Mount Gilead Historic Preservation Commission

Downtown Historic District Guidelines

Chapter 1: Introduction

A. Brief Community History:

The settlement that eventually became the Town of Mount Gilead formed around a country crossroads in southwestern Montgomery County during the late eighteenth century. Families from the surrounding farming region used the crossroads as a transportation route and a community developed around it that provided commercial and residential opportunities. The crossroads eventually became US Highways 73 and 731. Original settlers exhibited a strong religious character and the crossroads community was identified locally with biblically-inspired names. By 1800, the community was referred to as "Providence". In 1830, however, when the community obtained its first post office, it acquired its current name. In 1854 Sallie Scarborough Clark gave two acres of land, near the present downtown site of the Mount Gilead United Methodist Church, for the establishment of an earlier church. Mount Gilead continued to grow and prosper during the late nineteenth century as commercial and trading center for the surrounding agricultural area and was incorporated by the North Carolina General Assembly on December 22, 1898.

B. Local Historic District Zoning:

Today Mount Gilead has a population of more than 1,400, but its 3-block central business district still retains much of its original architectural character. In January 2006, the historical and architectural character of Mount Gilead's downtown area was recognized by its listing in the National Register of Historic Places. The designated area includes both sides of North and South Main St. from Ingram St. on the north into the 100 block of South Main St. on the south. Also included are both sides of the 100 block of W. Allenton St.

Location within a National Register historic district makes buildings that contribute to the district eligible for state and federal tax credits intended to promote the protection and rehabilitation of historic structures. To avail themselves of these credits, property owners must complete a building rehabilitation that that is certified by the North Carolina Historic Preservation Office as following the Secretary of the Interior's Standards for Rehabilitation. Basic National Register listing, however, has no effect on what a private citizen may do with his or her property. It affects only what government agencies might do to harm the integrity of publicly owned buildings.

However, state enabling legislation allows municipalities to designate local historic districts and landmarks. Such designation does restrict various alterations

to and demolition of the structures and the sites within a locally designated historic district. In September 2006, Mount Gilead's Board of Commissioners additionally designated downtown Mount Gilead as a local historic district and established by ordinance a local "HD" historic district overlay zoning classification. This classification "overlays" or is applied on top of or in addition to all other laws and codes and does not exempt a property from, or diminish, such requirements. Property owners within locally designated historic districts are also subject to HD zoning regulations. These regulations require that, within local historic districts, property owners obtain a Certificate of Appropriateness before beginning any type of exterior construction, alteration, or demolition. The Certificate of Appropriateness is a preliminary step to obtaining a building permit, if a permit is required for proposed work. A Certificate of Appropriateness certifies that the proposed changes are consistent with the design guidelines and are appropriate within the historic district context. Neither interior alterations nor most normal maintenance work requires a Certificate of Appropriateness.

C. Historic Preservation Commission

The Mount Gilead Historic Preservation Commission was established by the Mount Gilead Board of Commissioners in May 2006. The commission consists of five members appointed by the Board of Commissioners. The ordinance establishing the Historic Preservation Commission stipulates that a majority of the commissioners must demonstrate expertise in history or architecture through special interest, education, or experience.

The Historic Preservation Commission is responsible for protecting the architectural integrity of locally designated historic districts. To allow the Commission an opportunity to fulfill this responsibility, the Mount Gilead Code of Ordinances requires that property owners, within any locally designated historic districts, submit applications for a Certificate Appropriateness to the Commission for certain types building modifications. The Commission then reviews applications to determine if the proposed changes are consistent with the commission's criteria and design guidelines. If proposed changes are compatible with these criteria and guidelines, the Commission issues a Certificate of Appropriateness and the property owner may complete his or her building modifications. The commission normally meets on the second Wednesday of each month at 3:00 p.m. in the Mount Gilead Library. The public is invited to attend these meetings. The mailing address of the Mount Gilead Historic Preservation Commission is P.O. Box 325, Mount Gilead, NC 27036.

D. Certificates of Appropriateness:

These design guidelines have been developed by the Mount Gilead Historic Preservation to be used as a guide by the Commission, as well as by property owners in the process of reviewing and approving applications for Certificates of Appropriateness locally designated historic districts. These guidelines are available for inspection and use at Mount Gilead Town Hall during regular office hours, or copies may be purchased from the office of the Town's Town Manager or Zoning Administrator.

Applications for Certificates of Appropriateness are processed through the office of the Town Manager or Zoning Administrator at Mount Gilead Town Hall 110 W. Allenton St. The application forms are available at Town Hall. Information may also be obtained by calling the Town Manager or Zoning Administrator at 439-5111. A sample application is included in Appendix A. Applications should be submitted at least ten days before a regularly scheduled meeting of the Historic Preservation Commission in order to be mailed out with the agenda.

