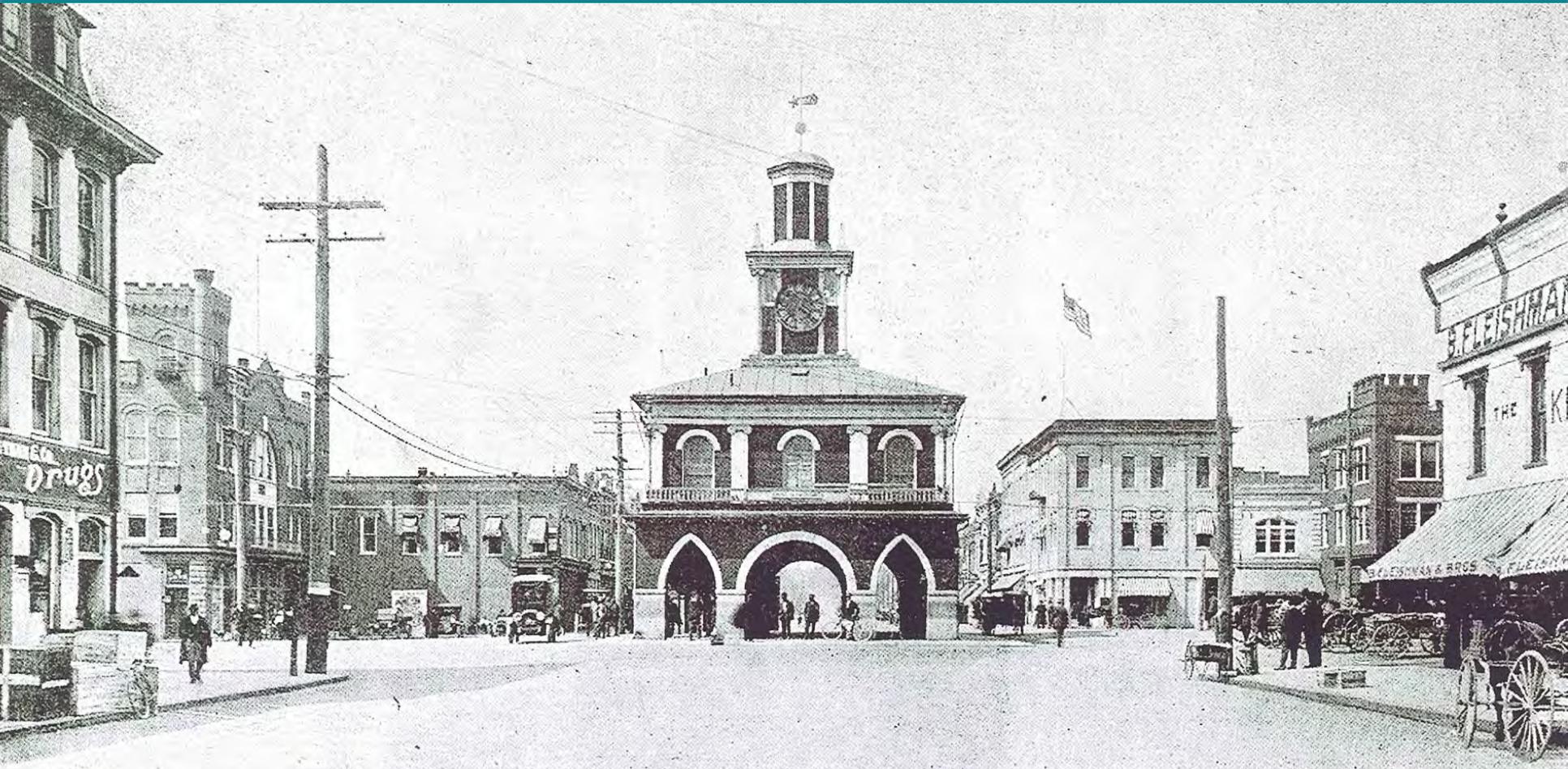


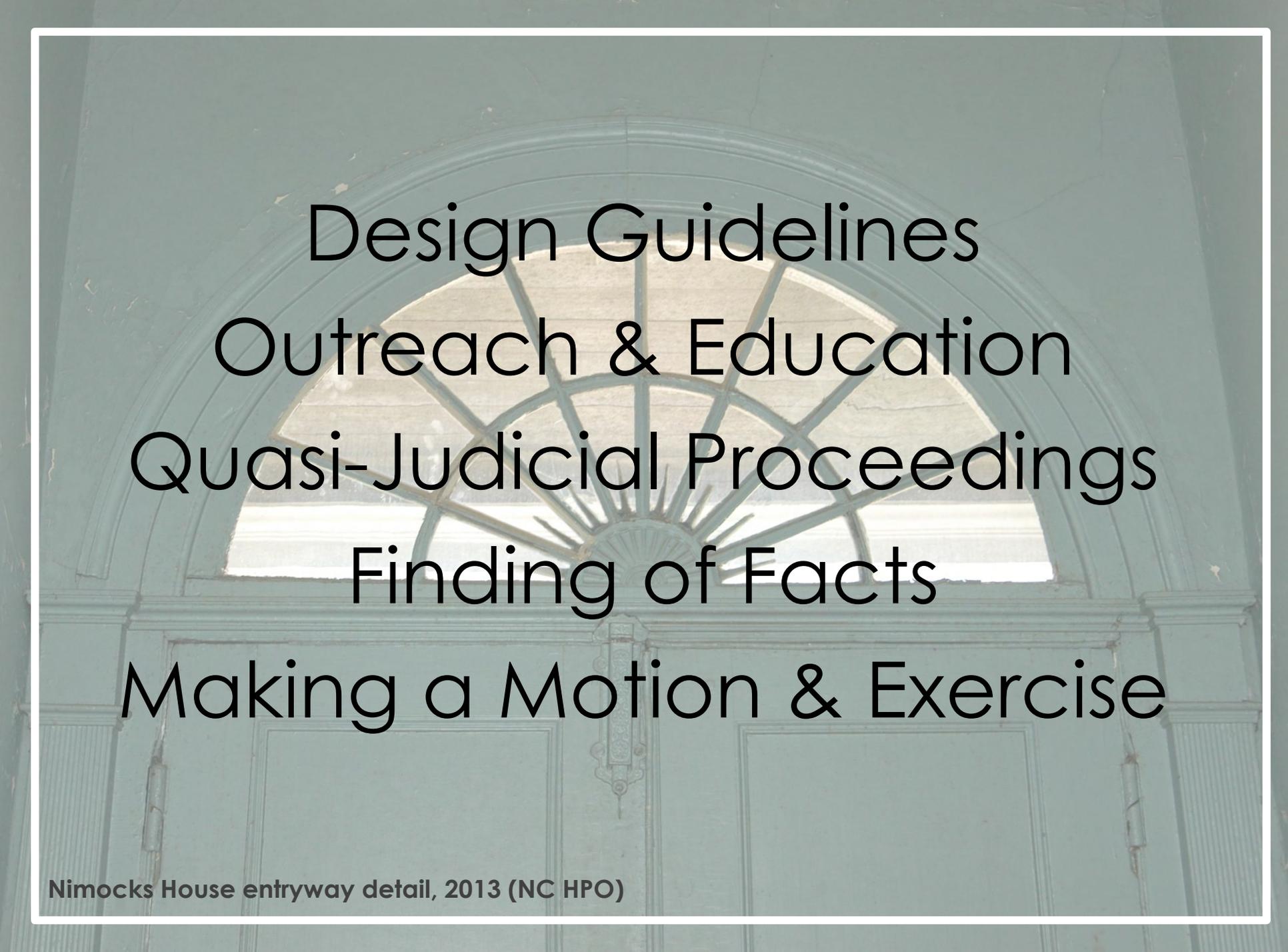
# COMMISSION / TRAINING

**Fayetteville, Saturday, February 20, 2016**

**Laurie Mitchell & Jeff Adolphsen, NC State Historic Preservation Office**



Downtown Fayetteville, date unknown (NC HPO)



Design Guidelines  
Outreach & Education  
Quasi-Judicial Proceedings  
Finding of Facts  
Making a Motion & Exercise

# BEYOND THE / COA

## REGULATE

- Issue COAs

## IDENTIFY / DESIGNATE

- Inventory properties of historical, prehistorical, architectural, and/or cultural significance
- Recommend designation to governing board (or revocation / removal of designation)

