Historic District Design Standards

Albemarle

North Carolina

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Chapter 1.0 Introduction

While the City of Albemarle has continued to develop over time, its historic downtown core has retained a unique and diverse building stock that tells the story of how the city developed. Large grain silos are an example of Albemarle's agrarian roots while textile mill buildings and villages hint at the industrial background of the community. The town's strong religious foundation is exemplified by grand churches of singular architecture spread throughout downtown. The vast number of late-nineteenth and early-twentieth commercial structures show that downtown Albemarle once was, and still is, the center for retail trade and employment in Stanly County. Finally, the variety of neighborhoods spreading out from downtown represents urban residential growth from the city's founding, through the middle of the twentieth century.

The existence of this strong historic core gives downtown Albemarle its small town character and charm that is not only unrivaled in the region, but also being recreated in new developments. For example, Locust Town Center is based on the traditional design elements that define community and foster continued economic development. These characteristics already exist in downtown Albemarle.

Like most other communities, Albemarle has experienced suburban commercial and residential growth that has directed growth away from downtown resulting in loss of business, vacancies, and unfortunately, loss of some of its historic architecture. Through its dedication to downtown master planning, Albemarle has begun to reverse this trend and there is a renewed interest in downtown as a commercial center. Historic preservation of the qualities that downtown Albemarle its pedestrian character and quaint charm, is critical to further economic development and continued downtown revitalization.

The purpose of the downtown local historic district and these design standards is to promote and provide for economic development which will reflect Albemarle's heritage through the cultural, architectural, and economic elements of downtown while preserving the historic integrity of the City of Albemarle.

1.1 Purpose of Design Standards

These design standards are intended a resource for property owners to use to understand the reasons for, the proper methods of, and overall benefits of historic preservation both to the individual, and the community as a whole. A secondary, but equally important purpose of this document is as a guide for the community and Historic Resources Commission to use when evaluating the appropriateness of exterior changes and new construction within the district. To that end, the standards included in this document will convey to the property owner the proper methods of improving his or her property.

This standards document also is intended to foster a continued preservation effort by protecting and enhancing the original character of downtown Albemarle, allowing for changes and new construction that is unique yet compatible, helping owners recognize the need for and assist in the improvement of their buildings, and bolstering the overall sense of place and pride in the community.

Each individual standard section includes the standards themselves, along with a narrative and accompanying illustrations. They are developed to provide detailed information and direction to the property owners and the residents of the local historic district.

Relationships to Other Codes

This document is a guide to exterior changes and new construction to properties in the local historic district. It does not regulate the use of land or how a property is to be developed. Similarly, it does not present codes for the construction of buildings within the district, fire and safety codes, or other development standards. It is, however, intended to be a companion to these other documents concerning development when the subject property exists within the local historic district. The Planning and Community Development Department can assist a property owner or developer in the development process, and can provide access to other development codes as well as to various historic preservation resources.

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

Other city codes have requirements that would apply in the historic district as well. These include the subdivision ordinance, the sidewalk code, nuisance code, minimum housing codes, and building codes. When developing property within the historic district, each one of these regulatory documents must be consulted. Please contact the Planning and Community Development Department at 704.984.9426 for more information regarding the development and use of property.

What it means to be in Local Historic District

If a district is designated as a local historic district, the community has determined that the area is an important part of the heritage of the community and in turn, deserves to be protected and preserved. While this local designation is certainly honorary and prestigious, it is also an overlay zoning district. Unlike general use districts which identify that an area may be developed as residential, commercial, office, etc., a historic overlay recognizes the importance of preserving the historic resources within, and requires that proposed work to buildings in the historic district be reviewed through the Certificate of Appropriateness process.

If a property is included within a locally designated historic district, the property owner must obtain a Certificate of Appropriateness prior to undertaking any exterior change to the property. This would include, for example, general improvements such as re-roofing, as well as additions to existing buildings or new construction. A local district does not, however, require an owner to seek approval for any interior improvements. Even if a property is not a historic building (such as a modern structure or vacant lot) it must still undergo the Certificate of Appropriateness process in

order to ensure that any changes or improvements do not negatively impact the character of the historic district. An explanation of certificates of appropriateness and the preservation process are explained later in this chapter.

It should also be noted that these standards and the approval process contained within apply only when a property owner is seeking to make an exterior change, new construction, or demolition within the historic district. No property owner is required to make any improvements to his or her property by virtue of being in a local historic district.

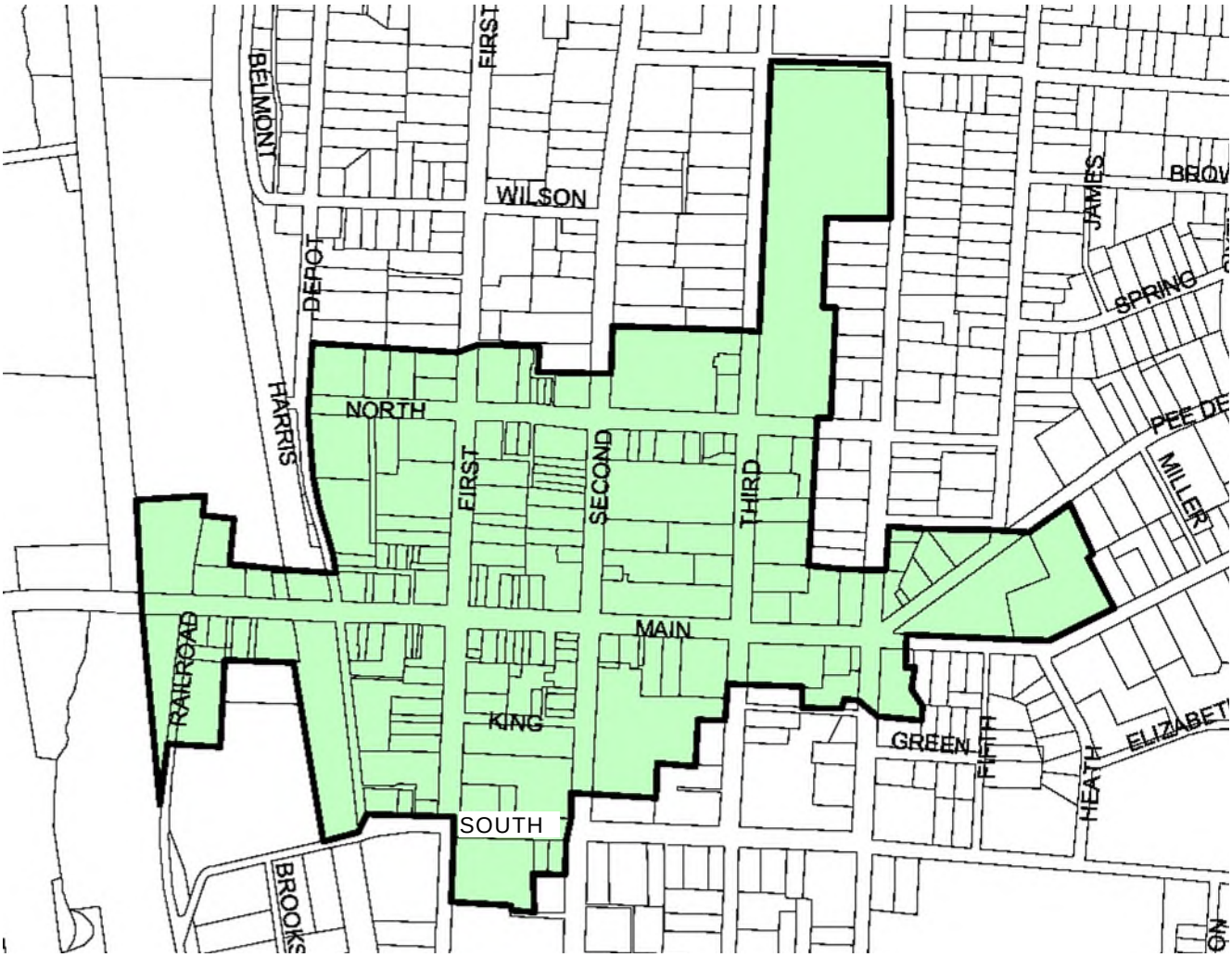
1.2 Secretary of Interior's Standards for Rehabilitation

