

## Article 13: Historic Preservation

### Part 1: Historic Preservation Board

#### **Section 13.01: Creation and Composition of Historic Preservation Board**

There shall hereby be created a Historic Preservation Board consisting of seven (7) members appointed by the City Council. All members shall reside within the planning and zoning jurisdiction of the City of Rockingham. In addition, a majority of the members of the Board shall have demonstrated special interest, experience or education in history, architecture, archaeology or related fields. The Board shall serve without compensation except that members may be reimbursed for actual expenses incurred during the performance of the Board's official duties within the limits of any funds available to the Board.

#### **Section 13.02: Terms of Office**

- (A) Members of the Historic Preservation Board shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. Initially, three (3) members shall be appointed for a three-year term; two (2) members shall be appointed for a two-year term; and two (2) members shall be appointed for a one-year term.
- (B) Members of the Historic Preservation Board may be appointed to successive terms.

#### **Section 13.03: Vacancy and Removal**

- (A) Members of the Historic Preservation Board may be removed by the City Council at any time for failure to attend three (3) consecutive meetings or for failure to attend thirty (30) percent or more of the meetings within any twelve-month period or for any other good cause related to performance of duties. Upon request of the member proposed for removal, the City Council shall hold a public hearing prior to the removal becoming effective.
- (B) Any vacancy in the membership of the Historic Preservation Board shall be filled for the remainder of the unexpired term as soon as may reasonably be accomplished by the City Council in the same manner as the initial appointment.
- (C) If a member moves outside the planning and zoning jurisdiction of the City of Rockingham, then such move shall constitute a resignation from the Historic Preservation Board effective upon the date a replacement is appointed by the City Council.

#### **Section 13.04: Organization**

The Historic Preservation Board shall elect by a majority vote a Chairperson and Vice-chairperson from among its members at the regular August meeting of each year. The term of office for the Chairperson and Vice-chairperson shall be one (1) year. If a vacancy occurs in an office prior to the expiration of the full term, another election to fill the remainder to the term of office shall be conducted at the first meeting thereafter. The Chairperson and Vice-chairperson may take part in all deliberations and vote on all matters considered by the Board. The Board shall appoint a Secretary who may be an officer or employee of the City. The Board may adopt rules for the transaction of business (See Appendix H).

#### **Section 13.05: Meetings and Quorum**

A majority of the Historic Preservation Board membership (excluding vacant seats) shall constitute a quorum for conducting business. Meetings of the Historic Preservation Board shall be held at the call of the Chairperson and at such other times as the Board may determine. The Board shall keep minutes of its proceedings, showing the vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be filed in the Planning and Inspections Department. Such minutes and records shall be a public record. All meetings of the Board shall be open to the public.

**Section 13.06: Voting**

- (A) Decisions shall be made by a majority vote of members present.
- (B) Once a member is physically present at a board meeting, any subsequent failure to vote shall be recorded as an affirmative vote unless the member has been excused in accordance with subsection (C) or has been allowed to withdraw from the meeting in accordance with subsection (D).
- (C) A member may be excused from voting on a particular issue by a majority vote of the remaining members present under the following circumstances:
  - (1) If the member has a direct financial interest in the outcome of the matter at issue; or
  - (2) If the matter at issue involves the member's own official conduct; or
  - (3) If participation in the matter might violate the letter or spirit of a member's code of professional responsibility; or
  - (4) If a member has such close personal ties to the applicant that the member cannot reasonably be expected to exercise sound judgment in the public interest.
- (D) A member may be allowed to withdraw from the entire remainder of a meeting by majority vote of the remaining members present for any good and sufficient reason other than the member's desire to avoid voting on matters to be considered at that meeting.
- (E) A motion to allow a member to be excused from voting or excused from the remainder of the meeting is in order only if made by or at the initiative of the member directly affected; provided however, if an objection is raised to a member's participation at or prior to the hearing or vote on a matter and that member does not recuse himself, the remaining members of the Board shall by majority vote rule on the objection.

**Section 13.07 Powers and Duties of the Historic Preservation Board**

The Historic Preservation Board shall be authorized within the planning and zoning jurisdiction of the City of Rockingham to:

- (A) Undertake an inventory of properties of historical, pre-historical, architectural and/or cultural significance.
- (B) Recommend to the City Council structures, buildings, sites, areas or objects to be designated by ordinance as "historic landmarks" and areas to be designated by ordinance as "historic districts".
- (C) Acquire by any lawful means the fee or any lesser included interest, including options to purchase, to any such properties designated as landmarks, to hold, manage, preserve, restore and improve the same, and to exchange or dispose of the property by public or private sale, lease or otherwise, subject to covenants or other legally binding restrictions which will secure appropriate rights of public access and promote the preservation of the property.
- (D) Restore, preserve and operate historic properties.
- (E) Recommend to the City Council that designation of any area as a historic district or part thereof, or any building, structure, site, area or object as a historic landmark be revoked or removed.

- (F) Conduct an educational program with respect to historic landmarks and districts within its jurisdiction.
- (G) Cooperate with the state, federal, and local governments in pursuance of the purposes of this ordinance; to offer or request assistance, aid, guidance or advice concerning matters under its purview or of mutual interest. The City Council, or the Board when authorized by the Council, may contract with the State or the United States of America, or any agency of either, or with any other organization provided the terms are not inconsistent with state or federal law.
- (H) Enter, solely in performance of its official duties and only at reasonable times, upon private lands for examination or survey thereof. However, no member, employee, or agent of the commission may enter any private building or structure without express consent of the owner or occupant thereof.
- (I) Prepare and recommend the official adoption of a preservation element as part of the City's comprehensive plan.
- (J) Review and act upon proposals for alterations, demolition, or new construction within historic districts, or for the alteration or demolition of designated landmarks pursuant to this ordinance.
- (K) Negotiate at any time with the owner of a building, structure, site, area or object for its acquisition or its preservation when such action is reasonable, necessary or appropriate.

**Section 13.08: Receipt of Gifts**

The City Council shall have the right to accept gifts and donations in the name of the City for historic preservation purposes. The City Council shall be authorized to make appropriations to the Board in any amount necessary for the expenses of the operation of the Board, and the City Council may make additional amounts available as necessary for acquisition, restoration, preservation, operation, and management of historic buildings, structures, sites, areas or objects designated as historic landmarks or within designated historic districts, or of land on which such buildings or structures are located, or to which they may be removed.

**Part 2: Historic Districts and Landmarks****Section 13.09: Designation of Historic Districts**

The designation of a historic district shall be accomplished through the adoption of an ordinance by the City Council. No historic district shall be recommended for designation unless it is deemed to be of special significance in terms of its historical, pre-historical, architectural or cultural importance, and possesses integrity of design, setting, workmanship, materials, feeling, and/or association. The historic district shall be located within the planning and zoning jurisdiction of the City of Rockingham. No historic district shall be designated until all of the following has occurred.

- (A) An investigation and report describing the significance of the buildings, structures, features, sites or surroundings included in any such proposed district, and a description of the boundaries of such district shall be prepared; and
- (B) The North Carolina Department of Cultural Resources, acting through the State Historic Preservation Officer or his or her designee, shall make an analysis of and recommendations concerning such report and description of the proposed boundaries. Failure of the department to submit its written analysis and recommendations to the City Council within thirty (30) calendar days after a written request for such analysis is received by the North Carolina Department of Cultural Resources shall

relieve the City of any responsibility for awaiting such analysis, and City Council may at any time thereafter take any necessary action to adopt or amend this Ordinance.