If an applicant cannot appear in person at the commission meeting, he or she may appoint a duly authorized agent by executing the proper form provided by the office of the Town Manager or Zoning Administrator. A sample copy of that form is also included in Appendix A.

All applications must be complete before the Historic Preservation Commission may consider them. To be complete, an application must include all the facts necessary for a full understanding of the applicant's intentions. The application must provide specific information regarding the work so that the commission can determine if there will be any damage or detrimental change to the historic character of the district. The commission does not consider interior arrangement, nor does it take action except for the purpose of preventing demolition, construction, reconstruction, alterations, restorations, or moving of a building, structure, appurtenant fixtures, or outdoor advertising signs in the historic district, that would be incongruous with the historic aspects of the district.

Applications should include any relevant supplemental materials, such as accurate drawings, site or plot plans, and samples of materials, color chips, and photographs. A sample form for indicating proposed locations of exterior paint color is included in Appendix A. If a project, such as a new building, is large enough to require input at several stages, then a committee of the commission may be appointed to work with the owner in developing an acceptable proposal.

Once it is issued, a certificate of appropriateness is valid for six months. It may be renewed.

E. Repairs and Minor Works:

Certificates of Appropriateness are not necessary for repairs using original materials, designs, and colors that do not alter the exterior appearance of the property. However, removal of architectural design features that would alter the appearance of the property and repair or maintenance that would change the original look or character of the property do require a Certificate of Appropriateness.

Some minor work does not require a Certificate, but does require the prior approval of the Town Manager or Zoning Administrator and the Chairperson and the Vice-Chairperson of the Historic Preservation Commission. Minor work is defined as exterior changes that do not involve substantial alterations, additions, or removals that could impair the integrity of the landmark or the property. The following changes, which are listed in Article 14 of the zoning ordinance, fall into this category:

1. Storm windows which have a painted or baked enamel finish (providing color matches window trim or is appropriate for the house).
2. Normal size television and radio antennas (does not include C.B. and ham radio equipment or satellite dishes).
3. Roof and basement ventilators (only if the roof vents are on the back slopes).
4. Window air conditioning units (not central units).
5. Picket fences on the side, rear, or interior location of the lot, at or behind the building line when (a) constructed of wood, (b) consistent with the description of appropriate district fences in the design guidelines, (c) substantially open in character, (d) not exceeding forty-two inches in height, and in a location conforming to the zoning regulations, and (e) painted white or in a color to match the building trim or body color.
6. Sidewalks and patios constructed of common stone or red brick, and bricked in areas on the side or rear of the structure at ground level and not abutting a right-of-way, when the height does not exceed six inches above adjacent ground level.
7. Installing gutters and downspouts painted to match the building or trim color, as long as no significant architectural features are damaged or removed.
8. Repainting of a structure in colors identical to those existing on the structure.

9. Installation of central air conditioning units on a side of a structure not facing a public street, which cannot be seen from the street or are screened from view with shrubbery or appropriate fencing.
10. Replacement of missing or deteriorated siding and trim, porch floors, ceilings, columns and balustrades, or architectural details, with new materials that are identical to the original.
11. 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 initially approved.
12. Storm or screen doors which are wooden and which are stained in natural wood color or painted in a color to match the building or trim.
13. Erection, alteration, or removal of temporary features that are necessary to ease difficulties associated with a medical condition but which do not permanently alter exterior features.
14. A house identification sign which (a) contains the name of the building and/or year built, (b) is compatible to the building, (c) does not exceed three square feet in area, and (d) is in compliance with the city sign ordinance.
15. Re-roofing a building with similar materials in a color pre-approved by the commission.

F. Secretary of the Interior's Standards:

In addition to adopting its own design guidelines, the Mount Gilead Historic Preservation Commission has adopted the United States Secretary of the Interior's Standards for Rehabilitation for use in determining the appropriateness of proposed work in local historic districts. These ten national standards for rehabilitation were first developed in 1976 by the National Park Service. The 1992 revised version follows:

1. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Chapter 2: Non-Residential Buildings

A. Introduction:

1. Brief Description of Downtown Mount Gilead Historic District:

The Downtown Mount Gilead Historic District is comprised of two blocks running north to south along North and South Main Street and another block running west along W. Allenton St. The district is primarily a commercial district. Of the 29 buildings located in the historic district, 25, or 86% are commercial in nature. Three others are now public buildings and one is a church. The area includes a small park on W. Allenton St.

