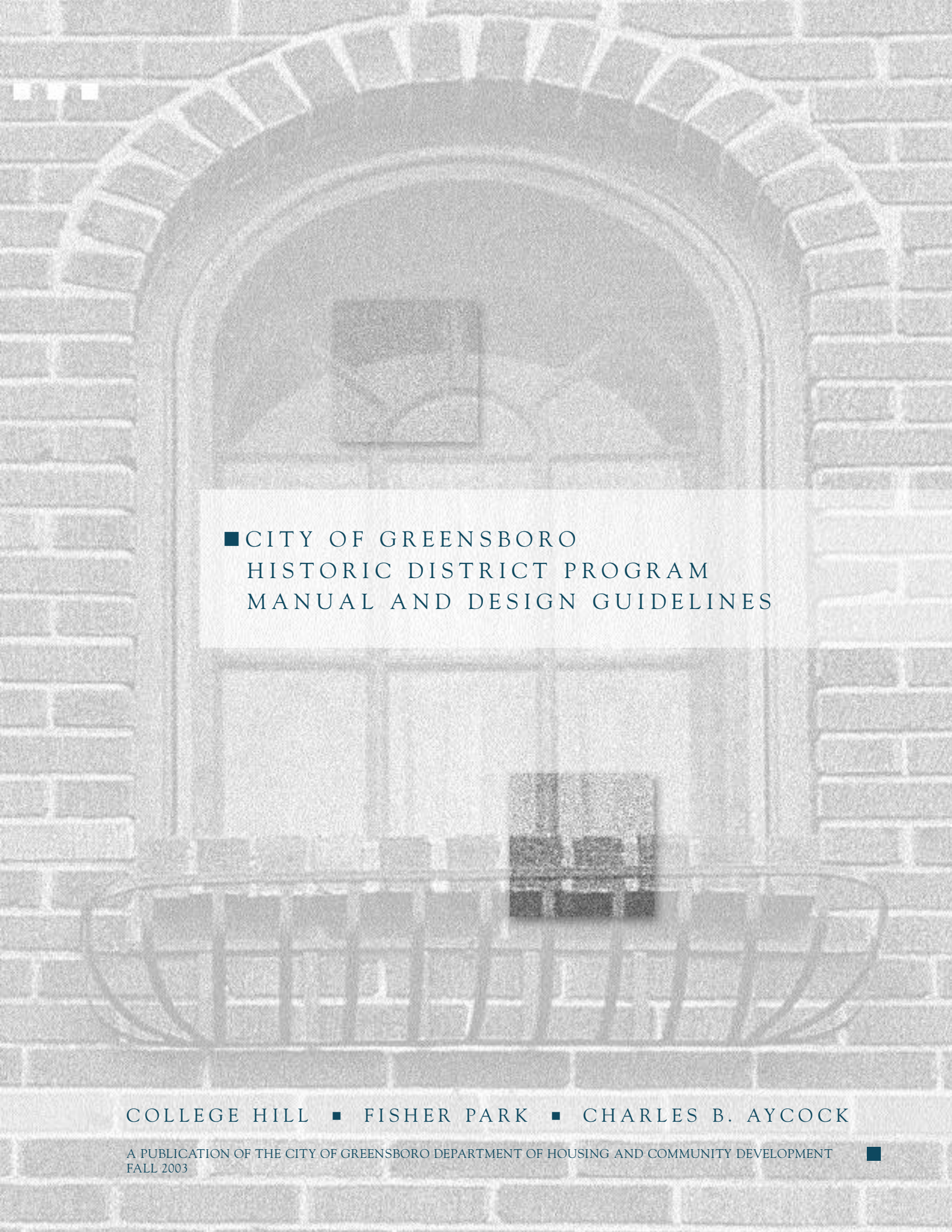


CITY OF GREENSBORO
HISTORIC DISTRICT PROGRAM
MANUAL AND DESIGN GUIDELINES

COLLEGE HILL ■ FISHER PARK ■ CHARLES B. AYCOCK

A PUBLICATION OF THE CITY OF GREENSBORO DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
FALL 2003

CITY OF GREENSBORO HISTORIC DISTRICT PROGRAM MANUAL & DESIGN GUIDELINES

A publication of the City of Greensboro Department of Housing and Community Development
Fall 2003

Credits and Acknowledgements:
The year 2000 marked the 20th anniversary of the Greensboro Historic Preservation Commission. In 2001 the Commission decided to update the guidelines used for the Historic District Program. The *Historic District Program Manual and Design Guidelines* was created as a result of the work by appointed sub-committee members from the Historic Preservation Commission, Historic District neighborhood associations, and representatives of commercial and institutional properties within the districts. Over the course of six months, existing guidelines were reviewed, analyzed and re-written to reflect the needs of Greensboro's Historic District residents and property owners. Drawings and educational information were added to serve as a resource for owners/residents of historic properties in their efforts to maintain and preserve their historic structures.

The Design Guidelines Review Sub-committee of the Historic Preservation Commission:
Patrick Deaton, *HPC Chair*
Stephen Freyaldenhoven, *Historic Preservation Commissioner*
Anne Bowers, *Historic Preservation Commissioner*
David Hoggard, *Charles B. Aycock Representative*
Patrick Downs, *College Hill Representative*
Cindy Hatfield, *Fisher Park Representative*
Susan Sessler, *Greensboro College Representative*
Jerry Leimenstoll, *First Presbyterian Representative*
Derek Allen, *Greensboro College Representative*

City Staff:
Mike Cowhig
Stefan-leih Kuns

Drawings and Illustrations: Amy Estep, Tyoshi Futumoto, Natalie Wall
Photography: Stefan-leih Kuns, unless otherwise noted

City of Greensboro
Historic District Program Manual
and Design Guidelines

ERRATA SHEET

UNDER UTILITIES AND MECHANICAL EQUIPMENT/PG. 38

The following commonly requested projects require a COA:

- Satellite dishes larger than 24 inches in diameter and those visible from the street require a COA. (removed "not")

UNDER PATIOS AND DECKS/PG. 41

The following commonly requested projects require a COA:

- Expansion of existing patios and decks (formatting correction)

UNDER EXTERIOR WALL MATERIALS AND FINISHES/PG. 45

- Paint previously painted foundations in darker colors that generally reflect the color of masonry or stone. (Underscore added).

Under projects not requiring a COA:

- Painting previously painted surface—changing color, touch-up, etc. ("previously" added for clarification)

UNDER ROOFS/PG. 54 (roof type descriptions clarified)

Top Row, second image: Flat with decorative parapet
Top Row, third image: Hipped with dormers
Second Row, first image: Gambrel with shed dormer

UNDER LIST OF WORK ITEMS INSERT/APPENDIX

Column 1
CORRECTION: TREE REMOVAL (HEALTHY, OVER 4" DBH)

Column 3
CORRECTION: TREE REMOVAL (LESS THAN 4" DBH)

Updated: August 2010

TABLE OF CONTENTS

Application of Guidelines

The purpose of Greensboro's Historic District Program is to encourage the preservation, conservation, restoration, and rehabilitation of historically and architecturally significant areas of the city and individual buildings therein. Historic District zoning enhances property values and helps to safeguard the heritage of the community for the education, pleasure, and enrichment of all citizens. Historic District designation does not affect the underlying zoning use of a property as established by the City of Greensboro Development Ordinance.

Greensboro's approach is based on the premise that the Historic District neighborhoods can and should be growing, vital, and vibrant places to live, work, and congregate. This philosophy is crucial to the future of Greensboro's Historic Districts and is outlined in this section. This philosophy is the underlying principle that must be relied on in the interpretation and application of the guidelines.

In its review of proposed changes, the commission must take into consideration the potential impact of changes on the character of the surrounding neighborhood, and be sensitive to the concerns of nearby property owners. The Historic Preservation Commission is responsible for ensuring that changes in the Historic Districts reflect the intent of the Design Guidelines, as well as reflect the original use of a property. Greensboro's Historic Districts, while predominately residential, reflect the original neighborhood composition associated with our earliest communities. Each of the districts includes not only residential, but commercial and institutional uses as well. This variety is what helps make the Historic Districts unique areas of the city and contributes to their "spirit" and neighborhood character. This sense of spirit includes the ability to walk to work, school, and the corner store. This spirit also provides for tree canopied streets and large front porches for visiting with neighbors. This spirit is what helps bring the 21st century in touch with a bygone era. Each of the buildings in Greensboro's Historic Districts has a story to tell about the history of the neighborhood, and should be recognized and valued in their own right. As part of a neighborhood, each building has come to play a significant role in the development of the "spirit" of the districts.

The guidelines have been written to maintain the historic integrity of the original architecture of the buildings in the Historic Districts while allowing for flexibility in accommodating the growing needs of families, tenants, churches, schools, and businesses. The Design Guidelines recognize the practical issues involved in adapting historic buildings to modern lifestyles and strives to achieve a balance between function and preservation. The guidelines allow for change when it is accomplished in a sensitive manner that maintains the special character of the Historic District, while meeting the practical needs of the residents and property owners. The commission may balance the cost of a project against the degree of impact the change (that would be engendered by such project if completed) will have on the district, as long as the project meets the intent of the guidelines. In carrying out its charge, the Commission must be careful to ensure that the rights of property owners are recognized and respected, and full use of private property is guaranteed within the bounds of the guidelines.

Structures in Greensboro's Historic Districts generally fall into two categories of uses: residential (single family homes, apartment buildings, condominiums, duplexes); and non-residential (institutional: churches and academic facilities; commercial, and industrial). Structures are further broken down into "Contributing" and "Non-Contributing" categories. Non-Contributing structures are those that were built outside of the period of significance or are not compatible with the historic character of the district.

Buildings in the historic districts can be quite different from one another—yet they have a common denominator: they exist within a locally zoned Historic District with the shared goal of maintaining and preserving the character and spirit of the historic neighborhood. By this notion, the portion of the design guidelines pertaining to "Neighborhood Setting" applies to all properties in Greensboro's Historic Districts. A consistent approach to "Neighborhood Setting" provides for the appropriate measures to preserve neighborhood features such as large mature trees and tree lined streets, retaining walls, fencing, and infrastructure features such as granite curbing and decorative street lighting. In striving to preserve the streetscape, tree canopy, granite curbing and other features of a neighborhood, the objective of preserving the historic character of the district and the spirit of the neighborhood is achieved.

Residential

For the purposes of this document a residential building is that which was built as a residence for its original use. For example, when applying guidelines to a single-family residence that is currently used as an office building, a residential interpretation of the guidelines shall be used. Guidelines are written to provide flexibility when the use of a building has changed over the years, and accommodations not normally categorized as residential must be made. Accommodations for new uses can be met while maintaining the residential character of the building, which is essential to maintaining the Neighborhood Setting. The original use of a property, whether intended for single family or multi-family occupancy should be respected, and changes should preserve the original architecture of the building. The majority of structures in Greensboro's Historic Districts are of a single-family residential nature, however, throughout the districts, original apartment buildings and duplexes can be found adding additional character to the architectural make up of the district.

It is difficult to categorize houses by architectural style, since few pure examples are found in the Historic Districts. Some houses were designed by architects who adhered carefully to the principles of a particular style, but most simply show stylistic influences. Many are hybrids, incorporating features from more than one style, and some are transitional with their design being influenced by successive architectural periods. Many houses in the Historic Districts were built from plans published in pattern books or magazines. The plans were modified by the local builder to satisfy individual tastes and take advantage of available materials. Many house plans were popularized by "home" magazines such as *The Ladies Home Journal* or *Better Homes and Gardens*.

In the early part of this century, a house could be purchased in kit form from mail-order houses such as Sears Roebuck or Alladin. The kits were shipped by railroad, and the coded materials assembled on site using a blueprint plan. Instances of unusual markings on framing lumber exposed during renovation work indicate that mail-order houses were once a popular choice in Greensboro.

Greensboro's historic neighborhoods contain a variety of architectural styles:

Queen Anne: Popular during the Victorian period, the Queen Anne style is characterized by irregular shapes and complex arrangements of parts. The exterior of a Queen Anne house can be quite elaborate in its use of surface materials and detailing. Multiple colors further emphasize the variety of materials used. Houses can be one or two-story and commonly have large wrap-around front porches.

Colonial Revival: The Colonial Revival style incorporates neo-classical elements including rounded porch columns, cornices with dentil molding, and pediments. The emphasis on symmetry

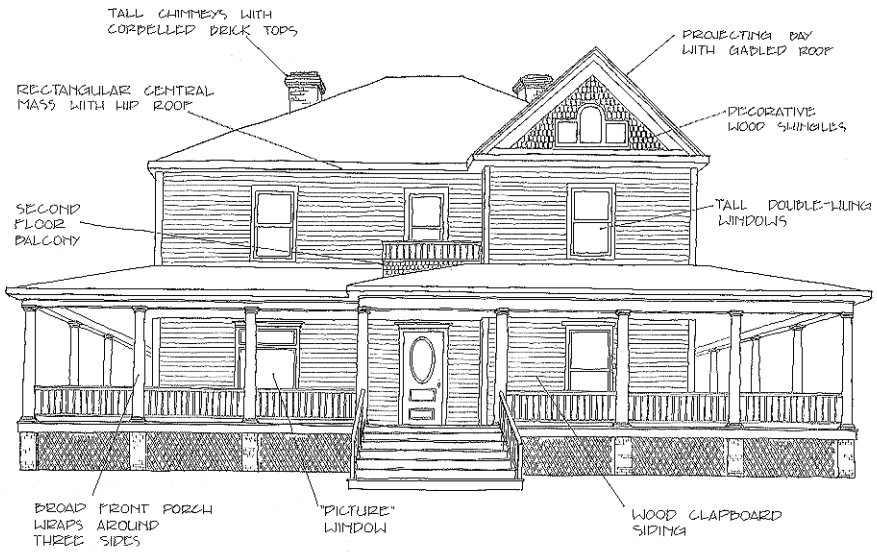
in the arrangement of their parts and lack of ornamentation was a reaction to the more elaborate style of the earlier Victorian period.

Tudor Revival: The Tudor Revival style was a romantic interpretation of the architecture of medieval England, showcasing rounded windows and doors and steep rooflines.

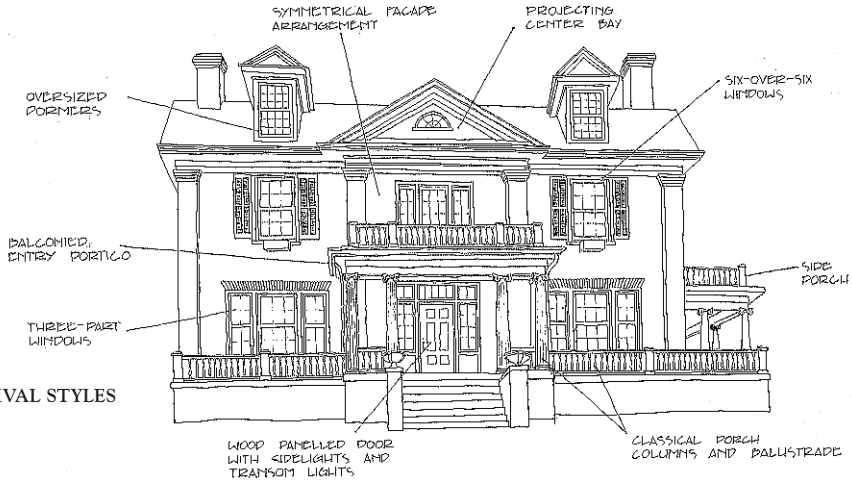
Craftsman: Influenced by the architecture of California, the Craftsman style inspired the most predominantly found style of early 20th century architecture in Greensboro. Craftsman style architecture can be found predominantly in the bungalow form, typically a one or one and a half story building with low roof lines and large front porches with massive columns. The Craftsman style is further indicated by windows with a unique vertical muntin arrangement. Craftsman influences are commonly found in the bungalow's contemporary, the foursquare, and as modern "updates" to late 19th and turn-of-the-century architecture.

The ***Prairie***, ***Mediterranean***, ***Italianate*** and ***eclectic*** styles are rare in the Historic Districts, but nonetheless add variety to the architectural fabric of Greensboro's Historic Districts.

TRIPLE-A
FARMHOUSE

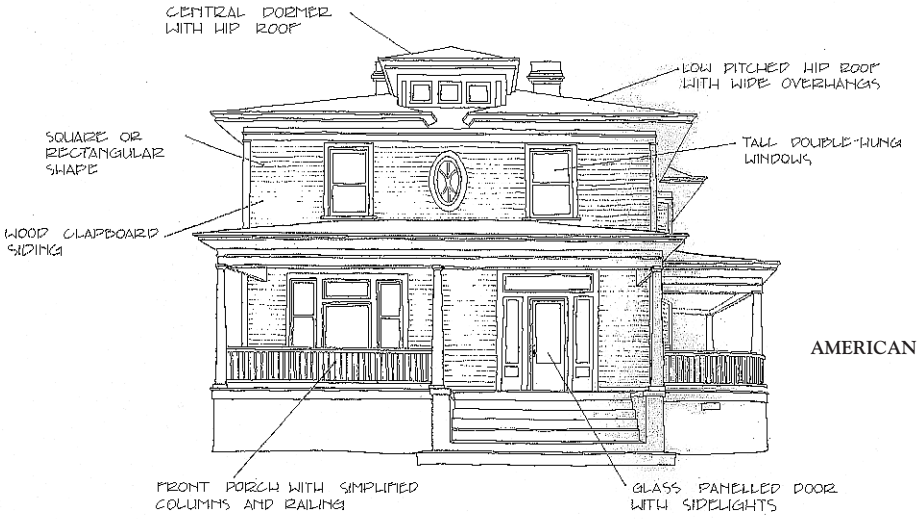


LATE VICTORIAN / QUEEN ANNE
(1875 - 1915)



EARLY 20th CENTURY REVIVAL STYLES
(1900 - 1930)

DUTCH COLONIAL REVIVAL



AMERICAN FOURSQUARE (1905 - 1930)

BUNGALOW (ONE STORY)

QUEEN ANNE COTTAGE

Commercial and/or Institutional

(Commercial and/or Institutional refers to all non-residential buildings—those buildings whose original and intended use was other than residential.)

The Historic Districts contain a variety of Commercial and/or Institutional buildings, each with a distinctive architectural style that relates to the specific use of the building as it was intended when first built. Greensboro College is perhaps the largest institutional property owner in the three districts. Its campus, which exhibits classical architecture from a century of construction and reconstruction, sits on a long front lawn leading to the pedimented front of the Main Building originally built in 1873. The monumental architecture found at Greensboro College differs greatly from that found in the architecture of Greensboro Primitive Baptist Church, a small brick-veneered church located only a few blocks west of the campus. To the south, in the same neighborhood, is the West End Hose Company building, an original neighborhood firehouse. Today, it is used as a neighborhood convenience store, and is adjacent to a series of other commercial properties. The same is true throughout the other districts with neighborhood schools and churches, commercial and office uses scattered throughout. These buildings and uses are part of the character of the districts, and each must be reviewed based on their individual architecture and functional needs. In general, the interpretation of the Design Guidelines must evaluate the content of a project on the merits of its relationship to the commercial and/or institutional building and property. Adherence to the section on "Neighborhood Setting" is of critical significance in preserving the neighborhood character and any potential impact it may have on the district as a whole.