All standards presented in this document are based on the Secretary of Interior's Standards for Rehabilitation. The National Park Service created these ten basic principles in 1976 to guide property owners in preserving the historic integrity of a building. The Standards recognize the need for adapting historic structures to modern times and therefore allow for changes and new construction that are compatible with the building and/or the historic district. The standards are generic enough that they apply to all architectural styles, age of building, and building types. Detailed standards are included in this document.

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

1.3 The Historic District

The historic district boundary includes over 160 properties encompassing the historic downtown core generally from Market Station to the West, Five Points to the East, South Street to the South, and North Street to the North. It includes industrial, educational, institutional, commercial, and residential that developed in the late-nineteenth and early twentieth centuries.



1.4 The Historic Resources Commission

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

Perhaps the most important duty of the Historic Resources Commission is educating individual property owners and the general public as to the importance, the benefits, and the proper methods of historic preservation. The standards set forth in this document are intended to be used first by property owners as a manual of best practices and secondly as a guide for the HRC to make its decisions. An informed property owner will not only know the best treatment for his or her property, but also what to reasonably expect when applying for a Certificate of Appropriateness. The Commission, through the staff liaison in the planning office, provides daily access to historic preservation information. Planning staff assists property owners in understanding these design standards and helps guide them through the Certificate of Appropriateness process. The planning office has a wealth of preservation resource information and can direct citizens to national, state, and local resources including preferred materials, techniques, and contractor/craftsman contact information.

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

1.5 Certificates of Appropriateness

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

Major Works

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

Minor Works

The vast majority of COAs can be approved by City staff. Whenever a project does not significantly alter the appearance and character of the property, it is considered a "minor work". Minor works projects include, but are not limited to, tasks such as the repair or replacement of architectural features, construction and alteration of accessory structures, signage, or the construction of fences or walls. If these projects meet the design standards, city planning staff can approve the application in a matter of hours. Staff, however, cannot deny a COA. If the staff person concludes that either the project does not fall under the minor works provisions or that it is conflict with these design standards, the application is forwarded to the HRC for review.

Process

Applications for Certificates of Appropriateness are processed through the planning office of the City of Albemarle. Planning staff will assess an applicant's proposed project and then advise the applicant how to proceed. The staff person will provide assistance with the historic district's design standards and specify which standards apply to the proposed project. Applications should include any relevant supplemental materials, such as accurate drawings, site or plot plans, samples of materials, color chips, and photographs.

If the COA request includes a major work project, it must proceed to the HRC for review. When the proposed project is presented to the HRC by the applicant, comments from the public will also be heard prior to any decision being made. Following the HRC rendering a decision, the applicant will receive written correspondence including minutes from the meeting and an explanation for the commission's decision. At this point the applicant may apply for a building permit if necessary.

Appeals

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

Chapter 2.0 Changes to Existing Buildings

2.1 Materials

Historically, commercial building material consisted of brick, stone, and wood, with metal being used for architectural detailing. This is certainly the case in downtown Albemarle where the vast majority of commercial and institutional buildings are brick. In the residential portions of the downtown district, along North and Third Streets, homes are either made with brick as the primary material, or wood. There are also a few stone masonry or stucco structures within the district. Materials represent perhaps the most distinguishing characteristic of a historic building and should be maintained and preserved whenever possible. New construction within the historic district should also respect historic building patterns.

Masonry and wood wall construction

Synthetic Materials

A few decades ago, covering a historic masonry commercial structure in aluminum or other synthetic cladding was popular. This practice not only obscured (and often damaged or removed) the historic façade, but also disrupted the rhythm and development pattern of the historic streetscape. Albemarle did not escape this trend and there are several of these buildings existing in downtown. Fortunately, some of these false façades have been removed. While certainly not required, owners of historic buildings with false façades are encouraged to remove the cladding and restore the structure to its original character.

Covering original materials is still a common practice on residential structures. Often, an owner will install vinyl or other substitute in order to avoid the necessary maintenance of underlying wood. Unfortunately, the use of these substitute materials often hide the underlying problem which can result in continued damage and deterioration to the structure ultimately requiring major structural repairs.

Materials Standards

2.1.1 Preserve and protect character-defining materials such as wood, masonry, and architectural metals.

2.1.2 Historic building materials should be protected in appropriate ways:

- Joints between various architectural units, windows, and door frames should be sealed to prevent moisture penetration.
- Inspect and repair wooden features with signs of water retention and damage, mildew, decay, and insect damage.
- Inspect and repair masonry features and mortar joints with cracks, loose bricks, and signs of weather damage.
- Inspect and repair metal features that exhibit peeling paint, corrosion, and rust.

2.1.3 Deteriorated building materials should be repaired rather than replaced whenever possible.

2.1.4 Whenever a particular building material or architectural feature has deteriorated beyond repair, it should be replaced with similar materials that match the original in design, size, shape, texture, and color, and profile.