The buildings in the district have experienced few serious inappropriate architectural modifications and, therefore, maintain a high level of architectural integrity, preserving a fine example of an early twentieth century small Piedmont, North Carolina commercial center. Features prominent in the district include well executed brick and stone work; intact storefronts with recessed entrances, double-leaf doors, and leaded glass transoms; decorative pressed metal or corbelled brick cornices, and pilasters which separate window bays, cornices, and window and door trim.

A variety of materials were used in the construction of the district's buildings. Commercial and religious structures are built of brick. Primary facades are faced with running bond pressed brick with narrow joints, while side and rear elevations feature one-to-five common bond facing. Several of these buildings incorporate the use of local sandstone in door and window sills, and lintels. Terra-cotta title is used as coping along roof parapets. Churches and residences are covered in gray slate roofs.

The size of the district's buildings reflects its development as a small town commercial area. Of the district's commercial buildings, 38% are only one-story high, while 26% rise to two stories, and only 10% extend to two and one-half or three stories.

Several district properties are especially architecturally or historically significant and contribute to is character. The two-story Mount Gilead United Methodist Church features two and three level asymmetrical towers surmounted by steeples. The commercial buildings located at 101 N. main St. and 100 S. Main St. feature distinctive arched Romanesque second floor windows. Many district storefronts retain their original plate glass display windows, patterned glass transoms, and decorative pressed metal cornices.

These include 104 W. Allenton St.; 101, 103, 105-107, 106-110, 109, 111-115, 114, 116, and 118 N. Main St.; and 100, 101, and 104 S. Main St.

In addition to its attractive, intact buildings, the Downtown Mount Gilead Historic District also contains attractive, well maintained open spaces, such as those provided at Veterans" Memorial Park and the Mount Gilead United Methodist Church.

2. Boundaries of Downtown Mount Gilead Local Historic District:

The boundaries of the locally designated Downtown Mount Gilead Historic District match the boundaries of the Downtown Mount Gilead National Register Historic District. These can bee seen on the map in Appendix A.

B. Changes to Buildings:

1. Storefronts:

The storefront is the single most identifying characteristic of the historic commercial façade. Turn-of-the-century commercial buildings, the predominant building type building in downtown Mount Gilead, commonly included storefronts with large display windows, transom bars or windows, and recessed entryways.

The combination of these features, while attractive, were also quite functional in that they created an area for the display of goods and allowed light to enter into the store. Other architectural features found in these storefronts include bulkheads below the display windows, columns or pilasters to support the façade above the storefront, and awnings.

As the years passed and commercial architectural styles changed, these storefronts were commonly altered or covered-up and, unfortunately, Mount Gilead was no stranger to this practice. Due to fact that some of these original façades were effectively destroyed, the guidelines for storefronts and upper façades have been written to encourage preservation and reconstruction whenever possible, but also address new designs and their compatibility with the historic district.

a. Storefront Guidelines:

i. Preservation

- Retain and preserve historic storefronts and storefront features such as entryways, display windows, doors, transoms, corner posts, etc.

- Whenever possible, retain and preserve historic materials. Avoid the removal of historic materials or architectural features.

- Whenever repairing or renovating, it is recommended that any non-historic storefront or façade treatments including metal cladding or other non-historic alteration be removed.

ii. Reconstruction

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

- When reconstructing a historic storefront, base the design on historical research and evidence. Maintain the original proportions, dimensions and architectural elements.

- Whenever changes are required to meet building or accessibility codes, they should be done in a way that is the least intrusive to the façade and without destroying historic materials and features.

iii. New Design

- Where original or early storefronts no longer exist or are too deteriorated to save, retain the commercial character of the building through contemporary design which is compatible with the scale, design, materials, color and texture of the historic buildings.

2. Upper Primary Façades:

The front elevation of a turn-of-the-century commercial building is commonly made up of the storefront and the upper façade. In Mount Gilead, many of our historic downtown buildings were designed for, and are still used for, commercial activity on the street level and office or residential use on the upper levels.

Therefore, the façade treatment is quite different between the first and upper floors. The upper façade is any area of the building above the first-floor

commercial storefront. The upper façades of Mount Gilead's downtown buildings are constructed of brick with varying levels of detail including brick corbelling, quoins, arched windows, and window awnings. Some buildings use brick stringcourses or stonework to create accents in the overall design.

a. Upper Façade Guidelines

i. Preservation

- Retain and preserve historic façades and façade details such as corbelled brick, stringcourses, cornices, windows, and stonework.
- The covering of upper façades is not appropriate. Whenever possible, remove metal or other non-historic covering from upper façades.
- Windows on upper floors shall be kept in their original appearance and configuration. The enclosing or bricking in of windows shall not be permitted.
- It is not appropriate to remove or replace original upper façade windows with modern materials. Aluminum or vinyl-clad windows are not to be used to replace windows on the upper façade of a building that faces a public street. (On rear facades that do not face a public street, however, use such windows is acceptable, if all windows are being replaced, and if the new windows have the same appearance as the original windows). The enclosing or bricking in of windows shall not be permitted.

ii. Reconstruction

- If replacement of a deteriorated façade feature is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, texture and detail.
- When reconstructing a historic façade or feature, base the design on historical research and evidence. Maintain the original proportions, dimensions and architectural elements. If no evidence of the design of the feature exists, a new design, compatible with the overall character of the building, should be used.

iii. New Design

- If new construction of an upper façade is necessary, make sure that the design is compatible with the existing structures in the district including size & spacing of windows or other fenestrations, proportion, scale, and detailing.