THE ORIGINAL WEST END HOSE COMPANY FIRE HOUSE

When interpreting the Historic District Design Guidelines for their applicability to commercial and institutional properties there are two factors that must be considered when reviewing an application.

1) *The functional needs of the commercial or institutional property owner must be considered. The property owner should be allowed to use the property in the manner needed, as long as it maintains the character of the Historic District.*
2) *The architecture of the building should be valued and preserved in its own right, and any changes should respect the original contributing building on the property. Modifications that are consistent with the architectural style of the building are appropriate when required to meet a functional need. Often a balance between function and architectural appropriateness must be struck in order to meet the objectives of both the property owner and the intent of the guidelines.*

Non-Contributing

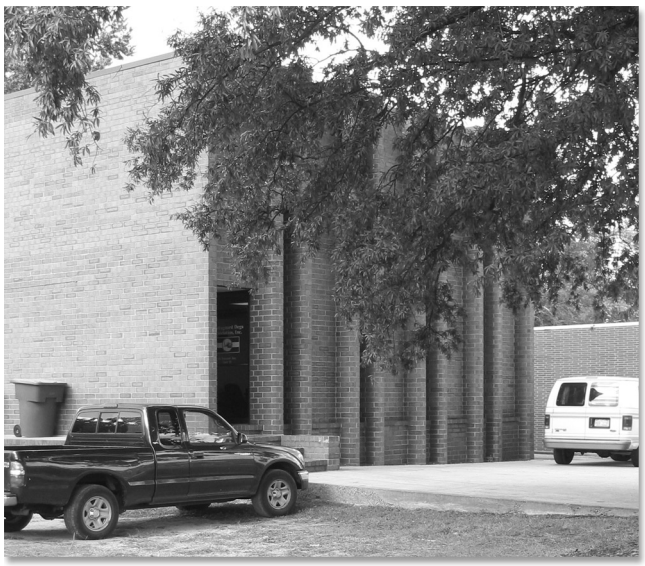
Non-Contributing buildings are those buildings within the districts categorized as not contributing to the history and architecture of the district. For general study purposes, typically buildings 50 years or newer are considered non-contributing buildings, unless they are noted as holding architectural or historical merit that surpasses age. Most Non-Contributing buildings in Greensboro's Historic Districts were built prior to Historic District designation and the establishment of design guidelines. Therefore, you will sometimes find buildings that have different setbacks than what is historically appropriate within the districts, or architecture that is not in keeping with the districts. These variations are changes that the Historic District Guidelines discourage in new construction. Due to their age, all newly constructed structures are considered non-contributing buildings, but their design and location can drastically impact the character of the district and should be considered in great detail. All new construction should follow the guidelines on page 80 pertaining to "New Construction."

GREENSBORO COLLEGE, ETHEL ARNETT, GREENSBORO, NC

For Greensboro's Historic Districts, non-contributing properties should follow those guidelines as set out under "Neighborhood Setting" and preserve the neighborhood spirit and character. The original architecture and style of the building should be evaluated for merit, and when architectural quality is noted, changes should strive to respect the character and features of the original structure. When making changes to the buildings themselves, guidelines in this document pertaining to "Exterior Changes" should be followed. However, considerable flexibility is warranted when making changes to non-contributing buildings. Decisions that make practical and aesthetic sense that may be contrary to specific guidelines are welcome when they uphold the overall intent of the guidelines.

NEW CONSTRUCTION NON-CONTRIBUTING BUILDING IN THE CHARLES B. AYCOCK DISTRICT

A NON-CONTRIBUTING COMMERCIAL BUILDING IN THE COLLEGE HILL DISTRICT



A NON-CONTRIBUTING COMMERCIAL BUILDING WITH PARKING INAPPROPRIATELY PLACED AT THE FRONT

APPLYING FOR A CERTIFICATE OF APPROPRIATENESS (COA)

A Certificate of Appropriateness (COA) is similar to a Building Permit and is required before beginning exterior work in the Historic Districts. An application form may be obtained by calling the Department of Housing and Community Development at 373-2349 or on-line at: www.greensboro-nc.gov/hcd under Historic District Program. When a COA is granted, it will be mailed, along with a large green placard that should be posted in a window or elsewhere on the property where it is visible from the street for the duration of the project.

When you apply for a COA, you should attach all required documentation as listed in the appropriate section of this manual. Typical requirements may include a list of the materials that will be used (ex. brick, wood, etc.), a site plan of the property that shows any changes (ex. a new fence, deck, etc.), and photographs or brochures of the replacement product.

Types of Approval

Staff Approval Minor Works

In some cases, City staff may issue Certificates of Appropriateness for items considered "minor works." "Minor works" are usually exterior repairs where there is little or no change in appearance, such as installing a rear yard fence or repairing a rotted porch floor.

Commission Approval

Projects that involve major alterations to the original historic fabric of a building or property must be reviewed at the Historic Preservation Commission's monthly meeting. The Commission meets the last Wednesday of each month. The deadline for submittal of applications is two weeks prior to the meeting date in order to be included on the agenda.

The Commission consists of nine volunteers with professional or personal experience in Historic Preservation related fields. They rely on the Historic District Design Guidelines, as well as their preservation knowledge, in reviewing and making decisions on COA applications. It is their responsibility to review every case on an individual basis, and rely on the facts related to each application when applying the guidelines.

Appeals

Appeals of decisions of the Historic Preservation Commission on applications for Certificates of Appropriateness are made to the City's Board of Adjustment. Appeals are filed in the Code Enforcement Division of the Planning Department, and the deadline for an appeal is fifteen days after the decision of the Historic Preservation Commission. Subsequent appeals are taken to the Superior Court of Guilford County.

Penalties

Violations of Historic District regulations, such as undertaking exterior work without a Certificate of Appropriateness, are subject to a civil penalty (fine). The maximum fine is $50 for the first day of a violation, $100 for the second day, $200 for the third day, and $500 for the fourth and any succeeding day of a continuing violation.

HOW TO USE THE HISTORIC DISTRICT PROGRAM MANUAL AND GUIDELINES

The purpose of this document is not only to help the Historic Preservation Commission in making appropriate determinations, but also to serve as a reference guide for Historic District residents and property owners. It is organized generally into two sections. The first deals with the Neighborhood Setting, comprised of landscaping, streets and other outside features. The second, "Changes to Buildings", deals with changes to the exterior of buildings within the districts.

There are five sections in each chapter: An "Introduction", a listing of "No COA Required," "Common Projects That Require a COA", the "Design Guidelines" for that specific area and "Application Requirements."

"Introduction": The Introduction explains the significance of the chapter's subject, and why it is necessary to protect and maintain these features as part of the historical significance of a structure. It also includes general recommendations to take into consideration when planning a project. These "tips" may point out historical appropriateness, or advice on the best way to prevent future damage. For instance, even though high pressure washing or sandblasting is a quick way to prepare a house for painting, it can put small pits in wood siding that can trap moisture and eventually rot out the wood. Additionally, although a new tree may appear to work in a particular location, keep in mind that as it matures it may interfere with utility lines and be subject to trimming by Duke Power.

"No COA Required": Common projects throughout the districts that do not require a Certificate of Appropriateness are described in this section. If you have a question about whether your project requires a COA, it is always best to contact City staff prior to moving ahead. It is also important to review the information contained in the entire chapter to avoid any misunderstandings.

"Common Projects that Require a COA" Each section lists some of the most common projects that require a Certificate of Appropriateness. Many projects can be approved at staff level and City staff can assist you in the application process. If your particular project requires Historic Preservation Commission approval, City staff will contact you and advise you of the meeting date and time, and if any other information is needed.

The List of Work Items, located in the appendix inserts, can be used as a quick reference guide in determining whether or not a project requires a COA.

"Design Guidelines": Guidelines are referenced by the Historic Preservation Commission when making decisions on applications. They are also used by staff in determining whether a project can be approved at staff level or should go in front of the Commission for review. The Design Guidelines are based on the Secretary of the Interior's Standards for Rehabilitation, and are written to ensure that alterations to buildings and the neighborhood setting will be handled in a manner that preserves significant architectural features, and maintains the special character of the Historic Districts.

"Application Requirements" This section provides a list of common documentation necessary for review of a proposed project. After consulting with staff, it may be determined that additional documentation may be needed for proper review by staff or the Commission.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Department of the Interior, established in 1849, holds the primary responsibility for the conservation of the nation's cultural resources. Under the Department of the Interior exists the Bureau of Land Management, the U.S. Fish and Wildlife Service (Endangered Species Program and the National Wetlands Inventory), the National Biological Service, Bureau of Indian Affairs, U.S. Geological Survey, and the National Park Service. Leading all of these efforts is the Secretary of the Interior.

The conservation and preservation of historic resources, which varies from structures such as buildings or bridges, to historic sites such as a battlefield, is a high priority of the Department of the Interior, and falls under the Heritage Preservation Services of the National Park Service. As part of the Department of the Interior's role in preservation, the Secretary of the Interior has outlined ten objectives for the treatment of historic sites and properties, formally titled: "The Secretary of the Interior's Guidelines for the Rehabilitation of Historic Structures." These standards have been adopted at both the national and local levels as the foundation by which we preserve and rehabilitate our historic resources. In Greensboro, the Secretary's Standards are the basis and underlying principles of our local Historic District Design Guidelines.

The Secretary's Standards for the Rehabilitation of Historic Properties are also used to evaluate applications for state and federal rehabilitation tax credits. Alterations to your historic property should be carefully considered. Not only can inappropriate alterations result in loss of historic character, they can jeopardize the historic status of the structure, making it ineligible for tax credits. For more information on State and Federal Tax Credits please contact:

The North Carolina State Historic Preservation Office
Restoration Branch
4613 Mail Service Center
Raleigh NC 27699-4613
Telephone 919-733-6547 Fax 919-715-4801 www.hpo.dcr.state.nc.us

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

NEIGHBORHOOD SETTING

STREETS, SIDEWALKS AND THE PUBLIC RIGHT-OF-WAY

Streets, sidewalks, parks, and other public spaces are important parts of the neighborhood setting. The public right-of-way has evolved and changed over time, but much of the early twentieth century appearance and character remains in the Historic Districts. Most streets retain their original granite curbs and brick gutters, with a grass strip separating the street from the sidewalk. Neighborhood streets are usually two lanes wide and somewhat narrow compared with current standards. Mature shade trees along many streets provide a green canopy. On some streets, standard streetlights have been replaced by decorative lighting fixtures of a more human scale, adding to the pedestrian character of the districts. Future changes should maintain this character.

- Using pedestrian-scale decorative streetlights typically constructed of cast iron, fiberglass, or aluminum helps to maintain the historic character of the street.
- Other than what is required for traffic and pedestrian safety, keeping traffic signage in the public right-of-way to a minimum helps to avoid obstructing the appearance of the street.
- Playground equipment is a typical feature of public parks and the design and coloring should strive to blend in with the park surroundings.

The following projects do not require a COA:

- Street Patching when the pavement material is the same, and granite curbs and brick gutters are retained.
- Repair or replacement of sidewalks and concrete curbs and gutters when the design, dimensions, and materials will be maintained.
- Pavement markings.
- Replacement of substandard utility poles and wires with like number and kind.
- Installation and maintenance of traffic and parking signs.
- Repair or replacement of underground utilities.
- Maintenance and repair of streetlights, signals and related equipment.
- Park benches and decorative trash receptacles, when not placed in the public right-of-way.

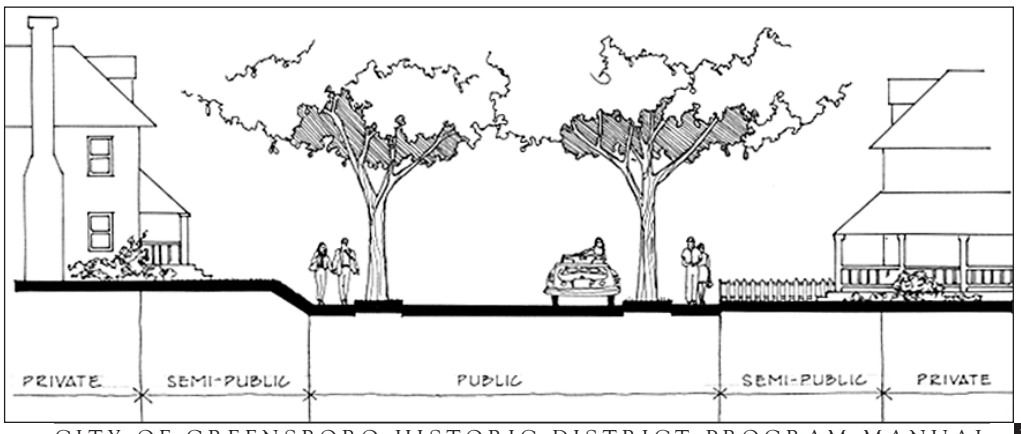
The following commonly requested projects require a COA:

The City of Greensboro, Duke Power and other utility companies, and private contractors are required to obtain a Certificate of Appropriateness before undertaking work that would affect the appearance of the public right-of-way.

- Widening or realignment of streets.
- Construction, repair, or replacement of granite curbs and brick gutters.
- Construction of bicycle paths and walking trails.
- Construction of new sidewalks.
- Construction of new streets or the resurfacing of existing streets and sidewalks.
- Construction, rehabilitation, or removal of bridges and approaches.
- The addition of utility poles and wires, traffic signals and equipment, above ground telecommunications equipment, and similar items in the public right-of-way.
- Pruning or removing trees along utility lines.
- Adding street lighting and street name signs.
- Installation of street furniture such as benches, trash cans, mailboxes, and newspaper racks in the public right-of-way.
- Work in City parks including installation or replacement of playground equipment, construction or repair of bridges, steps, paths, removal of trees, adding benches and tables, and installing new lighting.

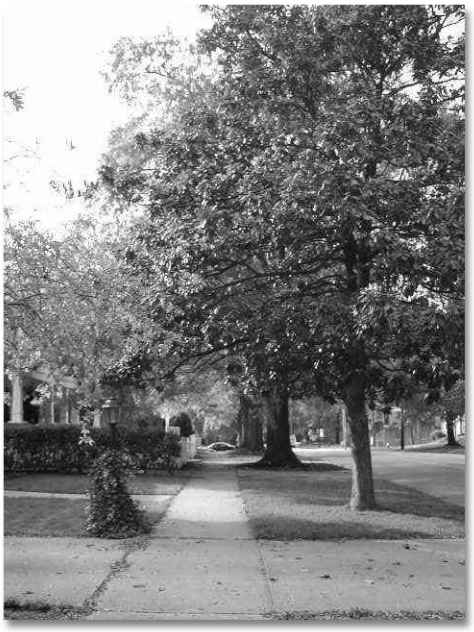
Application Requirements:

- Site plan showing location of changes
- Materials listing
- Photograph, drawing, or brochure of product to be used



GUIDELINES FOR STREETS, SIDEWALKS, AND THE PUBLIC RIGHT-OF-WAY:

1. Maintain historic street patterns, widths, and construction materials.
2. Maintain historic paving materials for roads and sidewalks, as well as granite curbing. When they are disturbed for underground utility construction or other work, repair pavement, brick gutters, and granite curbs with matching materials.
3. Maintain granite curbs and brick gutters. Expose and restore these features when they have been covered.
4. Maintain the planting strip between the street and sidewalk. It is not appropriate to surface the strip with pavement or other materials. Brick may be considered where a hard surface is needed.
5. Avoid grading which would change the topography of the public right-of-way.
6. Place cables and wires underground, and locate poles at the rear of lots. Add new poles, cables, and related equipment in the public right-of-way only when there is no other feasible way of meeting established safety and code standards. Granite curbs and brick gutters, that are disturbed as part of the installation, should be maintained.
7. Introduce street lighting of a human scale that is consistent with the design and the illumination level of special street lighting in the Historic Districts.
8. Maintain door mail slots and letterboxes. Freestanding mailboxes are not in keeping with the historic neighborhood design and should be avoided.
9. Locate items such as street furniture, benches, trash cans, and publication racks, so that they do not obstruct sidewalks or the streetscape.
10. Rehabilitate historic bridges, rather than replace them. Design new bridges to maintain the human scale and historic character of the district, and enhance pedestrian safety.



Typical of the Historic Districts are grassy front lawns with substantial plantings, shade trees, ground covers, hedges, and other border plantings. Canopies of mature trees line many streets, and provide one of the most appreciated characteristics of Greensboro's Historic Districts. Large trees, such as Oak and Elm trees, provide shade that protects roofing materials and promotes energy efficiency. Trees can also be used as windbreakers and screens, and can line the edge of your property beautifully. The preservation of Greensboro's mature tree canopy is of special concern to the Historic Preservation Commission, and the decision to remove healthy trees should be reviewed thoroughly.

- Diameter at breast height (dbh) is the standard measurement in all tree related fields. The "breast" height is by definition 4.5 feet from the ground
- Original features such as gardens, garden paths, trellises, arbors, and fish ponds are unique elements that add character to historic landscaping.
- When choosing locations for new trees and plant materials, select locations that will not interfere with utility lines, block walkways and sidewalks, or obstruct the vision of motorists at street intersections. City staff is available to help determine the appropriate plant and tree species for your project.
- Common edging materials for landscaping in early 1900's neighborhoods were slate, brick, and stone.

The following projects DO NOT require a COA:

- Tree pruning, clearing of overgrown bushes, vines, saplings, and similar vegetation
- Tree removal when the trunk is less than 4" in diameter at breast height (dbh)
- Planting new trees, shrubs, ground cover, and other plants
- Landscape edging
- Flower, vegetable and rock gardens
- Landscape lighting
- Flower pots, planters, window boxes, birdbaths, birdhouses and similar projects.

The following commonly requested projects require a COA:

Tree removal

- Commission: Healthy, over 4" diameter at breast height (dbh) with replacement tree species selected in consultation with City staff
- Staff: Diseased, damaged, or causing structural damage (with staff review and statement by certified arborist)

Application Requirements:

- Project description
- Site plan showing location of major landscaping changes
- Site plan showing location of existing trees, trees to be removed, and replacement trees
- If needed, a report from a tree service or other professional on the condition of any large trees proposed to be removed

GUIDELINES FOR TREES AND LANDSCAPING:

1. Retain mature trees that contribute to the character of the historic district.
2. When replacing trees that are causing structural problems carefully consider the new location so that the tree will be able to mature in a healthy manner.
3. Maintain the property's natural topography, and avoid grading that adversely affects drainage and soil stability or could negatively impact existing trees.
4. Retain historic landscape materials such as brick or slate pavers. Crushed stone, "pea" gravel, or brick chips are examples of inappropriate materials for ground cover.
5. Replace mature trees with similar canopy and in the same location when they are damaged or diseased. When same site location is not practical, select locations for replacement trees that would enhance the appearance and character of the historic streetscape.
6. Take all precautions to protect existing trees during new construction, paving and any site work. Refer to the Tree Protection Guide in the appendix on this document for specific precautions and requirements.