2.1.5 Use proper techniques when cleaning a structure:

- Use the gentlest means possible such as low-pressure washing with detergent and natural soft bristle brushes.
- Do not sandblast or use high-pressure water to clean historic structures.
- Use caution when utilizing chemical cleaners.
- Test the cleaning method on a small area first to determine if the method will cause additional damage to the historic material.

Stucco wall construction with terra cotta tile coping

2.1.6 Properly prepare wood surfaces prior to painting by removing damaged paint, cleaning the surface fully, and priming bare wood.

2.1.7 Apply a protective coating of paint to original wood material, using high quality paint. Historically appropriate paint colors are recommended.

2.1.8 Aluminum, vinyl siding, and other synthetic materials shall not be used to cover original materials such as wood siding and masonry. Where substitute materials exist, consider removing them and restoring the underlying original material.

2.1.9 Masonry which was historically not painted shall not be painted.

The removal of false façades is encouraged

Windows and Doors

The fenestration of a structure, or the size and number of window and door openings, is often one of the first elements noted on an historic structure. This fenestration will vary between type, style, and period of the structure. For instance, a typical turn of the century commercial structure has large plate glass windows for the display of goods and merchandise while an industrial structure's fenestration functions primarily to allow for adequate light and air circulation. Similarly, structures predating modern air conditioning generally have operable transoms and awnings for these same reasons.

These window elements are important character-defining features of an historic structure. Casement windows, stained glass, multi-paned configurations, and double-hung mechanisms all define the structures architectural style and time period. For instance, a Craftsman bungalow home may have a large multi-light (multi-paned) window panel over a single pane.

These window designs, along with other architectural elements (surrounds, shutters, sills, and hardware), should be preserved whenever possible.

Windows and Doors Standards

2.1.10 Whenever possible, retain and preserve original windows and doors including their size, number, and arrangement.

2.1.11 Preserve original window and door details including sash, trim, muntins, clear glass, shutters, sills, mullions, side lights, and hardware.

2.1.12 Deteriorated window and door elements should be repaired rather than replaced whenever possible.

2.1.13 If replacement of an original window or door is necessary, use materials that match the original as closely as possible in design, material, pane configuration, glazing, detail, and profile.

2.1.14 Enclosing an original window or door opening or adding a new window or door opening to a character-defining façade will alter the historic character of the building and is not appropriate.

2.1.15 Substitute window materials such as aluminum or aluminum-clad may be considered only if it matches the original in its dimension, profile and finish. Vinyl is not appropriate.

2.1.16 Window and door openings on a primary façade should not be bricked-in or covered in plywood. Windows on secondary facades, if enclosed, should be done in a manner that is set-back within the window opening and can be removed in the future.

2.1.17 Wooden shutters are permitted on those buildings which historically would have had shutters. Shutter dimensions should reflect the proportions of the window unit.

2.1.18 Energy conservation is an important consideration for all buildings, but in particular, historic structures.

- Maintain caulking and weather-stripping to prevent air and water infiltration
- Keeping a sound paint film on all windows and doors.

2.1.19 Storm doors and windows are permitted providing they match the original frame proportions and sash design.

2.1.20 Installation of any shutters, storm windows, or storm doors should be done in a manner that does not obscure or damage important architectural window and door details.

2.1.21 Reflective, mirrored, and tinted glass windows are not appropriate on historic buildings. Plexi-glass is also an inappropriate window material.

2.1.22 New or replacement windows should be designed to fit within the original window openings.

Preservation of original window units is encouraged

Closing in window opening with masonry or plywood is not appropriate

2.2 Roofs

Roof form is defined as the shape and pitch of a roof and varies greatly within the district primarily based on the historic use of the structure. Most of the commercial buildings in downtown Albemarle have flat, sloping roofs behind parapet walls. Residential roof forms include gable, hip, gambrel, shed and mansard roofs which vary by architectural style. For example, Tudor Revival structures have steeply pitched gable roof forms while Victorian homes can have a mixture of gable, cross-gable, and hip. Foursquare homes have hipped roofs sometimes with a shed dormer. Institutional buildings within downtown also display unique roof forms. First Baptist and First Presbyterian Churches both have domed roofs while others have distinct steeples or towers.

Commercial structures typically have flat sloping roofs.

Roof Standards

2.2.1 Roof form is a key character-defining architectural element and should be preserved whenever possible including their shape, pitch and overhang.

2.2.2 Original architectural elements such as dormers, chimneys, parapets, boxing, soffits, eaves and brackets should be retained and preserved.

2.2.3 Historic roofing material including slate, clay tile, wood shingle and metal should be preserved whenever possible.

2.2.4 Slate and tile roofs define the architectural integrity of the historic structure and should be repaired rather than replaced whenever possible. Use replacement materials only when original is not feasible.

2.2.5 If replacement materials are used, they should convey a similar texture, composition, profile, pattern, size and color. Composition shingles can be considered as an appropriate material.

Gambrel roof

Gable roof

2.2.6 Roofs should be properly maintained in order to prevent deterioration of the roof and structure of the historic building:

- Gutters and downspouts should be cleaned
- Inspect roofs for damage. The roof should be repaired upon first sign of a leak to prevent water infiltration in the building's structure.
- The shallow flat roofs of commercial buildings are difficult to see. They should be regularly inspected to ensure that they are properly draining and remain weather tight.
- Roofs should ventilated to prevent moisture retention and condensation as well as insect infestation.

2.2.7 Roof additions such as vents, skylights, and antennae should be applied only to non character-defining areas or on rear slopes. Roof additions in downtown should be placed away from the primary elevation.

End gable with shed roof on front

Replacement materials should match original in composition, profile, pattern, and size.

2.3 Foundations

Foundations may not be the most prominent architectural feature on a building, but their maintenance and preservation is critical to maintaining the structural integrity of the historic building.

Foundation Standards

2.4.1 Foundations must be properly maintained to ensure the structural integrity of the historic building:

- Follow all of the masonry standards in the materials section.
- Vegetation or underbrush should be cleared from the area immediately adjacent to and on the foundation wall.
- Ventilation openings should be kept clear and should not be filled.
- Make sure that all surface water is draining away from the foundation wall. Soil area should slope away from the foundation wall.
- Clean gutters and downspouts

2.4.2 New foundation openings and mechanical installations should occur on non character-defining elevations and rear façades.

2.4.3 If the area between foundation piers must be filled in, the material should match the brick of the existing foundation and should be recessed in order to highlight the original brick piers.

2.5 Commercial Façades

Albemarle's historic district has a number of turn of the century commercial structures identified primarily as two-part commercial block with a storefront and upper façade.