- (C) The City Council may also, in its discretion, refer the report and the proposed boundaries to any other interested body for its recommendation prior to taking action to amend this Ordinance. With respect to any changes in the boundaries of such district subsequent to its initial establishment, or the creation of additional districts within the jurisdiction, the investigative studies and reports required by Subsection (A) of this section shall be prepared by the Board and shall be referred to the Planning and Zoning Board for review and comment according to procedures set forth in this Ordinance. Changes in the boundaries of an initial district or proposal for additional districts shall also be submitted to the Department of Cultural Resources in accordance with the provisions of Subsection (B) of this section.
- (D) Upon receipt of such reports and recommendations, the City Council may proceed in the same manner as would otherwise be required for the adoption or amendment of any provision of this Ordinance.

**Section 13.10: Designation of Landmarks**

- (A) The designation of a historic landmark shall be accomplished through the adoption of an ordinance by the City Council. No property shall be recommended for designation as a landmark unless it is deemed to be of special significance in terms of its historical, pre-historical, architectural or cultural importance and to possess integrity of design, setting, workmanship, materials, feeling and/or association.
- (B) The ordinance shall describe each property designated in the ordinance, the name or names of the owner or owners of the property, those elements of the property that are integral to its historical, architectural, or pre-historical value, including the land areas of the property so designated and any other information the City Council deems necessary. For each building, structure, site, area or object so designated as a historic landmark, the ordinance shall require that the waiting period set forth in the North Carolina General Statutes 160D-9-46 be observed prior to its demolition. For each designated landmark, the ordinance may also provide for a suitable sign on the property indicating that the property has been so designated. If the owner consents, the sign shall be placed upon the property. If an owner objects, the sign shall be placed on a nearby public right-of-way.
- (C) No ordinance designating a historic building, structure, site, area or object as a landmark nor any amendment thereto may be adopted, nor may any property be accepted or acquired by the commission or the City Council until all of the following procedural steps have been taken.
  - (1) The Historic Preservation Board shall prepare and adopt rules of procedure and principles and guidelines for altering, restoring, moving, or demolishing properties designated as landmarks.
  - (2) The Historic Preservation Board shall make or cause to be made an investigation and report on the historic, architectural, pre-historical, educational or cultural significance of each building, structure, site, area or object proposed for designation or acquisition. The investigation and report shall be forwarded to the North Carolina Department of Cultural Resources.
  - (3) The Department of Cultural Resources, acting through the State Historic Preservation Officer, shall either upon request of the department or at the initiative of the Historic Preservation Board be given an opportunity to review and comment upon the substance and effect of the designation of any landmark. The Department shall provide comments in

writing within thirty (30) days following receipt. The City Council shall be relieved of any responsibility to consider Department comments if such comments are not received within thirty (30) days.

- (4) The Historic Preservation Board and the City Council shall hold a joint public hearing or separate public hearings on the proposed ordinance. Reasonable notice of the time and place thereof shall be given. All meetings shall be open to the public, in accordance with the North Carolina Open Meetings Law, Chapter 143, Article 33C.
- (5) Following the public hearing, the City Council may adopt the ordinance as proposed, adopt the ordinance with any amendments it deems necessary, or reject the proposed ordinance.
- (6) Upon adoption of the ordinance, the owners and occupants of each designated landmark shall be given written notification of such designation insofar as reasonable diligence permits. One copy of the ordinance and all amendments thereto shall be filed by the Historic Preservation Board in the office of the Register of Deeds of Richmond County. Each designated landmark shall be indexed according to the name of the owner of the property in the grantee and grantor indexes in the Register of Deeds office. The Historic Preservation Board shall pay a reasonable fee for filing and indexing. A second copy of the ordinance and all amendments thereto shall be kept on file in the office of the Rockingham City Clerk and shall be available for public inspection at any reasonable time. A third copy of the ordinance and all amendments thereto shall be maintained in the Planning and Inspection Department. The fact that a building, structure, site, area or building has been designated a landmark shall be clearly indicated on all tax maps and zoning maps maintained by the city for such time as the designation remains in effect.
- (7) Upon the adoption of the landmarks ordinance or any amendment thereto, it shall be the duty of the Historic Preservation Board to give notice thereof to the tax supervisor of Richmond County. The tax supervisor in appraising such property for tax purposes shall consider the designation and any recorded restrictions upon the property limiting its use for preservation purposes.

**Section 13.11: Certificate of Appropriateness Required**

- (A) From and after the designation of a landmark or historic district, no exterior portion of any building or other structure (including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features), nor any above-ground utility structure nor any type of outdoor advertising sign shall be erected, altered, restored, moved or demolished on such landmark or within such district until after an application for a certificate of appropriateness as to exterior features has been submitted to and approved by the Historic Preservation Board. The City shall require such a certificate to be issued by the Board prior to the issuance of a building permit or other permit granted for the purposes of constructing, altering, moving or demolishing structures, which certificate may be issued subject to reasonable conditions necessary to carry out the purposes of this ordinance. A certificate of appropriateness shall be required whether or not a building or other permit is required.
- (B) For purposes of this ordinance, "exterior features" shall include the architectural style, general design, and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, light fixtures, signs, and other appurtenant features. In the case of outdoor advertising signs, "exterior features" shall be construed to mean the style, material, size and location of all such signs. Such "exterior features" may, in the discretion of the City Council, include historic signs, color and significance landscape, archaeological, and natural features of the area.

- (C) Except as provided in Subsection (D) below, the Board shall have no jurisdiction over interior arrangement and shall take no action under this section except to prevent the construction, reconstruction, alteration, restoration, moving or demolition of buildings, structures, appurtenant features, outdoor advertising signs or other significant features in the district or of the landmark which would be incongruous with the special character of the landmark or district.
- (D) Notwithstanding Subsection (C) above, the jurisdiction of the Board over interior spaces shall be limited to specific interior features of architectural, artistic or historical significance in publicly owned landmarks; and of privately owned historic landmarks for which consent for interior review has been given by the owner. Said consent of any owner for interior review shall bind future owners and/or successors in title, provided such consent has been filed in the office of the Register of Deeds of Richmond County and indexed according to the name of the owner of the property in the grantee and grantor indexes. The landmark designation shall specify the interior features to be reviewed and the specific nature of the commission's jurisdiction over the interior.
- (E) All of the provisions of this ordinance shall be applicable to the construction, alteration, moving and demolition by the State of North Carolina, its political subdivisions, agencies and instrumentality's, provided however that they shall not apply to interiors of buildings or structures owned by the State of North Carolina. The State and its agencies shall have a right of appeal to the North Carolina Historical Commission or any successor agency assuming its responsibilities under GS 121-12(a) from any decision of the local commission. The current edition of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall be the sole principles and guidelines used in reviewing applications of the State for certificates of appropriateness. The decision of the Historical Commission shall be binding upon both the State and the Historic Preservation Board.