Other features of the historic setting of a neighborhood and the properties within include site features. Historic Site features that may exist on a property include fences, walls, fish pools, trellises, arbors, terraces, patios, and gardens. Many original site features have been lost over the years and every effort should be made to preserve the ones that remain.

Fences and walls are the most abundant type of site feature existing in the historic districts. The repetition of fences and walls often provides a sense of continuity and rhythm along a street. Wood, cast iron, and woven wire are traditional materials for fences. Stone, brick, and concrete are common wall materials. The selection of fence or wall material and design often relates to the architectural style of the house.

Historically, open picket fences, low walls, hedges, and some decorative iron fences were the most typical front yard enclosures. Simple utilitarian fences were commonly used around back yards. Fences usually followed the property line perimeter and did not abut the house.

- Fountains and fish pools constructed of stone and aggregated concrete were typical historic garden features.
- Historically, front yard fences were low, not exceeding 36 inches in height.

The Following items DO NOT require a COA:

- Tree houses (back yards only)
- Benches and other outdoor furniture and accessories
- Trellises
- Sculptures and other outdoor artwork

The Following commonly requested projects require a COA:

- Changes to stone walls and other historic site features
- New fences and walls
- Pools, patios, etc.
- New Dumpsters and dumpster pads

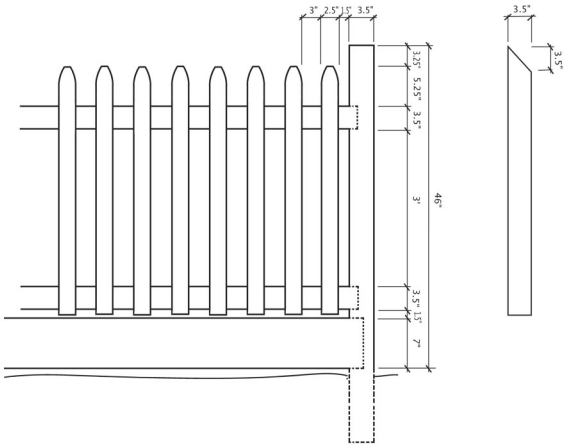
Application Requirements:

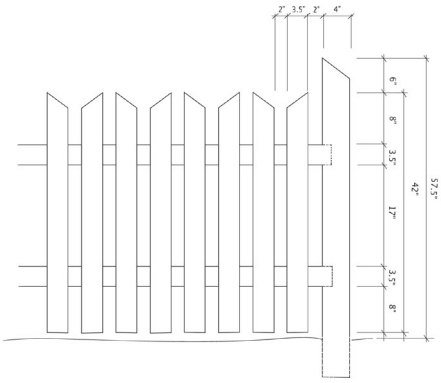
- Project description
- Site plan showing location of proposed fences, walls, and site features
- Drawing, illustration, photo, etc. showing design and dimensions of proposed fences or walls
- Finishing technique (paint/stain)

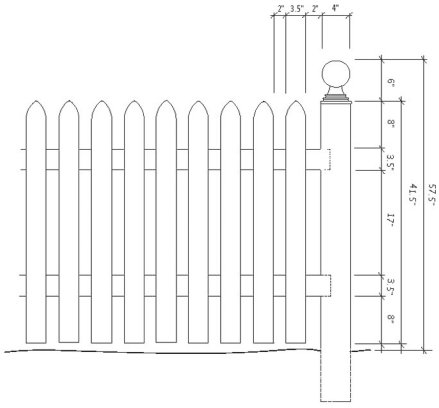
GUIDELINES FOR FENCES, WALLS AND SITE FEATURES

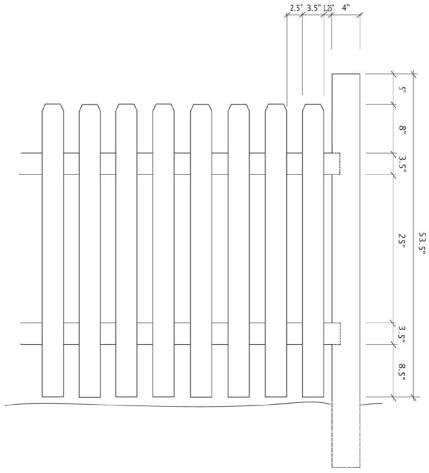
1. Place miscellaneous items such as swimming pools, playground equipment, concrete pads and basketball goals, tree houses, dumpsters, and trash receptacles only in areas such as rear yards, where they are not visible from the street.
2. Trash receptacle and dumpster areas must be adequately screened from view of the public right-of-way and adjoining residences with shrubs and/or fencing.
3. Retain fences and walls that contribute to the historic character of the property and the district where possible. If replacement is necessary, replace only the deteriorated element to match the original in dimension, proportion, material, texture, and detail.
4. Introduce new retaining walls constructed of brick, stone, or concrete in a design consistent with the property and the neighborhood. It is not appropriate to construct retaining walls of inappropriate materials such as landscape timbers, railroad ties, or concrete blocks where visible from the street.
5. Introduce new fences and walls compatible in material, design, scale, location, and size with original fences and walls in the Historic District.
   A. Low picket fences of an open design, constructed of wood or metal and finished in white or another color/stain compatible with the building, and low walls and hedges are appropriate for front and rear yard use. Front yard fences and walls should usually not exceed 42" in height.
   B. Install utilitarian fences of woven wire or chain link in rear yards only. Where they are visible from the street, screen with climbing vines, ivy or shrubbery. (If chain-link fencing is needed, coated chain-link is preferable to raw aluminum.)
   C. Introduce privacy fences or privacy walls in rear yards only that must not exceed 72" in height. The midpoint of the house marks the division between the rear and front yard. (Note: fences may not be higher than 48" within fifteen feet of a property line that abuts a street, by City ordinance.)

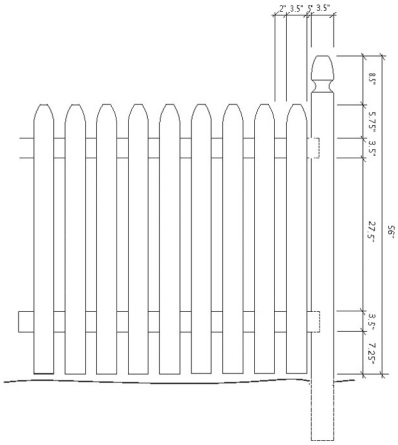
Below are scaled examples of fence styles that can be found in the historic districts. For staff level approval, front yard fences should not exceed 42" in height and should be of an open picket design constructed of wood. A copy of one of these drawings can be used as documentation for a COA application for fencing.

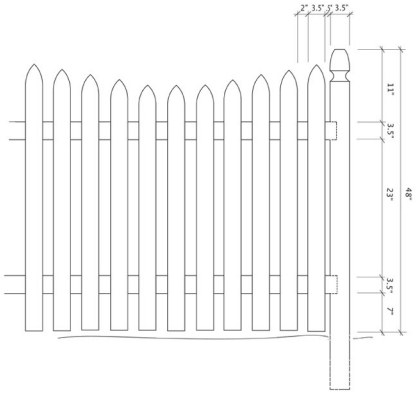












WALKWAYS, DRIVEWAYS, AND PARKING AREAS

Since the Historic Districts predate widespread use of the automobile, many lots do not include driveways, while others share a driveway with the adjoining lot. Alleys provide access to the rear of lots on some streets. Most driveways are relatively narrow and lead directly to a rear parking area or garage. Originally, most driveways were surfaced with gravel or cinders. A paved driveway usually consisted of two parallel concrete runners with a grassy strip in between. A paved walkway typically leads directly from the public sidewalk to the front steps of most houses in the Historic District. Curved or serpentine walkways are found only occasionally. Maintaining the historic configuration of driveways and walkways is essential to preserving the character of the districts.

The use of asphalt for driveways is generally not appropriate for residential areas.

- Consider removing unused paved areas to provide additional green space.
- Remove deteriorated pavement before installing new paving materials, to ensure that the walk will be flush with the grade of the yard and public sidewalk.

Note: Under the City of Greensboro Code of Ordinances Section 30-4-4.2 B, the Historic Preservation Commission is authorized to make recommendations for special exceptions to city-wide zoning regulations for set-back and parking requirements within a local Historic District, when the purpose of the exception complies with the intent of the Historic District Design Guidelines.

Additionally, unless otherwise authorized by a Certificate of Appropriateness, all off street parking shall be located to the rear of the principal building; provided, however, that parking in existing driveways and approved designated parking areas is exempt from this requirement.

City Zoning prohibits parking in front yards in Historic Districts unless it is in a driveway or parking area authorized by a COA.

The following projects DO NOT require a COA:

- Adding gravel to existing driveways
- Patching deteriorated concrete or asphalt pavement, walks, steps, and similar projects.

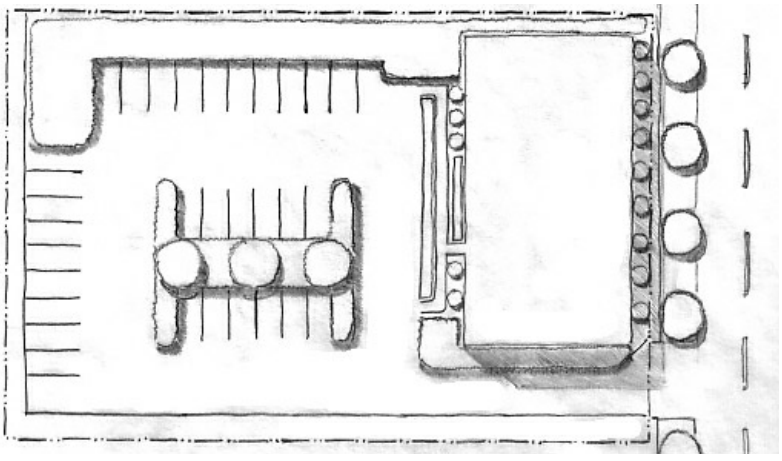
The following commonly requested projects require a COA:

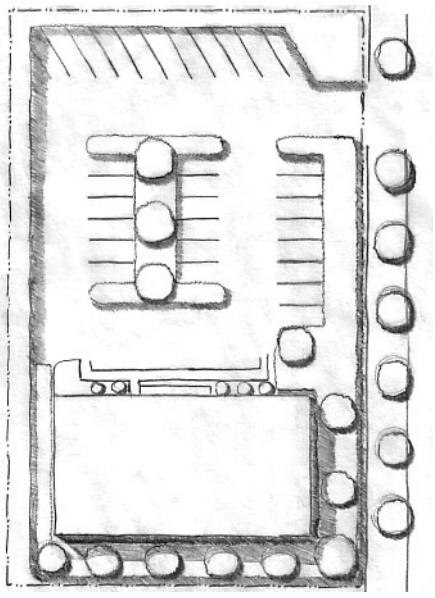
- New or expanded parking areas/lots
- New and expanded driveways and walkways
- Commercial access/service drives

Application Requirements:

- Project description
- Scaled site plan showing location and dimensions of proposed walkways, driveways, and parking areas.
- Landscape plan for proposed parking areas

The following are examples of appropriate screening techniques for parking areas in the historic districts. Designs utilize hedging, trees and other landscaping methods as well as placing parking at the rear of the building to accomplish a compatible design.





GUIDELINES FOR WALKWAYS, DRIVEWAYS AND PARKING AREAS

1. Retain historic driveways and walkways, including steps and sidewalks, in their original locations. When deteriorated, repair with materials that match or are compatible to the original.
2. Select appropriate paving materials for new walkways, including concrete, brick, and stone. Simulations of natural materials such as stamped concrete are not appropriate.

Residential Driveways, Walkways, and Parking Areas:

(Residential refers to the original intended use of the building-NOT the current use)

3. When needed, introduce new driveways and walkways that are compatible with existing driveways and walkways in terms of width, location, materials, and design. Generally, double width driveways and circular driveways are not appropriate.
4. Construct new driveways and walkways in locations that require a minimum of alteration to historic site features such as landscaping, retaining walls, curbs, and sidewalks. Usually driveways should lead directly to the rear of buildings, and walkways should lead directly to the front steps of the house.
5. Select appropriate materials for new driveways including concrete tracks (narrow strips), macadam, brick, and crushed stone. Conceal edging materials used for gravel driveways. Keep new driveway aprons and curb cuts to the minimum width possible.
6. Parking areas for residential properties should be well screened and at the rear of the property. Parking areas in front yards are not appropriate. New parking areas should be designed to have a minimal effect on the neighborhood environment.

Commercial and/or Institutional Parking Lots /Areas:

(Commercial and/or Institutional refers to those buildings whose original and intended use was other than residential. This includes institutions, commercial, and industrial.)

7. Design new parking areas to minimize their effect upon the neighborhood environment. Locate them to the rear of buildings, and screen them from view with landscaping and/or fencing. The Commission may consider alternate locations when properly screened and landscaped.
8. Grading for new parking areas should not dramatically change the topography of the site or increase water runoff onto adjoining properties.
9. Divide large expanses of pavement into smaller components with planting areas. Incorporate existing large trees and shrubs into the landscaping for new parking areas when possible.
10. Select appropriate materials, such as concrete, brick, asphalt, or crushed stone for surfacing parking areas.

The selection and placement of exterior lighting can be especially important in Historic Districts, because lots are generally very narrow, and houses are closely spaced. Lighting on one property can easily affect neighboring properties.

Lighting of a relatively low height, and light of low or moderate intensity is typically most suited for Greensboro's Historic Districts. Standard Duke Power Company security lighting usually is inappropriate for most residential locations because it tends to spill over onto surrounding properties.

- Retain and preserve the fixtures original to the dwelling. If replacement of original fixtures is needed, consider selecting a style that is similar or that will complement that of the original fixtures.
- Typically fixtures attached to a building were mounted on porch ceilings or adjacent to entrances.

The following projects DO NOT require a COA:

- Porch light fixtures
- Decorative exterior light fixtures
- Light posts less than a total height of 6 feet
- Landscape lighting with low-level projection
- Motion lights and spotlights in rear yards

The following commonly requested projects require a COA:

- Duke Power security lights
- Freestanding light fixtures more than 6' in height

Application Requirements:

- Site plan showing location of proposed lighting fixtures
- Drawing, photo, or illustration showing design and dimensions of proposed lighting fixtures

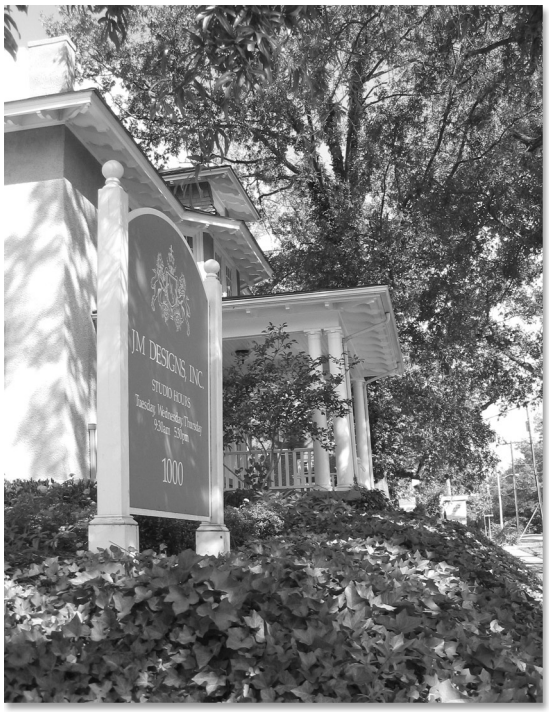
GUIDELINES FOR LIGHTING

For Residential Buildings:

1. Select lighting fixtures and poles that are compatible in scale, design, and materials with the individual property and the neighborhood.
2. Carefully locate low level or directional lighting that does not invade surrounding properties. Indiscriminate area lighting is not appropriate.

For Commercial and/or Institutional Buildings:

3. Site lighting should be designed and located to minimize the impact on surrounding properties.
4. It is not appropriate to install standard Duke Power security lights on tall poles in most residential locations in the Historic Districts. When security lights are necessary, they should be shaded so that the light and light source have minimal impact on surrounding properties.
5. Locate utility poles for security lights at the rear of the site when possible, and place electrical service lines underground if feasible.



Greensboro's Historic Districts are comprised of buildings with a multitude of uses from residential to Commercial and/or Institutional. Over time, the original use of some buildings has changed and in some areas residential buildings have been converted to other uses. Often these changes require signage to help with identification. In order to maintain the historic context of the neighborhood, it is important to install signage that will not detract from the pedestrian scale of the neighborhood or the original function and purpose of a building.

Traditionally, signs in the Historic Districts were relatively small, of simple, rectangular shapes, with straightforward and legible lettering. They were usually constructed of wood or metal with a smooth, painted sign face. Signs in residential locations were often located beside the front walk near the public sidewalk. Commercial buildings usually had a sign frieze or other location intended for a sign.

- When designing new signage keep in mind the scale of the building it will identify.
- Signs should be consistently oriented to the pedestrian, and be compatible with the residential environment.
- Signs whose purpose is to attract the attention of passing motorists are usually too large to be compatible with the pedestrian character of the Historic Districts.
- The best location for a sign is next to the front walk near the public sidewalk.

The following projects DO NOT require a COA:

- Real estate signs
- Home security signs
- "No Parking" and "Tow Away" signs
- Temporary signs and banners

The following commonly requested projects require a COA:

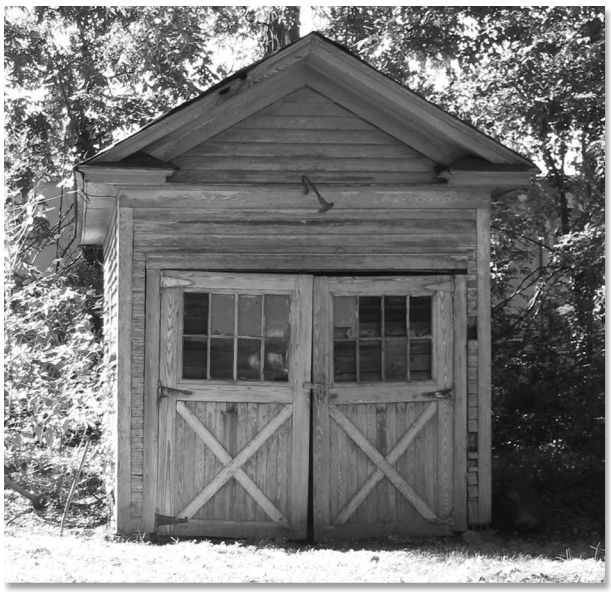
- All new building/business identification signage
- Replacement signs that differ in dimension, design, material or location from existing signs

Application Requirements:

- Scaled drawing of proposed sign
- Site plan showing proposed location on the property
- Elevation drawing for signs attached to façades of buildings
- Description of materials and colors
- Sign Permit

GUIDELINES FOR SIGNS

1. Introduce unobtrusive, simple signage in the historic districts.
2. New signs should be no larger than necessary to identify the building they serve, and located so that they do not block pedestrian views along the street.
3. Select traditional materials for new signs including wood, metal, stone, and masonry. Carved or sandblasted signboards are generally not appropriate in the Historic Districts. Signs should be painted, and may be lighted with concealed spotlights.
4. An appropriate location for a freestanding sign in a residential area is close to the front walk and near the public sidewalk.
5. Billboards (outdoor advertising signs) and other tall freestanding signs, portable signs, flashing or lighted message signs, plastic signs, and signs with internally illuminated letters are not appropriate in the Historic Districts.
6. It is not appropriate to attach signs to a building in any manner that conceals, damages, or causes the removal of architectural features or details.
7. Signage should be compatible with the original use of a building.
   A. It is not historically appropriate to install signs directly on façades or porch roofs of residential buildings and those buildings originally intended for residential use. The installation of a freestanding sign is most appropriate, as it is less likely to detract from the architecture of the building.
   B. Place signs for historic commercial buildings in locations originally intended for signage, such as at the top of the storefront or on windows, doors, or awnings.
   C. Signage for new commercial buildings should reflect similar placement to that of historic commercial buildings in the neighborhood.