The storefront is the most important character-defining element of a commercial façade both aesthetically and functionally. Historic, turn of the century storefronts in Albemarle had large display windows above wooden or masonry bulkheads with transom windows above. They also typically had recessed entryways in the center of the façade flanked by the display windows. These storefronts were designed to address the pedestrian at the street level and maximize the display of goods and services.

Elements of the commercial façade.

While a great many original storefronts still exist in downtown Albemarle, just as many have been altered over time. This situation is typical as commercial areas are dynamic with changes in use and ownership, among others. Original storefronts should be preserved whenever possible. New configurations to altered storefronts are appropriate and encouraged. However, it is important that downtown retains its historic commercial character.

Upper façades on a historic commercial building are quite different in their function, and therefore design. Commercial buildings were originally designed to have a commercial function on the first level, and an office or residential function on the upper floors. While not often used that way today, a growing trend in downtown revitalization is to bring a residential function back into a city's historic core. The detailing on upper façades can be quite elaborate with variations in materials, brick corbelling, ornate cornices or parapet walls. There is also a wide variety of window types and configurations.

Rear elevations on historic commercial buildings tend to be simple in design due to the secondary service functions of the commercial use. However, these elevations can foster activity with rear entrances to shops, offices, and residential spaces.

Reconstructed storefront based on original design

Storefront Standards

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

2.5.2 Follow the standards outlined in the materials section in order to protect and maintain historic storefronts.

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

2.5.4 If reconstructing a historic storefront, base the design on the original architectural elements including overall proportions, fenestration, dimensions, and orientation.

2.5.5 Avoid radically changing storefront configurations such as changing a commercial structure so that it appears as an office or residential use. If a new storefront design is used, it should be compatible to the character and design of the historic structure.

2.5.6 A unique architectural feature prevalent in Downtown Albemarle is a secondary side front door leading to the upper floors of commercial buildings. These walkups and doorways should be preserved whenever possible.

Contemporary storefront compatible with historic structure

Upper Façade Standards

2.5.7 Retain and preserve historic façades and their architectural features such as brick corbelling, brick and stone string courses, quoins, stone and tile coping, cornices, and other façade elements.

2.5.8 It is prohibited to cover upper facades and their details with non-historic materials or treatments.

2.5.9 The removal of non-historic synthetic coverings from historic façades is strongly encouraged.

2.5.10 If replacement of an upper façade feature is necessary, replace the deteriorated element with a new element and design that matches the original in size, scale, design, proportion, detail, and material.

2.5.11 Original windows in upper façades shall not be covered up or bricked-in.

Removal of non-historic synthetic covering is encouraged.

Rear Elevation Standards

2.5.12 Structures which are adjacent to rear parking areas or public rights-of-way are encouraged to utilize rear entrances allowing public and private access.

2.5.13 Whenever a rear elevation faces a public right of way or parking facilities unnecessary utility lines and equipment should be removed, whenever possible. New utility and mechanical equipment shall be placed in inconspicuous locations such as the roof or screened from public view.

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

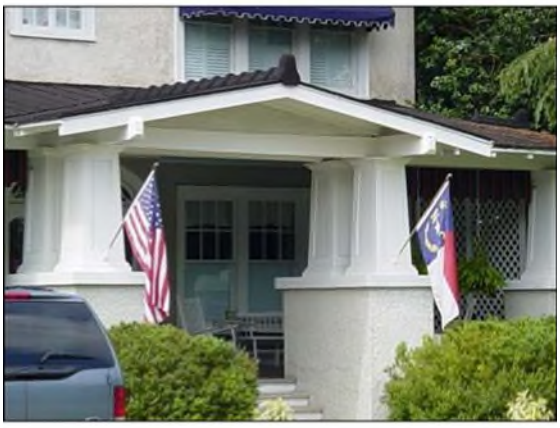
Rear entrances to commercial uses are encouraged, particularly when adjacent to public parking resources.

2.6 Porches and Entryways

Like storefronts are to a commercial building, porches are the focal point of a historic residential building. Whether simply a door, front stoop, or more elaborate porch, these entryways are the center of activity of a residence and are indicative of the structure's architectural style and period. For instance, a Craftsman Bungalow may have a small porch extending across the front façade with tapered wood columns on brick bases.

Porches and Entryway Standards

2.6.1 Historic entryways and porches should be retained and preserved including their architectural elements such as steps, columns, balustrades, doors, railings, brackets, roofs, cornices and entablatures.



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

2.6.3 Reconstruction of missing or extensively deteriorated porches is strongly encouraged. The new porch should be compatible with the style and period of the historic building.

2.6.4 It is inappropriate to enclose porches on primary elevations. Porches on rear elevations not seen from the public right-of-way may be screened or enclosed.

2.6.5 Preserve the original design features such as arcades, sidelights, transoms, and other architectural elements.

2.7 Architectural Details

Historic structures exhibit numerous architectural details that give a building character and often differentiate different architectural styles and periods of development. Commercial buildings in downtown have cornices, friezes, columns, brick corbelling, string courses, quoins, columns, pilasters and other features that also enhance the architectural character of the building. On residential structures, eaves, brackets, columns, balusters, door & window casings, and other details such as molding, trim and clapboards all define their historic character.

It is important that these historic architectural elements be preserved. Historic buildings are characterized by many architectural elements, including their exterior cladding. Wood clapboards, shingle siding, window surrounds, door frames, and corner boards are all distinct character-defining details of an historic building. Synthetic cladding and siding not only creates a false historic appearance of the primary building material, but perhaps more distressing, often results in obscuring, damaging or removing important architectural elements.

Architectural Details Standards

2.7.5 Historic architectural detailing should be preserved whenever possible.

2.7.6 If replacement of an architectural element is necessary, replace only the deteriorated or missing detail. The replacement architectural element should match the design of the original in material, profile, size, color, etc. whenever possible.

2.7.7 Historic architectural components shall not be replaced with materials, such as plywood, vinyl, and aluminum that would not have been used in the original construction.

2.7.8 Architectural elements that are inappropriate to the architectural style of the historic structure should not be installed.