3. Side and Rear Façades:

a. Side Facades:

Many of Mount Gilead's downtown commercial buildings have side façades that can be seen from public streets, parking lots, sidewalks, and alleyways. As with the primary front façade, these side elevations are important character-defining elements of the downtown historic district. Usually, these façades exist on corner buildings fronting on two streets, but can also occur mid-block where the adjacent property is vacant or is an alleyway.
The side façade generally carries the same design elements and details as the main elevation including fenestrations, brickwork, and etc. They are likely to serve a more private utility in providing access to upper-floor office and residential uses and not engage the consumer or the pedestrian like the typical storefront. Still, some of these buildings take advantage of the additional frontage and use the side façade as additional display area, advertising, or even providing additional access for the customer.

b. Rear Façades:

The rear façade is also important to the historic character of the building and district. The rear elevation provides access for merchants, their workers, and in some cases, customers. It also continues the same general material treatments as front and side façades. More often than not, rear entrances on Mount Gilead's downtown commercial structures serve as a service entry and, as a result, are the location of any necessary mechanical equipment and garbage receptacles. This translates into a less detailed design with a more private appearance than front and side façades that face public rights-of-way.

There are some instances in downtown where the rear façade serves as public or semi-public access. Usually, the design of these façades reflects this public utility resulting in an elevation with similar detailing to its primary facade that is more inviting to the consumer or general public.

c. Side and Rear Façade Guidelines

i. Preservation

- Retain and preserve historic façade details and materials on side and rear elevations.

- Historic painted advertisements represent an important historic element in downtown Mount Gilead. While not required, it is recommended that they be preserved whenever possible.

- Whenever a side or rear façade can be seen from the public right-of-way or parking area, it is encouraged that any unnecessary utility lines, mechanical equipment, pipes, etc. be removed. Whenever introducing new utility or service features such as mechanical units and garbage receptacles, screen them from public view with fences, low walls, or landscaping.

ii. Reconstruction

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

- When reconstructing a historic façade or feature, base the design on historical research and evidence. Maintain the original proportions, dimensions and architectural elements.

- If there is historic evidence of a public entrance on a rear façade, rehabilitate the façade to provide for an attractive access from rear parking areas.

- Downtown buildings with rear access should use small signs or awnings to provide for visual identification.

iii. New Design

- If new construction of a side or rear façade is necessary, make sure that the design is compatible with the existing structures in the district including size & spacing of windows or other fenestrations, proportion, scale, and detailing.

- Whenever possible, new designs for rear façades should provide access to the public from rear parking areas and alleyways.

4. Materials & Details:

a. Architectural Details & Ornamentation:

Architectural details in downtown Mount Gilead include everything from simple masonry treatments such as corbelled brick and stringcourses to very detailed ornamentation like cast iron, stone relief, and wooden & masonry cornices. Variations in material, fenestration, and paint color all contribute to the level of ornamentation on the individual structure.

i. Architectural Details & Ornamentation Guidelines:

- Retain and preserve any architectural features and details that are character-defining elements of downtown structures, such as cornices, columns, piers, brickwork, stringcourses, quoins, etc.

- If replacement of an architectural element is necessary, use new materials that match the historic materials in composition, size, shape, color, pattern, and texture. Consider substitute materials only if the original materials are not technically feasible.

- It is not appropriate to remove or cover any original detail or ornamentation.

- If original features are currently covered, it is encouraged that these features be uncovered, exposed, and repaired.

- If the entire architectural detail is missing, design the replacement feature based on historic documentation. If there is no documentation, but evidence that the element was originally on the building, any new design should be compatible with the historic character of the building and district.

b. Windows and Doors

Windows and doors by their proportion, shape, positioning, location, pattern, and size can contribute significantly to a building's historic character and are particularly indicative of stylistic periods. These openings in a building's exterior also provide opportunities for natural light, ventilation, and visual connections to the interior.

i. Windows and Doors Guidelines

- Retain and preserve original windows and doors.

- Retain and preserve openings and details of windows and doors, such as trim, sash, glass, lintels, sills, thresholds, shutters, and hardware.

