of the work. A COA must be issued prior to the release of a building or other permit.
 3. **GUIDELINES** - established design principles by which the commission judges whether or not proposed changes are incongruous with the special character of a *landmark* or district.
 4. **DISTRICT PROPERTY** - a parcel of land and/or *structure(s)* thereon which are located within the boundaries of a local *historic district*.
 5. **EXTERIOR FEATURE** - architectural style, general design, and general arrangement of the exterior of a building or other *structure*, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, light fixtures, signs, and other appurtenant fixtures. In the case of outdoor advertising signs, it shall mean the style, material, size, and location of all such signs. It may also include historic signs, color, and significant landscape, archaeological, and natural features of the area.
 6. **EXTREME HARDSHIP** - Condition wherein a property owner can not perform necessary work due to his financial condition. When a claim of such hardship is made, the owner must provide evidence to document the claim at the hearing. Minimum evidence required is outlined in the *Rules of Procedure*.
 7. **GOVERNING BOARD** - The City Council of the City of Wilson, Wilson County Commissioners and the *governing boards* of any municipalities therein who adopt this ordinance shall be referred to as the *governing board*. The commission shall work with the appropriate *governing board* as determined by the location of the property involved. At any place in this ordinance, when action

- by planning board, board of adjustment or governing board is required, it will be directed to the appropriate entity.
8. **INTERIOR FEATURE** - specific features of architectural, artistic or historical significance in publicly owned landmarks; and privately owned landmarks for which consent for interior review has been given by the property owner. Review of interior features is made ONLY when the interior features and the commission's jurisdiction over them are specified in the ordinance.
 9. **LANDMARK** - an individual property that has been designated by ordinance by the local governing board after having been found to be of significance for its architecture, history, association or pre-history.
 10. **ORDINANCE ESTABLISHING THE COMMISSION** - specifies the physical components and features of the buildings and landscapes for which changes in appearance are subject to review, and it states the standard by which appearance changes must be judged. It also outlines the procedures for application for COAs, review of applications and appeal from commission decisions.
 11. **ORDINANCE DESIGNATING A LANDMARK** - describes the features that give a particular property special significance. It also indicates what, if any, interior features are subject to design review.
 12. **ORDINANCE DESIGNATING AN HISTORIC DISTRICT** - describes the features that give the district its special significance, and defines the boundaries of that district.
 13. **RULES OF PROCEDURE** - adopted by the commission, the rules describe commission membership, meetings, and the COA application, review, and appeal procedures in detail.
 14. **STAFF** - The member(s) of the planning department whose responsibility is to provide the administrative assistance to the preservation commission.
 15. **SHPO** - State Historic Preservation Office, located in the NC Department of Cultural Resources, Division of Archives & History.
 16. **STRUCTURE** - includes buildings, masonry walls, fences, light fixtures, steps and pavement, and other appurtenant features.

IV. HISTORIC PRESERVATION COMMISSION (HPC)

A. COMPOSITION

1. The commission shall be composed of nine (9) members appointed by the City Council of the City of Wilson.
2. Members shall serve staggered three year terms beginning October 1st, with terms of 3 appointees expiring annually.
3. Members are eligible for reappointment.
4. The majority of commission members shall have demonstrated special interest, experience, or education in history, architecture, archaeology, or related fields.
5. Reasonable effort shall be made to appoint members who live in or own property in an historic district or landmark.
6. Further details of composition are outlined in the *Rules of Procedure*, hereby referenced.

B. MEETINGS, ATTENDANCE, ADMINISTRATION

The commission shall:

1. meet quarterly at a minimum, or as otherwise required;
2. hold all meetings in accordance with the NC Open Meetings Law, General Statutes of North Carolina, c. 143, a. 33 C.;
3. adopt rules of procedure and guidelines;
4. report to the local governing boards on its activities and budget;
5. make records of its findings, recommendations, and actions available to the public; and
6. remove members who miss (unexcused) 3 consecutive or 4 meetings in an annual term.

C. APPROPRIATIONS

The governing boards are authorized to make appropriations to a commission established pursuant to this ordinance in any amount that it may determine necessary for the expenses of the operation of the commission, and may make available any additional amounts necessary for the acquisition, restoration, preservation, operation, and management of historic buildings, structures, sites, areas or objects designated as historic landmarks or within designated districts, or of land on which such buildings or structures are located, or to which they may be moved.

1. Ownership of Property
 - a) All lands, buildings, *structures*, sites, areas or objects acquired by funds appropriated by the *governing board* shall be acquired in the name of that *governing board* unless otherwise provided. So long as owned by the *governing board*, historic properties may be maintained by or under the supervision of and control of the *governing board*.
 - b) All lands, buildings or *structures* acquired by the *commission* from funds other than those appropriated by the governing bodies, may be acquired and held in the name of the *commission* and the *governing board* jointly. The *governing board* may acquire by eminent domain any designated *landmark* for which an application has been made for COA for demolition.
2. Receipt and use of funds, gifts.
 - a) The expenditures of the *commission*, exclusive of gifts, shall be within the amount appropriated for the purpose by the governing bodies.
 - b) No indebtedness for which the city or county shall be liable shall be contracted by the *commission* unless an appropriation is made by the governing bodies for such purpose, and then only to the extent of the appropriation.
 - c) The *commission* shall have the right to accept gifts and donations for the exercise of its functions and for giving publicity to its work, and may expend the money received from such donations and gifts as agreed upon by the majority of the *commission*.

D. POWERS AND RESPONSIBILITIES

The *commission* is authorized and empowered to undertake such actions reasonably necessary to the discharge and conduct of its duties and responsibilities as outlined in this ordinance and GS 160A, Art. 19, Pt 3C (160A-400.1 et seq.), including but not limited to the following:

