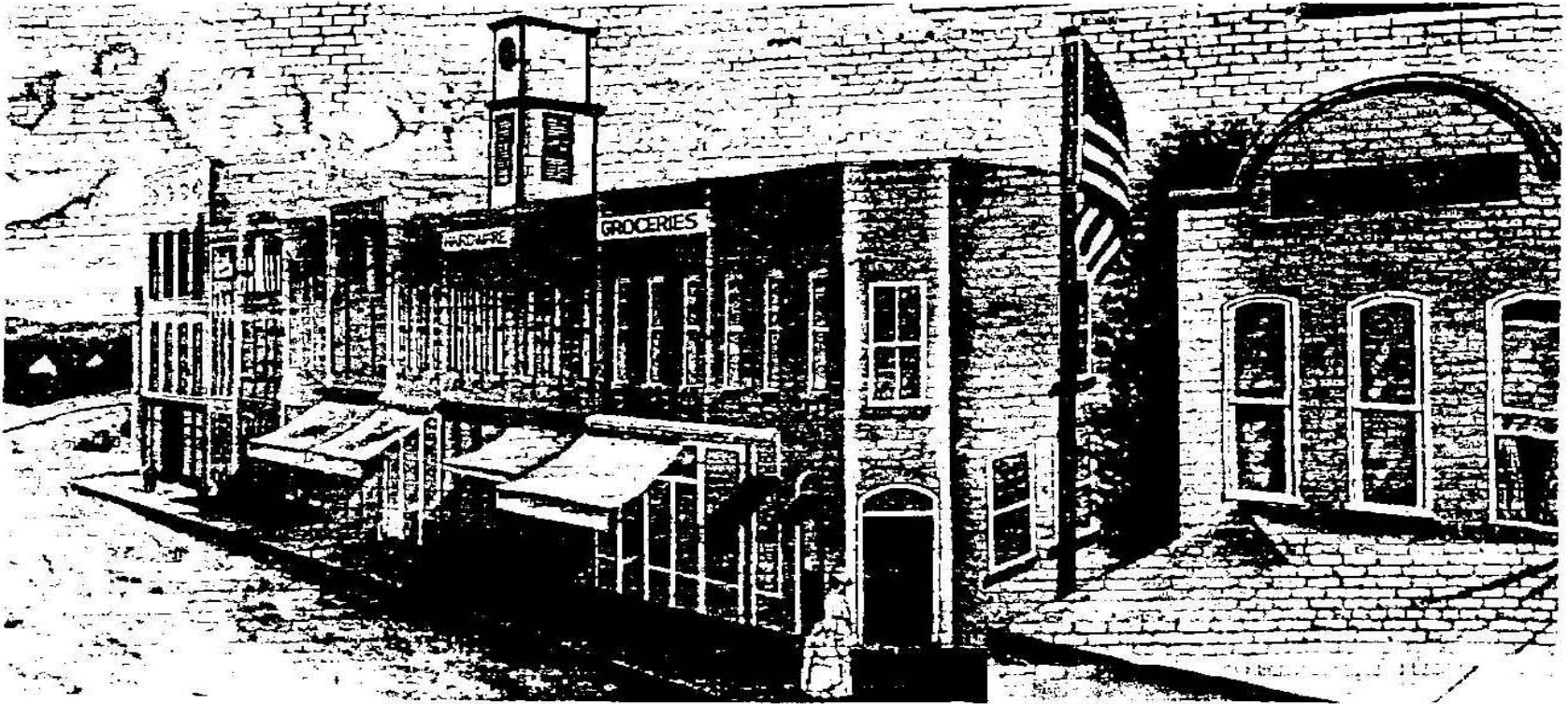


DESIGN GUIDELINES



City Of Mount Airy, North Carolina

1992

BOARD OF COMMISSIONERS

W. M. Beamer, Mayor

Gene Bowman

John Brown

Mike King

Frank Lowry

Emily Taylor

HISTORIC PRESERVATION COMMISSION

Susan Ashby

Millie Beal

Dean Brown

Mary Alice Lewis

John Martin

Moses Massey

Thurman Midkiff

Sieve Taylor

Betty Woltz

TABLE OF CONTENTS

Preface	1
Local Historic District Designation	2
Certificate Of Appropriateness	3
Application	4
Enforcement And Appeals	5
Design Criteria	6
Appendix	
General Guidelines	11
Approval Chart	13

PREFACE

The Mount Airy Historic Preservation Commission encourages property owners to use the information and guidelines attached as a planning tool, to assist with the design of property improvements. The Historic Preservation Commission will use the guidelines as the standard against which applications for Certificates of Appropriateness are judged. The guidelines are to be used in conjunction with the “Secretary of the Interior’s Standards for Rehabilitation”, copies of which are available from the Planning and Development Department in the municipal building.