**Section 13.12: Applications for Certificates of Appropriateness**

Applications for Certificates of Appropriateness shall be submitted to the Planning and Inspections Department. Applications shall contain all information that is necessary for the Board to determine that the request complies with the requirements and design standards set forth in this Article. Applications shall be submitted fifteen (15) days prior to any regularly scheduled Board meeting in order to be considered at that meeting. Otherwise, applications shall be deferred until the next regular meeting or special called meeting.

**Section 13.13: Action on Applications for Certificates of Appropriateness**

- (A) The Board shall review the application to determine compliance with the applicable design guidelines set in this Article. The Board shall approve the application, approve the application with conditions, or deny the application. Prior to any final action on an application, the Board shall use the review criteria set forth in Section 13.16 to make findings of fact indicating the extent to which the application is or is not in compliance with the design guidelines.
- (B) All applications for certificates of appropriateness shall be reviewed and acted upon within a reasonable time as defined by the rules of procedure, and not exceeding one hundred eighty (180) days from the date the application is filed. As part of the review procedure, the Board may view the premises and seek the advice of the North Carolina Department of Cultural Resources or other such experts, as the Board may deem necessary under the circumstances.
- (C) Prior to taking final action on an application, the Board shall allow an opportunity for any person in attendance to offer input.

**Section 13.14: Appeals**

An appeal may be filed with the Board of Adjustment from the Board's action in granting or denying any certificate. An appeal may be taken by any aggrieved party; shall be filed within ten (10) days of the date of

the decision by the Board; and shall be in the nature of certiorari. Any appeal from the decision of Board of Adjustment shall be heard by the Superior Court of Richmond County.

**Section 13.15: Submission of New Applications**

If a certificate of appropriateness is denied, a new application affecting the same property may be submitted only if substantial change is made in plans for the proposed construction, reconstruction, alteration, restoration or moving.

**Section 13.16: Review Criteria for Certificates of Appropriateness**

- (A) The intent of the criteria set forth in Subsection (C) and the design guidelines set forth in this Article is to insure, insofar as possible, that changes to a designated landmark or structure in the historic district shall be in harmony with the reasons for designation.
- (B) When considering a certificate of appropriateness, the Board shall take into account the historic or architectural significance of the structure under consideration and the exterior form and appearance of any proposed additions or modifications to that structure, as well as the effect of such change or additions upon other structures in the vicinity. The intent of the criteria set forth in Subsection (C) or the design guidelines set forth in this Article is not to require the reconstruction or restoration of individual or original buildings or to prohibit their demolition or removal or to impose architectural styles from particular historic periods. In considering new construction in a historic district the Board shall encourage contemporary design that is harmonious with the character of the district.
- (C) The following criteria shall be considered, when relevant, along with the design guidelines set forth in this Article and the guidelines of the Secretary of the Interior for Historic Preservation in the review of an application for a certificate of appropriateness:
- (1) Lot coverage, defined as the percentage of lot area covered by primary structures;
  - (2) Setback, defined as the distance from the lot lines to the building(s);
  - (3) Building height;
  - (4) Spacing of buildings, defined as the distance between adjacent buildings;
  - (5) Building materials;
  - (6) Proportion, shape, positioning, location, pattern and sizes of any elements of fenestration;
  - (7) Surface textures;
  - (8) Roof shapes, forms and materials;
  - (9) Use of local or regional architectural traditions;
  - (10) General form and proportions of buildings and structures, and relationship of any additions to the main structure;
  - (11) Expression of architectural detailing, such as lintels, cornices, brick bond, and decorative elements;
  - (12) Orientation of the building to the street;

- (13) Scale, determined by the size of the units of construction and architectural details in relation to the human scale and also by the relationship of the building mass to adjoining open space and nearby buildings and structures;
- (14) Proportion of width to height of the total building façade;
- (15) Archaeological sites and resources associated with standing structures;
- (16) Major landscaping efforts that would impact known archaeological sites;
- (17) Appurtenant features and other features such as lighting; and
- (18) Structural condition and soundness.

**Section 13.17: Minor Works (Administrative Bypass)**

- (A) In order to expedite the review process an application for a certificate of appropriateness, when determined to involve a minor work, may be reviewed and approved administratively by the Secretary to the Board. Minor works shall be defined as those exterior changes that do not involve substantial alterations, additions or removals that could impair the integrity of the property and/or the district as a whole. No application involving a minor work may be denied without the formal action of the Board. Minor works shall include the following:
- (1) Storm windows;
  - (2) Storm doors;
  - (3) Fences for rear yards;
  - (4) Shutters for blinds;
  - (5) Installation of temporary handicapped facilities (including hand railing);
  - (6) Paint color (including main structure, roof, porch decking, and porch ceiling palettes);
  - (7) Signage;
  - (8) Awnings;
  - (9) Minor landscaping changes (including tree removal, tree planting, and screening of mechanical equipment);
  - (10) Minor exterior alterations (including underpinning);
  - (11) Rear yard decks;
  - (12) Brick paths, walkways, and driveways;
  - (13) Extensions of Certificates of Appropriateness; and
  - (14) Normal roof repair and maintenance that does not require a change of texture or composition of existing, or original roofing material.

- (B) Throughout the Design Guidelines set forth in this Article, those standards that can be approved administratively are printed in italic type. If a request meets the applicable guidelines, the Secretary to the Board may issue a Certificate of Appropriateness. If the request does not meet the established guidelines, then such request shall be placed on the next available agenda for review by the Historic Preservation Board.

**Section 13.18: Certain Changes Not Prohibited**

Nothing in this Article shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of a historic landmark or structure in a historic district which does not involve a change in design, materials, or outer appearance thereof, nor to prevent the construction, reconstruction, alteration, restoration, or demolition of any such feature which the Code Enforcement Officer or similar official shall certify is required by the public safety because of an unsafe or dangerous condition. Nothing herein shall be construed to prevent a property owner from making any use of his property not prohibited by other statutes, ordinances, or regulations. Nothing in this ordinance shall be construed to prevent the maintenance or in the event of an emergency, the immediate restoration of any existing aboveground utility structure without approval of the Board.

**Section 13.19: Conflict With Other Laws**

Whenever any ordinance adopted for the designation of landmarks or districts requires a longer waiting period or imposes higher standards with respect to a designated landmark or district than are established under any other statute, charter provision, or regulation, this ordinance shall govern. Whenever the provisions of any other statute, charter provision or regulation require a longer waiting period or impose higher standards than are established under this ordinance, such other statute, charter provision, ordinance, or regulation shall govern.

**Section 13.20: Enforcement and Remedies**

- (A) The Planning and Inspection Department shall enforce compliance with the terms of the certificate of appropriateness. Failure to comply with the certificate of appropriateness shall be a violation of this Ordinance and is punishable according to established procedures and penalties for such violations set forth in Article 2, Part 8 of this Ordinance. A certificate of appropriateness shall expire six (6) months after the date of issuance if the work authorized by the certificate has not commenced. If after commencement the work is discontinued for a period of four (4) months the permit shall immediately expire. No work authorized by any certificate that has expired shall thereafter be performed until a new certificate has been secured.
- (B) In case any building, structure, site, area or object designated as a historic landmark or located within a historic district established pursuant to this ordinance is about to be demolished whether as a result of deliberate neglect or otherwise, materially altered, remodeled, removed or destroyed, except in compliance with the ordinance, the City, the commission, or other party aggrieved by such action may institute any appropriate action or proceeding to prevent such unlawful demolition, destruction, material alteration, remodeling or removal, to restrain, correct or abate such violation, or to prevent any illegal act or conduct with respect to such a building, structure, site, area or object. Such remedies shall be in addition to any others authorized for violation of a municipal ordinance.