1. Organize itself and conduct its business.
2. Establish *Rules of Procedure and Guidelines* for property improvements.
3. Receive and spend funds appropriated by the local *governing boards* for operation and performance of its duties.
4. Accept grants of funds from private individuals or organizations for preservation purposes.
5. Undertake an inventory of properties of historical, prehistorical, architectural, or cultural significance.
6. Enter, solely in performance of its official duties and only at reasonable times, upon private lands for examination or survey thereof. However, no member, employee or agent of the *commission* may enter any private building or *structure* without the express consent of the owner or occupant thereof.
7. Recommend to the local *governing board* that individual properties be designated as historic *landmarks* and/or that areas be designated as *historic districts*.
8. Recommend that the local *governing board* revoke historic *landmark* and/or district designations.
9. Once the local *governing board* has designated a *landmark* or district, review and act on proposals for:
 - a) exterior alteration, relocation or demolition of *landmarks*, or
 - b) exterior alteration, relocation, demolition, or new construction of properties within *historic districts*.
 - c) alteration of *interior features* of *landmarks* as specified in the designation ordinance.
10. Act to prevent, restrain, correct, or abate violations of this ordinance or of ordinances designating historic *landmarks* or districts.
11. Initiate or participate in negotiations to prevent demolition or promote relocation as a means of preserving properties.
12. Negotiate with property owners for acquisition or protection of significant historic properties.
13. Acquire by any lawful means the fee or any lesser included interest, including options to purchase, properties within established districts or any such properties designated as *landmarks*; to hold manage, preserve, restore and improve the same; and to exchange or dispose of the property by public or private sale, lease or otherwise, subject to covenants or other legally binding restrictions which will secure appropriate rights of public access and promote the preservation of the property;
14. Restore, preserve, and operate historic properties.
15. Conduct educational programs on historic properties and districts.
16. Inform the public about historic preservation issues.

17. Prepare and recommend the official adoption of a preservation element as part of the municipality's comprehensive plan.
18. Appoint advisory bodies or committees as appropriate.
19. Advise property owners about treatment of historical characteristics of their properties.
20. Advise city council, the county commissioners, the managers, and the departments of the city and county government regarding the protection or preservation of historic properties.
21. To propose to the *governing board*, changes to this or any related ordinance, and to propose new ordinances or laws relating to an *historic district, landmark*, or the total program for the development of the historical resources of the county.
22. Cooperate with state, federal, and local governments on matters related to historic preservation, including making contracts with governments and other organizations (provided that these are not inconsistent with state or federal law).

V. DISTRICTS & LANDMARKS

A. HISTORIC DISTRICTS (see attached map)

1. CHARACTER DEFINED

Historic districts established pursuant to this Ordinance shall consist of areas which are deemed to be of special significance in terms of their history, prehistory, architecture, and/or culture, and to possess integrity of design, setting, materials, feeling and association.

2. DESIGNATION OF DISTRICTS

- a) A *governing board* may, designate and from time to time amend one or more *historic districts* as districts which overlay other zoning districts.
- b) No *historic district* or districts shall be designated until:
 - (1) an investigation and report describing the significance of the buildings, structures, features, sites or surroundings included in any such proposed district, and the description of the boundaries of such district has been prepared, and
 - (2) The Department of Cultural Resources, acting through the State Historic Preservation Officer or his or her designee, shall have made an analysis of and recommendations concerning such report and description of proposed boundaries. Failure of the department to submit its written analysis and recommendations to the municipal *governing board* within 30 calendar days after a written request for such analysis has been received by the Department of Cultural Resources shall relieve the municipality of any responsibility for awaiting such analysis, and said board may at any time thereafter take any necessary action to adopt or amend its zoning ordinance.
- c) The municipal *governing board* may also, in its discretion, refer the report and proposed boundaries to any local preservation commission or other interested body for its recommendations prior to taking action to amend the zoning ordinance. With respect to any changes in the boundaries of such district subsequent to its initial establishment, or the creation of additional districts within the jurisdiction, the investigative studies and reports required by this section shall be prepared by the *commission*, and shall be referred to the planning board for its review and comment according to procedures set forth in the zoning ordinance. Changes in the boundaries of an initial district or proposal for additional districts shall also be submitted to the *SHPO* in accordance with the provisions of this section.
- d) On receipt of these reports and recommendations, the municipality may proceed in the same manner as would otherwise be required for the adoption or amendment of any appropriate zoning ordinance provisions.

3. ESTABLISHMENT

Historic districts which will overlap and overlay existing zoning districts, as indicated on the official zoning maps, shall be established by the *governing board* with recommendations from the planning board. The *historic districts* should typically follow the boundaries of the National Register *historic districts* as set forth in each district's nomination to the National Register of Historic Places.

- a) The City of Wilson has established the following districts:

- (1) The Old Wilson *Historic District* is hereby established as an *historic district* overlay zone which overlaps and overlays existing zoning districts, the extent and boundaries of which are indicated on the official zoning map for the City of Wilson, and are the same as the Old Wilson *Historic District*, National Register of Historic Places.
- (2) The West Nash *Historic District* is hereby established as an *historic district* overlay zone which overlaps and overlays existing zoning districts, the extent and boundaries of which are indicated on the official zoning map for the City of Wilson, and are the same as the West Nash *Historic District*, National Register of Historic Places.
- (3) The Broad-Kenan *Historic District* is hereby established as an *historic district* overlay zone which overlaps and overlays existing zoning districts, the extent and boundaries of which are indicated on the official zoning map for the City of Wilson, and are the same as the Broad-Kenan *Historic District*, National Register of Historic Places.

4. USES & OTHER REGULATIONS

- a) Permitted uses.
 - (1) The *historic district* now contains and may in the future contain several residential and commercial zoning classifications, including the residential conversion zone. All uses permitted in any such district, whether by right or as a special use or conditional use, shall be permitted in the *historic district*.
 - (2) All special use, conditional use, variance, subdivision and rezoning applications within an *historic district* shall be forwarded to *staff* or the *commission* for a recommendation pertaining to the potential impact on character of the *structure* or area from the exterior changes (use is not considered).
- b) Area and yard regulations
Structures within the *historic district* shall observe the dimensional and other regulations of the zoning ordinance, except as follows:
 - (1) No *structure* or part thereof shall extend nearer to or be required to be set back further from the front lot line than the average distance of the setbacks of principal buildings within the same block and fronting on the same side of the street or as established by the *commission*.

B. LANDMARKS

1. DESIGNATION

- a) Upon complying with GS 180A-400.6, the *governing board* may adopt and from time to time amend or repeal an ordinance designating one or more *historic landmarks*.
- b) No property shall be recommended for designation as an *historic landmark* unless it is deemed and found by the *commission* to be of special significance in terms of its historical, prehistorical, architectural, or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling and/or association.
- c) Detailed procedures for designation are included in the *Commission's Rules of Procedure*.

2. ADOPTION OF ORDINANCE

- a) For each building, *structure*, site, area, or object so designated as an *historic landmark*, The ordinance shall:
 - (1) describe each property designated in the ordinance,
 - (2) describe the name(s) of the owner(s) of the property,
 - (3) describe those elements of the property that are integral to its historical, architectural or prehistorical value, including the land area of the property so designated, and
 - (4) include any other information the *governing board* deems necessary.
 - (5) require that the waiting period set forth in this ordinance be observed prior to its demolition.