A number of early garages and other outbuildings, including a few carriage barns, survive in the Historic Districts. These structures provide a glimpse of life during a bygone era, and add to the character and charm of the neighborhoods.

The earliest true garages were simple frame structures with no floor, which could accommodate a single automobile and little else. Gradually they became more substantial structures and sometimes provided living quarters for servants. They could be distinctive, often matching the architecture of the house. A surprising number of original garages and even a few carriage barns survive in the Historic Districts, and provide models for new accessory structures and garages.

- A City of Greensboro Building Permit is required for the construction of all detached accessory structures and garages, including prefabricated units. The Building Inspections office may be reached by calling 336-373-2155.

The following projects DO NOT require a COA:

- Maintenance repairs to garages and accessory buildings when there is no change in design and material

The following commonly requested projects require a COA:

- Garages and Accessory Structures not larger than 8'x 12' in rear yards, and not visible from the street (staff approval)
- Garages and Accessory Structures larger than 8' x 12' or that are visible from the street. (Commission)
- Demolition of Accessory Structures and Garages

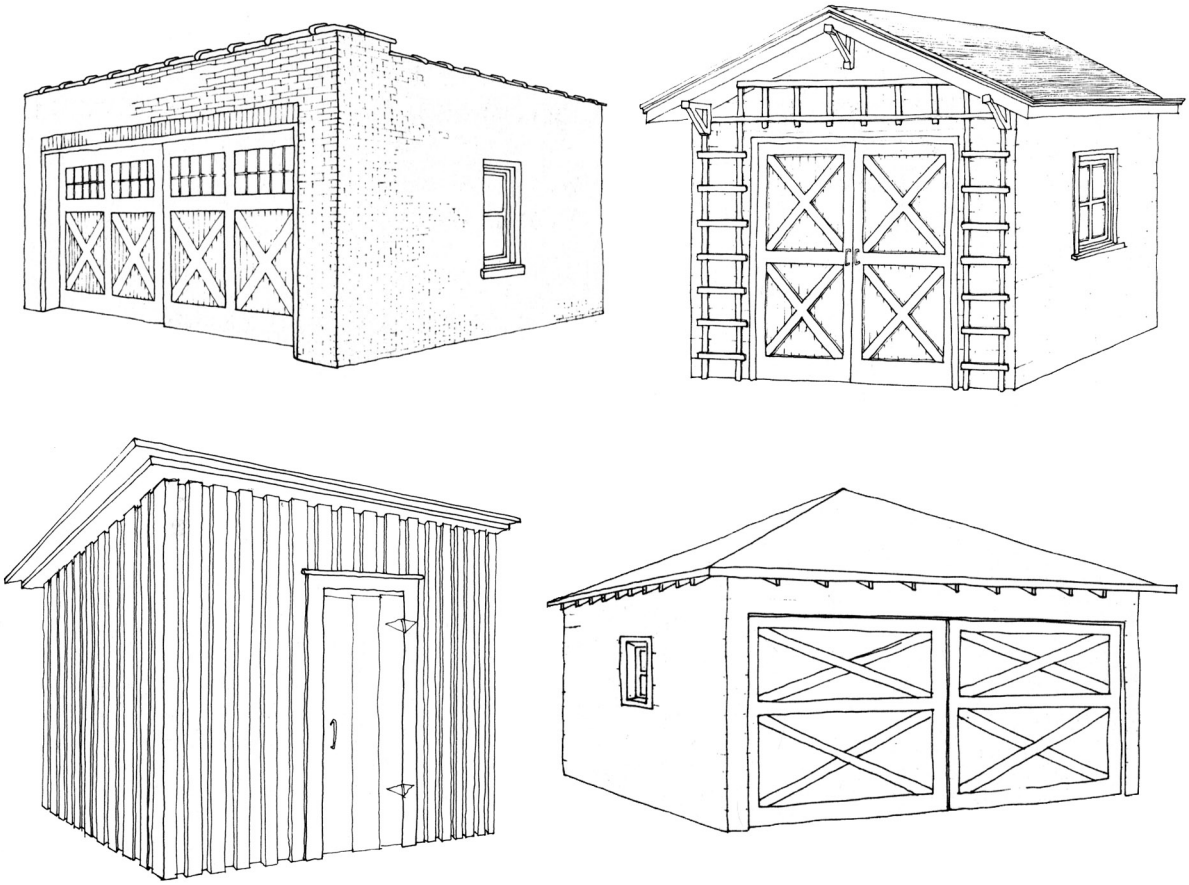
Application Requirements:

- Project description including materials specifications
- Site plan showing footprint of proposed structure and distances to property lines
- Scaled Elevation Drawings of all sides of the proposed structure or Manufacturer's drawing with dimensions

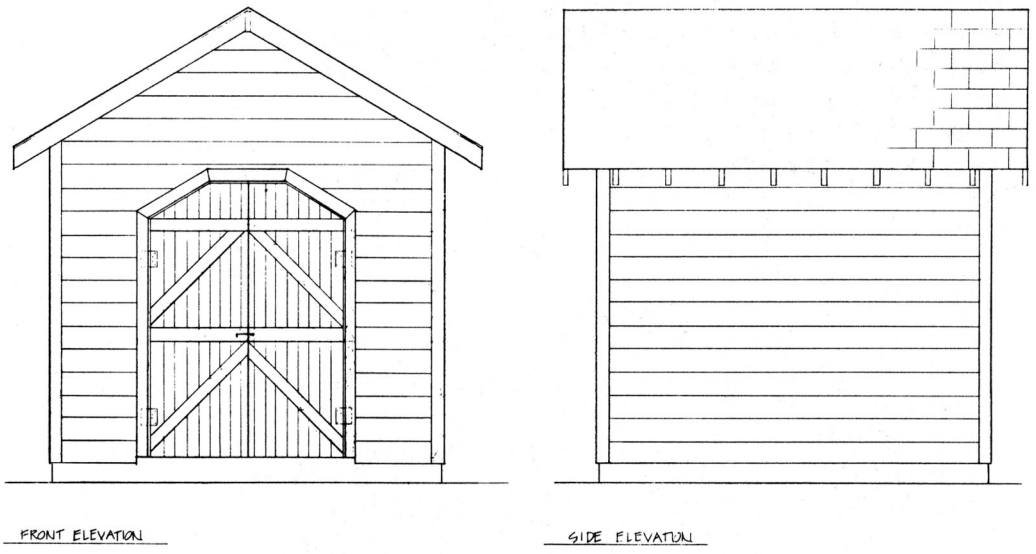
GUIDELINES FOR ACCESSORY STRUCTURES AND GARAGES

1. Retain the original materials and features of historic garages and outbuildings including windows, doors, siding, trim, and latticework. If replacement of an element is necessary, match the original in design.
2. Design new garages and outbuildings to be compatible with the main structure on the lot in material and design, using existing historic outbuildings in the districts as an example.
3. Limit the size and scale of garages and accessory structures so that the integrity of the original structure, or the size of the existing lot, is not compromised or significantly diminished.
4. New garages and accessory buildings should be located in rear yards and not past the centerline of the house.
5. Prefabricated wooden accessory structures are appropriate when they are designed to be compatible with the principal structure on the site, and with other outbuildings in the district.
   A. Accessory structures with gambrel style roofs are considered a modern outbuilding and therefore an inappropriate design for the Historic Districts.
   B. It is not appropriate to introduce prefabricated metal accessory structures in the Historic Districts.

Examples of original garage structures found in the historic districts



Plans for a new storage building based on design features taken from original garages and outbuildings



As advancements in modern technology continue to grow, a compromise must be met between these ever changing needs and the preservation of historic neighborhoods. If the location of utility and mechanical equipment is not carefully planned, it can diminish the character of properties in the Historic Districts. Included in this section are heating and air-conditioning equipment, electrical panels and meters, telecommunications equipment, satellite dishes, and freestanding antennas.

- Window air-conditioning units should be placed at the side and rear of buildings.
- Telecommunications towers are reviewed by the State Historic Preservation Office for impact on historic structures and districts.
- Solar Panels are best located on rear elevations

The following projects DO NOT require a COA:

- Air-conditioning window units
- Replacing utility poles
- Installing telephone, cable, and other telecommunications equipment on existing utility poles
- Small (24 inches in diameter) satellite dishes when not visible from the street
- Telephone, electrical, and cable connections
- Gas, electric, and other utility meters and service connections
- Residential HVAC units located in rear yards where not visible from the street

The following commonly requested projects require a COA:

- Installing HVAC when visible from the street
- New utility poles, wires, and control boxes
- Satellite dishes larger than 24 inches in diameter and those visible from the street.
- Telecommunications equipment
- Generators, cooling towers, and commercial mechanical equipment

Application Requirements:

- Site plan showing proposed location on the property
- Photographs of building with installation location identified
- Description of product
- Description of any materials or landscaping used for screening

GUIDELINES FOR UTILITIES AND MECHANICAL EQUIPMENT

1. Install utilities and mechanical equipment in areas and spaces that will require minimal alteration to the building.
2. Locate utilities, satellite dishes, and antennae as low to the ground as possible, at the rear and side of the structure where it is not readily visible from the street. Smaller satellite dishes of 18 inches are most appropriate and create the least amount of visible impact on the district.
3. Install mechanical equipment, such as electrical panels or gas meters, at grade level when they are visible from the street, and screen with shrubbery or other landscaping.
4. Locate new mechanical supply lines, pipes, and ductwork on the interior of the structure. If an interior location is not feasible, place in inconspicuous locations and/or conceal with architectural elements such as downspouts.
5. Place utility service lines underground where possible, to eliminate overhead lines and poles.
6. Air Conditioning units and other similar mechanical equipment should be placed in the rear and side yards, with as little visibility from the street as possible. When equipment can be seen from the street, it should be screened with shrubbery or fencing.
7. The installation of telecommunication towers is not appropriate within the boundaries of Greensboro's Historic Districts.

Patios and decks are popular additions to houses for outside leisure activity, and can act as an enhancement to landscaping. While terraces and patios may be more compatible with the character of a historic structure, decks are acceptable when they are of a compatible design and hidden from street view.

When designing a deck or patio, keep in mind the overall size of the rear yard, and the impact it may have on reduction in green space.

Choose materials for patios that are found elsewhere on the property—a new brick patio would complement an original brick walkway.

The following projects DO NOT Require a COA:

- Repairs to deteriorated wood decks
- Replacement of deteriorated/missing pavers

The following commonly requested projects require a COA:

- Expansion of existing patios and decks
- New patios and decks
- Decks when visible from the street (Commission)

Application Requirements:

- Materials list
- Site plan
- Design drawing (decks)
- Product sample or brochure (pavers)

GUIDELINES FOR PATIOS AND DECKS

1. Locate decks at the rear of the structure, or in a location not readily visible from the street. Decks that are visible from the street should be screened with shrubbery or other landscaping materials.

2. Decks should be of wood construction, and of dimensions that do not monopolize the rear elevation or significantly detract from the architecture of the building.

3. It is not appropriate to install decks that require the removal of historic materials, or otherwise damage or obscure architectural features. Design and construct decks so that they may be removed in the future without damage to the historic structure.

4. Select appropriate paving materials for patios, including concrete, brick and stone. Simulations of natural materials, such as stamped concrete or interlocking pavers, are not appropriate. If feasible, remove deteriorated pavement before installing new paving materials to ensure that the walk will be flush with the grade of the yard and public sidewalk.

CHANGES TO THE BUILDING EXTERIOR

The form, materials, and details of exterior walls help to define the architectural character of historic structures. Polygonal bays and turrets, recessed balconies, and changes in wall material add stylistic variety and interest to the Historic Districts. The pattern, texture, and detail of exterior wall materials provide character and scale to buildings in the Historic District. These details are further emphasized by paint color and other exterior finishes.

Typical historic wall materials found within the districts include wood clapboard siding, wood shingles in both uniform and patterned shapes, stucco, brick, and stone. Over the years, many clapboard houses in the Historic Districts were covered over with asphalt shingles and aluminum or asbestos siding. Due to the loss of both historic character and original materials in the application of these synthetic materials, the practice is not appropriate in the Historic Districts. Additionally, the danger of undetected insect infestation and moisture damage make synthetic siding undesirable. Consequently, the removal of previously installed synthetic siding within the Historic Districts is always encouraged.

In some instances, synthetic siding such as asbestos siding and asphalt shingles may actually be the original siding material. In situations where the replacement of these materials is necessary, the Historic Preservation Commission will review proposed substitute materials on a case-by-case basis.

- For exterior wood surfaces, paint and stains provide opportunities for accentuating the character-defining elements and details of historic buildings. Appropriate variations in paint schemes contribute to the diversity and richness of the district streetscape.
- The preparation of wood siding prior to painting plays an important role in the appearance of wood siding. Scraping and sanding is the required preparation method, as harsh methods of paint removal, such as sandblasting and high pressure washing, will actually facilitate the deterioration of wood siding.
- Painting wooden details such as corner boards, brackets, fascias, soffits, and decorative moldings helps to highlight these elements and emphasize the architectural character of a building.
- Victorian homes were usually painted in multiple shades, with contrasting colors on intricate details and molding. Craftsman style homes were often shingle sided and stained. When painted,

these homes tended to display dark earthen colors. Many Colonial Revival style homes were finished in brick or painted white.

- To retain architectural unity, avoid very strong color contrasts and excessive highlighting of small details.
- Change color on architectural details at the point in which the detail takes on a new form.
- Paint previously painted foundations in darker colors that generally reflect the color of masonry or stone.
- Many houses and apartments built before 1978 have paint that contains lead (lead-based paint). Lead from paint, chips, and dust can pose serious health hazards to children and adults. To learn more information on the hazards of lead-based, paint and what can be done to protect you and your family, please contact the Department of Housing and Community Development at 373-2349.
- When selecting new replacement wood siding, although more expensive, clear grade lumber material provides the best finish.

The following projects DO NOT require a COA:

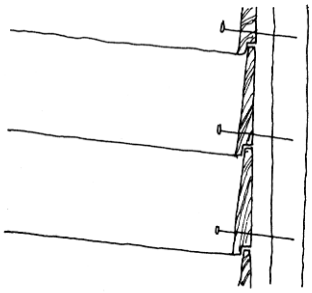
- Painting previously painted surfaces--changing color, touch-up, etc.
- Removal of non-original siding (synthetic sidings such as vinyl, aluminum, and asbestos)
- Replacing original deteriorated siding and trim in the course of ordinary maintenance or repair that does not involve a change in design, material or appearance

The following commonly requested projects require a COA:

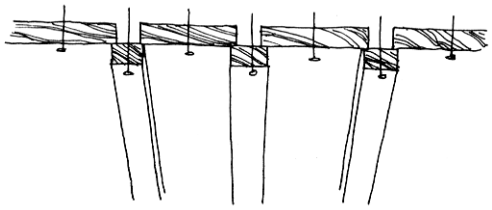
- Painting of stained or masonry surfaces
- Replacing over 60% of original siding, or replacing siding with new siding that is not the same in material or design.
- Minor alterations to buildings (rear elevations)—Staff
- Removal of aluminum, vinyl, asbestos, and asphalt siding when it is the original siding material
- Exterior alterations to principal elevations of buildings—Commission
- Alterations to buildings on front elevations—Commission

Application Requirements:

- Materials list
- Elevation drawings
- Product samples/brochure
- Photos
- Preparation method



Clapboard wood siding

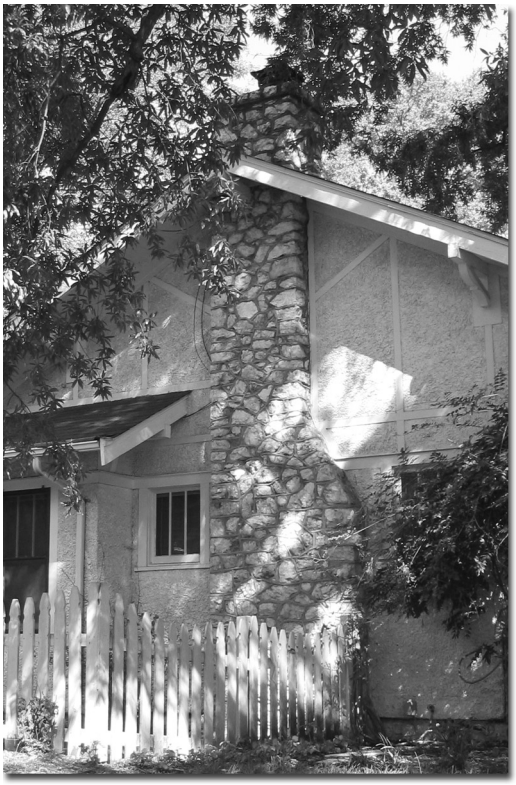


Board-and-batten wood siding

GUIDELINES FOR EXTERIOR MATERIALS AND FINISHES

1. Preserve original form, materials, and details of exterior walls. If replacement is necessary, replace only the deteriorated material or detail with new material to match the historic material in composition, size, shape, texture, pattern, and detail. The appropriateness of substitute materials is reviewed based on the size, shape, texture, pattern, and detail as compared to the original material and, when available, past performance of the material in documented cases.
2. Preserve historic architectural features of exterior walls such as cornices, brackets, bays, turrets, fascias, and decorative moldings. It is not appropriate to remove these features rather than repair or replace with matching features.
3. Locate vents or mechanical connections through walls that are non character-defining walls or inconspicuously on rear or sidewalls of the structure where they are not visible from the street.
4. It is not appropriate to cover or replace historic materials with substitute materials such as aluminum, vinyl, or plywood panels.
5. It is not appropriate to apply paint or other coatings to unpainted wall materials, and materials that were left unpainted historically. Traditional masonry materials such as brick, slate, and stone, as well as unpainted shingles should remain unpainted.
6. It is not appropriate to use abrasive techniques such as sandblasting, high pressure water blasting, or other methods that may damage the surface, for cleaning or removing paint from exterior walls and trim within the Historic Districts.
7. It is not appropriate to introduce new features such as vents, bays, and window or door openings in exterior walls if they diminish the historic character of the structure.