**Section 13.21: Delay in Demolition of Landmarks and Buildings Within Historic Districts**

- (A) An application for a certificate of appropriateness authorizing the demolition or destruction of a designated landmark or a building, structure, or site within the district may not be denied except as provided in subsection (D) below. However, the effective date of such a certificate may be delayed for a period of up to one hundred eighty (180) days from the date of approval. The Board shall reduce the maximum period of delay authorized by this section where it finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use or return from such property by virtue of the delay. During such period the Board shall negotiate with the owner and with any other parties in an effort to find a means of preserving the building or site. If the Board

- finds that a building or site within the historic district has no special significance or value toward maintaining the character of the district, it shall waive all or part of such period and authorize earlier demolition or removal.
- (B) If the Board or Planning and Zoning Board has voted to recommend designation of a property as a landmark or designation of an area as a district, and final designation has not been made by the City Council, the demolition or destruction of any building, site or structure located on the property of the proposed landmark or in the proposed district may be delayed by the Board or the Planning and Zoning Board for a period of up to one hundred eighty (180) days or until the City Council takes final action on the designation, whichever occurs first.
  - (C) The City Council may enact an ordinance to prevent the demolition by neglect of any designated landmark or any building or structure within an established historic district. Such ordinance shall provide appropriate safeguards to protect property owners from undue economic hardship.
  - (D) An application for a certificate of appropriateness authorizing the demolition or destruction of a building, site, or structure within a local historic district or designated as a local landmark determined by the State Historic Preservation Officer as having statewide significance as defined in the criteria of the National Register of Historic Places may be denied except where the Board finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use or return by virtue of the denial.

### **Part 3: General Guidelines**

#### **Section 13.22: General Guidelines**

- (A) Every reasonable effort shall be made to provide a compatible use for a property, which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
- (B) The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- (C) All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- (D) Changes, which may have taken place during the course of time, are evidence of the history and development of a building, structure, or site and its environment. Such changes may have acquired significance in their own right, and such significance should be recognized and respected.
- (E) Distinctive stylistic features should be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than conjectural designs or the availability of different architectural elements from other buildings or structures.
- (F) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials should not be undertaken.

- (G) Every reasonable effort should be made to protect and preserve archeological resources affected by, or adjacent to any project.
- (H) Contemporary design for alterations and additions to existing properties are to be viewed with considerable concern, and even discouraged unless such alterations and additions clearly will not destroy, or diminish significant historical, architectural or cultural material, and unless design for such alterations, or additions, are compatible with the neighborhood, and compatible with the size, scale, color, material and character of the property, or environment.

## **Part 4: Guidelines for the Environment**

### **Section 13.23: Improved Landscapes**

An improved landscape includes any gardens, parks, parking lots or any other proposed outside improvements including any planned vegetation, public street furniture, masonry walls, fences, light fixtures, steps, and pavements or any other appurtenant features. Landscapes, whether of traditional or contemporary style should use elements of design relative to the section of the historic district for which they are proposed. The use of themes such as oriental gardens or a southwestern desert landscape is not recommended.

### **Section 13.24: Vegetation**

All native and commonly occurring vegetation is recommended. However, the arrangement of such vegetation should reflect the character of the section of the historic district for which it is proposed. Normal and routine planting of grass, commonly used bulbs, and flowering plants and shrubs do not require Certificates of Appropriateness.

### **Section 13.25: Public Street Furniture**

Benches, trash receptacles, fountains or the like should be designed to enhance and blend in with the surroundings. Under no circumstances are these elements recommended if they stand out and attract undue amounts of attention to themselves or their functions.

### **Section 13.26: Fences**

- (A) *Fences and walls give definition to property lines. Masonry walls, whether brick, stucco, or a combination thereof, should be designed to reflect patterns and styles of existing masonry walls exhibited in the respective district for which they are proposed. Traditional fencing materials in the historic district are wood and iron. The recommended height for fences is six (6) feet. Fences proposed for that height or lower in the rear yard of residences may be approved as administrative bypass. Any fence or wall should compliment and enhance the structure and/or site, and not obscure its architectural features.*
- (B) Fences above six (6) feet in height may be appropriate in certain circumstances, but site specific variables should form the basis for the allowance of additional height. These variables include the following:
  - (1) Elevation of the site and of the structure relative to adjacent properties and the public street.
  - (2) Screening of non-residential uses.
  - (3) Materials of the fence or wall requested.

- (4) In no case, however, should a fence or wall exceed eight (8) feet in height. In each instance, the factor of obscurement of architectural features of the fenced or walled property and adjacent properties should be considered.
- (5) Residential fences placed along city streets may be of wood and iron.
  - (a) If of iron, such fence may have brick and masonry foundations and supporting columns.
  - (b) Wood fences should be of the picket fence construction with the pickets no closer together than 1-3/4 (one and three quarters) inches.
  - (c) No fence along a city street is to be above four (4) feet in height. Certificates of Appropriateness shall be required for any such fence.
  - (d) All wooden fences shall be to be constructed in such a manner as to have the supporting rails and fencing strips on the inside and shall not face to the outside of property lines.
- (6) Chain link fences are not recommended in the historic district. They are inappropriate to the historic character of the area and are intrusive features in the landscape.
- (7) A retaining wall shall not be classified as a fence.

**Section 13.27: Natural Features**

Any outside landscape feature on the site such as trees, shrubs or rock formations should remain unaltered if at all possible.

**Section 13.28: Trees**

- (A) *Trees are an important natural feature in the historic district. It is recommended that, if at all possible, mature trees remain intact and undisturbed on the site. In the event of severely diseased, damaged or dead trees, approval for the removal of a tree is contingent upon the submittal of a report from a tree surgeon, landscape architect or Richmond County Forest Ranger to the Rockingham City Planner for review by the City Horticulturist in the event of a dispute.*
- (B) *In the event that tree and shrubbery roots, or growth endangers a historic building or landscaping feature, the Board should assess the importance of that feature in determining the appropriateness of tree removal.*
- (C) *The installation of trees is an appropriate action that improves the appearance and adds to the character of the historic district streetscape. When street trees are planted along street frontages of non-residential uses, they should be planted in a manner that provides for sufficient water penetration and soil and if necessary, in tree grates. Trees should be planted in a location, which does not allow growth into overhead power and utility lines, or into the right-of-way of utility lines. This is to avoid those unfortunate circumstances in which maintenance of overhead utility lines necessitate unsightly trimming of the branches and foliage of the trees which detracts from the overall appearance of the historic district.*
- (D) *The choice of tree type, the size and location of the trees shall be reviewed with the City Horticulturist for appropriateness to the climate and soils of the Rockingham area. The installation of 1 to 5 trees may be reviewed and approved by staff under the minor landscaping provisions of the administrative bypass provisions, if the request meets the established guidelines.*

**Section 13.29: Shrubs and Rock Formations**

All efforts should be undertaken to preserve these natural features.