## ADVOCATE / EDUCATE

- Acquire property (or interests in land), including options to purchase
- Hold, manage, preserve, restore and improve property / exchange, dispose of by sale or lease (including subject to restrictions that promote preservation)
- Restore, preserve, and operate historic properties
- Conduct an educational program (for properties and districts, etc)
- Cooperate with state, federal, local government, and contract with them and/or other organizations
- Prepare and recommend the official adoption of a preservation element of the local comprehensive plan
- Negotiate at any time with owners of building, structure, site, area, or object for acquisition or preservation, when reasonable necessary or appropriate

# DESIGN / GUIDELINES

## **Components of good design guidelines:**

1. Description of local historic districts and/or landmarks
2. MAPS!
3. Information on the historic preservation commission
4. Design review process (flow charts!)
5. Certificate of Appropriate process
6. Secretary's Standards for Rehabilitation
7. Anything else that's important to you (sustainability?)
8. Explain the document and date it

# DESIGN / GUIDELINES



## Design Guidelines for Raleigh Historic Districts



### Examples of Ideal Design Guidelines:

- Greensboro Historic Preservation Commission
- Raleigh Historic Development Commission
- Salisbury Historic Preservation Commission (residential and non-residential)
- New Bern Historic Preservation Commission
- Greenville Historic Preservation Commission

# DESIGN / GUIDELINES



## Foreword

The Design Guidelines for Raleigh Historic Districts booklet (referred to throughout the document as the design guidelines) is intended to meet several essential needs. It serves different roles for different stakeholders in the historic districts. For property owners, residents, and contractors, it provides primary guidance in planning projects sympathetic to the special character of each of Raleigh's historic districts. For commission members and staff, it offers a basis for evaluating proposed changes. In the process, it serves as a valuable tool in the commission's efforts to preserve, protect and educate.

In addition, the design guidelines will serve these different roles for designated Raleigh Historic Landmarks should there be no interlocal agreement with Wake County that gives the Wake County Historic Preservation Commission jurisdiction for the review of exterior changes to landmarks located outside of historic overlay districts.

The design guidelines' first chapter, Introduction, provides more detailed information regarding the process for application and review of projects within the historic districts. The guidelines are not intended to be a comprehensive restoration or rehabilitation manual nor are they intended to provide a definitive method for preparing individual applications (resources for technical information are listed in the appendixes). Rather, these design guidelines provide applicants, the committee, and staff a basis from which to reach decisions and an assurance that consistent procedures and standards will be adhered to. In reviewing applications, the committee/staff considers the property itself, the street context within which it is located, and the special character of the entire historic district. A brief description of the character of each district is provided along with a map in the appendixes.

## Design Guidelines Format

The guideline information is presented in a specific format used throughout the body of the document. This is done in an effort to produce a document that is easily readable and also one where the individual sections stand alone. On the left page, the specific features are first discussed; then, items to consider prior to undertaking a project are noted; finally, photographic examples with an accompanying caption are shown. On the right page, the specific guidelines that relate to the feature being discussed are then presented.

## MISSION STATEMENT

*The Raleigh Historic Districts Commission serves as the Council's official historical preservation advisory body to preserve, protect, and educate the public about Raleigh's historic resources.*



*The guidelines address not only buildings, but also the street context within which they are located.*



left

planning

right

guidelines



left

planning

right

guidelines

# DESIGN / GUIDELINES



RALEIGH HISTORIC DISTRICTS COMMISSION

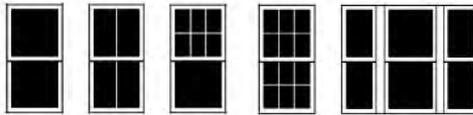
### 3.7 Windows and Doors Continued from page 36



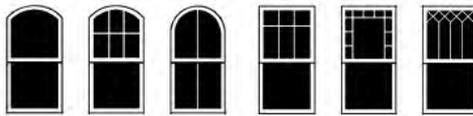
These decorative wooden screen doors, as well as the paneled double doors that they screen, contribute significantly to the architectural character of this Victorian-era cottage.

embellished the building exterior and contributed to its architectural character. Existing shutters on historic buildings should be maintained and repaired or replaced in kind as necessary. It is also appropriate to reintroduce shutters on an early Raleigh building when there is clear evidence of earlier shutters. The new shutters should be operable, as were the earlier shutters. However, introducing shutters on a building that did not have them historically would compromise the building's architectural character and is not appropriate in the historic districts.