2.7.9 It is not appropriate to cover or hide architectural details with artificial siding or cladding.

2.8 Safety, Accessibility, Mechanical, and Communications

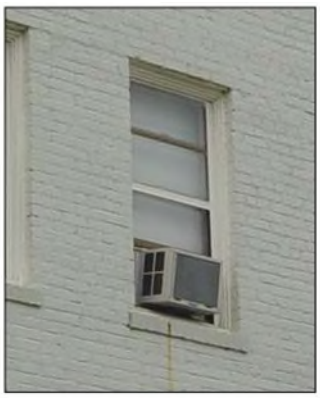
Many of our modern safety and accessibility codes require architectural elements that aren't always in concert with historic structures. Similarly, mechanical and communication systems can have negative impacts when installed on historic structures. For instance, window air-conditioning units are not historic and can detract from a primary façade. Similarly, television antennae and satellite dishes applied to a primary façade contrasts significantly with the architecture of an historic structure.

Fire safety and handicapped codes would always take precedence over these design standards. However, careful planning in their placement and design can reduce any negative impacts they may have on an historic structure.

Handicapped access can be accommodated in an appropriate manner.

Standards

2.8.1 Whenever installing safety and accessibility features, use whatever means possible to minimize visual impact, and protect the historic character of the structure. If possible, locate these improvements on rear elevations not visible from the public right-of-way.



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

2.8.2 Health and safety features shall be constructed so that the scale, materials, and details are compatible with the historic structure.

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

2.8.4 When installing window air-conditioning units, place them in windows on the rear elevations not easily seen from a public right-of-way.

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

Mechanical systems should be screened from view.

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

Fire escape and access accommodated on rear elevation.

Chapter 3.0 Site Design

This chapter relates to overall streetscape and site design elements. Site elements are important design considerations both for historic buildings as well as new construction. In fact, historic site design can easily be distinguished from modern development patterns. Downtown Albemarle has buildings built to the sidewalk with parking off-site or to the rear of the structure. Awnings exist on many of the buildings and signage is understated as the district generally developed to serve the pedestrian as much as the automobile. Similarly, shaded sidewalks on a residential street and benches in downtown encourage pedestrian activity. Landscape and site design should continue to enhance the district and complement its historic architecture.

The general standards below related to landscaping are intended to complement the City of Albemarle's Landscape and Tree Ordinances.

General Standards

3.0.1 Landscaping shall be used to screen service areas, garbage enclosures, and parking areas.

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

3.0.3 Accent lighting on buildings is appropriate, but should be understated and not spill over on adjacent properties.

3.0.4 Pedestrian areas should be well-lit with pedestrian-scaled fixtures and lights.

Landscape features define the district similar to historic architecture

3.1 Parking & Paving

Parking can have a significant impact on the character of an historic district. Albemarle's historic district developed before the automobile age and its streetscape reflects that. Buildings in downtown are built to the sidewalk and, for the most part, to the side property lines. The result is a pedestrian friendly streetscape with shops opening to the sidewalk and a continuous building face throughout the block. Because of this historic development pattern, off-street parking generally exists to the side or rear of the buildings.

On-site parking resources should be located to the side or rear of structures within downtown.

Pavement Standards

3.1.1 On-site parking within commercial areas shall be to the side or rear of the structures. If there is no structure associated with a proposed parking lot, then sufficient space shall be left between the street and the proposed parking lot for a future structure of consistent size and scale with existing buildings on the block and surrounding properties. Front yards should be used for building area to create a continuous building wall consistent with the historic development of the commercial district.

3.1.2 Whenever possible, locate parking areas on the interior of a block.

3.1.3 Pedestrian access and crossings shall be clearly designated in parking areas.

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

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

3.1.6 The design of deck parking should be appropriate to the district in size, scale, proportion and materials and should comply with the standard for new construction.

3.1.7 Parking lots in the historic district should be adequately landscaped according to the zoning ordinance.

This parking deck is wrapped in private, mixed-use development

3.2 Sidewalks

The standards in this section are intended to ensure as safe and active sidewalk area in downtown Albemarle. A organized scheme of sidewalk dining, display of merchandise, public street furniture and trash receptacles will result in a vibrant, pedestrian friendly commercial environment.

Sidewalk dining and display of merchandise can contribute to a vibrant streetscape.

Sidewalk Standards

3.2.1 New sidewalks in the historic district shall be composed of either concrete, brick, stone or other masonry material such as pavers or scored concrete. In commercial areas of the district, decorative paving schemes are encouraged.

3.2.2 Walkways in commercial areas shall be utilized to connect parking and commercial uses. Pedestrian walkways in parking areas or crosswalks at street intersections should be clearly differentiated either in material or striping

3.2.3 Outdoor display of merchandise is encouraged provided it is directly in front of the business it is associated, provides for the clear passage of pedestrians along the sidewalk, does not obstruct access onto the property, and displays merchandise for sale inside the principle use.

3.2.4 Sidewalk dining is permitted within the downtown commercial district provided that the business owner has obtained a permit from the Planning Office stating that it meets all codes related to sidewalks, and:

3.2.5 Benches and garbage receptacles must meet all city requirements and be similar in design to existing furniture, and must be approved by the Historic Resources Commission.

Street furniture and variety of paving materials create a pedestrian friendly environment

3.3 Awnings

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

On turn-of-century commercial structures like exist in downtown Albemarle, awnings historically were made of fabric and fit within the transom areas of the historic storefront. Some later buildings in the district have flat, metal, continuous awnings. Awning design should be based on the architectural style and era of the building's construction.

Awnings should fit within the openings above windows and doors

Awning Standards

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

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

3.3.3 Awnings that obscure or damage architectural features are also not allowed. Continuous awnings are not allowed unless historically found on the architectural style of the structure.

3.3.4 Signs are permitted on awnings providing they meet all awning and sign standards.

3.3.5 Back-lit awnings are not appropriate.

3.3.6 Awnings are appropriate on upper floor windows if there is evidence that awnings originally existed at these locations.

3.3.7 Awnings may be used for signage that meets the requirements of the zoning ordinance.

Continuous awnings, or awnings that obscure architectural features are inappropriate

3.4 Fences and Walls

Fences serve aesthetic as well as functional roles and are common in both the residential and commercial areas of Albemarle's historic district. Coming in the form of masonry walls, picket fences surrounding a residential yard, or solid fencing that screens service areas in the commercial district, fences and walls contribute to the character of the district.

Decorative fencing is encouraged

Fence and Wall Standards

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

3.4.2 Deteriorated elements on historic fences and walls should be repaired matching the original material, texture, and design.

3.4.3 In commercial areas, fences should be used to screen service areas, garbage receptacles, and parking lots.

3.4.4 Vinyl fences, chain link fences, non-historic welded wire and concrete block walls are not permitted in the district in areas than can be seen from public rights-of-way.

3.4.5 Decorative fencing is encouraged in downtown to differentiate between public and private spaces, parking areas, etc.

3.4.6 In residential areas, front yard fences should be of an open design such as picket and no greater than four (3) feet in height. Solid privacy fences shall not be used in front yards.