**Section 13.30: Swimming Pools**

Pools should be located only in the rear yard. Pools should be set back at least ten (10) feet from the rear and side lot line and at least ten (10) feet from the principal structure. On corner lots, pools should be located in the portion of the rear yard farthest from the street. The fencing for the purposes of pool security should be in compliance with the requirements set forth in this Article for fencing.

**Section 13.31: Screening of Mechanical Equipment**

*Mechanical equipment such as air conditioners, heat pumps, or similar equipment should be located on non-character defining elevations of the structure whenever possible.* The setting of these systems should be screened as follows:

- (A) Residential: Screening is to be by shrubbery
- (B) Non-residential: Screening may be by shrubbery, or lattice material designed and constructed in keeping with the surroundings, and the district.

**Section 13.32: Brick Walkways, Paths and Driveway Pavers**

- (A) *The installation of brick walkways, paths and driveway pavers is consistent with their use in the historic district as a paving material. The typical brick patterns utilized are herringbone, basket weave, and running board. For construction of walkways and paths, old and used brick may be used, if in keeping with the architectural design and appearance of the building or buildings located on the property.*
- (B) *Paving bricks are typically thicker than sidewalk bricks and usually will have a glaze on both sides of the brick. This use of paving bricks in driveway areas will extend the life of the project and will require less future maintenance.*
- (C) The obtainment of an encroachment agreement or a driveway permit may be a necessary step in the completion of a brick walkway, path or driveway, if the improvement is located on or adjacent to the public right-of-way. The Planning and Inspections Department should be contacted prior to the commencement of any such work.

**Section 13.33: Satellite Dish Antennas**

- (A) The Historic Preservation Board has determined that satellite dish antennas are inherently obtrusive and out of keeping within the historic district, and the Board has concern about their presence, and their compatibility within the historic district. However, the Board has also determined that the prohibition of their installation may be unreasonable based on the findings of the Federal Communication Commission (FCC), regarding the regulation of their use. In addition, the satellite dish antenna installation was found to be a reversible action. Therefore, the Board has established specific guidelines for the review of Certificates of Appropriateness for satellite dish installations.
- (B) The review of requests for satellite dish installation will be addressed in light of the impact to the building and/or site, and to the surrounding area.
- (C) Color: The satellite dish antennas are to be painted to match the surrounding environment or some neutral muted color. Dishes of polished metal, or with reflective surfaces are unacceptable. No advertising is to appear on the dish.
- (D) Size: Dish antennas of any type are not to exceed 10 (ten) feet in overall diameter.

- (E) Location: Dish antennas are to be placed in the least visible location possible on the property. Visibility of the dish from the primary facade of the building should be strictly avoided or fully screened. The location of the dish should not adversely affect the historical architectural feature(s) of the building or site, and should not adversely affect any adjoining property.
- (F) Architectural Continuity: The size, shape, height, and basic massing of a satellite dish are unlike any commercial, residential, or industrial architectural feature found in the district. Together with size, color and location, there is certain design mitigations that can be taken to lessen the visual impact of a dish installation.
  - (1) The construction of a solid or lattice type enclosure surrounding the dish, where possible, in a style appropriate for the district and the property.
  - (2) The placement of trees, shrubs, and/or other plant material in a manner so as to visually screen and/or soften the visibility of the dish.
  - (3) The placement of any appropriate landscape material or the construction of any appropriate enclosure that will serve to mitigate the impact of the installation.

**Section 13.34: Figurines and other ornamentation**

- (A) Ornamental figures of animals, fish, fowl, humans, buildings, or ornaments of a similar nature, regardless of material from which constructed and whether placed in the yard or on abutments, are not considered to be in keeping with the historic district and are not permitted in front or side yards where they will be visible from a city street or public right-of-ways.
- (B) Nothing in this section is intended to apply to, or restrict traditional and seasonal ornamentation and decorations for such events as Thanksgiving and Christmas, provided such ornamentation is not displayed earlier than twenty-five (25) days prior to the event, or remain displayed longer than seven (7) days following the event.

## **Part 5: Guidelines for Existing Structures**

**Section 13.35: Masonry**

Masonry materials commonly found in the historic district include: brick, stone, concrete, and mortar. Brick and mortar are the most frequently occurring masonry building materials and are found throughout the district. Other types of masonry materials are exhibited throughout the district, but with fewer examples.

- (A) Use of Original or Early Masonry Material: It is recommended that all original or early masonry materials be retained as often as possible. If it is necessary to repair or replace deteriorated masonry, it should be with products that duplicate the existing materials as closely as possible in appearance, texture, and color. New masonry materials, which are inappropriate, are those which were not available when the structure was constructed. Specifically not recommended is the use of:
  - (1) Artificial brick siding;
  - (2) Brick veneer;
  - (3) Artificial cast stone;
  - (4) Portland cement and fiberglass mixtures.

- (B) **Cleaning of Masonry Material:** Cleaning masonry is recommended only when determined that the "dirt" is actually accumulated deposits and not simply the effects of weathering. Masonry should be cleaned with the gentlest methods possible, such as with low-pressure water and soft natural brushes. Chemical cleaners are acceptable, provided they are used only after a spot test demonstrates that they will not have an adverse affect upon the masonry material. Sandblasting with either wet or dry abrasive is not recommended in any circumstance. This method erodes the surface of the building material and will accelerate deterioration of the masonry.
- (C) **Use of Waterproof or Water Repellent Coatings:** Generally, the use of waterproof or water repellent coatings is unnecessary and expensive. They are not recommended except to solve a specific identified problem.
- (D) **Repainting Old or Existing Mortar Joints:** It is recommended that old or existing mortar be duplicated in composition, color and texture. Repainting with a mortar composed of a high Portland cement content is not recommended as this will often create a mortar that is stronger than the existing masonry. This is a potential source of deterioration, as the new mortar will bond too strongly to the existing masonry.
- (E) **Retention of Masonry Architectural Features:** All masonry architectural features such as cornices, moldings, and similar features should be retained, as they are significant parts of structures and contribute to its character. If these details are missing and it is determined by research that they existed, efforts should be undertaken to replace them with similar compatible duplicates.
- (F) *Underpinning: There are two types of masonry underpinning that can be added to a building; non-structural and structural. Non-structural underpinning can consist of a single course of brick between piers. The joint tooling should match that of the brick piers. The brick should also match the color of the brick piers. If the brick cannot be matched, stucco or sure wall covering of the underpinning is recommended. Lattice brick walls or treated wooden lattice that is painted after weathering, can also serve as appropriate non-structural underpinning.*
- (1) *In the case of structural underpinning, a veneer course of brick with a course of concrete block behind is effective to meet the thickness requirement for a foundation wall, which is 8" thick. The piers should be exposed when possible and the underpinning should match the brick of the piers. Concrete block covered with stucco is also an effective structural underpinning. A course of concrete block can also be disguised by recessing it, painting the concrete block wall black, and constructing a lattice brick wall in line with the piers to disguise the appearance of the concrete block.*
- (2) *An access door of pressure treated material should be located in a non-obtrusive area of a non-character defining elevation. Venting of the area is also necessary.*

**Section 13.36: Wood Siding**

Wood siding occurs most frequently in the residential areas of the historic district.