Historically, fabric awnings were energy-conservation features that also provided opportunities to introduce color and signage. Although contemporary aluminum awnings are not consistent with the character of Raleigh Historic Districts, fabric awnings that are compatible in scale, form, and color may be appropriate.

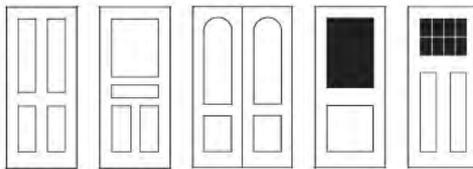


1 over 1    2 over 2    6 over 1    4 over 6    Composite window



Arched upper sashes    Sashes with geometric tracery

In the districts, vertically proportioned wooden windows with operable double-hung sashes are quite common. The sashes are often subdivided into smaller panes, or lights.



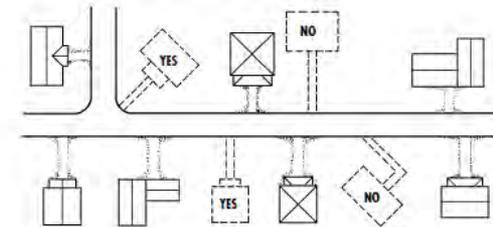
6-panel    3-panel    Double    Paneled with glazing

Wooden doors in a variety of panel and glazing combinations can be found throughout the districts. They are sometimes paired for front entrance.

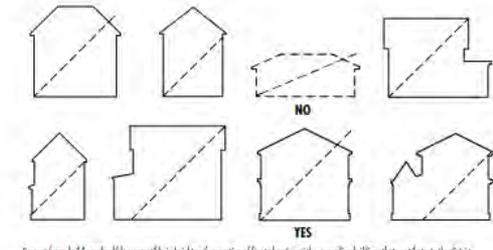


RALEIGH HISTORIC DISTRICTS COMMISSION

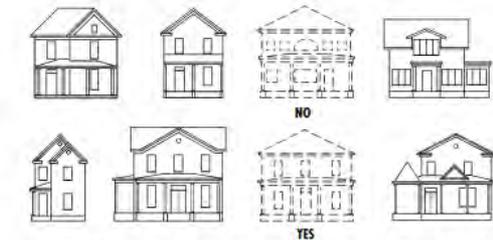
### 4.3 New Construction Continued from page 56



The proposed entry for new buildings should be compatible with the scale, orientation, and spacing of existing district buildings.