- If replacement of a window or door element is necessary, replace only the deteriorated element to match the original in size, scale, proportion, pane or panel division, material, and detail.

- It is not appropriate to replace windows or doors with stock items that do not fill the original openings or duplicate the unit in size, material, and design.

- Protect and maintain existing windows and doors in appropriate ways:

  - Maintain caulking and glazing putty to prevent air or water infiltration around glass.
  - Weatherstrip windows and doors to prevent moisture and air infiltration.
  - Check sills and thresholds to ensure that water runs off and does not collect.
  - Maintain a sound paint film on all wooden windows and doors.
  - Monitor the condition of wooden windows and doors.

    Note: Both the peeling of paint and the widening of joints may create the false appearance of deteriorated wood.

  - Repair original windows, doors, and frames by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.

  - Construct replacement shutters of wood, size them to window openings, and mount them so that they are operable. It is not appropriate to introduce window shutters where no evidence of earlier shutters exists.

  - The use of tinted or reflective or highly tinted glass is not allowed.

  - It is not appropriate to fill in existing window or door openings or to replace or cover them with plywood.

  - It is not appropriate to introduce new windows or doors if they Would diminish the original design of the building or damage

historic materials and features. Keep new windows and doors compatible with existing units in proportion, shape, positioning, location, size, materials, and details.

- If a new window or door is required to meet building and safety codes, it should be done in a way that is the least intrusive to the façade and without destroying historic materials and features.

- If exterior storm windows are desired, they should have little visual impact. Storms windows should be painted to match the building and the color of the window sash. Storm windows should match the existing in size and proportion. Install them so that existing windows and frames are not damaged or obscured.

c. Masonry:

By far, the primary construction material in the downtown historic district is brick. Brick, stone, terra-cotta, concrete, stucco, and mortar are all typical masonry materials found on the exterior of historic buildings. The texture, the scale, the color, the bonding pattern, the joints, and the detail of masonry surfaces can all contribute significantly to the overall character of the historic building. Masonry features such as chimneys, arches, quoins, lintels, sills, cornices, and pediments further define a building's historic character.

i. Maintenance and Repair

Masonry surfaces are relatively long-lasting and require little maintenance. Moisture is the most common cause of deterioration in masonry. If water can enter the wall, the roof, or the foundation through loose masonry joints or cracks, it will cause additional damage as it works its way through the structure. Typically, mortar joints slowly deteriorate over a period of years because of exposure to the elements. The deterioration allows moisture to penetrate brick walls or foundations. Consequently, the life of a brick or stone wall depends on proper maintenance of its mortar joints. The process of replacing deteriorated mortar joints with new mortar is called repointing. All loose and deteriorated mortar is carefully raked out of the joint by hand, and new mortar is inserted. To maintain the historic character and the structural integrity of the wall, the original mortar should be matched in composition, color, texture, and strength. The dimension and the profile of the original mortar joint should also be duplicated.

Heavy soiling or vegetation that allows moisture to remain on a masonry surface contributes to the deterioration of masonry elements. If cleaning is necessary, the gentlest method possible should be used. Periodic cleaning with simple techniques such as steam cleaning or low-pressure water washing with or without a mild detergent, complemented by scrubbing the surface with a natural bristle brush where needed, is generally all that is necessary. If these techniques are not successful, chemical masonry cleaners may be indicated. Chemical cleaners should always be tested on an inconspicuous area well in advance to determine if they cause any discoloration or damage to the masonry. High pressure cleaning techniques such as sandblasting and waterblasting, because of their abrasive nature, permanently damage the surface of historic masonry and accelerate its deterioration. Consequently, such techniques are not appropriate in the historic district.

ii. Masonry Guidelines

- Preservation

- Retain and preserve original masonry walls, foundations, and roofs.

- Retain and preserve all masonry construction features that are character-defining elements of historic buildings, including walls, foundations, roofing materials, corbels, chimneys, piers, arches, quoins, cornices, and lintels.

- Retain and preserve historic masonry materials whenever possible. If replacement is necessary, use new masonry materials and mortar that match the historic materials in composition, size, shape, color, pattern, and texture. Consider substitute materials only if the original materials are not technically feasible.

- It is not appropriate to apply paint or other coatings to unpainted masonry elements that were historically not coated.

- It is not appropriate to apply nontraditional masonry coatings such as waterproofing and water repellents to masonry as a substitute for repointing or repair. Use such coatings only if masonry repairs have failed to eliminate water-penetration problems.

- Paint previously painted masonry elements in colors that best reflect the color of the masonry material.

- Removal of paint from masonry surfaces is encouraged when the brick is of high quality and was intended to be exposed. Undertake removal only with a chemical paint remover specifically formulated for masonry. Always test the remover on an inconspicuous area or a test panel first.