- (A) All existing wood siding should be retained whenever possible. It is recommended that repairs or replacement for any deteriorated materials match the existing in size, shape, and texture. Specifically not recommended is the use of synthetic siding materials such as:
- (1) Asbestos siding
- (2) Asphalt siding

- (3) Aluminum siding
- (4) Plastic siding
- (5) Artificial stone
- (6) Brick veneer

(See Policy Manual set forth in Appendix I)

- (B) Wooden architectural features should be retained whenever possible. If these features are missing, and it is known that they existed, efforts should be undertaken to replace them. Examples of wood sidings are:
  - (1) Board and Batten: Which consists of closely spaced wide boards or planks placed vertically with the joints covered by thin wood strips called battens.
  - (2) Clapboard: A popular siding in the historic district consists of overlapping horizontal boards that are slightly thicker at the exposed bottom edge.
  - (3) Shiplap: Also known as German siding, has a flat face that is beveled or grooved at the lap.
  - (4) Cut Wood Shingles: Wood shingles are frequently exhibited in the historic district. The wood shingles are nailed to the sheathing that covers the frame of the building.

#### **Section 13.37: Architectural Metals**

- (A) Architectural metals which are found in the historic district are: Cast and wrought iron; pressed tin; and aluminum. This section does not apply to sidings, or siding material.
- (B) The retention of original architectural metals is recommended. The removal of these features often destroys the structure's character and therefore is not recommended.
- (C) Cleaning of Architectural Metals: Cleaning with the appropriate method is recommended. Cast iron may be cleaned by mechanical methods. Pressed tin and aluminum should be cleaned by the gentlest methods possible, such as detergent, water and soft bristled brushes.

#### **Section 13.38: Roof and Roofing Materials**

The historic district exhibits a variety of roof shapes.

- (A) Roof Shape: As roofs are one of the most important visual features of a building, it is recommended that the existing roof shape be preserved.
- (B) Roofing Material: Retaining the existing roofing material is recommended whenever possible. The application of new roofing material that is inappropriate to the style and period of the building or surrounding structures is not recommended. Ideally, a deteriorated roof covering should be replaced with new materials that match the existing in composition, size, shape, color, and texture.
- (C) Architectural Features: All architectural features that give a roof its essential character such as dormer windows, cupolas, cornices, brackets, chimneys, and cresting should be retained. These features should not be removed.

**Section 13.39: Windows and Doors**

Windows and doors are important architectural elements. Often, the entire character of a structure is destroyed by the alteration of these elements.

- (A) Windows: It is recommended that all existing window openings be retained, as well as important elements pertaining to them such as sashes, glass, lintels, sills, architraves, shutters, and hardware. If replacement of a window is necessary, it is recommended that it match the existing units as closely as possible. *The replacement of shutters or blinds if original to the structure is a recommended action.*
- (B) *Storm Windows: Storm windows are only recommended if they have a baked enamel finish matching the structure's window trim or if they can be framed of such material, and installed in such a manner as to appear natural, and to be as unnoticeable and unobtrusive as possible.*
- (C) Doors: The use of existing doors and door hardware is recommended. If it is necessary to replace a door, it should be with one that is compatible with the architectural style of the structure.
- (D) *Storm Doors: Storm doors are only recommended if they have a baked enamel finish matching the structure's trim or if they can be framed of such other material, installed and colored in such a manner as to blend into, and be compatible and harmonious with the architectural style of the structure.*

**Section 13.40: Entrances, Porches, and Steps**

- (A) Existing porches and steps should be retained. Porches were often added at a period later than the actual construction age of the structure. However, this addition may have come to be an important part of the structure. If this is the case, then the porch should be retained. Existing features include porches and steps, handrails, balusters, columns, and roofs. All should be retained.
- (B) Porches and steps should not be enclosed in a manner that destroys their intended appearance.
- (C) *The installation of temporary features to aid the handicapped and disabled is recommended if the features are added to a non-character defining elevation of a structure and constructed in the least obtrusive manner that is removable and, does not negatively impact or impair the original fabric of the structure. The installation of hand railing to assist the elderly and disabled shall be done in a manner that is reversible. The use of a simple metal assist rail is the recommended method. The railing shall be located so as not to obscure character-defining features of the entranceway or porch. The color of the hand railing shall be in harmony with or blend with the colors on the structure.*
- (D) *Rear Decks:*
  - (1) *Rear yard decks are a modern adaptation to historic structures. Consideration should be given to a covered porch that may be a more appropriate addition to the rear of the structure. In the event that rear yard decks are installed, they should be constructed in a manner that preserves the historic character of the building.*
  - (2) *The installation of decks shall be limited to the rear or least character defining elevation of the structure. The installation of a deck shall also be completed in a manner that is reversible. No significant features of a structure shall be removed in the installation of the deck (i.e., significant rear porches shall be retained).*
  - (3) *The rear yard deck shall be constructed of wood and shall be treated following weathering of the wood by either painting or staining. The installation of the deck shall not be an*

*impact upon the front facade of the structure or other character defining elevations. The deck shall therefore be visible only from the rear of the site.*

- (4) The installation of decks for historic structures located on a corner lot shall be reviewed by the Board to insure that the deck will be constructed in such a manner as to not negatively impact the historic structure or surrounding area.

#### **Section 13.41: Garages and Carriage Houses**

- (A) The private garage was developed as a result of gradual evolution from the carriage house and horse barn outbuildings of the 19th century and earlier. A common practice in carriage house design was the mimicking of architectural features of the main house. Brackets, spindle work, decorative wood shingles, fancy cupolas, and multi-colored slate mansard roofs were common features of Victorian carriage houses.
- (B) By approximately 1910, automobile ownership was so widespread in many cities that a new building type was needed to house private autos. These were initially called auto houses or motor houses. The major distinguishing feature of these plain structures was their roof. Gabled roofs were the most common, however gambrel, flat, shed and hipped roofs were also popular. When a frame garage was built, or an old carriage house converted, a popular siding was clapboard. Roofing materials consisted of the common materials of the time: slate, metal, asphalt, wood or asbestos shingles.
- (C) The window and door treatment characteristically consisted of one window along each side of the garage unit and garage doors with several glazed panels. New sliding doors also become popular. A smaller entry door was often incorporated into the main roll-up or swing-up door so that the entire door would not have to be opened to allow entry.
- (D) In the 1920's and 1930's, as suburbs began to develop, automobile ownership and hence garages became more common features. The Mediterranean, French, Colonial, Revival, various English revival styles and the Craftsman style were manifested in garage designs. The roof shape, siding, color, cornice detail, and material were often identical to those found on the house.
- (E) For the new construction of garages, three options are available to the property owner:
  - (1) The carriage house treatment, which would be appropriate to houses that predate the automobile;
  - (2) The utilitarian garage; and
  - (3) The matching house-garage treatment, which takes design features from those found on the main house.
- (F) The utilitarian garage is still the predominant garage type, and should be constructed in such a manner and style as not to detract from the general overall character of the neighborhood, or of the immediate surrounding properties.
- (G) The matching house-garage treatment can range from the creation of a "modern carriage house" design for Victorian structures, to a copying of distinctive design features such as the incorporation of pillars on a Colonial Revival garage. Another technique of blending house and garage is the use of a connecting structure, such as a covered walkway, pergola or wall. Breezeways were features of Colonial Revival houses, pergolas for Bungalows and Spanish Revival styles.