MASONRY AND STONE: FOUNDATIONS AND CHIMNEYS



Many, if not all of the structures in Greensboro's Historic Districts have some form of masonry material as part of their construction. Brick, brick veneer, and stone construction can make up the exterior walls of a building, and are almost always the material chosen to construct chimneys and foundations. Chimneys are often significant architectural features of a historic structure, and the foundation anchors the historic structure to its building site, raising the body of the building above ground level. Consequently, their preservation is essential to retaining the character of the building's exterior. Proper maintenance of chimneys, foundations and other masonry/stone surfaces may include re-laying of any loose brick or stone, careful re-pointing of deteriorated mortar joints, and proper replacement of metal flashing where the chimney meets the roof or wall. The most important goal in masonry/stone preservation is to keep out water. Techniques such as sand blasting and high-pressure washing erodes the brick exterior, causing moisture to get inside, and waterproof coatings such as a silicone-based sealant will actually trap moisture inside. These techniques should be avoided. The best preventive measure is to provide regular maintenance and select a good mortar when re-pointing.

- Water-repellent coatings are the recommended treatment for protecting masonry surfaces, as they are different from waterproof coatings, and are formulated to be vapor permeable, or "breathable". They do not seal the surface, but act as a barrier that continues to allow the appropriate level of moisture to pass through the surface.
- Low pressure cleaning at garden hose pressure using water or detergents is the best way to clean brick and stone.
- Allow for proper ventilation in foundations, as covering vents can trap moisture and lead to deterioration.
- Previously painted foundations should be painted in darker colors that reflect the colors of masonry or stone
- Re-pointing is filling in the gaps that already exist in masonry joints with mortar to match the original.

- Tuck Pointing is the process of cleaning out crumbling and deteriorated mortar and then "tucking" new mortar into the cleaned joints.

The following projects DO NOT require a COA:

- Re-pointing masonry and stone surfaces
- Installation/removal of metal chimney caps

The following commonly requested projects require a COA:

- Tuck pointing masonry and stone surfaces
- Chimney removal
- Rebuilding original foundation
- Removal of original chimney caps

Application Requirements:

- Materials list
- Product sample
- Photo

GUIDELINES FOR MASONRY AND STONE

1. Preserve the shape, size, materials, and details of character-defining chimneys and foundations and other masonry/stone features. Significant chimney details include features such as brick corbelling, terra cotta chimney pots, and decorative caps. Decorative grilles and vents, water tables, lattice panels, access doors, and steps are character-defining features of foundations that should be preserved as well.
2. Clean soiled, discolored, or painted masonry and stone surfaces using the gentlest methods possible to avoid damage to the brick and mortar. It is not appropriate to use high pressure cleaning methods such as sandblasting.
3. Maintain the integrity of masonry/stone features by re–laying loose bricks or stones and repairing deteriorated mortar joints as necessary. When re-pointing or tuck pointing masonry surfaces, match the dimension, composition, color, profile, and design of the old mortar joints as closely as possible.
4. Painting or applying coatings such as cement or stucco to exposed masonry/stone is not appropriate, because it will change the historic appearance of the masonry/stone feature, and can accelerate deterioration. Previously painted surfaces may remain painted.
5. It is not appropriate to introduce features such as access doors and vents in locations that diminish the original design or materials of a building's foundation.
6. It is not appropriate to shorten or remove original chimneys when they become deteriorated. Chimneys and furnace stacks that are not essential to the character of the structure, or that were added later, may be removed if it will not diminish the original design of the roof, or destroy historic details.
7. Construct new or replacement chimneys and foundations of historically appropriate materials such as brick or stone. It is not appropriate to use substitute materials that simulate brick or stone.
8. If metal chimney caps or other covers are necessary, install them so they do not diminish the original design of the chimney or damage historic materials.

The roof is often a distinguishing feature of a historic structure, helping to define its architectural character and the building's overall form. The interplay of roof forms, materials, and details helps to give the Historic Districts their unique character. Changes and additions to a historic building over time are often revealed through variations in the form, pitch, materials, overhang, and detailing of the roof.

The most common roof forms in the Historic Districts are gable and hip, but complex roofs mixing gable, hip, gambrel and other roof shapes are also found. Roofs may feature bracketed eaves, open rafters, or classical cornices with dentil moldings. Most residential roofs in the districts have generous overhangs, especially on Bungalows and American Foursquares. Traditional roofing materials for both residential and commercial and/or institutional buildings include slate, terra cotta, pressed metal shingles and standing seam metal roofing. However, by far the most widely used historic roofing material was the wood shingle. Over time, composition shingles of asphalt and fiberglass have replaced historic wood shingles as the most common roofing material in the Historic Districts.

- Where exposed gutters and downspouts are to be replaced or installed, install them so that no architectural features, or details like crown moldings, are damaged or removed. Gutters and downspouts should be painted or finished in baked enamel unless they are made of copper. Half-round style gutters are most desirable when used, so as not to destroy crown molding.
- Dark brown, gray, and black asphalt composition shingles provide the closest match to the look and appearance of weathered wood roofing shingles.

The following projects DO NOT require a COA:

- Installation of Gutters and downspouts when original features are not altered or removed.
- Replacement of existing Asphalt composition Roofing shingles when no original features will be removed or damaged and shingle color is black, dark gray, dark green or other similar color that is dark.

The following commonly requested projects require a COA:

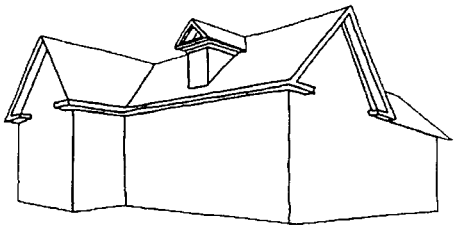
- Change in roofing material, including the removal and replacement of slate, terra cotta tile, and standing metal seam roofing materials.
- Removal, repair, replacement of built-in gutter systems.
- Installation of solar panels, vent pipes, ventilators and skylights and similar structures—Staff approval when not visible from street.

Application Requirements:

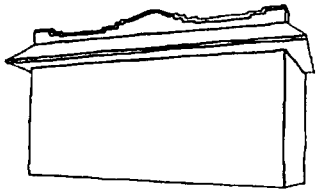
- Materials list
- Product sample
- Product brochure

GUIDELINES FOR ROOFS

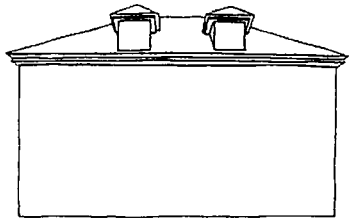
1. Retain and preserve original roof form, pitch, overhang, and significant features such as chimneys, dormers, turrets, cornices, balustrades, and widow's walks.
2. Preserve and maintain historic roofing materials that are essential in defining the architecture of a historic structure, such as clay "mission tiles" or patterned slate. If replacement is necessary, replace only the deteriorated material with new material to match the original.
3. Retain historic roofing materials such as asbestos shingles, metal shingles, and standing seam metal roofing. If replacement is necessary due to deterioration, substitute roofing materials such as composition shingles are appropriate. Since historic roofing materials were traditionally dark in color, light colored composition shingles are not appropriate in the Historic Districts.
4. Preserve and maintain original roof details such as decorative rafter tails, crown molding, soffit boards, or cresting. If replacement is necessary, the new detail should match the original.
5. Maintain traditional gutter and downspout systems. For example, repair concealed or built-in gutters rather than replacing them with exposed gutters.



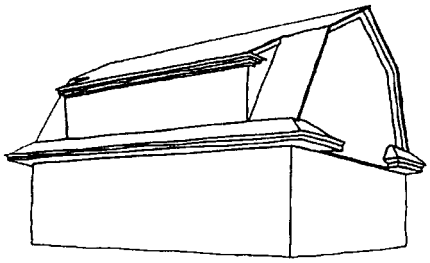
Multiple gables



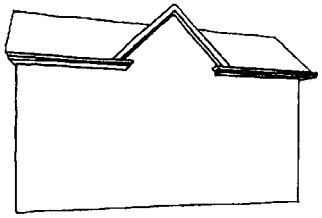
Flat with decorative parapet
parapet



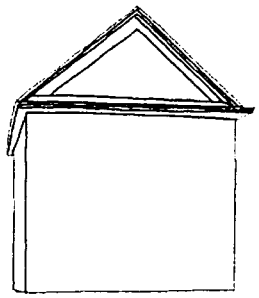
Hip with dormers



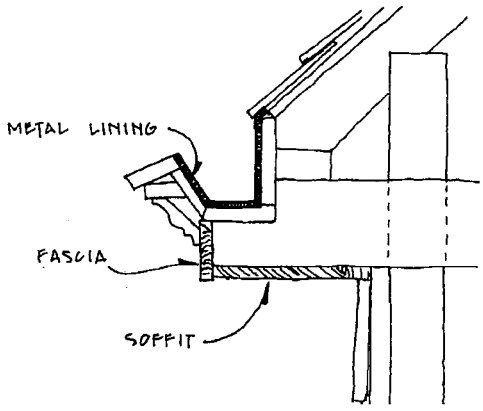
Gambrel with shed dormer
with shed dormer



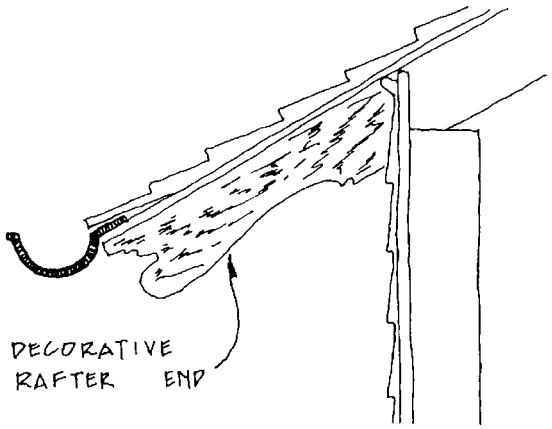
Triple A



Single gable



Built-in gutter



Half-round gutter

Windows and doors are prominent visual elements of historic structures, and often reflect the architectural style or period of construction. The pattern, arrangement, location, size, and shape of windows and doors contribute significantly to a building's historic character.

Windows in the Historic Districts are primarily double-hung wooden sash windows with a variety of muntin arrangements. Casement windows and a variety of other types are found on some houses in addition to double-hung windows. The number of lights (panes) in the sash varies with the style and period of the house. Most Victorian buildings have windows that are tall and narrow. Colonial Revival windows have multiple light divisions, with either six-over-six or six-over-one patterns. Bungalows and American Foursquares often have long narrow lights in the upper sash and a solid pane in the lower sash. Smaller fixed windows with a border of small panes can be found in the gable ends of Queen Anne and Craftsman style architecture. Often the entrance door will have this same treatment.

The front door is usually the focal point of the house and a key architectural feature. Original doors found in Historic Districts typically are wood panel doors with a fixed pane of glass, often with a muntin pattern similar to that of the windows. Solid wood doors are also seen in the districts, and usually have sidelights and fanlights with fixed panes of clear, beveled, or stained glass surrounding the doorframe.

Because of their strong link to and indication of the architecture and style of a building, original windows and doors should be maintained, repaired when necessary, and preserved as one of the defining elements of a historic structure. Studies have shown that repair of original windows is typically less expensive than replacement, and the proper installation of storm windows and doors ensures energy efficiency.

- Studies by the Energy Research and Development Administration show that the buildings with the poorest energy efficiency are those built between 1940 and 1975.
- A "muntin" is the thin strip of wood used to hold the panes of glass within a window. Often the muntin arrangement is an indicator of the architectural style of a building.
- Inspect sash locks for optimal performance, as their role is to securely hold the windows in place, and they will help to resist air infiltration when tightly sealed.
- Windows can be made weather tight by re-caulking and replacing broken glass and installing weather-stripping.

- Adding storm windows, especially if they are weather-stripped, will improve thermal efficiency and protect the windows from the elements.
- When considering replacement windows, determine the original window material, window pattern and configuration, dimensions, design, and any key detailing that is unique to the window, and use this information to assist you when selecting a window that will meet the intent of the guidelines.
- With proper weather-stripping and good locks, old doors can easily be made energy efficient and secure.
- With routine maintenance and repair, original windows and doors can be preserved. Preserving original windows and doors is always more desirable, and generally less expensive than replacing them. Frequently, repair or replacement of only the damaged portion of the frame, sash, sill, threshold, or jamb will eliminate common problems with a window or door.
- Add integrated weather-stripping to windows and doors to improve energy efficiency.
- Replace deteriorated caulking and glazing putty to prevent air or water infiltration around glass.
- Inspect windowsills and door thresholds to make sure water does not collect and cause deterioration.
- Regularly inspect windows and doors to make sure the paint film is in sound condition.

The following projects DO NOT require a COA:

- Re-glazing of windows
- Broken windowpane replacement
- Repairs to original wood windows and doors when there is no change in appearance and materials
- Painting of windows
- Installation of full view (glazed) storm windows and doors. Either wood or aluminum with baked enamel or painted finish is acceptable.

The following commonly requested projects require a COA:

- Replacement of original windows (Commission)
- Removal or addition of a window or door opening on elevations visible from the street (Commission)
- Exposing a previously covered window unit with replacement according to guideline #3 (staff approval)

Application Requirements:

- Project description
- Scaled elevation drawings of exiting windows and replacement windows
- Scaled elevation drawings of proposed changes to window and door openings
- Photos, illustrations, samples of proposed replacement units

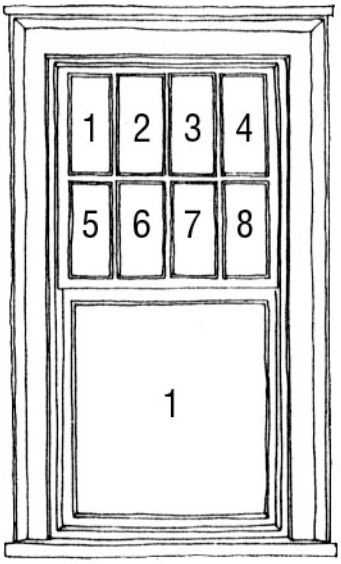
GUIDELINES FOR WINDOWS AND DOORS

1. Retain and preserve the pattern, arrangement, and dimensions of window and door openings on principal elevations. Often the placement of windows is an indicator of a particular architectural style, and therefore contributes to the building's significance. If necessary for technical reasons, locate new window or door openings on secondary elevations, and introduce units that are compatible in proportion, location, shape, pattern, size, materials, and details to existing units. For commercial and/or institutional buildings in need of a utility entrance on secondary elevations, select a location that meets the functions of the building, but is least visible from the street and causes the least amount of alteration to the building. It is not appropriate to introduce new window and/or door openings into the principal elevations of a contributing historic structure.
2. Retain and preserve original windows and doors, including such elements as sash, glass, sills, lintels, casings, muntins, trim, frames, thresholds, hardware and shutters. If repair of an original window or door element is necessary, repair only the deteriorated element to match the original in size, composition, material, dimension, and detail by patching, splicing, consolidating, or otherwise reinforcing the deteriorated section. The removal of historic materials shall be avoided.
3. When repair is not feasible, as determined by City staff, true divided light wood windows are an appropriate replacement product for original wood windows, when designed to match the original in appearance, detail, material, profile, and overall size as closely as possible. Double-paned glass may be considered when they are true divided and can accurately resemble the original window design.
   A. It is not appropriate to replace true divided light windows with vinyl windows or windows with snap-in muntins.
   B. Window products will be reviewed on an individual basis using the following criteria:
      1. Kind and texture of materials
      2. Architectural and historical compatibility
      3. Comparison to original window profile
      4. Level of significance of original windows to the architectural style of the building
      5. Existence of lead paint or other safety hazards
      6. Material performance and durability
4. For commercial and/or institutional buildings, or the replacement of steel casement windows, if it is not feasible to repair original windows as determined by City staff, select replacement products that are compatible in proportion, location, shape, pattern, size, and details to the original window component using the criteria as stated in 3B.
5. Select exterior storm windows and doors that are wood or painted/coated with a baked enamel

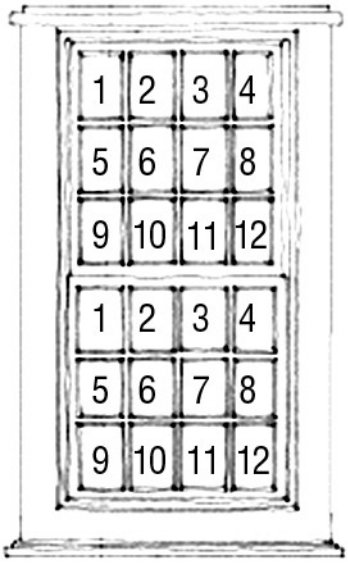
finish, and that do not damage or obscure the original windows and doors when installed. Select storm doors with full glazing to maximize the view of the door. Unfinished aluminum windows and doors are inappropriate for the Historic Districts.

6. Where historically appropriate, install fabric awnings so that they do not damage or conceal architectural details or historic materials. It is not appropriate to install aluminum awnings over windows, doors or porches on residential structures. Metal awnings may be appropriate for commercial and/or institutional properties when historically compatible with the architecture of the building.
7. Window shutters should be wood and designed to fit the window opening and attached to the window casing. Shutters should be introduced only when historically appropriate to the architecture of the building, or when it is documented that shutters are original to the building. Aluminum or vinyl shutters that are attached to the side of a building are inappropriate for the Historic Districts.