3.4.7 Wooden privacy fences in side and rear yards shall not extend past the rear elevation of the structure. Rear yard fences shall not exceed seven (7) feet in height.

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

3.5 Signs

An effective signage system is needed in an historic district just like any other. Automobiles and pedestrians need to be able to find parking, businesses, and civic uses, among others. While signs may contribute, they can also negatively impact the downtown through visual clutter, signage that is not compatible with historic structures, out of scale, etc. Therefore, signage is an important design consideration in an historic district and is addressed in these standards.

Downtown Albemarle, like any other downtown, is a dynamic district where tenants may change and new buildings are constructed. Whenever there is a change in business, the new owners need to be able to put up signage to advertise their business as quickly as possible. All new signs in the historic district must meet the sign ordinance of the City of Albemarle. In light of these facts, it is the intent of these standards to offer the business owner an expedited approval process for signs. Therefore, signage in the historic district, while it must meet these standards, falls under the minor works administrative approval process.

The preservation of historic signage is encouraged.

Sign Standards

3.5.1 Some signage has gained historic significance in its own right. Whenever possible, retain and preserve and retain historic signage.

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

3.5.3 Wood and metal are preferred materials for signage, but high quality synthetic materials are permitted provided the sign is compatible with the historic district.

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

Wall signs should be flush mounted in appropriate locations above the storefront

3.5.5 Awning signs are appropriate on awnings that meet the standards in the previous section and are proportional to the awning and not oversized.

3.5.6 Window signs are appropriate provided that they meet the requirements of Albemarle's sign ordinance.

3.5.7 Sandwich board type signs are permitted if they meet the requirement of the City of Albemarle's sign and sidewalks ordinances.

3.5.8 Neon, back-lit, and portable signs are generally prohibited in the district.

3.5.9 Understated lighting should be used when directed at a sign from an external source.

3.5.10 Free-standing signs are recommended for residential structures that serve a commercial function.

The size, style and location of signage should be compatible with the building's architecture

Chapter 4.0 New Construction

New construction within a historic district can have a substantial impact on adjacent historic properties and the district as a whole. While contemporary design is always encouraged in the historic district, it is important that this new development be compatible with the overall character of the district. Design characteristics such as building form (scale, massing, height, and orientation) and architectural elements (materials, architectural detail, windows, doors, and roof forms) must be considered when evaluating any proposed new building within a historic district.

This is particularly the case in a downtown where new buildings are erected, old buildings are altered, businesses expand, and signage and parking design constantly change. However, a regulatory environment that discourages creative or contemporary design to the point that new construction is discouraged threatens the overall economic health of a downtown. Therefore, a design standards document must provide the most flexibility while fostering new construction that respects the existing district.

Contemporary new construction

4.1 Commercial Construction

Massing, Scale, and Orientation

A new building in the downtown area should be of similar size, scale, and orientation as the existing built environment. For example, the majority of commercial structures in downtown Albemarle are one, two or three stories tall. Within a single block face, the scale of the structures themselves varies slightly. A new structure should never overpower the existing adjacent buildings, thus drawing attention to itself and detracting from the remainder of the historic district.

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

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

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

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

Commercial: Massing, Scale, and Orientation Standards

4.1.1 The setback of new construction should be consistent with how the district historically developed. Commercial buildings within the interior of the block should be built to the front property line resulting in a continuous building line.

4.1.2 In certain instances, buildings at the corners can be set back further, but should provide pedestrian amenities and landscaping within the front yard.

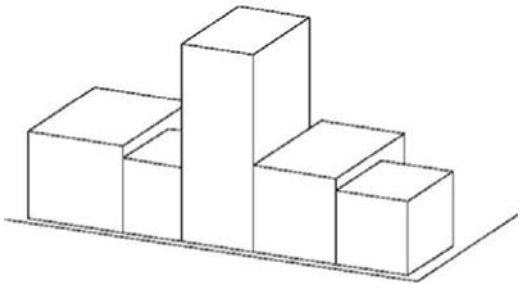
4.1.3 Whenever buildings are set back, use landscaping treatments and such as low shrubs or fencing to help define a continuous street edge.

4.1.4 New commercial buildings should be no more than one story taller or shorter than adjacent buildings.

4.1.5 In certain circumstances, new construction on corner lots can be taller. However, buildings built to a larger scale than its neighbors shall be set back an appropriate distance from adjacent buildings and the street in order to minimize the visual impact due to the variation in scale.

4.1.6 A new building's overall proportion (height to width ratio) should be consistent with existing historic structures.

New construction in downtown should be oriented toward the street and built to the front property line.

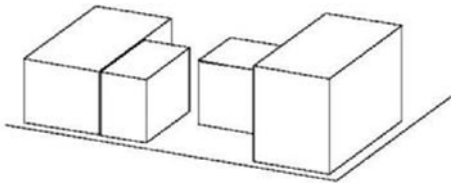


Inappropriate scale

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

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

4.1.9 New construction projects should follow the site features and district setting standards presented earlier in this document.



Inappropriate setback

Design, Proportion, and Architectural Elements

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

Commercial: Design, Proportion, and Architectural Features Standards

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

4.1.11 Use materials that are common to the district such as brick, stone, terra cotta, wood, and metal. Modern materials are appropriate on a new building, however, masonry should be the predominant material on the façade.

4.1.12 The fenestration of a new building (size and number of window and door openings) should reflect that of existing historic structures within the district in proportion, shape, location, pattern

and size. The ratio of solids to voids on a building's façade should reflect the buildings within the same block

4.1.13 New construction should include storefront elements proportional to that of existing historic structures.

4.1.14 Architectural details such as cornices, arches, and parapet walls give a building texture and define its scale. New construction should reflect that of existing structures. The orientation and pattern of windows, doors, and architectural details can help reduce the impact to new construction.

Compatible new construction

4.2 Residential Construction

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

Residential: Massing, Scale, and Orientation Standards

4.2.1 New homes should not be built farther back than an average of its neighbors along the same side of the street within the same block face.

4.2.2 The height of new construction should be compatible with other residential buildings in the district.

4.2.3 A new building should appear similar in scale to traditional single family houses.

Residential: Design, Proportion, and Architectural Features Standards

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

4.2.5 The fenestration of a new building should reflect that of existing historic structures within the district in proportion, shape, location, and size.

4.2.6 Architectural details such as cornices, trim, windows and doors should reflect the scale of buildings in the existing historic district.

4.2.7 Modern materials such as hardiplank or masonite, if used, should be similar in appearance and texture traditional materials. Aluminum and vinyl siding are prohibited.