- When removing paint from a masonry surface, use the gentlest means possible. High-pressure water cleaning (greater than 500 PSI) or other harsh methods can destroy the surface of historic brick and damage the mortar between bricks.

- Maintenance

- Protect and maintain historic masonry in appropriate ways:

  - Monitor masonry for cracks and signs of moisture damage.
  - Ensure that water does not collect at the base of a masonry foundation or chimney.
  - Clean masonry only if necessary to remove heavy soiling or prevent deterioration.
  - Eliminate any vegetation that may cause structural damage or hinder ventilation and surface drainage of a masonry element.
  - Use the gentlest means possible to clean historic masonry. Cleaning with a low-pressure (500 pounds per square inch or less) water wash, using detergents and natural bristle brushes, is preferred over harsher methods.
  - Test any proposed cleaning method on an inconspicuous sample area first.

- If cracks in mortar joints, crumbling mortar, loose bricks, damp walls, or damaged plaster indicate deterioration, repoint mortar joints of masonry surfaces in appropriate ways:

  - Carefully remove deteriorated mortar by hand-raking the joints. Using electric saws or hammers can damage the masonry.

  - Duplicate the strength, the composition, the texture, and the color of the original mortar. Replacing a softer mortar with

one high in Portland cement content can cause serious damage to existing masonry.

- Duplicate the width and the joint profile of the original mortar joints.

- It is not appropriate to use high-pressure cleaning methods such as sandblasting and waterblasting on historic masonry surfaces. Such cleaning techniques permanently damage the masonry surface and accelerate deterioration by removing the outer edge and exposing the softer inner core of the brick.

d. Wood:

Window sashes, doors, bulkheads below display windows, and cornices are the most common wooden design elements found in downtown. The functional and decorative detailing wood provides is an important part of the historic character of the building and district.

i. Maintenance and Repair

Wood is a traditional building material with good insulating qualities. It will last indefinitely if it is kept properly caulked and painted. Because wood expands with the introduction of moisture, caulks and flexible sealants are typically used to seal wood joints and prevent the entry of water beneath the wood surface. Paints and coatings on the wood surface protect it from deterioration due to ultraviolet light as well as moisture. The guidelines for paint provide additional information on the preparation and the maintenance of painted surfaces.

Stains or evidence of mildew indicates that a wood surface is remaining damp, inviting insect and fungal attacks as well as wet rot. Wooden elements should be sloped to shed water, and roof and gutter systems should provide additional protection to the surface. Chemical treatment of wooden members either during manufacture or following installation can enhance wood's ability to resist rot and insect infestation. Some chemical treatments result in an initial resistance to surface paint films, requiring a weathering period of a few months before painting. Chemical treatment is particularly advantageous if the wooden element is to remain unpainted or is in direct contact with the ground.

The repair of deteriorated wooden elements or details may require partial replacement of the original wood or the introduction of a wood consolidant to stabilize the deteriorated section and prevent further decay. Wood consolidants are particularly appropriate when they prevent the removal of decorative details and trim that cannot easily be replicated or when replacement of the deteriorated section of a larger element would be difficult to achieve in place.

ii. Wood Guidelines

♦ Preservation

- Retain and preserve all wooden features that are character-defining elements of a historic building, such as siding, shingles, brackets, cornices, balustrades, columns, pediments, and architraves.

- Retain and preserve historic wooden fabric whenever possible. If dimension, shape, detail, and texture.

- Repair original wooden elements and details by patching with wood or epoxy, splicing, consolidating, or otherwise reinforcing deteriorated sections.

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

- It is not appropriate to replace wooden siding, trim, or window sash with contemporary substitute materials such as vinyl or aluminum.

♦ Maintenance

- Protect and maintain wood surfaces and elements in appropriate ways:

  - Inspect wood surfaces and features regularly for signs of damage from moisture, insects, fungi, or mildew.
  - Monitor the condition of wood surfaces and features. Note: Both the peeling of paint and the widening of wood joints may create the false appearance of deteriorated wood.

- Keep wooden joinery adequately sealed to avoid water penetration.
- Maintain a slope on horizontal wood surfaces, such as porch flooring or window sills, to ensure that water does not collect but runs off.
- Maintain roofs, gutters, and downspouts to protect wood surfaces and features from water damage.
- Prime all exposed wood surfaces before painting.
- Maintain a sound paint film or other coating on wood to prevent damage from ultraviolet light and moisture.
- It is not appropriate to clean wood surfaces with high-pressure methods, such as sandblasting and waterblasting.
- It is not appropriate to overexpose wood surfaces to caustic chemical strippers that will raise the grain of the wood and roughen the surface texture.

e. Architectural Metals:

Cast iron, wrought iron, copper, tin, sheet metal, aluminum, steel, and bronze are all traditional architectural metals that contribute to the architectural character of historic buildings through their distinctive forms, finishes, and details.