- b) The ordinance may also provide for a suitable sign on the property indicating that the property has been so designated. The sign shall be placed either on the property or on a nearby public right-of-way.

VI. CERTIFICATE OF APPROPRIATENESS (COA)

A. STANDARD

The *commission* shall take no action under this section except to prevent the construction, reconstruction, alteration, restoration, moving, or demolition of buildings, *structures*, appurtenant fixtures, outdoor advertising signs, or other significant features which would be incongruous with the special character of the *landmark* or district. Any and all actions taken by the commission shall be in accordance with G.S. 160A, Art. 19, Pt. 3C (160A-400.1 et seq.), this ordinance, the commission's *rules of procedure*, and the commission's *guidelines* for property improvements.

B. REQUIREMENT FOR COA

1. The commission's *Rules of Procedure* or *Guidelines* outline specific projects that require COA, and those that do not.
2. The municipality shall require a COA prior to issuance of a building permit or other required permit.
3. A COA shall be required whether or not a building or other permit is required.
4. Certain minor works may be reviewed and approved by an administrative official, provided they comply with commission *guidelines*.
5. Major work items and minor works not approved by *staff* shall be reviewed by the *commission*.
6. Except for designated *interior features* as outlined in the ordinance *designating a landmark*, the *commission* shall have no jurisdiction over interior arrangement.
7. Application and filing procedures are outlined in the *Rules of Procedure*
8. Changes not prohibited:
 - a) Nothing in this ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in an *historic district* or of a *landmark* which does not involve a change in design, material or appearance thereof, nor to prevent the construction, reconstruction, alteration, restoration, moving or demolition of any such feature which the building inspector or similar official shall certify in writing is required for public safety because of an unsafe or dangerous condition.
 - b) In the event a state of disaster or an emergency occurs,
 - (1) the *commission* may authorize temporary repairs in order to weatherproof or stabilize a damaged building/*structure* (waiver shall not relieve the applicant/property owner of making permanent repairs that meet the established *Guidelines*);
 - (2) the immediate restoration or maintenance of any existing above-ground utility *structure* is hereby authorized; and
 - (3) the *commission* may waive all application deadline and notification requirements pertaining to disaster related repairs.

C. COMMISSION REVIEW PROCEDURE

1. Prior to any action to enforce a *landmark* or *historic district* ordinance, the *commission* shall prepare and adopt *rules of procedure*, and principles and *guidelines* not inconsistent with this ordinance for new construction, alterations, additions, moving and demolition.
2. In cases where the *commission* deems it necessary, it may hold a public hearing concerning the application in accordance with the North Carolina Open Meetings Law, Chapter 143, Article 33C.
3. The *commission* shall take action on the application considering the following features when determining incongruity, based on the guidelines in effect (hereby referenced):
 - a) architectural style including local or regional architectural traditions;
 - b) general form or design, including building height, massing, roof shape, size and scale;
 - c) general arrangement of exteriors of a building or other *structure*, including setbacks and placement, relationship to other buildings, orientation, and spacing;
 - d) kind and texture of building materials;
 - e) expression of architectural features, such as porches, lintels, cornices, brick bond, and foundation materials;

- f) type, style proportion, location, positioning, pattern and sizes of all windows, doors, lighting fixtures, and other appurtenant features;
 - g) style, material, size & location of outdoor advertising signs;
 - h) color and its application;
 - i) significant and landscape features including ground cover, paving, effect of trees, etc.;
 - j) significant natural or archaeological features; and
 - k) structural condition and soundness.
4. As part of its review procedure, the *commission* may view the premises and seek the advice of the *SHPO* or such other expert advice as it may deem necessary under the circumstances.
5. The commission shall render a decision as follows:
- a) Decide by simple majority present and voting.
 - b) Base its findings on its *guidelines* and standards (see criteria above).
 - c) Vote to approve, approve with conditions, deny, continue, or delay (demolition)
 - (1) An application for COA authorizing the relocation, demolition or destruction of a designated *landmark* or a building, *structure* or site within the district may not be denied except as provided in #4 below. However the effective date of such a certificate may be delayed for a maximum of 365 days for a landmark property, and 180 days for district property from the date of approval. The length of delay, as outlined in the *Rules of Procedure*, will be determined by the significance of the property and those changes that may have rendered it non-contributing. During such period the *commission* may negotiate with the owner and with any other parties in an effort to find a means of preserving the building or site.
 - (a) The maximum period of delay authorized by this section shall be reduced by the *commission* where it finds that the owner would suffer *extreme hardship* or be permanently deprived of all beneficial use of or return from such property by virtue of the delay.
 - (b) If the *commission* finds that a building or site within a district has no special significance or value toward maintaining the character of a district, it shall waive all or part of such period and authorize earlier demolition, or removal.
 - (2) If the *commission* or planning board has voted to recommend designation of a *landmark* or district, and final designation has not been made by the local governing board, the demolition or destruction of any building, site, or *structure* located therein may be delayed by the *commission* or planning agency for a period of up to 180 days or until the local governing board takes final action on the designation, whichever occurs first.
 - (3) The governing board of any municipality may enact an ordinance to prevent the demolition by neglect of any designated *landmark* or any building or *structure* within an established *historic district*. Such ordinance shall provide appropriate safeguards to protect property owners from undue economic hardship.
 - (4) An application for a COA authorizing the demolition or destruction of a building, site, or *structure* determined by the *SHPO* as having statewide significance as defined in the criteria of the National Register of Historic Places may be denied except where the *commission* finds that the owner would suffer *extreme hardship* or be permanently deprived of all beneficial use or return by virtue of the denial. [NOTE: no Wilson County buildings have been found to have statewide significance to date – 2/2000]
 - d) Cause the reason for its decision to be entered into the record.
6. An appeal from the *commission's* action in granting or denying a COA may be taken to the Board of Adjustment by any aggrieved party, within 30 days of the decision, and shall be in the nature of certiorari. An appeal from the Board of Adjustment's decision shall be heard by the superior court of Wilson County.

VII. CONFLICT RESOLUTION

Whenever any ordinance adopted pursuant to this ordinance requires a longer waiting period or imposes other higher standards with respect to a designated historic *landmark* or district than are established under any other statute, charter provision, or regulation, this ordinance shall govern. Whenever the provisions of any other statute, charter provision, ordinance or regulation requires a longer waiting period or imposes other higher

standards than are established under this ordinance, such other statute, charter provision, ordinances or regulation shall govern.