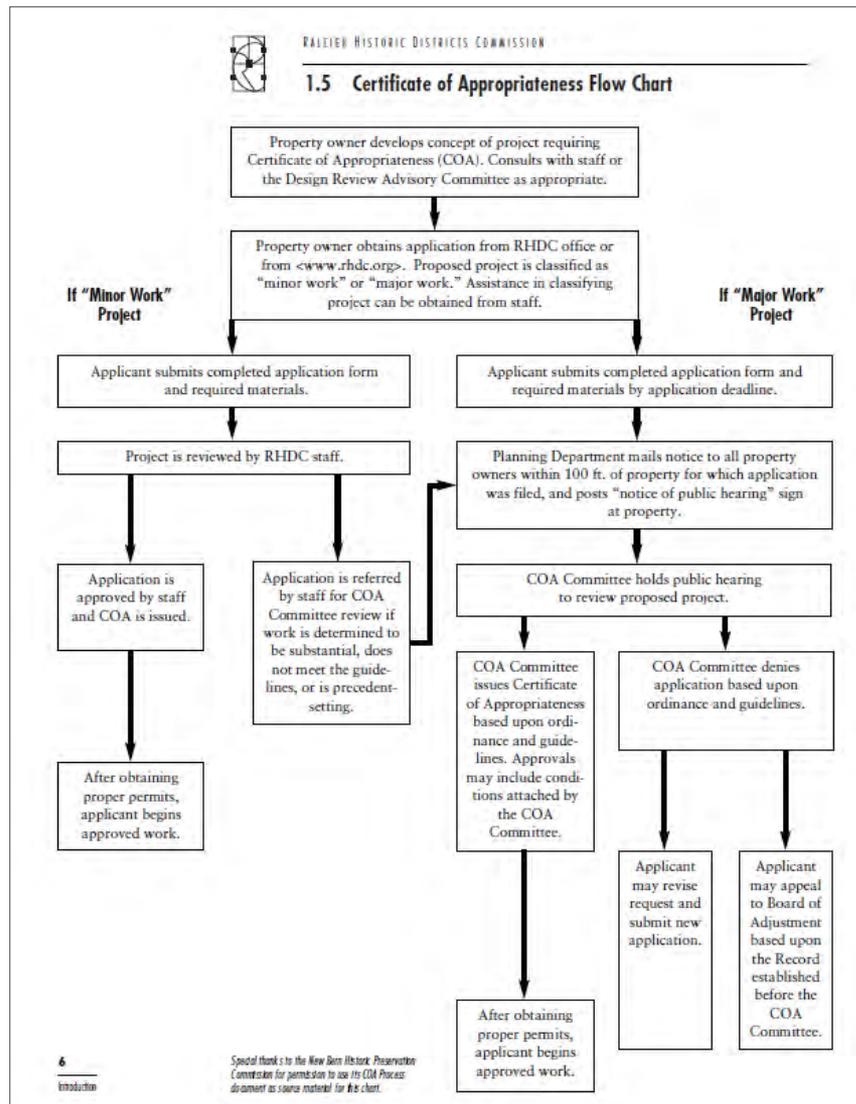


Proposed new buildings should be compatible in height and proportion of front elevations with surrounding buildings that contribute to the district character.



The windows and the doors for proposed new buildings should be compatible in proportion and pattern with the windows and the doors of surrounding buildings that contribute to the district character.

# DESIGN / GUIDELINES



# OUTREACH +

# EDUCATION

Type	Number	% CLGs
Home tours		
Site events		
Book sales		
Walking tours		
Audio/smartphone tours		
House museum or facility rental		
Plaque, marker program		
Print materials		
Website materials		
Lectures, events		
Community celebrations		
Other		

*Per the FY 2015 CLG annual survey results; 44 out of 48 CLGs responded*

# OUTREACH +

# EDUCATION

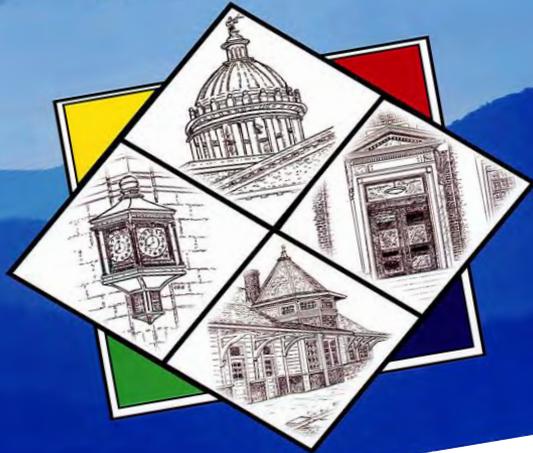
Type	Number	% CLGs
Home tours	6	14%
Site events	10	23%
Book sales	9	20%
Walking tours	16	36%
Audio/smartphone tours	2	5%
House museum or facility rental	3	7%
Plaque, marker program	18	41%
Print materials	32	73%
Website materials	26	59%
Lectures, events	18	41%
Community celebrations	12	27%
Other	6	14%

*Per the FY 2015 CLG annual survey results; 44 out of 48 CLGs responded*

# OUTREACH +

# EDUCATION

## HISTORIC HENDERSONVILLE COLORING BOOK



Buildings on Main Street were often built for retail stores on the first floor and the owner's family living on the second. Some buildings had multiple apartments for people working in town to rent. There were several factories in town and since cars were not very common, the workers needed to be close by. Starting in 1890 a street car system allowed people to ride from one end of town to the other. The streetcar was on a rail and pulled by two mules. After 1900 the streetcars used gasoline and later switched to electricity. The streetcar system was discontinued by 1920.

Page 11

- Since 2009
- 4<sup>th</sup> grade audience
- <\$1 a book; sell for \$4
- “Passive” program

- Created from start to finish by commissioners at no cost
- Printed by a local printer

QUASI  
JUDICIAL

# PROCEEDINGS



Photo credit: [www.tvacres.com](http://www.tvacres.com)

10<sup>th</sup> Amendment  
allows for  
**POLICE POWER** for  
states, or the  
power...