A protective paint film is essential for metals that corrode, or rust, when exposed to air and moisture. Consequently, routine maintenance of painted metal surfaces includes prompt attention to any signs of deterioration of the paint film and subsequent corrosion. If the metal surface has begun to flake and rust, it must be thoroughly cleaned before repainting. Because the corrosion continues as long as the metal is exposed to air, immediate painting with a metal primer after cleaning is essential to prevent deterioration of the metal.

Cleaning techniques vary according to the specific metal. Chemical solutions are typically used on soft metals such as lead, tin, copper, zinc, and terneplate. Copper and bronze surfaces develop a protective greenish patina over time, and it is generally desirable to maintain that patina and the protection that it provides.

Wire brushing and hand scraping are appropriate techniques for cleaning hard metals, such as steel and cast or wrought iron. A more abrasive technique, such as low-pressure dry-grit blasting, should be used only if

gentler techniques are unsuccessful and if a test area reveals no damage to the metal surface.

If repair of a deteriorated metal element requires replacement of a metal section, it is important to match the original metal in kind to avoid corrosive galvanic reactions where the metals join.

i. Architectural Metal Guidelines

- ♦ Preservation
  - Retain and preserve original architectural metals, including cast iron, wrought iron, steel, pressed tin, copper, aluminum, and zinc, as well as their finishes and colors.
  - Retain and preserve architectural metal features that are character-defining elements of a historic building or site, including fences, gates, cornices, rails, roofs, gutters, downspouts, and hardware.
  - Retain and preserve historic metal fabric whenever possible. If replacement is necessary, use new metal that matches the original in composition, dimension, shape, detail, and texture. Consider substitute material only if the original material is not technically feasible.
  - If replacement of an architectural metal element or detail is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, and detail.
  - Repair original architectural metal elements and details by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.
- ♦ Maintenance
  - Protect and maintain historic architectural metals in appropriate ways:
    - o Monitor metal for cracks and signs of deterioration or corrosion.

- Clean metal when necessary to remove corrosion before repainting or coating.
- Maintain a sound paint film or other coating on metals that corrode.

- Use the gentlest means possible to clean historic architectural metals, including appropriate chemical solutions for soft metals and wire brushing or hand scraping for hard metals.

- It is not appropriate to clean soft metals, such as lead, tin, copper, zinc, and terneplate, using a high-pressure technique like sandblasting. If wire brushing and hand scraping prove ineffective in cleaning hard metals, such as steel, cast iron, and wrought iron, use low-pressure dry-grit blasting if it will not damage the metal surface.

f. Paint

Masonry, the primary building material in downtown Mount Gilead, was historically not painted. Therefore, most of the brick or stone structures in downtown are unpainted and take on the natural color of the brick, granite or other masonry material of which it is constructed. There are instances, however, where a brick wall has been painted - sometimes in order to provide a protective coating to deteriorated brick.

Although painting of unpainted masonry surfaces is not recommended, repainting of previously painted masonry and stucco using compatible paint coatings after proper cleaning and preparation is recommended. Some painted brick structures have been restored to their original, natural brick finish.

Generally, the painted surfaces on Mount Gilead's downtown structures tend to be window trim, ornamentation, metal details, or any other architectural features that provide a visual accent to the masonry façade. While this painting often serves a protective role to the underlying material, it also provides an opportunity to reinforce a historic building's architectural style and accentuate its significant features through the appropriate selection of paint color.

i. Paint Application and Maintenance

Proper preparation and application of paint films is critical in preserving most historic exterior wood and metal surfaces. Although copper, bronze, and stainless steel surfaces are intended for direct exposure to the elements, paint protects all other metal surfaces from corrosion due to exposure to air and water. Also, paint helps protect wood surfaces from the effects of weathering due to moisture and ultraviolet light. Consequently, maintaining a sound paint film on most metal and wood surfaces is essential to their long-term preservation.

Maintaining wood surfaces that were previously painted requires routine cleaning of the surface. Often the perceived need to repaint may be eliminated with the removal of the surface dirt film through conventional washing. However, repainting is called for if the paint film itself is deteriorated or damaged. Proper preparation includes removal of all loose or detached paint down to the first sound paint layer. It is unnecessary and undesirable to remove additional sound paint layers to expose bare wood, particularly if the wood will remain uncoated for any length of time. It is always best to remove loose paint layers with the gentlest methods possible. Hand scraping and hand sanding are often all that is needed. Destructive methods such as sandblasting or waterblasting and the use of propane or butane torches are never appropriate for historic wood surfaces because of the permanent damage that they will cause to the wood surface itself. Electric heat plates, hot air guns, and chemical paint strippers are appropriate only if gentler techniques have failed.