VIII. REMEDIES / COMPLIANCE/ENFORCEMENT

In case any building, *structure*, site, area or object designated as a *landmark* or located within an *historic district* is about to be demolished whether as the result of deliberate neglect or otherwise, materially altered, remodeled, removed or destroyed, except in compliance with the ordinance or other provisions of this ordinance, the city or county, the *commission*, or other person aggrieved by such action may institute any appropriate action or proceedings to prevent such unlawful demolition, destruction, material alteration, remodeling or removal, to restrain, correct or abate such violation, or to prevent any illegal act or conduct with respect to such building, *structure*, site, area or object. Such remedies shall be in addition to any others authorized by this Chapter for violation of a municipal ordinance.

- A. Failure to comply with a COA shall be a violation of the zoning ordinance.
- B. Compliance with the terms of the COA shall be enforced by the planning department.
- C. Penalties and Procedures

It is the intent of these regulations that changes to *landmark* and district properties are made in accordance with commission *guidelines*, and that random demolition of buildings or architectural elements are not made. The *commission* may require the reconstruction or restoration of buildings or architectural elements not approved by Commission action.

 1. In the event renovation work begins without a COA, the following procedures will be taken:
 - a) a stop work order will be issued, and written notice will be sent to the owner;
 - b) work shall cease immediately;
 - c) owner will have seven (7) calendar days to file a completed COA application;
 - d) if the owner fails to submit a complete application, a fine of \$50 per day will begin accruing for a period of ten (10) days; after which it will increase to \$100 per day.
 2. In the event demolition (partial or complete) takes place without a COA, the following procedures will be taken:
 - a) a stop work order will be issued, and written notice will be sent to the owner;
 - b) work shall cease immediately and the site secured;
 - c) owner will have seven (7) calendar days to file a completed COA application;
 - d) if owner fails to submit a complete application, a penalty will be imposed, not to exceed the replacement value of the demolished property or element OR a minimum fine of \$500.
- D. Discontinuance of work or the lack of progress toward achieving compliance with a COA for a period of twelve (12) months shall be considered as a failure to comply with a COA.

IX. SUCCESSOR

- a. The *commission* is a continuation of the Wilson Historic Properties Commission, a joint commission of the City of Wilson and Wilson County, and the *Historic districts* Commission of the City of Wilson, which have heretofore been created by the Wilson County and/or the City of Wilson. Any and all acts heretofore lawfully performed by its predecessors shall remain in full force and effect. By creation of the Historic Preservation Commission, it is the intent to expand the authority of the Preservation Commission to address *landmarks* and districts throughout the City of Wilson, Wilson County and municipalities therein. NOTE: In 1989 there was a statutory revision to the NC General Statutes authorizing this ordinance.
- b. Members serving on the Wilson Historic Properties Commission and Historic Districts Commission at the adoption of this ordinance shall continue to serve as members of the Historic Preservation Commission for their prescribed terms.

/MAJORTXT/ORDINANC.DOC

Appendix 10: Sample Standard Certificate of Appropriateness
Page 1/3

OFFICE USE ONLY			
Staff/HPC Received _____	C N P F I V L Legal ad _____	Hearing _____	Certificate # _____ Approve/Deny/Conditions Issued _____

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS
WILSON HISTORIC PRESERVATION COMMISSION

Property Address: _____ City/Township: _____
PIN #: _____ Historic ID #: _____

Owner Name: _____ Phone #: _____
Owner Address: _____

Contact Person (if different): _____
Telephone: (Day) _____ (Evening) _____ (Fax) _____

PROPOSED ACTION: Check the term(s) which describe your project::

- | | |
|--|--|
| <input type="checkbox"/> Maintenance/Repair-similar mtls | <input type="checkbox"/> Demolition - partial |
| <input type="checkbox"/> Maintenance/Repair-diff mtls | <input type="checkbox"/> Demolition - Complete |
| <input type="checkbox"/> Alteration/Remodeling | <input type="checkbox"/> Moving |
| <input type="checkbox"/> Reconstruction | <input type="checkbox"/> Removal |
| <input type="checkbox"/> Addition | <input type="checkbox"/> ADA compliance |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Color |
| <input type="checkbox"/> Restoration | <input type="checkbox"/> Other _____ |

INFORMATION REQUIRED: Provide the following checked information with your completed application (reduce as necessary):

- Description of proposed work (be specific)
- Photographs of existing conditions where changes are proposed
- Elevation drawings (showing proposed work)*
- Detail drawings
- Site Plan/Plot Plan with dimensions (show relationship of all buildings, driveway, sidewalks and trees to property line; identify location of proposed changes)

Appendix 10: Sample Standard Certificate of Appropriateness

Page 2/3

DESCRIPTION:

Describe in detail all proposed activities, attach additional sheets as needed. The Commission reserves the right to require additional information if they find it necessary to understand the proposed activity. In reviewing the application, the Commission will base its findings on the Historic Preservation Guidelines, and may refer to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. (attach additional sheet if necessary)

I affirm that the information contained in this application is accurate and complete.

applicant

NOTE: For cases heard by the Commission, applicant will be billed for legal ad after publication.

RETURN TO:

Preservation Planner
PO Box 10
Wilson, NC 27894-0010

Questions? (252) 399-2217

Appendix 10: Sample Standard Certificate of Appropriateness
Page 3/3

**INSTRUCTIONS FOR FILING
CERTIFICATE OF APPROPRIATENESS
APPLICATION**

WILSON HISTORIC PRESERVATION COMMISSION

Submission Deadline _____ Hearing Date _____
Next Deadline _____ Next Hearing Date _____

- Familiarize yourself with the guidelines applicable to your project. If you do not have a copy of the guidelines, please ask.
- The written description is your opportunity to describe exactly what changes you are proposing to the Commission. Use the checklist on page one of the application as a guide. (ie: "We plan to replace the porch floor with 3" wide tongue & groove pine. Rotten joists will be replaced, an additional pier will be added for support. While the porch roof is supported, we will remove and repair the columns, reconstruct the rotten bases, and strip the paint off the railing. Railing and columns will be painted cream, matching the trim on the house, and the new floor will be painted gray, and all materials will be reinstalled in their original locations." OR "Siding will be painted light green - Brand X #1234- all trim boards white #1000, and all doors and window sash dark green #1238".)
- If staff has required a site plan, please provide an accurately dimensioned plan showing all structures, driveways, trees and significant features. You may submit an engineer's survey of the property, however, proposed changes and their dimensions MUST be noted on the survey.
- Verify accuracy and completeness of your application; as incomplete applications may not be heard.
- File this application with the City/County Preservation Planner at the Wilson City Hall, 112 N Goldsboro St, Wilson, NC 27893. If you have questions, please call 399-2217. The Preservation Planner will gladly assist you in making sure your application is complete.
- The level of the proposed work and its conformity with the Commission guidelines will determine if your application will be reviewed by staff or referred to the Commission.
- The staff and members of the Commission may visit the property in order to familiarize themselves with the existing conditions and the proposal.
- You are encouraged to attend the meeting at which the Commission will review your application. This will enable you to verify the facts of the case and answer any questions that are raised by the Commission or neighboring property owners.
- If you have any questions you may contact the Preservation office at 399-2217.