4.3 Additions

Historic districts change over time with new construction, demolition, and sometimes redevelopment. Often, the buildings within these districts have additions from different eras that are historic themselves. Therefore, it is important that new additions be compatible in size and scale, setback, materials, and design as the main structure. Additions, whether on commercial or residential structures, should be done in a manner that does not diminish the historic character of the building and district. Like new construction, additions can be contemporary, but also should be compatible with its surroundings.

This addition to the front of historic commercial structures is incompatible in design and scale to the original buildings

Additions Standards

4.3.1 Additions should be compatible in materials, design, roof form, and proportion to the main structure.

4.3.2 Contemporary designs are encouraged, but should always be compatible with the existing historic structure.

4.3.3 New additions should not remove, damage, or obscure character-defining architectural features.

4.3.4 Additions should be located to the rear or non-character defining elevation.

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

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

This addition to a historic church structure is contemporary yet compatible with the design of the main structure.

Chapter 5.0 Demolition And Reconstruction

5.1 Demolition

Historic structures represent a tangible link to a community's past. They are physical expressions of architectural style, building technology, and personal taste. Demolition of a historic structure is strongly discouraged, and any time a demolition is proposed, alternatives must be carefully explored.

The Historic Resources Commission can deny a Certificate of Appropriateness that requests the demolition of a building only when the structure is determined by the State Historic Preservation Officer as having *statewide* significance, as defined by of the National Register of Historic Places level of significance evaluation. In all other cases, the Commission cannot deny a COA request for a demolition, but it can issue a temporary delay of demolition while preservation alternatives are being explored. The COA, then, would be approved but with an effective date of up to 365 days from the date of approval.

During the delay, the Commission should actively explore options for preservation. If the Commission determines that the building in question has no historic significance or value, the COA can be approved without delay.

Demolition Standards

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

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

- If a building is in disrepair, working with the property owner to develop a rehabilitation plan and identify funding assistance such as rehabilitation tax credits that would allow the building to be rehabilitated.
- If a building does not fit the owner's required needs, determining if the structure could be adaptively reused.
- Working with the property owner to locate a buyer who will use the property without demolishing the structure.
- As a last resort, finding a suitable location within the district for the building to be moved and working with the property owner to develop a relocation plan.

5.1.3 If all alternatives for preservation have been exhausted, the HRC shall work with the owner to make a permanent record of the historic resource including photography, an architectural description of the building, as well as any other historic documentation that is available.

5.2 Relocation

Often, relocation is the only method to preserve a structure that is faced with demolition. Relocation should be considered only when all other preservation alternatives have been eliminated. Relocation can be looked at in much the same way as new construction in that the building being introduced into a new environment must complement the character of its surroundings in architectural style, size, scale, orientation, and landscaping. Much like new construction, the applicant should submit a plan for relocation including a site plan and drawings of the building in its new environment.

Relocation Standards

5.2.1 Relocation of a building within the historic district should only be considered as an alternative to demolition when all other preservation options have been exhausted.

5.2.2 Prior to the act of relocation, the HRC shall work with the owner to document through photography, drawings, and other means the existing location and environment of the historic structure.

5.2.3 Character-defining elements and significant architectural features shall be protected during the relocation process. Should any damage occur, it should be repaired.

5.2.4 The relocated building must be compatible with the surrounding structures in its architectural style, scale, height, side and front setback, and orientation.

A.1 Glossary

Artificial Siding: Synthetic siding material that is not original to the structure including vinyl, aluminum, spray-on vinyl, stucco applied over masonry, among others.

Baluster: A short upright member that supports a handrail.

Balustrade: A railing with supporting ballusters used on porches, stairs, balconies, etc.

Board of Adjustment (BOA): A City board that performs administrative review of zoning decisions including those decisions of the Historic Resources Commission. Certificates of Appropriateness are appealed to the BOA.

Bond (brick): The arrangement of bricks in a wall providing strength and decoration.

Bracket: A projection from a vertical surface providing structural or visual support under cornices or any other overhanging member

Bulkhead: The panel below a display window of a storefront.

Casement Windows: A window frame hinged on one side so that it swings out or in to open

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

Column: Upright post supporting roof or pediment consisting of base, shaft, and capital.

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

Coping: The top layer or course of a masonry wall, usually with a slanting surface that serves to help shed water.

Corbelling: An overlapping arrangement of bricks or stones in which each course extends farther out from the vertical of the wall than the course below.

Cornice: Uppermost portion of entablature where the roof and wall meet.

Dentil: One of a series of small, square blocks found on cornices.

Double-hung Window: A window with an upper and lower sash that slide vertically past each other.

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

Elevation: The front, rear, or side façade of a building.

Entablature: The upper part of an order, consisting of architrave, frieze, and cornice.

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

Fascia: The flat board that covers the ends of roof rafters.

Fenestration: The arrangement of window and door openings of a building.

Frieze: The middle section of the Classic entablature; a panel below the upper molding or cornice of a wall

Gable: The triangular portion of the wall, between the enclosing lines of a sloping roof.

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

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

Historic District, Local A district established by the City through a zoning overlay that has local historic significance. Properties within this district must meet local design standards.

Historic District, National Register A district having national significance as defined by the National Park Service. National Register Historic District designation is primarily honorary, but carries with it the potential for owners to use rehabilitation tax credits for historic preservation.

Lintel: A supporting wood or stone beam across the top of an opening, such as that of a window or door.

Major Works Major works projects are significant projects, such as new construction and additions, which potentially alter the existing appearance of the historic district. These projects require HRC review.

Minor Works Minor works projects include general maintenance and simple projects that do not alter the appearance and character of the property. These projects can be reviewed by Planning Staff.

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

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

Parapet: The vertical extension of an exterior wall above the line of the roof.

Paver: A masonry unit, usually brick or concrete, that is used as a paving material to create walks and sidewalks.

Pier: A vertical supporting structure constructed of masonry.

Pilaster: A shallow rectangular column projecting only slightly from a wall, often incorporating the classic column order.

Pointing, repointing: The act of repairing the mortar joints between brick or other masonry units by filling in and finishing it with additional mortar.

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

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

Sash: The framework of a window, usually moveable, into which panes of glass are set.

Scale: The height and width relationship of a building to surrounding buildings.

Setback: The area of a yard that cannot be built upon based on zoning codes. Buildings have front, side, and rear yard setbacks.

Shed Roof: A flat sloping roof pitched in a one direction.

Sill: The horizontal member at the bottom of a door or window.

Soffit: The exposed underside of any overhead component of a building.