- (H) The use of salvage materials can also forge a link between the new garage and the existing historic structure and historic outbuildings. The use of old windows and doors is one means of blending the new building and historic features.
- (I) The most prominent wall treatments for garages include clapboard, board-and-batten, wood, shingles, and brick. Matching the wall finish of the main structure is the recommended action.
- (J) The most common roof types for utilitarian garages were gable, hip, shed or flat roofs. More elaborate garages copied the roof style of the main house. The roofing materials historically consisted of standing seam metal, or shingles made of asphalt, slate, wood, or tin.
- (K) Eave details are an important feature in melding the new design with the historic buildings on the site. A Colonial Revival garage may have a boxed cornice. Late Victorian carriage houses would often have bracketed eaves or bargeboards. In addition to these features, ornamentation of the main house was often copied on the carriage house/garage.
- (L) Color is the easiest and fastest means of creating compatibility between the new garage and existing historic buildings. Painting the structure the same color as the main house is one way to blend the two buildings. The panels of the garage door were usually painted the body color of the garage. The braces could then be painted in a complimentary trim color.
- (M) The most important feature of garage design is the garage door. The door expresses the function of the structure and defines its age and style. Early garage doors were made of wood. Doors usually had glass panels and were no more than one bay wide. On multi-car garages, identical doors were placed side by side. Door types from which to choose include swinging doors or simple board and batten cross-based construction roll-up doors, and sliding or folding accordion doors, or a combination. The typical early garage doors were paneled regardless of the opening device. A modern garage door can be made more compatible with a historic garage or more compatible with a group of outbuildings by adding moldings to the panels.

**Section 13.42: Exterior Finishes (Paint Colors)**

The exterior finish of a structure represents the final completion stage. Although this stage is one of the simplest to alter, it is one of the most visible aspects. For this reason, great care should be taken in the selection of the exterior finish for any structure.

- (A) *The color(s) should be based upon the architectural style of the structure as the period it was built.*
- (B) *The selected color(s) should reflect hues and shades that were available at the time of construction. Strong colors are not generally recommended.*
- (C) *The paint color(s) should be harmonious to and blend in with the immediately adjacent structures in the historic for which it is proposed.*
- (D) *Painting of brick masonry structures that have not previously been painted is not recommended.*
- (E) Additional Guidelines  
In removing paint and finishes, gentle methods are recommended. Strong paint strippers, whether mechanical or chemical, can permanently damage the surface material as well as obliterate all evidence of the historical paint finish.

**Section 13.43: Awnings**

- (A) *Commercial Buildings:*

- (1) *The canvas awning was an important design element in the traditional storefront. It provides cover, adds color and serves as a transition between the storefront and the upper facade. Historically, most buildings that face the sun had awnings.*
  - (2) *A standard street level awning should be mounted so that the valance is approximately seven (7) feet above the sidewalk and projects out between four (4) and seven (7) feet from the building. A twelve (12) inch valance flap is usually attached at the awning bar and can have serve as a sign panel. An awning can be attached above the display window.*
  - (3) *An awning can be attached above the display windows and below the cornice or sign panel. Sometimes it may be mounted between the transom and the display windows.*
  - (4) *An awning should reinforce the frame of the storefront and should not cover the piers or the space between the second story windowsills and the storefront cornice.*
  - (5) *Aluminum awnings or canopies generally detract from the historic character and are not recommended.*
  - (6) *Awning materials offer different colors and patterns. The selected colors should be harmonious to the colors on the building. Materials can vary from canvas, vinyl coated canvas or other appropriate canvas-like synthetic materials.*
  - (7) *Awnings are appropriate on second and third floor windows. If the structure previously had shutters, awnings are not an appropriate window covering.*
  - (8) *Arched awnings are appropriate for arched windows.*
- (B) *Residential Buildings: Metal awnings are inappropriate.*

## **Part 6: Guidelines for New Construction**

### **Section 13.44: Lot Coverage**

Building to lot coverage provides an important component of building spacing. It is a measure of the density of developed land along each block front and for each lot. New construction should have lot coverage similar to that of existing buildings in the respective district.

### **Section 13.45: Setback**

Setback is the distance from the edge of the right-of-way to the building front. Setback should be uniform and establish a framework of order and coherence. The use of continuous setback pattern insures a strong and continuous streetscape. For new construction the setback should be consistent with existing structures in the block.

### **Section 13.46: Building Height**

Building height is the distance from the average finished grade at its intersection with the front of the building to the highest point of the building. Height consistency is an important factor that contributes to the scale and character of an area. The following three factors should be considered in determining height.

- (A) Perceived height: The product of the number of stories, the relationship of height to width, and the height of porches or other visual elements.

- (B) Actual height: Depends mainly on the height of each story as well as the pitch of the roof. In determining appropriate standards of height, both measurements should be considered.
- (C) Building height for proposed new construction should be consistent with the existing structures in the block.

**Section 13.47: Spacing of Structures**

Spacing is the distance between adjacent buildings. Closely spaced buildings have a strong spatial tension or attraction between them. A regular pattern of spacing adds strength and continuity to a street or block space. The spacing of new construction should conform to that of existing structures.

**Section 13.48: Architectural Design Components for New Construction**

Architectural design components are the design aspects for individual buildings. In order for these aspects to be found appropriate, they must be compatible with the building (proposed new construction) as a unit as well as with the surrounding structures. Design components provide a sense of unity and coherence within historic district.

- (A) Exterior Building Materials, Roofing Materials, and Surface Textures:
  - (1) In the historic district, the existing dominant building materials for a given streetscape may be wood siding, brick or a combination of these materials. Roofing materials may be asphalt shingles, tin or slate.
  - (2) Surface textures result from the nature of the materials used, such as the horizontal regularity of wood siding or the roughness of brick with tooled joints.
  - (3) The actual surface texture effect of building materials is an additional factor that determines the relatedness of structures for the historic district.
  - (4) Exterior building materials and roofing materials used in new construction should exhibit an affinity with the materials as used on existing structures in the historic district for which it is proposed.
  - (5) Additionally, building and roofing materials (such as artificial brick or stone, plastic or aluminum siding) are not recommended for new construction in the historic district.
  - (6) Surface textures for new construction should be compatible with those of the existing structures.
- (B) Proportion of width to height of openings (doors and windows): In a sequence of building forms, the use of similar proportioned openings establishes the relatedness of structures. Openings that vary significantly for proposed new construction or those openings, which vary significantly from that which exists in surrounding areas, will have a disruptive effect on the entire character of the historic district. Proportion of width to height of openings (windows and doors) for new construction should conform to those of existing buildings.
- (C) Shape and Form: It is important that the basic shape and form of the proposed new construction be compatible with existing shapes and forms of structures in the historic district. Proposed buildings with unusual or unorthodox shapes and appearance may not be in harmony with existing structures and may well create a disruptive effect on the entire character of the historic district.

- (D) Roof Form and Pitch: Roof forms can take a number of shapes whether gable, hip, gambrel, mansard or flat. Additionally roof pitch may vary. The roof form and pitch for new construction should conform to that of existing adjacent buildings.
- (E) Expression of Architectural Detailing: Details such as lintels, cornices, foundation materials and chimneys provide identity for a building or a set of buildings. This is an important factor in considering a sequence of buildings. Details for new construction should reflect a similar level of detail as exhibited in existing buildings.