Appendix 11: Sample Certificate of Appropriateness for Demolition

Page 2/3

Questions? (252) 399-2217

Address _____
Date _____

DESCRIPTION:

Describe in detail all proposed activities, attach additional sheets as needed. The Commission reserves the right to require additional information if they find it necessary to understand the proposed activity. In reviewing the application, the Commission will base its findings on the Historic Preservation Guidelines, and may refer to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. (attach additional sheet if necessary)

I affirm that the information contained in this application is accurate and complete.

applicant

NOTE: For cases heard by the Commission, applicant will be billed for legal ad after publication.

RETURN TO:
Preservation Planner
PO Box 10
Wilson, NC 27894-0010

Appendix 11: Sample Certificate of Appropriateness for Demolition Page 3/3

INSTRUCTIONS FOR FILING CERTIFICATE OF APPROPRIATENESS APPLICATION

WILSON HISTORIC PRESERVATION COMMISSION

Submission Deadline _____ Hearing Date _____
Next Deadline _____ Next Hearing Date _____

- Familiarize yourself with the guidelines applicable to your project. If you do not have a copy of the guidelines, please ask.
- The written description is your opportunity to describe exactly what changes you are proposing to the Commission. Use the checklist on page one of the application as a guide. (ie: "We plan to replace the porch floor with 3" wide tongue & groove pine. Rotten joists will be replaced, an additional pier will be added for support. While the porch roof is supported, we will remove and repair the columns, reconstruct the rotten bases, and strip the paint off the railing. Railing and columns will be painted cream, matching the trim on the house, and the new floor will be painted gray, and all materials will be reinstalled in their original locations." OR "Siding will be painted light green - Brand X #1234- all trim boards white #1000, and all doors and window sash dark green #1238".)
- If staff has required a site plan, please provide an accurately dimensioned plan showing all structures, driveways, trees and significant features. You may submit an engineer's survey of the property, however, proposed changes and their dimensions MUST be noted on the survey.
- Verify accuracy and completeness of your application; as incomplete applications may not be heard.
- File this application with the City/County Preservation Planner at the Wilson City Hall, 112 N Goldsboro St, Wilson, NC 27893. If you have questions, please call 399-2217. The Preservation Planner will gladly assist you in making sure your application is complete.
- The level of the proposed work and its conformity with the Commission guidelines will determine if your application will be reviewed by staff or referred to the Commission.
- The staff and members of the Commission may visit the property in order to familiarize themselves with the existing conditions and the proposal.
- You are encouraged to attend the meeting at which the Commission will review your application. This will enable you to verify the facts of the case and answer any questions that are raised by the Commission or neighboring property owners.
- If you have any questions you may contact the Preservation office at 399-2217.

Appendix 12: Sample Certificate of Appropriateness for New Construction
Page 1/7

**INSTRUCTIONS FOR FILING
CERTIFICATE OF APPROPRIATENESS
APPLICATION**

WILSON HISTORIC PRESERVATION COMMISSION

Submission Deadline _____ Hearing Date _____
Next Deadline _____ Next Hearing Date _____

- Familiarize yourself with the guidelines applicable to your project. If you do not have a copy of the guidelines, please ask.
- The written description is your opportunity to describe exactly what changes you are proposing to the Commission. Use the checklist on page one of the application as a guide. (ie: "We plan to replace the porch floor with 3" wide tongue & groove pine. Rotten joists will be replaced, an additional pier will be added for support. While the porch roof is supported, we will remove and repair the columns, reconstruct the rotten bases, and strip the paint off the railing. Railing and columns will be painted cream, matching the trim on the house, and the new floor will be painted light green - Brand X #1234- all trim boards white #1000, and all doors and window sash dark green #1238".)
- If staff has required a site plan, please provide an accurately dimensioned plan showing all structures, driveways, trees and significant features. You may submit an engineer's survey of the property, however, proposed changes and their dimensions MUST be noted on the survey.
- Verify accuracy and completeness of your application; as incomplete applications may not be heard.
- File this application with the City/County Preservation Planner at the Wilson City Hall, 112 N Goldsboro St, Wilson, NC 27893. If you have questions, please call 399-2217. The Preservation Planner will gladly assist you in making sure your application is complete.
- The level of the proposed work and its conformity with the Commission guidelines will determine if your application will be reviewed by staff or referred to the Commission.
- The staff and members of the Commission may visit the property in order to familiarize themselves with the existing conditions and the proposal.
- You are encouraged to attend the meeting at which the Commission will review your application. This will enable you to verify the facts of the case and answer any questions that are raised by the Commission or neighboring property owners.
- If you have any questions you may contact the Preservation office at 399-2217.

Appendix 12: Sample Certificate of Appropriateness for New Construction
Page 2/7

Address: _____
 Date: _____

OFFICE USE ONLY			
Staff/HPC Received _____	C N P F I V L _____	Legal ad _____	Hearing _____
Certificate # _____		Approve/Deny/Conditions Issued _____	

**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS
 FOR NEW CONSTRUCTION
 WILSON HISTORIC PRESERVATION COMMISSION**

Property Address: _____ City/Township: _____
 PIN #: _____ Historic ID #: _____

Owner Name: _____ Phone #: _____
 Owner Address: _____

Contact Person (if different): _____
 Telephone: (Day) _____ (Evening) _____ (Fax) _____

PROPOSED ACTION: Check the term(s) which describe your project::

- _____ New Structure
- _____ Reconstruction
- _____ Addition
- _____ New Accessory Building

INFORMATION REQUIRED: Provide the following checked information with your completed application (reduce as necessary):

- Description of proposed work (be specific)
- Addendum (checklist)
- Photographs of existing conditions where changes are proposed (for additions)
- Elevation drawings (showing proposed work)*
- Detail drawings as applicable
- Site Plan/Plot Plan with dimensions (show relationship of all buildings, driveway, sidewalks and trees to property line; identify location of proposed changes)

Appendix 12: Sample Certificate of Appropriateness for New Construction
Page 3/7

Address: _____
Date: _____

DESCRIPTION:

Describe in detail all proposed activities, attach additional sheets as needed. The Commission reserves the right to require additional information if they find it necessary to understand the proposed activity. In reviewing the application, the Commission will base its findings on the Historic Preservation Guidelines, and may refer to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. (attach additional sheet if necessary)

I affirm that the information contained in this application is accurate and complete.

applicant

NOTE: For cases heard by the Commission, applicant will be billed for legal ad after publication.