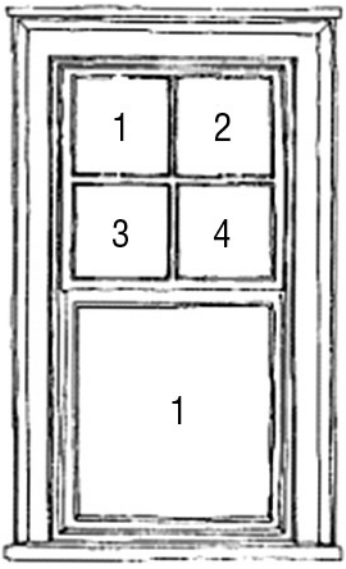
Eight over one



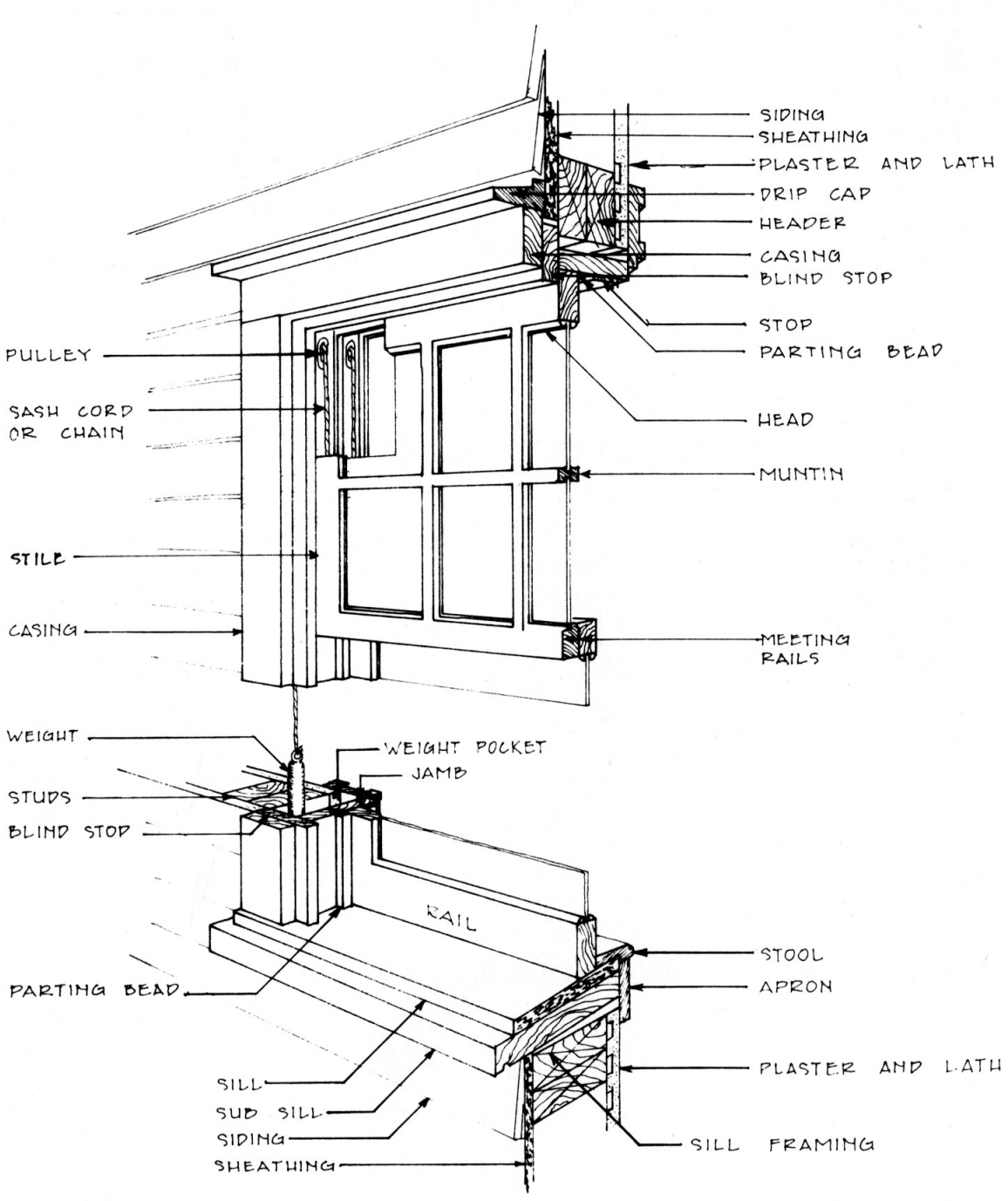
Twelve over twelve



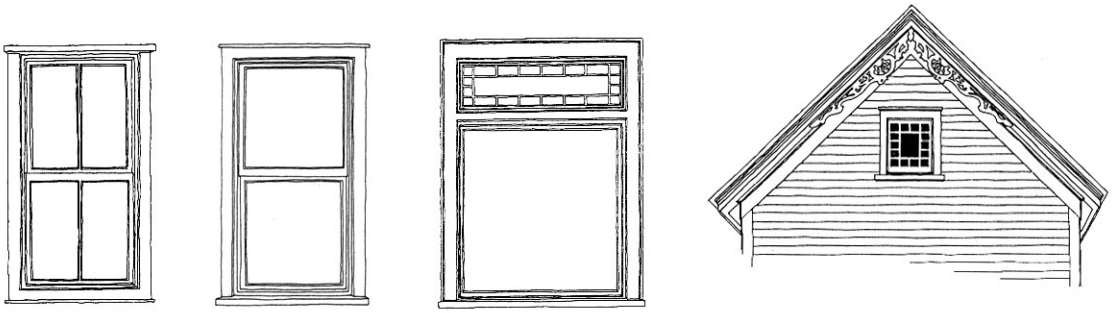
Four over one



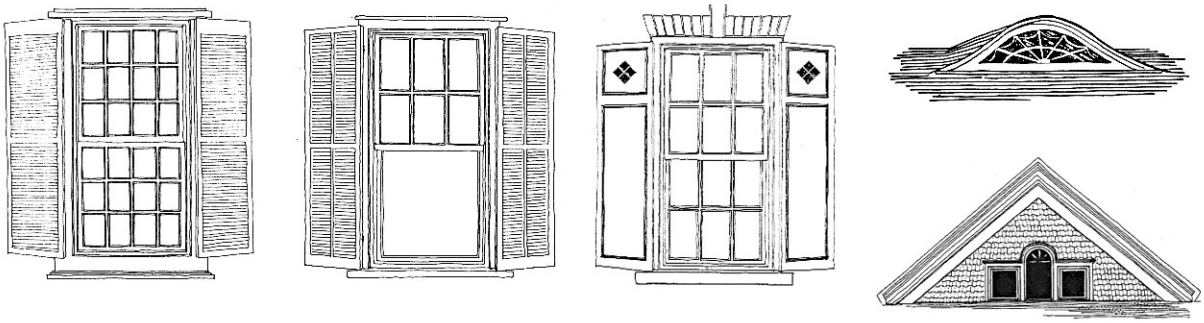
What is a Muntin? ***A muntin is a thin wooden bar used to hold panes of glass in place. Often the muntin configuration is indicative of the architectural style of the house. Most historic windows have "true-divided light windows," which means that each window section is an individual pane of glass with a wood muntin that goes from the outside of the window all the way through to the inside of the window.***


SIDING
SHEATHING
PLASTER AND LATH
DRIP CAP
HEADER
CASING
BLIND STOP
STOP
PARTING BEAD
HEAD
MUNTIN
MEETING RAILS
PULLEY
SASH CORD OR CHAIN
STILE
CASING
WEIGHT
WEIGHT POCKET
JAMB
STUDS
BLIND STOP
RAIL
STOOL
APRON
PARTING BEAD
PLASTER AND LATH
SILL FRAMING
SILL
SUB SILL
SIDING
SHEATHING

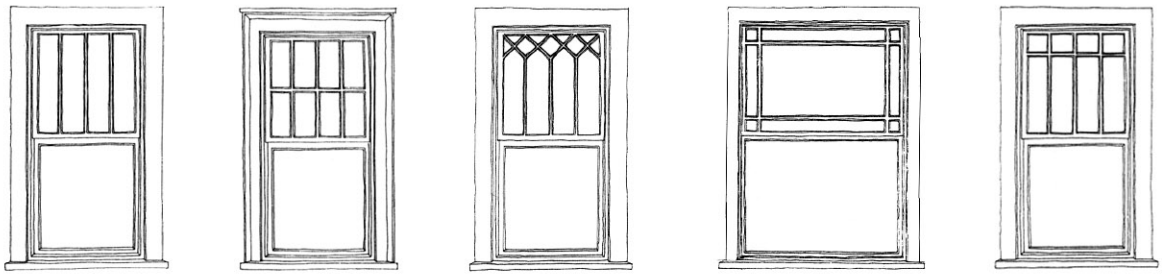
Examples of original entrance doors and windows found in Greensboro's historic districts



Late Victorian / Queen Anne

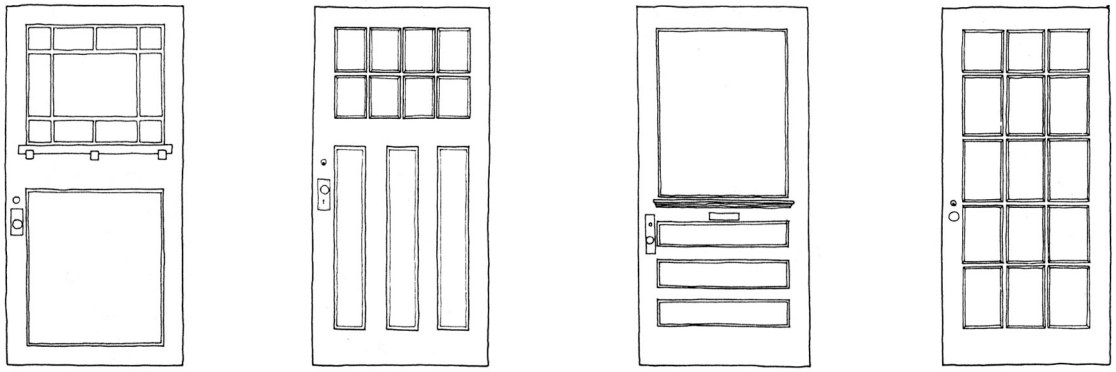


Early 20th Century / Colonial Revival

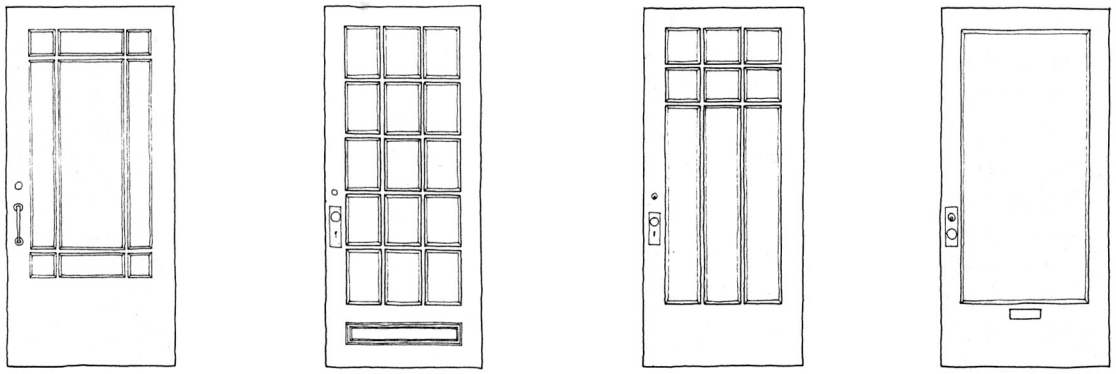


Bungalow / American Foursquare

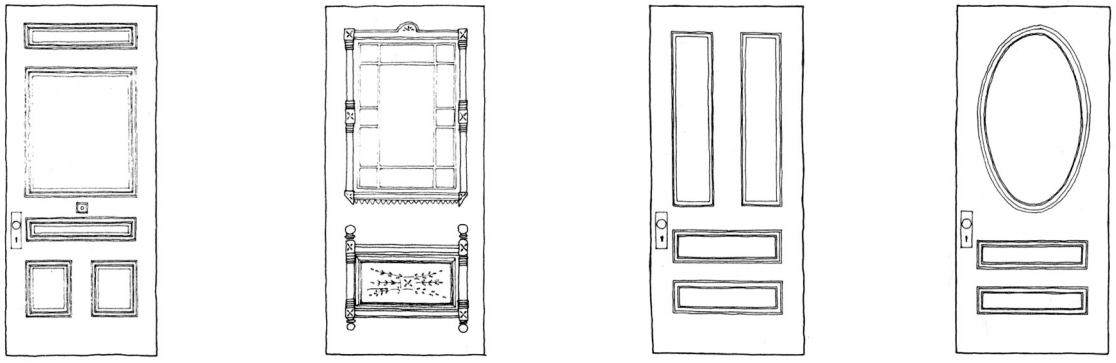
Bungalow



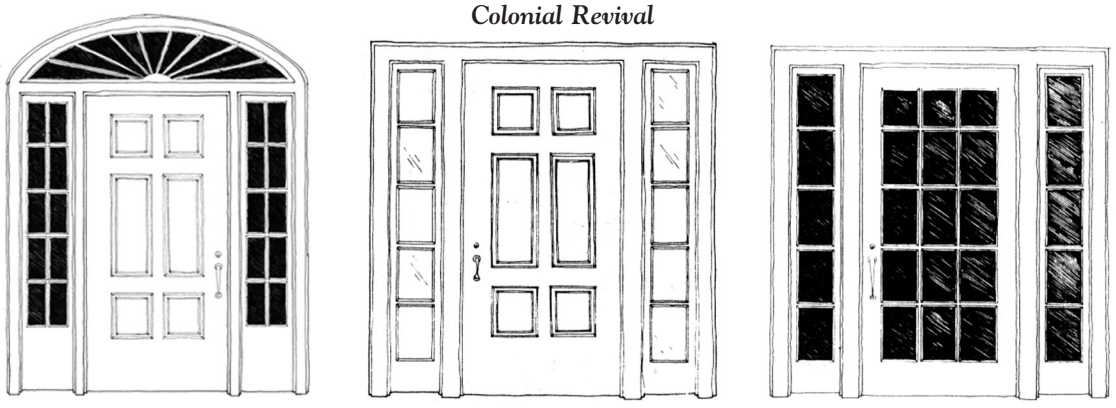
American Foursquare



Late Victorian / Queen Anne



Colonial Revival



Porches and entrances are important features of houses in the Historic Districts. Often, they are the most prominent stylistic feature of a historic structure. Covered under this section of the guidelines are front, back and side porches, mudrooms, porticos, sleeping porches, balconies, pergolas, terraces, and entrances. Components of porches include steps, balustrades, columns, trellises, skirt boards, fascias, brackets and various ornamental details. Porches are exposed to the weather and can deteriorate rapidly if not properly maintained. Because of their architectural significance, porches should be preserved in their original form and detail.

Before replacing deteriorated porch flooring, allow new wood to dry thoroughly to prevent gaps between floorboards. Give kiln-dried lumber time to adjust to ambient moisture conditions. Avoid pressure treated lumber. Prime all surfaces of new tongue-and-groove flooring before installing so that it can be painted immediately afterwards. Apply two coats of oil-based deck enamel.

- Install a trim piece on the exposed edges of the floorboards and caulk well. Most porch floor damage is caused by water wicking up from the ends.
- Ensure that there is adequate ventilation beneath the porch floor to avoid moisture buildup and buckling of floorboards.

The following projects DO NOT require a COA:

- Minor repairs to materials and features when repaired to match the original
- Repairs to porch flooring and ceilings, trim boards, railings, brackets, and similar projects when there is no change

The following commonly requested projects require a COA:

- Replacement of deteriorated trim boards, flooring and ceiling, steps and railings, cheek walls and similar projects
- Removal/adding porches
- Screening of front/side porches according to guidelines (Staff)
- Enclosure of porches (Commission)

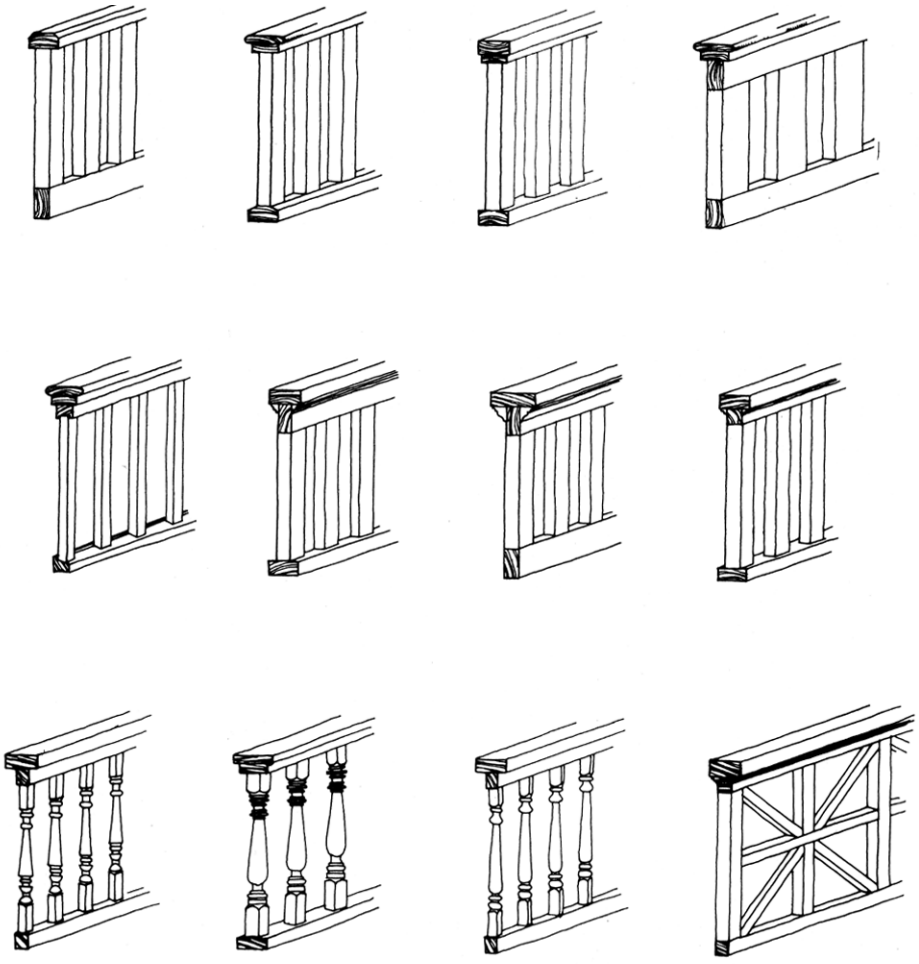
Application Requirements:

- Project description
- Photos of architectural features proposed to be replaced
- Scaled elevation drawings for addition of missing porches, balconies, and similar projects
- Construction details for addition or replacement of porch columns, railings, and similar projects

GUIDELINES FOR PORCHES, ENTRANCES AND BALCONIES

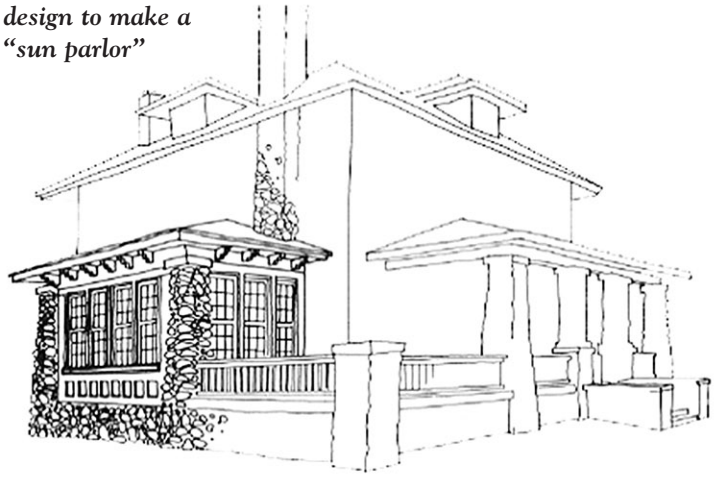
1. Preserve and maintain historic porches, porticos, balconies, pergolas, terraces and entrances.
2. Preserve and maintain historic materials and features of historic porches such as tongue-and-groove flooring, beaded board ceiling boards, trim, railings, lattice, entablatures, columns, steps, balustrades, brackets, soffits, fascia boards, and decorative trim. If a porch element or detail is deteriorated and requires replacement, replace only the deteriorated element to match the original in material, size, scale, texture and detail. It is not appropriate to replace deteriorated porch elements with incompatible materials, such as metal supports and railings for wooden columns and rails, or concrete for wooden steps.
3. If a deteriorated porch must be removed or is completely missing, replace it either with a reconstruction based on accurate documentation or a new design that is appropriate for the structure in terms of materials, roof form, detailing, scale, size and ornamentation.
4. It is not appropriate to add elements or details to porches to create a false historical appearance.
5. The addition of new entrances, porches, pergolas, balconies and other entryway features to primary elevations should be studied in depth and based on architectural precedence for the style and design of the building.
6. Screening a porch may be appropriate when it is installed and designed in a way that does not alter or detract from the details of the original porch, and uses compatible materials to the original structure. For example, porches may be screened if the framing is recessed, the screening placed behind columns or balustrades, and the framing can be removed in the future without damaging historic elements of the porch.
7. Because of their character-defining role, it is not appropriate to enclose front porches. Side and rear porches may be enclosed to create sunrooms if the design of the enclosure is compatible with the architecture of the structure, and does not result in a loss of historic fabric or architectural details.