“To attend to,  
protect, regulate,  
promote public  
health, safety, &  
welfare”

## what is it?

---

“Generally, an action is **quasi-judicial** when it **involves the determination of rights, duties, or obligations of *specific* parties by applying existing legal standards to past or present facts to resolve the particular interests in question.** Legislative action, on the other hand, usually reflects public policy relating to matters of a general character, is usually prospective, and is not normally restricted to identifiable persons or groups.”

Native American Rights Fund, Inc. v. City of Boulder,  
97 P.3d 283, 287 (Colo. App., 2004)

“...the commission shall...take no action...except to prevent [that] which would be incongruous with the special character of the landmark or district.”

QUASI  
JUDICIAL

# PROCEEDINGS



St. Joseph's Episcopal Church, 2013  
(photo.fayobserver.com)

“Incongruity” is a contextual standard

***Tout ensemble***

QUASI  
JUDICIAL

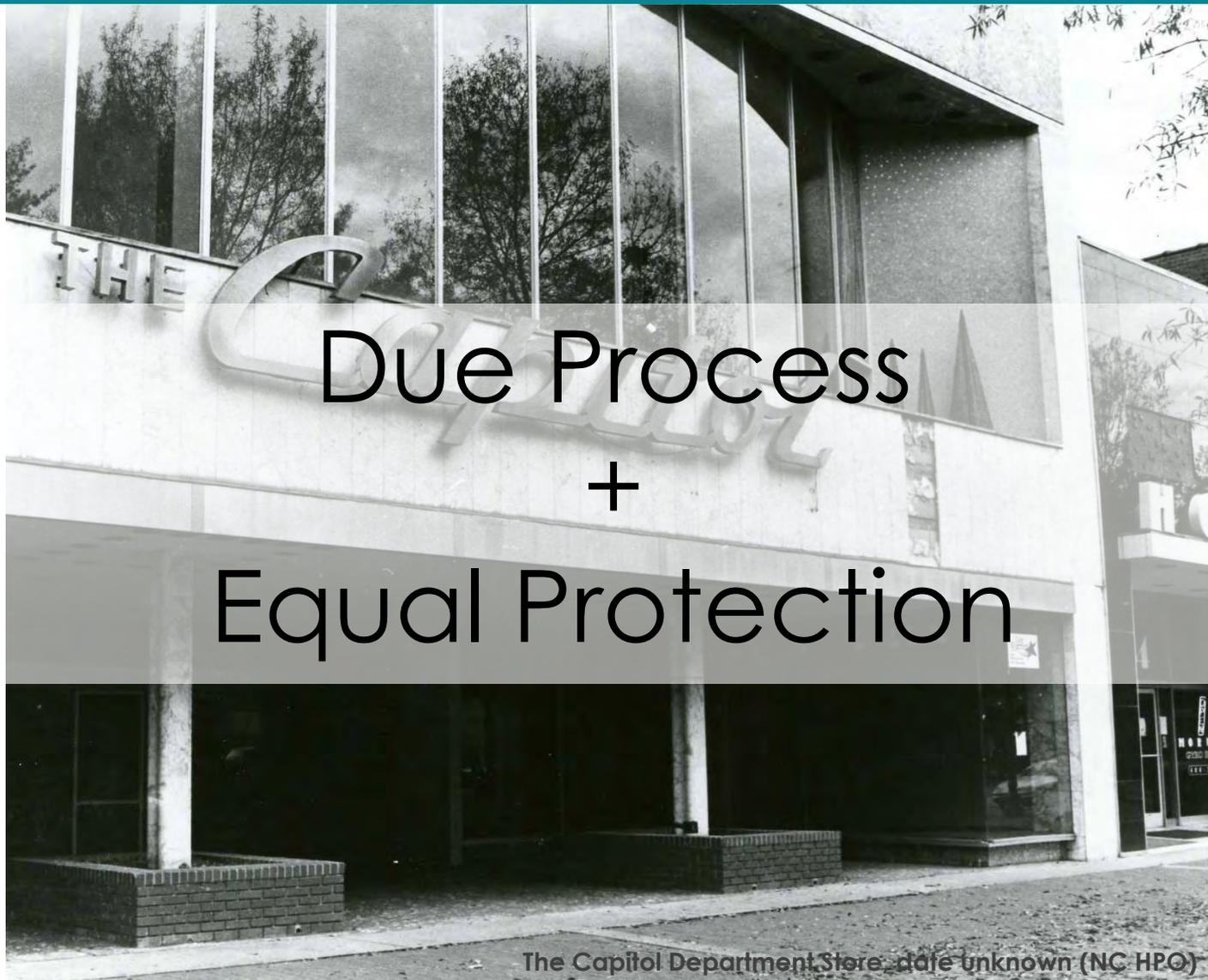
# PROCEEDINGS

special  
character



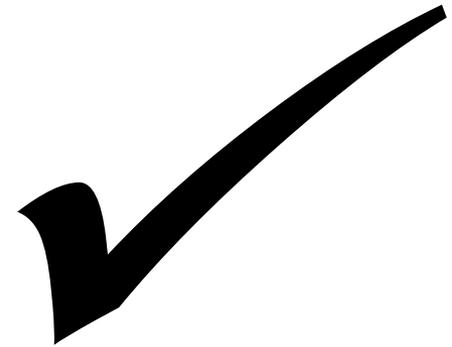
QUASI  
JUDICIAL

# PROCEEDINGS



The Capitol Department Store, date unknown (NC HPO)

# FINDING OF / FACTS



*“The fencing being removed does not contribute to the overall historic character of the site. The new fence will be installed in approximately the same locations which are traditional locations for new fences.” (example from Raleigh HDC)*

*House in College View Historic District (City of Greenville)*

# MAKING A / MOTION

## Step 1

What are your findings of facts?

## Step 2

What design guidelines standards apply to your findings of fact?



Carolina Theater, demolished, date unknown (NC HPO)

# MAKING A / MOTION

Cool Spring Tavern,  
2013 (NC HPO)