RETURN TO:

Preservation Planner
PO Box 10
Wilson, NC 27894-0010

Questions? (252) 399-2217

Appendix 12: Sample Certificate of Appropriateness for New Construction
Page 4/7

Address: _____
Date: _____

NEW CONSTRUCTION
ADDENDUM TO COA APPLICATION

Property Owner _____ Street Address _____
 Address _____
 City, ST Zip _____ Tax Parcel _____
 Phone _____ Historic ID _____
 Fax _____ C N P F I HPC HDC Staff _____

Project Description: Check all that apply.

Primary structure Secondary structure

USE:

Residential Commercial Other _____
 Single family Office
 Multi-family Institutional

PRIMARY MATERIALS:

Wood Clapboard Metal Aluminum Siding
 Wood Shingles Glass Panels Slate
 Rectangular Other _____ T-111
 Fishscale Hardi-Plank
 Sawtooth Masonite
 other _____ Metal Glass Panels
 Brick Stone Other _____

GABLES, DORMERS, ETC.:

Wood Clapboard Brick Horizontal
 Wood Shingles Stone Vertical
 Rectangular Concrete Block Diagonal
 Fishscale Stucco
 Sawtooth Vinyl Siding Horizontal
 other _____ smooth surface Vertical
 Brick woodgrain texture Diagonal

Orientation of primary surface mtl's:

Orientation of secondary surface mtl's.

TRIM & ORNAMENTATION / ARCHITECTURAL DETAILS:

Decorative siding Cornices Moldings
 Half timbering Brackets Corner boards
 Fishscale Lintels Window & door surrounds
 Sawtooth Brick patterns
 Other _____ Frieze

VENTILATION:

Gable peaked triangular in peak
 Freestanding square Soffit
 rectangular decorative Roof
 circular louvered

Appendix 12: Sample Certificate of Appropriateness for New Construction Page 5/7

Address: _____
 Date: _____

ROOF

Shape

- Flat
- Gable
 - Front
 - End
 - Multi # _____
- Hip
- Gambrel
- Shed
- Box cornice
- Open cornice
- Exposed rafter ends
- Fascia boards
- Gutters
 - Built in
 - Applied
- Downspouts
 - Copper
 - Aluminum
 - Vinyl
- Rain deflector

Overhang _____"

Pitch

- Primary _____
- Secondary _____
- Other _____

Materials

- Composition (asphalt/fiberglass)
- Standing seam tin
- Pressed tin
- Metal shingles
- Slate
- Synthetic slate
- Ludovici tiles
- Clay tiles
- Asbestos
- EPDM
- Built-up

Color

- Primary _____
- Secondary _____
- Other _____

Features:

- Crestings
- Lightning rods
- spire
- cupola
- towers

Dormers:

Total # _____

Front elev. # _____

windows _____

Window shape

- Rectangular
- Arched
- Palladian
- Other
- Vent

Roof shape

- Shed
- Gable
- Hip
- Eyebrow

Surface mtl: _____

Roof mtl: _____

Chimneys:

Materials

- Brick
- Stucco
- Other _____

Type

- End
- Interior
- cap

MECHANICAL EQUIPMENT:

HVAC equipment

- Side yard
- Rear yard
- Window
- Roof

Skylights

- Flat
- Hipped
- Concave
- Size

Misc.

- Small satellite dish
- Large satellite dish
- TV antennae
- Solar panels

FOUNDATIONS:

Type

- Slab
- Raised slab
- Frame - ht _____

Materials

- Brick
- Concrete block
- Stucco

- Piers
- Lattice

Appendix 12: Sample Certificate of Appropriateness for New Construction

Page 6/7

Address: _____
 Date: _____

STREET-FACING ENTRANCE / PORCH

<p>Balustrade / Railing</p> <input type="checkbox"/> Wrought Iron <input type="checkbox"/> Wood <input type="checkbox"/> turned <input type="checkbox"/> 2x2 <input type="checkbox"/> 2x4 <input type="checkbox"/> Other _____ <input type="checkbox"/> Vertical orientation _____ " o.c. <input type="checkbox"/> Other orientation _____	<p>Flooring</p> <input type="checkbox"/> T/G <input type="checkbox"/> Decking Boards <input type="checkbox"/> Concrete <input type="checkbox"/> Brick <input type="checkbox"/> Tile <input type="checkbox"/> Other _____	<p>Supports / Columns</p> <input type="checkbox"/> Turned <input type="checkbox"/> Classical (round) <input type="checkbox"/> Fluted <input type="checkbox"/> 4x4 <input type="checkbox"/> 6x6 <input type="checkbox"/> Chamfered <input type="checkbox"/> Wood <input type="checkbox"/> Wrought Iron <input type="checkbox"/> Brick <input type="checkbox"/> Tapered wood <input type="checkbox"/> Paired <input type="checkbox"/> Other _____
<p>Ceiling (if applicable)</p> <input type="checkbox"/> None <input type="checkbox"/> T/G <input type="checkbox"/> Plywood <input type="checkbox"/> Vinyl <input type="checkbox"/> Other _____	<p>Stairs</p> <input type="checkbox"/> Wood <input type="checkbox"/> Brick <input type="checkbox"/> Concrete Block <input type="checkbox"/> Tile <input type="checkbox"/> Other _____ <input type="checkbox"/> Hand rail <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Describe _____	<p>Accessibility Ramp</p> Located at: <input type="checkbox"/> Street front <input type="checkbox"/> Side <input type="checkbox"/> Rear Materials: <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Concrete slope _____
<p>Roof Material</p> <input type="checkbox"/> Standing Seam Tin <input type="checkbox"/> Built-up <input type="checkbox"/> EPDM <input type="checkbox"/> Shingle <input type="checkbox"/> Slate <input type="checkbox"/> Other _____	<p>Foundation type</p> <input type="checkbox"/> Brick <input type="checkbox"/> Concrete block <input type="checkbox"/> Pier <input type="checkbox"/> Lattice	