Stringcourse: A horizontal band of wood or masonry extending across the face of a building.

Transom: A narrow, typically rectangular window located above a door or larger window. Transom windows are usually hinged, allowing the window to be opened to improve ventilation.

A.2 Routine Maintenance, Major and Minor Works

The table below outlines those projects which fall into the categories of routine maintenance, minor works, and major works. A Certificate of Appropriateness (COA) is not required for **Routine Maintenance.** Routine Maintenance is defined as the repair or replacement where *there is no change in the design, materials, or general appearance of the structure.* A COA would be required for all other projects.

Minor works projects require approval by the City of Albemarle staff as designated by the Historic Resources Commission. If these projects meet the design standards, city planning staff can approve the application in a matter of hours. Staff, however, cannot deny a COA request. If the staff person concludes that either the project does not fall under the minor works provisions, or that it is in conflict with the design standards, the application is forwarded to the Historic Resources Commission for its review.

Major works projects require design review by the Historic Resources Commission. In general, major works projects involve a change in the appearance of a structure, and are more substantial in nature than routine maintenance or minor works projects. These projects would be reviewed by the HRC during its regular meeting.

Major Works	Minor Works	Routine Maintenance*
New Construction or additions to primary building	Installation or changes to signs	*Projects where *there is **no change** in the design, materials, or general appearance of the structure.*
Exterior alterations to principal elevations of buildings	Installation or removal of awnings, canopies or shutters	Painting
Demolition of any structure	Installation or repair to fences and walls	Landscaping and planting except for removal of trees greater than 8" in diameter
Relocation of any structure	Installation, repair, or replacement of windows, doors, and siding	Repair or replacement of architectural details
Construction of new accessory structures	Replacement of synthetic siding	Repair or replacement of existing awnings, canopies or shutters
Construction of new decks	Alteration, addition of architectural details	Repair or replacement of existing driveways & walks
Addition or removal of porches or steps	Addition, or repair of existing accessory structures	Repair or replacement of existing fences or walls
Changes to roof forms	Repair or replacement of exposed foundations	Repair or replacement of existing gutters or downspouts
New or expanded parking lots and driveways	Installation of gutters	Tree removal (less than 8" in diameter)

Major Works	Minor Works	Routine Maintenance*
Alteration of exterior surfaces that changes the exterior appearance	Emergency removal of dead or diseased trees.	*Projects where *there is **no change** in the design, materials, or general appearance of the structure.*
Removal or changes to archeologically significant features	Removal of existing accessory buildings with no historic significance	Repair or replacement of exterior lighting fixtures
Removal of live trees greater than 8" in diameter	Repair of existing masonry	Repairs, including repointing, to existing masonry
Changes to approved COA not covered by minor works or routine maintenance	Installation or removal of HVAC or mech. equipment	Repair or replacement of existing parking lots
Changes to approved COA not covered by minor works or routine maintenance	Repair or replacement of existing porches	Repair of existing roof coverings
	Installation of satellite dishes & TV antennas	Repair or replacement of existing signs
	Repair of existing stairs and steps	Repair or replacement of existing decks and patios
	Construction or alterations of new driveways and walkways	Repair or replacement of existing sidewalks
	Installation of storm windows and doors	Window air conditioners at rear elevations
	Replacement of existing roofs	Installation of house numbers and mailboxes
	Alteration, addition, or removal of existing decks and patios	Repair/replacement of other appurtenant features and accessory site features not specifically listed
	Renewal of expired COA	Repair or replacement of window panes
	Installation and alteration of exterior lighting features	
	Alteration/Construction/Removal of temporary features necessary to ease difficulties associated with a medical condition	
	Addition/alteration/Removal of other appurtenant features and accessory site features not specifically listed	
	Addition/alteration/Removal of other appurtenant features and accessory site features not specifically listed	

ALBEMARLE
NORTH CAROLINA
Water, Air, Land, Opportunity.

CITY OF ALBEMARLE HISTORIC COMMISSION
Certificate of Appropriateness Application

Application Number: _____ Date Received: _____

Type of Approved Required: ☐ Minor Committee ☐ Full Commission

Decision: _____ Date of Decision: _____

Section I: Application Information

Name of Business: _____

Property Address: _____ Tax #: _____

Applicant Name: _____

Mailing Address: _____ Phone Number: _____

_____ Email: _____

Property Owner *(If Different)*: _____

Mailing Address: _____ Phone Number: _____

_____ Email: _____

Section II: Request for Certificate of Appropriateness

_____

_____

_____

_____

Attachments

☐ If you are proposing to do an addition to an existing structure or new construction, attach a plot plan showing all dimensions of the lot and the existing and proposed improvements and necessary setback lines. Also, attach pictures and/or description of the materials that are being proposed to use.

☐ If you are requesting a COA for signage, please attach a print showing the proposed sign on the location you plan to erect the sign, all dimensions of the logo and letters (16" maximum).

☐ Other items as required by Administration or HRC.

_____ _____

Signature of Applicant Signature of Staff

_____ _____

Date Submitted Date

A.4 Resources

City of Albemarle, NC
Planning and Community Development
157 North Second Street
Albemarle, NC 28001
704.984.9426
http://www.ci.albemarle.nc.us/cd_index.htm

Stanly County Museum
Stanly County Historic Preservation Commission
245 East Main Street
Albemarle, North Carolina 28001
704.986.3777
http://www.co.stanly.nc.us/Departments/hpc/

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

Restoration Branch
515 North Blount Street
Raleigh, NC
(919) 733-6547
http://www.hpo.dcr.state.nc.us/rebranch.htm

North Carolina Main Street Program
4313 Mail Service Center
Raleigh, NC 27699
(919) 733-2850
http://www.dca.commerce.state.nc.us/mainst/

Preservation North Carolina
220 Fayetteville Street Mall, Suite 300
P.O. Box 27644 Raleigh, NC 27611-7644
(919) 832-3652
http://www.presnc.org/

National Park Service
Heritage Preservation Services
1201 Eye St, NW, 2255
Washington, D.C. 20005
(202) 513-7270
http://www2.cr.nps.gov/

National Trust for Historic Preservation
1785 Massachusetts Ave., NW
Washington, DC 20036-2117
(202) 588-6000
http://www.nationaltrust.org/

National Trust Main Street Center
1785 Massachusetts Ave, NW
Washington, DC 20036
(202) 588-6219
http://www.mainstreet.org/

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

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

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

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

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

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

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

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City of Salisbury, NC Historic District Design Guidelines

City of Washington, NC Historic District Design Guidelines

City of Greenville, SC Design Guidelines