The Historic Preservation Commission will require compliance with the guidelines where improvements and alterations are visible from the public right-of-way. Projects or elements of projects that are not visible from the public right-of-way may require review by the Commission or its staff but will generally be extended more leniency in respect to the guidelines.

The guidelines are not laws written in absolute terms, but rather general rules that will hold in most cases. The Historic Preservation Commission has the authority to examine the whole situation, or extenuating circumstances, and approve projects that do not meet the letter of the guidelines when it sees fit. Where it does grant exceptions to the guidelines, it will clearly document why it has done so. The important point is that the commission will attempt to be consistent and non-arbitrary in its rulings. For the most part, it will do this by requiring adherence to the guidelines.

LOCAL HISTORIC DISTRICT DESIGNATION

In July of 1992, a nine member Historic Preservation Commission was appointed by the Mount Airy Board of Commissioners. The appointment provides the Commission the legal authority to review and regulate proposed changes to buildings, landscaping, and archaeological resources in locally designated historic districts. By such regulation, the City of Mount Airy and the Historic Preservation Commission hope to achieve the following goals for these areas:

- I. Protection of Mount Airy's heritage.
2. Encouragement of the efforts of area residents to conserve the environment of the neighborhood.
3. Stabilization of the remaining housing stock.
4. Retention of the historic character of the building stock by the regulation of alterations.
5. Regulation of the design of new structures to assure their compatibility with existing housing.
6. Protection of the neighborhood's residential character by the regulation of landscaping.

Any changes to the exteriors of buildings, to landscaping, streetscapes, and archaeological resources, the construction of additions or new buildings in the districts require a Certificate of Appropriateness indicating that the proposed changes and improvements are compatible with the historic character of the neighborhood. Normal maintenance items do not require a Certificate of Appropriateness. Design criteria and guidelines, provided here, are meant to assist the property owner in making decisions about compatible improvements and also to provide a standard by which the Historic Preservation Commission may evaluate the appropriateness of such improvements.

CERTIFICATE OF APPROPRIATENESS

A Certificate of Appropriateness is issued by the Historic Preservation Commission, when in the opinion of the commission the proposed improvements are congruous with historic character of the Historic Districts.

Exterior portions of any building or structure on property within the Historic Districts cannot be materially altered, restored, moved, or demolished unless a Certificate of Appropriateness has been issued.

A property owner within a Historic District who is considering changes to the exterior of his property should call the Historic Preservation Commission at 919/786-3517 or write to the commission at P.O. Box 70, Mount Airy, N.C. 27030, to determine if a Certificate of Appropriateness is required for the proposed work.

APPLICATION

The Historic Preservation Commission meets on the 3rd Wednesday of each month at 5:30 pm, to consider applications for Certificates of Appropriateness. An application form must be filed with the Department of Planning at least seven calendar days prior to the commission meeting. Applications can be obtained from the Department of Planning in the municipal building.

An application for a Certificate of Appropriateness is not considered complete until all illustrative material necessary to describe adequately the proposed project has been submitted to the stall of the commission. The Historic Preservation Commission may refuse to consider an application for a Certificate of Appropriateness if it judges that insufficient information has been provided by the applicant.

For minor work projects, samples of proposed materials, such as shingles, siding, trim, etc., will be required with most applications. Also, photographs and accurate, detailed sketches shall be submitted if required to describe the work adequately.

For major projects, the property owner or agent shall provide accurate, detailed, and dimensioned drawings showing the existing and proposed changes to the property. Samples of exterior materials may be requested, if necessary. Photographs, renderings, and/or line sketches of neighboring houses which will show scale and massing will assist the Historic Preservation Commission in making a timely decision. Property owners who plan major work projects are urged to consult with the Historic Preservation Commission staff and sub-committee on an informal basis, before submitting an application for a Certificate of Appropriateness.

The applicant for a Certificate of Appropriateness is encouraged to be present during the meeting of the Historic Preservation Commission at which the application is to be considered. If the applicant cannot attend, a representative, who can speak for and legally bind the applicant, should be present. The applicant and any persons desiring to speak on the application will be given an opportunity at the commission meeting to make comments and to ask questions of the commission members.