FENESTRATION

<p>Windows:</p> Groupings - front elevation <input type="checkbox"/> Singles <input type="checkbox"/> Pairs <input type="checkbox"/> Triples Groupings - all sides <input type="checkbox"/> Singles <input type="checkbox"/> Pairs <input type="checkbox"/> Triples <input type="checkbox"/> Other _____ Materials: <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Vinyl <input type="checkbox"/> Glass Block <input type="checkbox"/> Other _____ Style: _____	<input type="checkbox"/> Fixed <input type="checkbox"/> Double hung <input type="checkbox"/> Casement Storm windows <input type="checkbox"/> Aluminum <input type="checkbox"/> Triple-track <input type="checkbox"/> Wood <input type="checkbox"/> Color _____ <input type="checkbox"/> Screens <input type="checkbox"/> Wood <input type="checkbox"/> Aluminum <input type="checkbox"/> Full <input type="checkbox"/> Half Dimensions _____ Orientation <input type="checkbox"/> vertical <input type="checkbox"/> horizontal	<p>Doors:</p> <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Revolving Materials: <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Glass Size _____ Shape _____ # lites _____ <input type="checkbox"/> Sidelights # _____ <input type="checkbox"/> Transom Shape _____
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<p>Color</p> Body 1 _____ Body 2 _____	<p>Trim _____ Accent _____</p>	<p>Roof _____ Glazing _____</p>
--	---	--

Appendix 12: Sample Certificate of Appropriateness for New Construction Page 7/7

Address: _____
 Date: _____

SITE PLAN

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

Dimensions of lot _____ Square footage of lot _____ Existing features (identify on plan and describe proposed changes) Trees larger than 8" dia. at 4' level _____ Fences (type) _____ Retaining walls (ht/mtls) _____ Sidewalks _____ Drive cuts _____ Shape of building _____ Dimensions of building Primary elevation (width) _____ Secondary elevation (depth) _____ Other _____ Square footage of building footprint _____ Height of building # of stories _____ Peak to grade _____ Corners to grade _____ Floor level to grade _____ Chimney height _____ Other _____ Lot coverage Primary structure _____ Secondary structure _____ Parking # of parking spaces required Regular _____ Handicapped _____ Paving material _____ Lighting _____ Trash Containers/Dumpster (side & rear only, screened) Primary Street elevation _____ Secondary street elevation _____	RHYTHM Structure # bays wide _____ # bays deep _____ Surrounding properties (same side of street - if corner lot include 2 properties opposite corner)) Front setbacks _____ Spacing between structures _____ Width of structures _____ Proposed Setbacks Front setback _____ Rear setback _____ Left side setback _____ Right side setback _____ Distance Curb to RoW @ front _____ Curb to RoW @ side (corner properties) _____ SITE PLAN TO SHOW RELATIONSHIPS W/ SURROUNDING STRUCTURES: <ul style="list-style-type: none"> • Distance between proposed structure and surrounding structures on same block face; corner lots to include 2 adjacent properties. • Width between surrounding structures on adjacent blocks • Width of surrounding structures Lighting (on building) fixture styles (provide sketch or brochure) color _____ height _____ Signage <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Other _____ Height of lettering _____ Color _____ Lighting of sign _____ Landscaping - indicate all plants/shrubs around structure and parking areas
--	---

Appendix 13: City of Wilson Local Landmarks

A.J. Simms House, 211 Hill Street
A.P. Simpson House, 310 W. Green Street
Allie W. Fleming House, 112 N. Rountree Street
Atlantic Coastline Passenger and Baggage Depot, 401 E. Nash Street
Benjamin F. Lane House, 601 E. Nash Street
Boykin-Edmundson House, 304 W. Nash Street
Branch Bank and Trust Company Building, 124 E. Nash Street
Camillus Darden House, 108 N. Pender Street
Charles L. Coon School, 211 Kenan Street
Cherry Hotel, 333 E. Nash Street
Cicero Culpepper Carriage Shop, 222 S. Tarboro Street
Connor-Lucas House, 210 N. Tarboro Street
Cora Farmer House, 304 N. Goldsboro Street
David Woodard House, 409 N. Goldsboro Street
Davis-Whitehead-Harriss House, 600 W. Nash Street
Dr. Oscar Hooks House, 115 Whitehead
Dr. William S. Anderson House, 316 W. Green Street
Eugene L. Jordan House, 406 W. Nash Street
Frederick D. Swindell House, 906 W. Nash Street
Gold-Harrell House, 304 W. Vance Street
Grady Building and Wilson Theatre, 108 W. Nash Street
Herring's Drug Store, 211 E. Nash Street
Jackson Chapel First Missionary Baptist Church, 571 E. Nash Street
Jacob Tomlinson House, 407 Broad Street
James E. Gorham House, 200 W. Vance Street
James Rountree House, 206 W. Nash Street
Judge Henry G. Conner House, 109 Gray
Lucas-Barnes House, 200 W. Green Street
Moses Rountree House, 107 N. Rountree Street
Orange Hotel, 526 E. Nash Street
Peter J. Royall House, 303-305 W. Vance Street
Piver-Moss House and Shop, 201 Maplewood Avenue
Planter's Bank, 201 E. Nash Street
Robert S. Wilkins House, 106 Gray
Roscoe G. Briggs House, 111 Park
Selby H. Anderson House, 901 W. Nash Street
Smith-Bishop House, 1301 W. Nash Street
St. John African Methodist Episcopal Zion Church, 119 N. Pender
St. Timothy's Episcopal Church, 202 N. Goldsboro Street
U.S. Post Office and Courthouse, 224 E. Nash Street
W.W. Graves House, 800 W. Nash Street

Appendix 13: City of Wilson Local Landmarks (continued)