Porch railings, or balustrades, come in a variety of designs with the spindle detail as often the indicator of a particular architectural style. The majority of these designs could be found on most of the styles in Greensboro's historic districts. However, turned posts or spindles were most often found on Colonial Revival and Queen Anne porch detailing and were seldom found on the Craftsman/Foursquare styles.

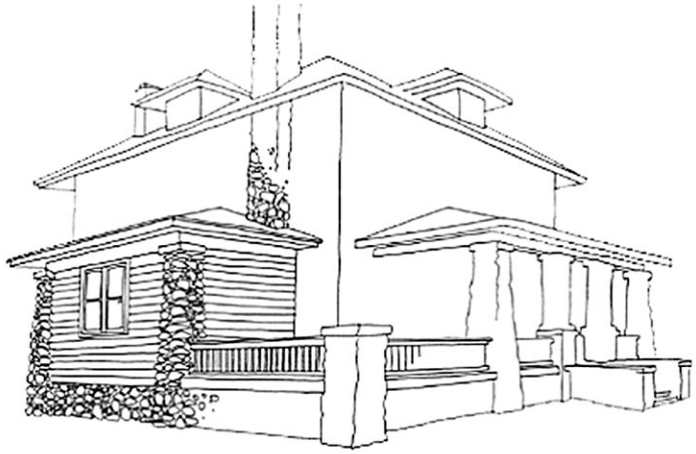


Original

Acceptable. Side porch closed in with windows of a compatible design to make a "sun parlor"



Unacceptable. Side porch closed in with solid walls



The inappropriate enclosure of the front porch of this residential structure for commercial use, prior to historic district designation, compromised the integrity of this historic structure.

Under new ownership, the porch was re-opened and the building is still being used for commercial use while maintaining its historic residential appearance.

CHANGES TO NON-CONTRIBUTING STRUCTURES

Residence in the Fisher Park Historic District built in 1997

Greensboro's Historic Districts contain structures that were built after their period of significance. While these structures may be considered "non-historic" or "non-contributing", they are still part of the fabric of the Historic District. The goal of the design guidelines is to ensure that changes to non-contributing structures "do no harm" to the special character of the building and the district.

Non-contributing structures should follow the guidelines under Neighborhood Setting to preserve and contribute to the character of the neighborhood. For projects pertaining to the building itself, the guidelines under Changes to the Building Exterior should be used, following the guidelines below for direction in their level of interpretation.

- For examples of approved products that may be acceptable for repairs on non-contributing structures, refer to the *New Construction Materials Checklist* in the appendix inserts.

GUIDELINES FOR NON-CONTRIBUTING STRUCTURES

1. Every effort should be made to maintain the architectural integrity of non-contributing structures. Replacement materials should be carefully evaluated to ensure that they maintain the character of the building and the district. For example, covering of wood trim with vinyl on a brick building is not recommended.
2. It is not appropriate to add historic ornamentation to create the illusion of an historic structure.
3. For additions and alterations, choose materials and treatments that maintain the character of the building's architectural style.
4. Retain features that are characteristic of the architectural style of non-contributing buildings. It is not appropriate to simply remove deteriorated architectural features rather than replacing them in kind.

A new use or the substantial rehabilitation of a historic building can result in additional requirements for life safety and accessibility by persons with disabilities. Introducing items such as wheelchair ramps, fire exits, and fire stairs without damaging the character of a historic structure will take careful planning.

Wheelchair ramps are usually required when a house is converted to office or commercial use, and the ramp must meet design standards set forth in the State Building Code. For historic buildings where the goal is also to preserve important architectural features, it is especially important to carefully consider the design of the ramp.

- The design of a wheelchair ramp can minimize permanent alteration when it is constructed as a freestanding unit having as little attachment with the historic building as possible.
- Selecting compatible materials and railings to that of the historic structure will help wheelchair ramps and other safety features blend with the historic porch and entrance.
- Consider addressing accessibility needs and requirements through portable or temporary ramps rather than permanent ramps.

The following common projects do not require a COA:

- Installation of temporary/emergency wheelchair ramps when they are not attached to the building
- Installation of portable wheelchair ramps

The following commonly requested projects require a COA:

- Installation of fire exits, stairs, and landings
- Construction of permanent wheelchair ramps

Application Requirements

- Project description
- Site plan showing location of proposed ramps, fire stairs, and other safety elements
- Scaled elevation drawings for fire exits or other alterations to meet safety and code requirements

GUIDELINES FOR SAFETY AND CODE REQUIREMENTS

1. Introduce fire exits, stairs, landings, and ramps on rear or inconspicuous side locations.
2. Construct fire exits, stairs, landings and ramps in such a manner that they do not damage historic materials and features. Construct them so that they can be removed in the future with minimal damage to the historic structure.
3. Design and construct new fire exits, stairs, and landings to be compatible with the scale, materials, details, and finish of the historic structure.
4. Introduce reversible features to assist persons with disabilities so that the original design of the entrance or porch is not diminished and historic materials or features are not damaged.

Relocation is sometimes the only alternative to demolition of historic buildings. It should be undertaken only after all other preservation options have been exhausted because it often results in a loss of integrity of the building setting.

A Certificate of Appropriateness is required for the removal or relocation of a building within the Historic District.

Application Requirements:

- Project description
- Site plan showing building footprint
- Photographs and site plan of proposed new location

GUIDELINES FOR RELOCATION

1. Review site selection for compatibility of the relocated building to the architectural styles, materials, and scale of existing historic buildings along the street.
2. Review the compatibility of site selection and proposed siting for a relocated building in terms of building spacing, setback, orientation, height, scale, and massing according to pertinent new construction guidelines.
3. Review proposed site landscaping and site features according to pertinent design guidelines.
4. Retain important architectural features when relocating a building within the Historic District.
5. If possible retain important site features including large trees when relocating a building within the Historic District.

The demolition or removal of any structure in a Historic District requires a Certificate of Appropriateness. The commission may not deny an application for demolition, but it may delay the effective date of the Certificate for up to 365 days in the case of a structure that contributes to the character of the Historic District. Since the action cannot be reversed, the decision to demolish an historic structure should be carefully considered, and all alternatives to demolition should be explored. During the delay period, the Commission should negotiate with the owner or other interested parties including State and local preservation organizations and seek answers to the following questions:

- Is there a well-developed proposal for the use of the site necessitating demolition?
- Could another site serve the purpose just as well?
- Could the existing structure be adapted to suit the owner's needs?
- Could the property be sold to someone willing to preserve the building?
- As a last resort, could the building be moved to another location?
- Does the site have known or potential archaeological significance?
- Is the structure of national, state or local significance?

If alternatives to demolition are exhausted and approval for demolition is granted:

- Record the structure thoroughly with photographs and other documentation, including identifying and recording any special architectural features of the building, important landscape features, structures, and archeological significance of the site.
- Protect any large trees or other important landscape features during demolition.

If the site is to remain vacant for more than 60 days, it should be cleared of debris, reseeded and maintained in a manner consistent with other properties in the Historic District.

Application Requirements:

- Project description including reason for demolition
- Site plan showing building footprint

NEW CONSTRUCTION

Compatible additions that do not compromise the character of the historic building or destroy significant architectural features are appropriate within the Historic District. Additions should reflect the point in time of their construction, but respect the architectural character and fabric of the historic building and its surroundings.

While these guidelines apply to the building itself, proposals for additions should also rely on the guidelines in this document pertaining to Trees and Landscaping, and Fences, Walls, and Site Features in order to avoid any adverse effects on significant features of the site.

- Additions that radically change the proportion of built area to green area on the site are not appropriate.
- Consider the possibility of archaeological resources when grading property.
- Brick, stone, wood, and stucco exterior siding are acceptable materials. Fiber-cement siding (such as Hardi Plank Siding®) is an acceptable material for new construction additions when it holds a similar texture, appearance and reveal dimension to wood siding.

Because of the significance of additions and its impact on the character of the historic structure, a Certificate of Appropriateness is required for all additions.

Application Requirements:

- Project description
- Site plan showing building footprint with the proposed addition and measurements to property lines
- Scaled elevation drawings showing all sides of the addition and relationship to original structure
- Materials specifications

GUIDELINES FOR ADDITIONS

1. In terms of material, style, and detail, design additions to be compatible with the original structure rather than duplicating it exactly.
2. Distinguish additions from the original structure through change in roofline, wall plane, detailing, and/or material.
3. Locate, design and construct additions so that the character-defining features of the historic structure are not obscured, destroyed, damaged, or radically changed.
4. Limit the size and scale of additions, so that the integrity of the original structure is not compromised.
5. Changes in height that alter the character and scale of the existing building to accommodate an addition are not appropriate.
6. Minimize site disturbance for construction of additions to reduce the possibility of destroying site features and/or existing trees.

New Construction in Greensboro's Historic Districts should contribute to and emphasize the characteristics that make the neighborhood unique. The guidelines are written to ensure that new construction complements and never detracts from the historic character and features of the district. The guidelines are written to allow for design creativity by providing framework that will allow for new architecture, using criteria based on the compatibility of the new building's setback, scale, massing, and material.

When planning and designing for new construction projects, there are seven key principles that should be considered:

Site Planning: Regular setbacks and spacing of houses create a strong rhythm of building to open space along streets in the Historic Districts. New buildings should maintain this rhythm with similar setbacks and spacing, and lot coverage, which approximates the ratio of building to open space generally found in the neighborhood. Principle façades of new buildings should maintain the directional expression of nearby buildings. Buildings should not be sited at unusual angles with respect to the street, or with sidewalls facing the street.

Building Shape and Massing: New buildings should echo the massing of nearby structures. Mass is the overall bulk of a building, and footprint is the land area it covers. The mass and footprint of a building are directly related to a building's height, width and scale. The Historic Districts contain buildings of varying forms and shapes, and studying the context of the site in order to determine the proper relationship between new and existing buildings is critical. Using compatible roof forms and shapes is another way to relate new and old buildings

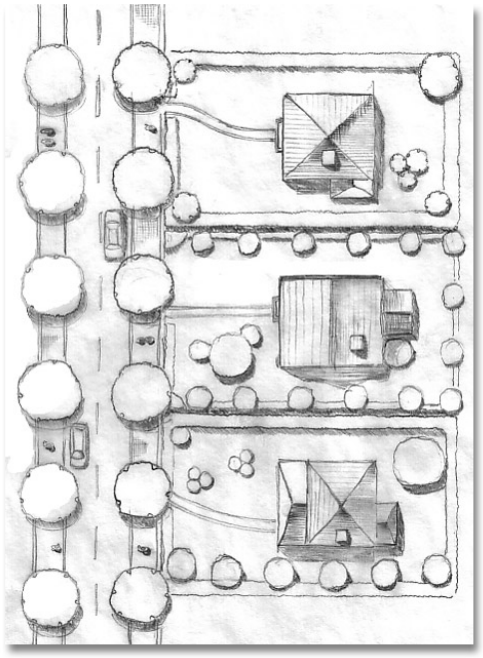
Scale: Scale refers to the size of an object in relation to other objects in close proximity. In the Historic Districts, scale is primarily the relationship between building size and human beings. The scale of new buildings should be consistent with nearby historic buildings in order to achieve a consistent "human" scale.

Height: The height of new buildings should approximate the height of nearby buildings. Houses in the Historic Districts are generally taller than their modern counterparts. Most are built on

raised foundations, and ceiling heights can be 9-10 feet. Some variance in height is acceptable since most block faces contain a mixture of one and two-story structures, with an occasional three-story building.

Fenestration: Fenestration refers to the pattern and arrangement of openings on the façade of a building. While windows and doors on new buildings do not have to duplicate historic windows, the dimensions and placement on the building should be similar. Blank walls should be avoided. The main entrance is usually the most prominent feature of structures in the Historic Districts, and should be emphasized in new construction as well.

Landscaping: Landscaping can be the key to a successful construction project. This is especially true in the Historic Districts where vegetation is well established. Heavy landscaping is essential if new buildings are to blend in with their surroundings. The site plan for new construction projects should identify existing trees, walls, walks, or other features, which could be incorporated into the landscape design, and every effort should be made to save existing trees, shrubbery, and hedges. Those that can be saved should be protected with some type of barricade during construction. The landscape plan for new buildings should include new shade trees, especially along street frontages.



Parking: Surfaces of either pavement or loose stone for new parking areas should be located to the rear of buildings where possible, and planting strips should be provided along the perimeter with either shrubbery or fencing to screen the cars from adjoining properties. Large areas of pavement should be broken into smaller components with interior planting strips. Shade trees should be started so that a tree canopy will eventually soften the impact of the parking area. Continuous or semi-continuous shrubs and trees, low walls, and decorative fencing are elements that can be used to enhance parking areas.

Proposals for new construction should also rely on the guidelines in this document pertaining to Neighborhood Setting. The sections within Neighborhood Setting will give guidance in the areas of Trees and Landscaping, Fences, Walls and Yard Features, Walkways, Driveways and Parking Areas, Lighting, and Signs.

Brick, stone, wood, and stucco exterior siding are acceptable materials. Fiber-cement siding (such as Hardi Plank Siding®) is an acceptable material for new construction additions when it holds a similar texture, appearance and reveal dimension to wood siding.

Because of the significance of new construction and its impact on the character of the Historic Districts, a Certificate of Appropriateness is required for all new construction projects.

Application Requirements:

- Project description
- Scaled architectural drawings showing all sides of the building
- Site plan showing: building footprint with distances to property lines, utilities, lighting, mechanical equipment, and all trees larger than 4" dbh (diameter at breast height).
- Materials specifications, samples, and illustrations
- All other documentation as required for projects falling under Neighborhood Setting

GUIDELINES FOR NEW CONSTRUCTION

1. Site new buildings so that the setback, spacing and orientation to the street are consistent with historic buildings within the district.
2. New construction should have a similar height and width of existing buildings within a block or street.
3. Relate the roof form, pitch, and overhang of new construction buildings to historic roofs within the district within the district
4. Design the spacing, pattern, proportion, size, and detailing of windows, doors, and vents to be compatible with existing historic examples within the district.
5. Incorporate architectural elements and details that provide human scale to proposed new buildings. Design new buildings using exterior materials typical of historic buildings in the districts including brick, wood, stucco, and stone. Materials such as steel, cast stone, fiber cement, and concrete are appropriate for new construction if they are used in a manner compatible with construction techniques and finishes used for historic buildings in the district. It is not appropriate to substitute vinyl or aluminum siding in place of traditional materials typical of the district.
6. Incorporate existing large trees and historic landscape features, such as retaining walls and gardens, into the proposed site plan. During construction protect trees and site features to be retained by temporary fencing, and do not disturb or contaminate the soil or store construction materials within the root zone of trees to be saved.

APPENDICES

WHAT IS A HISTORIC DISTRICT?

A historic district is an area comprised of multiple buildings which represent the same period in history relating to architecture, planning and development, engineering, culture and/or significance to the local or national region. According to the U.S. Department of the Interior, *A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. . .*

A district should tell the story of an area of the community based on a particular period of historical significance. Because the story should relay the entire picture of the area, it may be comprised of buildings and structures that are very different from one another. For instance, while an area may be predominantly residential, its residential development may be intricately related to the railroad depot or educational institution located with in the neighborhood. Therefore, both the residential structures and the non-residential structures would hold significance to the development of the area and would contribute to the historical justification for designation. A district considers the overall significance of the area and not the significance of specific buildings, although, within a district varying levels of architectural or other historical significance may exist. The U.S. Department of the Interior continues to remark: *A district derives its importance from being a unified entity, even though it is often composed of a wide variety of resources. The identity of a district results from the interrelationship of its resources, which can convey a visual sense of the overall historic environment or be an arrangement of historically or functionally related properties.*

This relationship is represented by distinct and understandable boundaries. The boundaries should characterize the historical development and significance of the area based on geographical and historical reasons. The U.S. Department of the Interior further explains the protocol for boundary determination; *A district must be a definable geographic area that can be distinguished from surrounding properties by changes such as density, scale, type, age, style of sites, buildings, structures, and objects, or by documented differences in patterns of historic development or associations. It is seldom defined, however, by the limits of current parcels of ownership, management, or planning boundaries. The boundaries must be based upon a shared relationship among the properties constituting the district.*

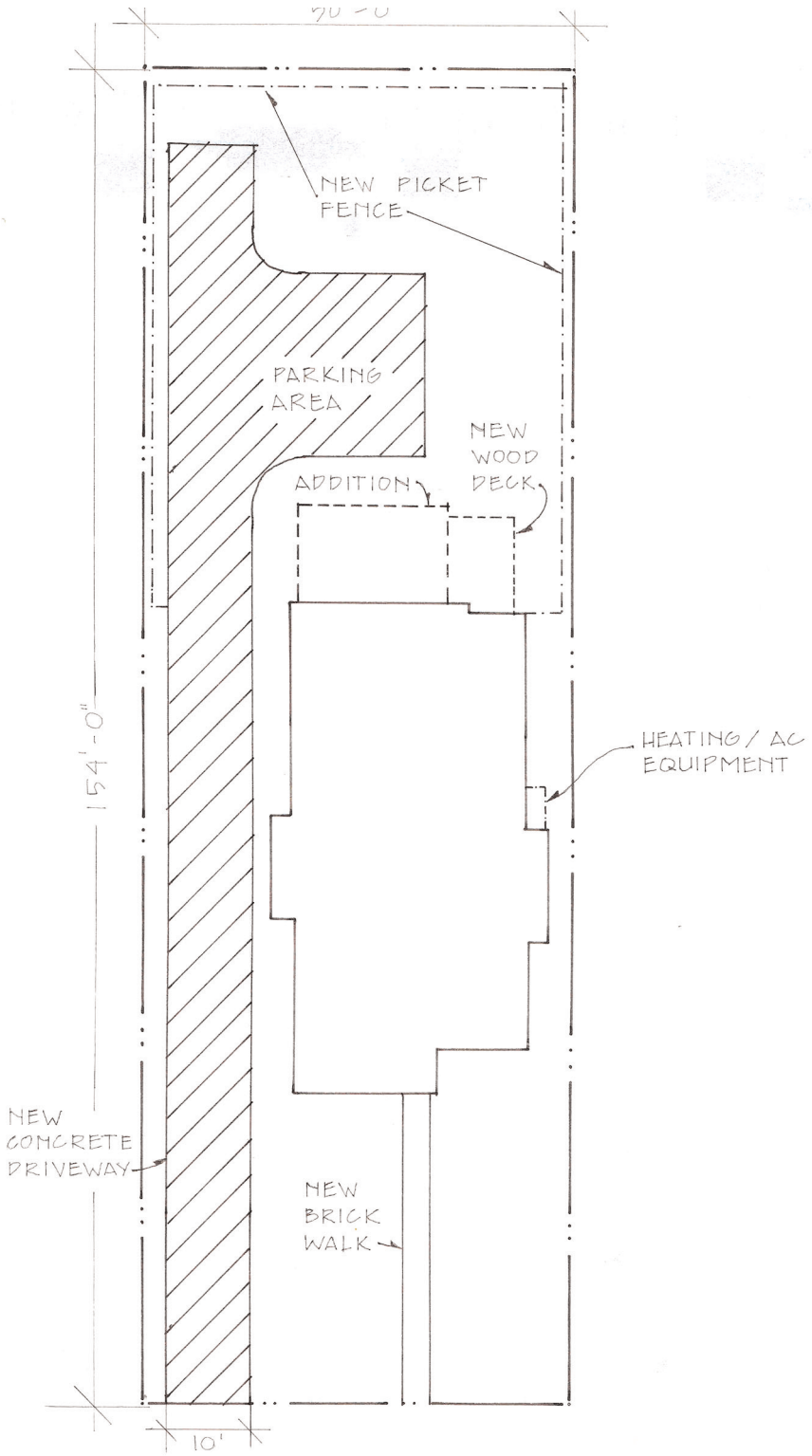
There are two types of historic district designations: National Register listing and Local Designation. National Register Historic District nominations are submitted by the State Historic Preservation Office to the Keeper of the National Register at the U.S. Department of the Interior. Historic Districts listed in or eligible for the National Register must be considered in the planning of "federal undertakings" such as highway construction or Community Development Block Grant Projects. Listing also makes properties within the district eligible for State and Federal Rehabilitation Tax Credits. Local designation is created at the local level often through a city's

development ordinance and zoning. Changes made to historic properties within a locally designated historic district must be reviewed by a Historic Preservation Commission or Architectural Review Board using a set of Design Guidelines or Standards.