When the application for a Certificate of Appropriateness has been approved by the Historic Preservation Commission, notification of the action will be forwarded to the applicant and other appropriate city divisions. If an application for a Certificate of Appropriateness is denied, the applicant may appeal the decision to the Board of Adjustment.

ENFORCEMENT AND APPEAL

Violation of the rules and regulations administered by the Historic Preservation Commission constitutes a civil penalty and is subject to a fine of \$50 per offense. Violations include but are not limited to: undertaking any work other than routine maintenance without securing approval in the form of a Certificate of Appropriateness; executing work in a way other than that which was approved; or, lack of progress or discontinuance of progress toward completion of a project where legitimate reasons for work stoppage are not provided.

Any property owner who is denied a Certificate of Appropriateness may appeal the commission's decision to the Board of Adjustment. The appeal should be in writing and must be filed with the Board of Adjustment within 30 days of the commission's approval of the minutes of the meeting at which the action was taken.

According to g. s. 160a-399 and the commission's bylaws, an appeal from the commission "shall be in the nature of certiorari." This means that the applicant who is appealing the decision should file with the Board of Adjustment an appeal containing a statement of the facts necessary to understand the issues presented by the appeal, a statement of the reasons why the Board of Adjustment should consider the appeal, and copies of the minutes of the commission meeting in which the application was denied.

DESIGN CRITERIA

ADDITIONS AND ALTERATIONS

Should be compatible with the building in terms of materials, scale, proportion, shape and detailing, roof form, windows, etc. They should be subordinate to and compatible with the original building form and not attached to the front of the building.

ARCHAEOLOGICAL RESOURCES

The preservation of archaeological resources is encouraged. Discouraged are modifications to buildings and structures which may alter or destroy known archaeological resources without prior archaeological excavation.

ARCHITECTURAL GLASS

Significant examples such as stained glass should be preserved and repaired whenever possible.

ARCHITECTURAL METALS

Should be retained whenever possible. The metal should be cleaned with gentle mechanical, hand or chemical methods.

AWNINGS

Are appropriate for commercial storefronts and some residential structures. The scale of the awning should be proportionate with the building storefront and window placement. The recommended fabric is fire retardant canvas.

COLORS

The Commission does not regulate building colors. However, the Commission suggests using colors which relate to the natural material colors and existing elements found on the building and which coordinate with other buildings on the block.

DEMOLITION

A Certificate of Appropriateness for demolition cannot be denied. However, it maybe delayed for up to one year for landmark structures and structures within a Historic District. This delay is intended to provide sufficient time to find an alternative to the demolition of the structure. A Certificate of Appropriateness is required for the demolition of a historic property.

EXTERIOR FINISH

Gentle methods should be used to remove paint and finishes, such as chemical washing and scraping. Sandblasting is prohibited.

FENESTRATION

Original window and door openings should be retained. Important details, such as sashes, glass, lintels, sills and hardware should be retained or replaced with similar materials. Storm windows and doors should not cover or obscure important historic details or design of individual buildings.

LANDSCAPING

Existing or surviving vegetation should he restored, if possible. Trees should be left intact where possible. Street furniture, such as benches, trash receptacles, fountains and bollards should be designed to accompany, enhance or blend with the surrounding architecture and landscaping of the historic district. Masonry walls should reflect the style and character of the historic property or buildings and not obscure these structures. Chain link fencing is not appropriate unless out of public view or screened with planting.

MASONRY

Original or early masonry should be retained. Repairs should utilize materials of similar appearance, texture and color. The use of hard portland cement mortar mixtures with soft original brick is prohibited. Also, the use of artificial brick, brick veneer or fiberglass mixtures is prohibited. They are not in keeping with the character of the Historic District. Masonry should be cleaned using the gentlest means possible, such as low pressure water and soft brushes or chemical cleaners. Sandblasting is prohibited within the Historic Districts. Original wood features or detailing should be retained or replaced appropriately if missing.

MIINOR WORKS

The Department of Planning may approve and issue Certificates of Appropriateness for minor work items which are found to be consistent with these guidelines. Examples of such minor work areas include but are not limited to the following:

- I. Minor work where the visual character of the structure is not changed.
2. Renewal of an expired Certificate of Appropriateness where no change to approved plans is being proposed and there has been no change to circumstances under which the certificate was approved.
3. Replacement of missing architectural details, provided at least one example of the detail to be replaced exists on the structure, physical or documentary evidence exists which illustrates, describes, and sizes the missing detail, or the proposed detail is very similar to original details found on at least one structure within the district that is comparable in terms of style, size, and age.