As part of his development plans, Jimmy has proposed solar panels on the roof of his development. Design Guideline Section 5.A.7 clearly states that: *“Solar panels are encouraged, but should not be visible from the primary right-of-way.”*

Jimmy's application plainly shows that the solar panels are within the height requirements and not visible from the street or sidewalk. At the hearing, neighbor Mr. Smith offered the following testimony: “Solar panels are not historic! This is a travesty! It's just an ugly mess!”

One commissioner suggests, “If Jimmy could just move the panels down maybe five or six feet. That would, you know, feel a lot better. It could be a different number. I'm just throwing that out there.”

Another commissioner suggests, “Hey, I know Jimmy. We are in business together. Let me talk to him. I bet we can work something out.”

What concerns might the town attorney have?



# National Park Service Resources

National Park Service  
U.S. Department of the Interior



## Technical Preservation Services:

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

## Preservation Briefs and Other Publications:

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

## Secretary's Standards for Rehabilitation:

<http://www.cr.nps.gov/hps/tps/tax/rhb/index.htm>

# TRAINING EVALUATION FORM

*Thank you for coming today! Please quickly provide some feedback to we can continue to improve our services.*

On a scale of 1 to 5 with 1 being the least favorable and 5 being the most favorable, please rate today's event overall.

1

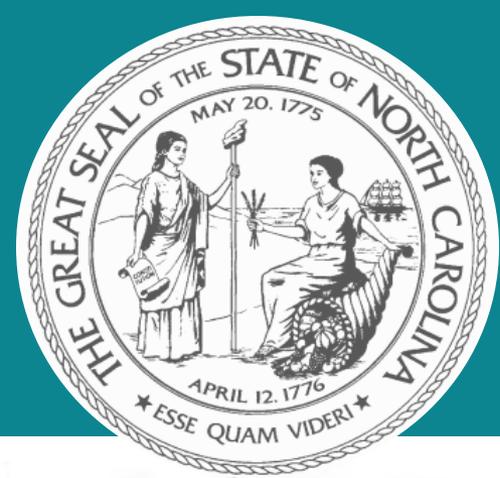
2

3

4

5

1. What did you like **most** about today's event?
2. What did you like **least** about today's event?
3. What can we improve on?



# Laurie Mitchell

Local Preservation Commissions / CLG Coordinator  
North Carolina Historic Preservation Office

919-807-6575

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Cape Fear and Yadkin Valley Railway Passenger Depot, date unknown (NC HPO)