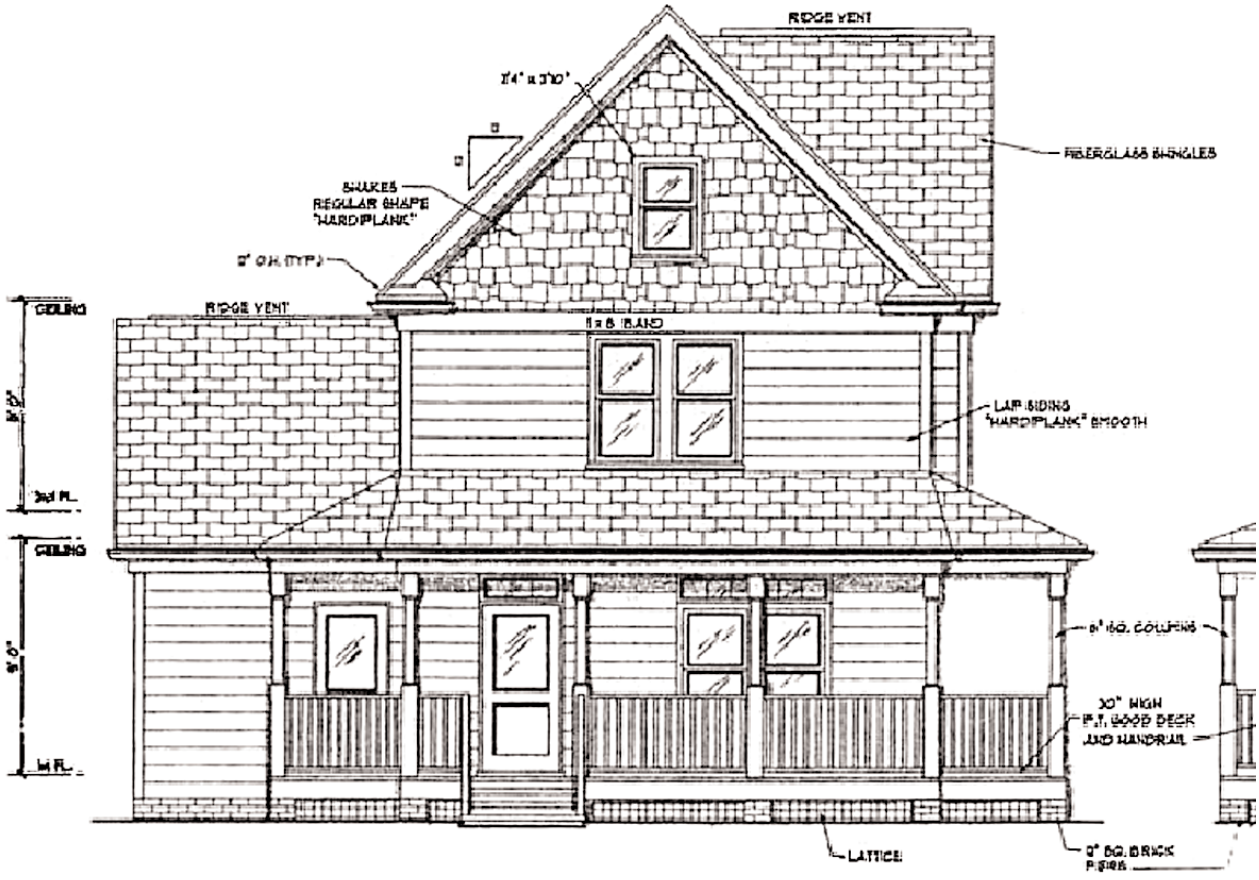
In Greensboro, the process followed to designate a local historic district is prescribed by North Carolina law. First a study must be conducted to determine the historic and architectural significance of the area under consideration. Then a report must be prepared and submitted to the State Historic Preservation Office for review and comment. Next, the proposal to designate a historic district must be considered at public hearings held by the Historic Preservation Commission, the Zoning Commission and the Planning Board. Property owners must be notified of these public hearings. The final decision whether or not to designate an area as a local historic district rests with the City Council. Requests to consider potential historic districts often come from neighborhood associations after extensive research, study and discussion. The request should also be based on the City's Historic Resources Inventory which shows concentrations of historic properties in the community.

Taken from the U.S. Department of the Interior's National Register Bulletin on *How to apply the National Register Criteria for Evaluation*

Example of site plans. Individual dimensions pertinent to the proposed project should be added.



For examples of fence styles and dimensions, see page 25; for examples of window styles and components, see pages 53-54; additional information is available in each chapter.



FRONT ELEVATION

SCALE: 1/4" = 1'-0"

TREE PROTECTION GUIDE

TREE PROTECTION GUIDE

Precautions and Requirements that must be followed to avoid damaging trees in Greensboro's historic districts:

- The tree to be preserved shall include land within the critical root zone. The critical root zone will include a radius around the tree equal to one foot for every one (1) inch of Diameter at Breast Height (dbh*) from the tree trunk as measured at the ground level from the root flare.
- Protective fencing shall be installed around the critical root zone prior to any land disturbance. Such fences shall be at least four (4) feet high and shall consist of orange polyethylene safety fencing. Fencing shall remain in place until construction is complete.
- Construction site activities such as parking, material storage, dirt stockpiling and concrete washout shall not be permitted within the critical root zone.
- A reasonable effort should be made to have utility line trenches and similar uses avoid the critical root zone. Due to certain site conditions, where disturbance within the critical root zone is unavoidable, underground tunneling or directional boring of utilities is preferred. Trenching shall be used only as the last alternative and root pruning equipment specifically designed for that purpose shall be used.
- The trees to be preserved should be designated as such with "Tree Conservation Area" signs posted visibly on the outside of the fenced-in area. Signs may not be posted on the trees.

Provided by: The City of Greensboro Planning Department, Urban Forester

**Diameter at Breast Height (dbh) is the standard measurement in all tree related fields. The "breast" height is by definition 4.5 feet from the ground.*

Materials Type	Site Plan	Site Plan wth Trees	Scaled Elevation Drawing	Scaled Elevation Drawing (all sides)	Product Sample	Product Brochure	Photo(s)	Preparation Method	Landscape Plan	Design Drawing
Exterior Repairs	●							●			
Re-roofing of Original Materials	●					◦	◦				
Exterior Alterations	●		●				●				
Additions	●		●		●	●	●	●		●	
Site Features	●	●									●
New Construction	●		●		●	●	●			●	
Demolition			●					●			
Fencing	●	●				◦	◦				●
Painting for New Construction	●								●		
Tree Removal			●					●		●	
Signage	●	●						●			●
Decks and Patios	●	●									●
Parking Areas & Driveways	●		●							●	
Moving Buildings			●					●			
Window/Door Replacement	●			●		●	●				
Accessory Structures	●	●		◦	◦		◦				◦

Additional documentation may be required on a case-by-case basis.

◦ *Submission of any of these types of documentation is acceptable, unless otherwise requested by Staff or HPC.*

GLOSSARY

Balustrade—A series of balusters, or pickets, connected on top by a handrail and usually a bottom rail, used on porches, stairs, and balconies.

Bay—A recess in a room causing a projection on the exterior wall of a building, usually framed by windows.

Bond—The arrangement of bricks or other masonry units to provide strength and stability, sometimes in a decorative pattern.

Brackets—Projecting support members found under roof eaves or other overhangs.

Built-in Gutters—Gutters which are sunken below the roofline, and usually concealed behind a decorative cornice.

Clapboard Siding—Boards thicker on one edge than the other, the thick edge of one board overlapping the thin edge of the board below.

Character–defining—A feature or element of a structure that is essential to its architectural or historic significance.

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

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

Corner Board—A board that is used as trim on the external corner of a wood frame structure and against which the ends of the siding are fitted.

Cornice—The exterior trim of a structure at the meeting of the roof and wall usually consisting of bed molding, soffit, fascia, and crown molding.

Crown Molding—Finish molding located at the top edge of an exterior wall, or at the area of transition between wall and ceiling of an interior wall.

Dentil Molding—A series of small square blocks found on cornices.

Diameter at Breast Height (dbh)—The standard measurement in all tree related fields. The "breast" height is by definition 4.5 feet above the ground.

Dormer—A window placed vertically in a sloping roof, with a roof of its own.

Double-hung Window—A type of window with an upper and lower sash in vertical grooves, one in front of the other, which are moveable by means of sash cords and weights.

Eaves—The portion of the roof that extends beyond the walls.

Elevation—Scaled drawing of the front, rear, or side of a building. Usually required for new construction, addition and other major alterations to the building façade.

Façade—The front or side of a building.

Fanlight—A semicircular window with radiating muntins, located above a door or window.

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

Flashing—Overlapping pieces of non-corrosive metal installed to make watertight joints at junctions between roof and walls, around chimneys, vent pipes, and other protrusions through the roof.

Gable—The triangular upper portion of a wall at the end of a pitched roof.

Gambrel—A roof that has two pitches on each side.

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

Lintel—A horizontal beam bridging an opening.

Macadam—Gravel or small stones spread over a binder such as tar or asphalt

Molding—A continuous decorative band, which often serves the function of obscuring the joint formed when two surfaces meet.

Mission Tile—Semi cylindrical clay roofing tiles laid in courses with the convex side alternately up and down.

Muntin—A thin strip of wood or steel used for holding panes of glass within a window sash.

Pergola—A garden walk usually formed by a double row of posts, or with beams above and covered with climbing plants.

Pitch—The degree of slope of a roof.

Portico—An entrance porch, sometimes pedimented, and usually supported by columns.

Rafter—The sloping member of a roof that supports its covering.

Rafter Tail—The part of a rafter that projects beyond a house wall, often used decoratively.

Sidelight—Long fixed sash located on either side of a door.

Sill—The horizontal water-shedding member at the bottom of a door or window.

Sill Plate—The horizontal member at the bottom of the frame of a wood structure, which rests on the foundation.

Soffit—The exposed underside of overhanging roof eaves.

Terrace—A level promenade in front of a building, usually paved.

Terra Cotta—A fired clay product used for roofing tiles and other architectural elements.

Tongue–and–groove—A board whose tongue joint fits exactly into the groove of another.

Trellis—An outdoor structure of latticework.

Turret—A small tower usually located at the corner of a building.

Water Table—A plain or molded projection that protects the foundation from water running down the wall of a building.

Widow's Walk—A flat area at the top of a roof surrounded by a railing.

Wood Shingles—Thin rectangular pieces of wood installed in overlapping rows to cover walls or roofs. The butt of the shingles can be cut in a variety of shapes to give a distinctive pattern to a wall surface.

Materials and products that have been approved for new construction in Greensboro's historic districts

SIDING MATERIAL

Wood siding; 4-10" with beveled base measurement at 3/4" and with a squared edge

If corner coards are utilized, use 5/4 X 5 (4 1/2 total width)

Hardi-board siding; smooth surface, beveled, 5" reveal

Shakes: regular cut wood; regular cut hardi-board; crescent pattern when architecturally appropriate

Masonry siding: brick, stucco, stone

PORCHES

Beaded board ceiling

T&G flooring installed flush with interior floor

T&G cellular PVC ceiling boards (manufacturer example: AZEK)

6' minimum porch depth

Wood railings/columns to scale

Fiberglass columns

WINDOWS

True-divided light (TDL) insulated wood windows

Simulated divided light wood windows (wood muntins on both interior and exterior with a spacer between muntin and glass to allow for an accurate profile)

5/4 X 5 exterior casing with drip cap on top casing

Standard brick mold on masonry buildings

DOORS

Wood doors designed to match the architecture of the proposed building

Door casing to match window casing

ROOFING

Asphalt composition shingles in dark black, brown, and grays

Gutter system should be attached as needed

Rafter tails are generally exposed

Beaded board underlayment is generally utilized where exposed

FOUNDATION

Brick or stone

COMMISSION APPROVAL

Painting of unpainted masonry surfaces

Exterior alterations to principal elevations

Changes to historic roof features; replacing slate or other specialty roofing materials, built-in gutters, etc.

Changes to stone walls and other historic site features

Construction of new buildings

Additions to buildings

New or expanded parking areas/lots

New driveways and walkways

New advertising signs

New streets and sidewalks

Removal of granite curbs and brick gutters

Fences when not approvable at staff level

Demolition of buildings

Relocation of buildings

Duke Energy security lights

Installing new utility poles, wires, street lights traffic signals, control boxes, etc.

Dumpster and dumpster pads

Satellite dishes, other telecommunications equipment (front yard)

Replacing windows and doors

Tree removal (healthy, over 4" dbh)

STAFF APPROVAL

Renewal of expired COAs when there is no change in project specifications

Replacing over 60% of original siding and materials to match the original

Prefabricated wood storage buildings (back yards)

Fences (42" maximum height wooden construction-front yards; 72" maximum height-rear yards)

Retaining walls (back yards)

Decks, patios, pools, etc (back yards)

Identification signs no higher than 5'

Installing HVAC and other mechanical equipment (back yards)

Minor alterations to buildings (rear elevations)

Removal of aluminum, vinyl, asbestos, and asphalt siding

Storm windows and doors

Adding or replacing gutters

Removal of deteriorated accessory buildings (non-contributing)

Tree removal (dead, diseased, unsafe, or causing structural problems)

Skylights, solar panels, etc. (rear slopes, not visible from the street)

Small residential parking areas (not visible from the street, and three spaces or fewer)

NO COA REQUIRED

Painting (except unpainted masonry)

Replacement of asphalt composition roofing shingles

Replace/Repair of deteriorated siding, trim, porch flooring, doors, etc. (no change)

Adding gravel to existing driveways

Patching deteriorated concrete or asphalt pavement, walks, steps, etc.

Installation of play equipment

Real estate, home security, no parking signs, temporary signs and banners

Replacing utility poles, lines, streetlight, etc.

Installation or replacing traffic signs, pavement markings, informational signs, etc.

Installation of telephone, cable, and other telecommunications equipment on existing utility poles

Replacing sidewalks (no change)

Resurfacing streets (no change)

Landscaping including gardens, edging and tree pruning, clearing of overgrown bushes, vines, saplings, etc.

Tree Removal (less than 4" dbh)

Tree houses (back yards)

Flower, vegetable and rock gardens

Benches and other outdoor furniture not in the public right-of-way

Trellises

Sculptures and other outdoor artwork

Mailboxes

Porch light fixtures, exterior light fixtures

Light posts less than 6' in height

Street numbers (on houses and freestanding)

Small satellite dishes (back and side yards)

Newspaper racks

Window air conditioners

Tuck pointing masonry

Chimney caps

Telephone, electrical, and cable connections

Planting new trees, shrubs, ground cover

Flags, operable shades and other porch accessories

Flower pots, planters, window boxes, birdbaths, bird houses etc.

Decorative flags, shades, porch and deck furniture, etc.

Woodpiles, compost piles and the like

Gas, electric, and other utility meters and service connections

Landscape lighting

- **"Back yard"** is defined as area of property not extending farther forward than the midpoint of the house
- **"Retaining wall"** is defined as a wall consisting of 3 or more courses of stone, brick, timber, etc.
- **"dbh"** diameter at breast height

This listing is for general reference purposes only. Please refer to the Historic District Program Manual and Design Guidelines for a complete description.

CONTACTS

City of Greensboro
www.ci.greensboro.nc.us

Historic District Program 336-373-2349
www.greensboro-nc.gov/HCD

Zoning Enforcement Office.....336-373-2630
www.greensboro-nc.gov/planning

Department of Transportation (GDOT).....336-373-2332
www.greensboro-nc.gov/GDOT

Building Inspections Department.....336-373-2155
www.greensboro-nc.gov/eng-insp

Guilford County
www.co.guilford.nc.us
Historic Preservation Commission 336-641-3334

Preservation Greensboro Incorporated 336-272-5003

Architectural Salvage of Greensboro 336-389-9118

North Carolina State Historic Preservation Office
www.hpo.dcr.state.nc.us

Restoration Branch.....919-733-6547
Provides technical restoration assistance to public and private owners of historic properties. Assists owners seeking federal and state historic preservation investment tax credits.

Administration Branch.....919-733-4763
Home Office for the Environmental Review program, Grants Administration and Certified Local Government Program.

Survey and Planning Branch 919-733-6545
Administers the statewide architectural survey and the National Register of Historic Places program for historic structures, and advises local historic preservation commissions.

FISHER PARK AND CHARLES B. AYCOCK

Local Historical District Boundary

COLLEGE HILL

Local Historical District Boundary