Minor alterations at the rear of a structure which do not change the essential character and which are not in public view. An example is the relocation of a window or door slightly to permit interior renovations on a rear wall not seen from the street.

MOVING

A request for moving a historic structure is subject to the same conditions as those for the demolition of a historic structure. If a building must be moved, it should be to a comparable location and compatible with the existing landscape. Moving of any building or part thereof shall require a Certificate of Appropriateness issued by the Historic Preservation Commission.

NEW CONSTRUCTION

The design of new construction shall be compatible with significant architectural and historical buildings, structures and sights in the neighborhood or environment. Applicants should meet with the commission staff early in the design process to discuss plans. Contemporary design is encouraged, the replication of historic style is discouraged. Accurate rebuilding based on historical research and physical evidence specific to the district is appropriate. New architectures should be recognized as new - historic architecture as historic. New construction should take into consideration the scale, design, materials, color, siting, orientation, and texture of the surrounding buildings in the historic district.

PUBLIC VIEW

Defined as being able to be viewed from anywhere on the street abutting a structure, including public sidewalk areas where a structure is located on a corner lot, both streets abutting the lot will be applied in the definition of public view. On through lots, all streets abutting the lot shall be applied in the definition of public view.

PORCHES, ENTRANCES, AND STEPS

Original porches, entrances and steps should be retained where possible. Details, such as handrails, balusters, columns and roofs should be retained. Enclosing porches is prohibited if it destroys the historic character of the building.

SIDING

Original Siding should be retained whenever possible. Repairs or replacements to original siding should match existing material, size, shape and texture. Original features and detailing should be retained or replaced appropriately if missing. Original siding may be covered with matching vinyl, but not aluminum, asphalt or asbestos materials. Sandblasting is prohibited in the Historic District.

SIGNS

Generally, signs were painted directly onto the window glass or painted on awnings. Signs shall be placed so that architectural details and ornamental features remain uncovered. Any sign or sign location that is incongruous with the building or with the character of the district is prohibited. No more than three colors - background, lettering, and emphasis - and no more than two typefaces area permitted. Signs shall be confined to the long continuous information band directly above the storefront or applied directly on the display window. Natural materials like wood and metal are encouraged. Illumination should be external. Internally illuminated box signs are discouraged. As a rule, signs in the district shall be limited to 1.25 square feet per frontage foot.

Signs shall be in keeping with the historical character of the Historic District. Staff approval is necessary and a Certificate of Appropriateness is required for the installation of signs. Signs within the district shall conform to the requirements of the City of Mount Airy zoning ordinance. If a sign represents an important and integral part of the history of the building or if it stands alone as an important historic feature, it may be considered appropriate and permissible.

STOREFRONTS

Significant historic storefronts should be repaired and the historic architectural features should be retained. If the original or significant storefront no longer exists, a reconstruction based on historical research and physical evidence is recommended if new construction using contemporary design compatible with the rest of the building is not employed. Contemporary design should consider the scale, design, materials, colors, and texture of the existing building. New storefronts should not duplicate storefronts of other buildings nor should a storefront appear earlier than it was historically. The preservation of historic storefronts is encouraged through the use of proper materials. Mirrored glass, tile, artificial stone and brick veneer are prohibited.

APPENDIX

GENERAL GUIDELINES

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 original purpose.

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.

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.

Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

Distinctive stylistic features shall be repaired rather than replaced, whenever 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.

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 shall not be undertaken.

Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, color, material, and character of the property, neighborhood or environment.

Whenever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

APPROVAL CHART

TYPE OF WORK	NO APPROVAL REQUIRED	PLANNING APPROVAL	COMMISSION APPROVAL
Accessory Buildings		Removal of accessory buildings not original to the site nor historically significant. New accessory buildings not in public view.	New accessory buildings in public view.
Awnings and Canopies	Adding flexible non-commercial awnings to commercial store fronts provided they do not cover or detract from architectural designs or details.		Adding awnings made of aluminum, tin, metal, or wood. Adding awning to residential style buildings.
Balconies and Decks	Repair of existing with compatible materials.	Rebuilding or replicating an original.	Addition of a balcony or deck where none previously existed.
Cornices	Repair using existing material and replicating design.	Rebuilding original cornice detailing.	Any work that does not replicate original appearance.
Demolition		Removal of small additions or alterations not original or of historic importance to structure.	Demolition of any building or major part thereof.
Doors	Repair of existing or original doors with compatible materials, using existing or similar hardware.	Removal of door openings not in public view.	Replacement of doors and changes in door openings which do not replicate original appearance.
Fencing and Walls	Fences and walls not in public view and replacement or repair of existing with compatible materials	Chain link fences not in public view. Low retaining walls or combination of low walls and compatible fences.	Walls over 18 inches in height in public view.
Fire Escapes	Repair of existing escapes.	Construction of escapes not in public view.	Construction of escapes in public view.
Gutters	Replacement or repair with similar style and Material.	Rooting over built on gutters and adding new gutter to overhang if style and color match trim and no architectural details are obscured.	Installing gutters which obscure or change architectural detailing or style of facade or building.
Landscaping	Tree planting, trimming, pruning, and general landscaping. Removal of diseased trees.		Projects involving removal of healthy trees more than 12 inches in diameter.
Masonry. Cleaning	Chemical or low pressure water cleaning.		Use of harsh cleaning treatments.