**Section 13.49: Orientation of Building to the Street**

Orientation of buildings to the street refers to the structure's placement upon a lot and its position to the street. Proposed new construction should conform to the dominant pattern of existing structures in the streetscape.

**Section 13.50: Scale**

Scale is the size of units of construction and architectural details in relation to one another and to the size of man. Scale is also determined by the relationship of a building mass to open space. In the historic district, human scaled units are most appropriate. Scale for new construction should be considered as it relates to the existing structures.

## **Part 7: Guidelines for Moving Structures**

**Section 13.51: Relocation**

- (A) There are three (3) conditions under which a structure may be moved. These conditions are an intact unit; a partially disassembled unit; or a completely disassembled unit.
- (B) If at all possible, a structure should be moved as a single intact unit. The next best alternative is to move the structure by partial disassembly. If either of these methods is impossible, complete disassembly may be considered but only as a last resort as it results in a substantial loss of the original building material.

**Section 13.52: Siting**

The following guidelines should be followed in determining whether a structure is appropriate for a given site.

- (A) The proposed site should be of dimensions correctly proportioned to the size of the structure.
- (B) The structure should be placed upon the site in such a manner that its orientation to the street, setback, and lot coverage is compatible to and harmonious with the existing structures in the blockscape or streetscape.
- (C) The shape, mass and scale of the structure to be moved should conform to the existing adjacent structures.
- (D) The structure to be moved should be harmonious in terms of architectural style and detail to the existing adjacent structures in the block.

**Section 13.53: Special Consideration**

Under no circumstances should a structure in the historic district be moved outside the boundaries of the historic district.

## **Part 8: Guidelines for Demolition**

### **Section 13.54: Historical and/or Architectural Significance**

A delay in demolition is recommended for a structure that has been found to be historically significant on a local, state or national level and/or a structure that exhibits good architectural style or elements of such style.

### **Section 13.55: Contribution to the Overall Aesthetic Character of the Historic District**

If the demolition of a structure is found to have an adverse effect upon the overall aesthetic character of the historic district, or to any structure or site located in the respective district(s), it is recommended that a delay in demolition be applied.

### **Section 13.56: Physical Condition of the Structure**

Structures which are not grossly deteriorated by insect infestation, severe water damage, fire or vandalism or the like, and which do not pose a threat to the public health, safety and welfare should have a delay in demolition applied.

### **Section 13.57: Saving a Structure from Demolition by Relocation**

Should a structure be proposed for demolition due to a need for the site on which it is located, it is recommended that a delay in demolition be applied. The purpose of the delay is to provide ample time to locate an alternative site and to prepare for moving the structure.

## **Part 9: Guidelines for Signage**

### **Section 13.58: General Requirements**

*The guidelines for signs are subject to the applicable sections of Article 11 set forth in this Ordinance.. Signs are an important visual element of the historic district. While there are specific guidelines and regulations for signs, the most influential point is that signs should be subordinate to the building.*

### **Section 13.59: Design and Color (For Commercial buildings and Residential Buildings put to Commercial Use)**

- (A) *Materials: Wood and metal are the preferred materials. Plastic signs are permitted provided they are of sturdy, high quality materials. Plastic signs that shine or glare or are of flimsy substance are not recommended.*
- (B) *Lighting: Soft, indirect lighting is recommended.*
- (C) *Shape: The shape of the sign should relate to the building's architectural style or incorporate elements of such style. Unusual shapes that do not blend with the character of the historic district are not recommended.*
- (D) *Lettering, Typography, and Graphics:*
  - (1) *Lettering should combine easy readability as well as good visibility.*
  - (2) *Letters should not take up more than 60% of the sign area.*
  - (3) *Contrast is an important factor in lettering. That is, dark letters on a light background and light letters on a dark background. The types of lettering and the graphic illustrations used in the sign should bear semblance to the character of the historic district for which it is proposed.*

- (E) *Colors: Colors used in the sign should relate to and blend with colors on the structure as well as with immediately adjacent structures. The number of colors used in the sign should be limited. Small accents of subdued colors are recommended.*

**Section 13.60: Location****(A) For Commercial Buildings:**

- (1) *Signs Placed on Buildings: Flush mounted flat signs are recommended. Generally, the ideal placement for this type of sign is the area directly above the lower level storefront. In placing a sign in this manner, it is not recommended that any portion of major architectural details or ornamental features be covered or interrupted.*
- (2) *Signs painted or mounted on Awnings: Signs painted or mounted on awnings are acceptable provided the sign size is proportional to the awning size. Generally, the sign should cover no more than 20% of the awning.*
- (3) *Signs Painted on Storefront Windows: Window signs are widely used and are to be encouraged as a sign type. Approximately 10% of the total storefront window should be a part of the sign. (For typography and graphics see Section 13.59).*
- (4) *Projecting Signs: Projecting signs for commercial buildings should be limited in number as well as size. Too many or large projecting signs can obscure building facades and street patterns.*
- (5) *Wall Signs: If a wall sign had previously been painted on a structure, it would be appropriate as a signable area. However, a wall sign is not recommended for a previous unpainted wall.*

**(B) For Residential Buildings Put to Commercial Use:**

- (1) *Freestanding Signs: Freestanding signs are recommended for residential structures put to commercial use. However, the size of the sign should be limited so that they do not obscure the building or break patterns of facades and yards. Also, consideration must be given to the style and size of the mounting apparatus. The mounting should compliment and enhance the sign's design and not draw attention from it.*
- (2) *Signs Placed on Buildings: If signs must be placed on residential buildings, they should be small identification panels at the entrance.*

- (C) *Off Premise Directional Signs: No off-premise directional signs shall be located in the historic district.*

**Section 13.61: Temporary Signs and Signs for Special Purposes and Occasions**

- (A) *Temporary and special purpose signs are often used by real estate agents and brokers; by religious and charitable organizations; during traditional and seasonal periods and holidays; for holiday greetings and messages of good will; and during political campaigns. Temporary and special purpose signs of such nature are allowed without Certificates of Appropriateness provided they meet the following criteria and restrictions:*

- (1) *Such signs must be freestanding, single post signs;*
- (2) *Double post or multi-post signs are not allowed;*

- (3) *The maximum width (face size) must not exceed 42 inches (3.5 ft.) wide, and must not exceed 42 inches (3.5 ft.) in height, and the maximum total height from ground to top of sign does not exceed 54 inches (4.5 ft.);*
  - (4) *Banners stretched between two or more posts are not allowed;*
  - (5) *Signs are not permitted which are mounted permanently or temporarily on wheels, and which are constructed in such a manner as to be attached to a motor vehicle so that it can be moved into, or out of place, and from place to place; and*
  - (6) *Signs are not permitted which are constructed in such a way as to contain electrical wiring and equipment in order to allow the sign to light and glow, or flash, whether the user intends to connect electrical current or not.*
- (B) *Signs permitted under this section must not remain in place for more than 29 days from the day of placement, except those signs used by real estate agents and brokers to identify property which is for sale or rent.*
- (C) *Exempted from this section are those signs used by the City of Rockingham for condemnation notices, or zoning notices. Also exempted are traffic control and public safety signs placed along the streets by the city, the county, or the state highway department.*