Weaver-Simms House, 307 W. Green Street

Wiggins-Hadley House, 208 N. Douglas

Wilkins-Walston House, 205 Gray

Williams-Cozart House, 900 W. Nash Street

Williams-Woodard-Banks House, 501 Broad Street

Wilson Collegiate Institute, 401 N. Goldsboro Street

Wilson County Courthouse, 125 E. Nash Street

Wilson Primitive Baptist Church, 301 W. Green Street

Wilson Woman's Club, 402 Broad Street

Winstead-Hardy Commercial Building, 205-207 E. Nash Street

Wilson Fire Station Number One, 209 N. Douglas Street

Wilson Hospital and Tubercular Home (Mercy Hospital), 504 E. Green Street

Index

Accessibility 81, 82, 90

Accessory Building 49, 50

Adaptive Reuse 68, 81, 104

Aluminum Siding 104

Area of Visual Concern (AVC) 4, 6, 35, 40, 42, 56, 68, 81, 82, 84, 87, 91, 93

Archaeology 3, 51, 52, 90, 98, 100, 120, 125, 130, 161

Architectural Metals 73, 74, 77

Asphalt Shingle 56, 104

Awning 21, 42, 44, 46, 68, 78, 86, 105, 125

Balustrade 22, 24, 59, 60, 69, 71, 72, 74, 105, 113

Bay 90, 105

Board and Batten 105

Bond 64, 104, 105, 107, 109, 110, 111, 159

Bulkhead 75, 76, 105

Bungalow Style 16, 17, 18, 19, 20, 27, 28, 30, 59, 65, 78, 80, 105, 111, 114

Cast Iron 105, 123

Caulking 75, 86, 106

Certificate of Appropriateness (COA) 3, 4, 7, 9, 8, 13, 14, 45, 83, 97, 98, 99, 100, 101, 102, 106, 131, 132, 134, 143, 144, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156

Certified Local Government (CLG) 2, 121

Chamfered Post 106

APPENDICES

Clapboard 59, 106, 107, 119

Classical 24, 25, 26, 55, 104, 107, 108, 109, 110, 111, 114, 118

Colonial Revival Style 16, 18, 20, 24, 55, 107, 114

Column 59, 69, 70, 90, 104, 105, 107, 109, 110, 114

Common Bond 107

Corbel, Corbelling 64, 107, 118

Corner Boards 94, 107

Cresting 56 74, 107

Cornice 21, 59, 64, 69, 70, 73, 74, 75, 76, 107, 108, 109, 110, 113, 114, 116, 117

Cultural Resource 103, 108, 112, 128, 129

Cupola 108

Deck 70, 80, 95, 108

Demolition 1, 75, 91, 94, 97, 99, 100, 106, 128, 131, 132, 133, 134, 146, 147,

Demolition by Neglect 1, 101, 108, 134

Dentil 59, 108

Department of the Interior i, 2, 13

Doric Order 108

Dormer 23, 24, 25, 27, 55, 56, 59, 68, 80, 108, 116

Double-hung window 21, 22, 66, 108

Downspout 55, 56, 59, 73, 80, 101, 108

Eave 23, 27, 94, 105, 109, 110, 111, 112, 116

Eclectic or Eclecticism 15, 20, 109, 116, 119

Enabling Legislation 2, 13, 109, 127

Engaged Porch 27, 105, 109

Entablature 104, 107, 109, 110

Fanlight 110

Fascia 80, 107, 110

Federal Rehabilitation Tax Credit Program 2, 13

Fenestration 65, 85, 90, 93, 110

Finial 64, 74, 110

Flashing 55, 56, 110

Foundation 34, 45, 49, 57, 58, 63, 64, 69, 84, 94, 101, 110, 117, 119

Frieze 21, 22, 46, 60, 77, 108, 109, 110, 117

Gable 22, 23, 24, 25, 26, 27, 28, 29, 30, 55, 59, 80, 105, 107, 108, 109, 110, 111, 112, 115, 116

Gambrel Roof 24, 25, 55, 111

Gingerbread 50, 111

Gothic Revival 16, 23, 105, 108, 111

Gutter 39, 40, 49, 55, 56, 59, 69, 73, 74, 80, 83, 108, 110, 111

Hip or Hipped Roof 25, 29, 30, 108, 111

Lattice 57, 58, 70, 95, 112

LEED 85

Life Safety 81, 82

Lintel 67, 112, 113, 117, 118

APPENDICES

Mansard Roof 25, 107, 116

Masonry 4, 41, 42, 57, 58, 63, 64, 75, 77, 85, 105, 107, 113, 115, 116, 117, 119, 121, 124, 131

Mixed Use 113

Mildew 113

Modillion 59, 113

Mortar 40, 57, 58, 63, 64, 75, 113, 115, 121

National Historic Preservation Act (NHPA) 2, 13, 51, 116

National Park Service (NPS) i, 2, 13, 77, 79, 103, 121

Office of State Archaeology (OSA) 51, 52, 100, 120, 125

Outbuildings 49, 50, 51, 91, 94

Palladian Window 114

Parapet 21, 25, 55, 75, 76, 108, 114

Parks 4, 33, 34, 37, 38

Parking 4, 39, 40, 91

Patio 114

Pediment 24, 110, 114

Pilaster 76, 105, 109, 110, 114

Porch (es) 6, 22, 23, 27, 28, 43, 57, 59, 69, 70, 71, 72, 74, 80, 85, 86, 90, 93, 94, 95, 105, 108, 109, 112, 114, 116, 117, 118, 125, 160

Portico 24, 69, 107, 114

Portland Cement 64, 104, 113, 114, 118

Primer 73, 75, 115

Queen Anne Style 16, 22, 23, 55, 94, 115, 118

Repointing 64, 115, 121

Sandblasting 10, 58, 61, 74, 77, 79, 116, 119

Sash 23, 66, 67, 80, 86, 108, 113, 116

Secretary of Interiors Standards 1, 9, 103, 115, 117, 121

Sense of Place 33, 69, 117

Shutters 22, 66, 67, 68, 80, 85, 86, 117

Sidelight 27, 28, 66, 117, 118

Signage 45, 46, 47, 77, 90

Sign Ordinance 45, 46

Sill 66, 117

Soffit 80, 105, 117

State Historic Preservation Office (SHPO) 2, 3, 51, 98, 99, 100, 101, 103, 120, 128, 129, 134

Street Furniture 33, 35, 117

Stucco 50, 58, 63, 64, 91, 115, 118, 123

Sustainability 85, 86, 87, 90

Transom 21, 27, 28, 66, 75, 76, 86, 118

Turret 22, 110, 118

U.S. Green Building Council 85, 121

Water Table 58, 119

Weatherboard 107, 110, 119

Wilson Historic Preservation Commission (HPC) i, 1, 3, 8, 10, 38, 47, 90, 97, 98, 100, 103, 113

APPENDICES

Windows 4, 23, 24, 28, 49, 54, 58, 59, 60, 65, 66, 67, 68, 75, 76, 80, 85, 86, 105, 107, 108, 110, 112, 122, 131

Wrought Iron 41, 72, 119