TYPE OF WORK

NO APPROVAL REQUIRED

PLANNING APPROVAL

COMMISSION APPROVAL

Masonry, Siding

Repair or replacement of masonry foundations where the original foundation material is retained or where new material matches the original as closely as possible. Installation of metal foundation vents on sides and rear and replacement of wood access doors. Installation of foundation access doors which are not in public view.

Any work that does not replicate original appearance.

Mechanical Equipment

Installation of mechanical equipment such as heating and air conditioning units which are not in public view.

Installation of mechanical equipment screened from view.

Other installations.

Moving

Moving any building.

New Construction

All new construction and additions.

Paintings

Painting any material other than masonry.

Painting unpainted masonry.

Patios, Walks, and Drives

Repair or replacement of patios, walks and drives with compatible materials.

All new patios, walks, and drives in public view.

Porches

Repair of existing with compatible materials provided existing details and features such as handrails, balusters, columns and roofs are not altered.

Removal of porch. new porch or step additions. Enclosing a porch or step area.

Rear Yards

Any work not visible from public streets, roads, or walkways.

Repointing Joints

Repointing with lime mortar of same color as original,

Repointing with lime mortar appropriate to age of brick on building.

Repointing with material different than existing.

Roof, Material

Repairs or replacement using compatible materials, color and texture. Existing architectural features such as dormers, windows, cupolas, cornices, brackets, chimneys, and crestings are retained.

Roofing repair or replacement with materials not currently existing, inappropriate to style and period of building, or repairs which obscure or change original architectural features.

Roof, Shape

Repairs which do not change roof shape.

Repairs or changes which alter roof shape.

Roof, Vents

Additions not in public view.

Additions in public view.

Security Grilles

Grilles of simple design.

Other installations.

TYPE OF WORK	NO APPROVAL REQUIRED	PLANNING APPROVAL	COMMISSION APPROVAL
Siding	Repair of wooden siding which duplicates original appearance.	Replacement of siding and trim, porch floors ceilings, columns and balustrades or architectural details with new materials that are compatible to the original in appearance, texture and design.	Any work that does not replicate original appearance.
Siding, Removal		Removal of asbestos, asphalt, or other artificial siding when the original siding is to be repaired and repainted to original condition.	Other installations.
Signs, Design	Repair of existing signs.	Addition of signs which use materials compatible to the style of the building and adjacent structures.	Other installations.
Signs, Location	Removal of signs.	Addition of signs in appropriate location on the storefront.	Addition of signs in unusual location on the storefront or other part of building.
Skylights		Installations not in public view.	Installations in public view.
Storefronts	Repair or replacement of existing with compatible materials.	Addition of minor details such as lights or signs provided these meet code. Restorations of original storefronts using documentary photos or other references.	Remodeling of storefronts which results in new or different door, storefront, or window placements, or use of materials different from existing. Construction of new storefronts.
Street Furniture	Replacing existing furniture with compatible materials.		Permanent placement of benches, kiosks, fountains, bollards, etc.
Streetscaping	Maintenance and repairs.		New paving and landscaping in association with street projects.
Storm Windows	Addition or replacement of storm windows and doors if matching trim color and does not obscure window and door details.	Installation with narrow frame of same color as window trim which does not obscure details or visual effect of opening.	Other installations.
Stucco	Repair of existing stucco and repainting materials.		Addition of stucco to any previously unstuccoed surface.
Windows	Repair of existing windows with similar materials.	Replacement window components with materials which match existing or original windows. Stained glass windows.	Removal of original windows, window components or changes in window openings. Addition of shutters if not original to building.