Before it is repainted, any exposed wood should always be primed with a compatible primer coating. If a surface is damp or soiled, the new paint film will not adhere correctly, and the wet surface may take up to two weeks to dry out completely. Once the surface is clean and dry, the application of a compatible paint coating will result in continued protection of the wood surface.

Painted metal surfaces require similar inspection and routine cleaning before repainting. However, for metals, it is critical that all corrosion be removed and a primer coat be applied immediately to protect the surface from additional corrosion. If cleaning loose paint and corrosion from hard metals such as cast iron, wrought iron, and steel by hand scraping and wire brushing is unsuccessful, low-pressure grit blasting may be necessary. It is always best to test such techniques in an unobtrusive area first to determine if there will be any damage to the metal surface.

- Paint Guidelines

  - It is not appropriate to paint unpainted brick and stone, or to paint copper and bronze.

  - If repainting of a previously painted masonry surface is necessary, use appropriate masonry paint and choose a color that matches that of the original masonry as closely as possible.
  - Protect original building material that was painted by maintaining a sound paint film.

  - Maintain previously painted surfaces in appropriate ways:

    - Inspect painted surfaces to determine if repainting is necessary or if cleaning the surfaces will suffice. Use the gentlest techniques possible, such as hand scraping and hand sanding with wood or brick, and wire brushing and hand sanding with metals, to remove loose paint layers down to a sound paint layer. Employ electric heat guns, heat plates, and chemical paint strippers only when gentler methods are not successful and more thorough removal is necessary, and use them with caution. Follow proper surface preparation, applying compatible paint-coating systems, including priming all exposed wooden surfaces.
    - Apply new paint only to clean, dry surfaces to ensure that it will properly bond.

  - While specific colors are not addressed in these guidelines for downtown buildings, it is encouraged that selected paint colors be appropriate to the historic building and district.

  - Enhance the architectural character of a historic building through appropriate placement of exterior paint colors.

  - Spray-on vinyl coatings are not an appropriate substitute for paint.

g. Safety and Accessibility:

New use or a substantial rehabilitation of a historic building can result in requirements to meet contemporary standards for both life safety and

accessibility to people with disabilities. The North Carolina State Building Code and the federal guidelines for adhering to the Americans with Disabilities Act of 1990 both provide some flexibility in compliance when dealing with historic buildings. Review of proposed exterior alterations to meet life safety and accessibility standards is based on whether the alteration will compromise the architectural and historic character of the building and the site.

Introducing a large feature on the exterior of a historic building without destroying or diminishing significant architectural features is clearly a challenge. Likewise, adding an exterior fire stair or fire exit requires careful study of all alternatives. Regardless of the magnitude of an alteration to a historic building, temporary and reversible changes are preferred over permanent and irreversible ones.

i. Safety and Accessibility Guidelines

- Review proposed new uses for existing historic buildings to determine if related building code and accessibility requirements are feasible without compromising the historic character of the building and the site.

- Meet health and safety code and accessibility requirements in ways that do not diminish the historic character, features, materials, and details of the building.

- Where possible, locate fire exits, stairs, landings, and decks on rear or inconspicuous side elevations where they will not be visible from the street.

- It is not appropriate to introduce new fire doors if they would diminish the original design of the building or damage historic materials and features. Keep new fire doors as compatible as possible with existing doors in proportion, location, size, and detail.

- When introducing reversible features to assist people with disabilities, take care that the original design of the porch or the entrance is not diminished and historic materials or features are not damaged.

- If possible, comply with accessibility requirements through portable or temporary, rather than permanent, ramps.

h. Utilities & Energy Retrofit:

Many features of historic buildings are inherently energy efficient. For example, operable transoms, windows, awnings, and shutters provide opportunities for conserving energy. Capitalizing on energy-efficient historic features and sensitively retrofitting historic buildings can maximize their energy-conserving potential.

Often, the energy efficiency of older windows is compromised when the weatherstripping around the sash is not maintained and the glazing compound that seals the glass panes within the wooden sash deteriorates. Weatherstripping around doors must be maintained as well, to prevent air infiltration. Once existing windows have been repaired as needed, storm windows can be installed to provide a second barrier to the elements. Care must be taken not to damage or obscure the windows and the doors in the process. Interior storm windows are encouraged as an alternative to exterior storm windows. However, exterior storm windows with a painted or baked-enamel finish in a color appropriate to the color of the building are acceptable. Stained or painted wooden storm doors with large glass panels are also acceptable.

Utility work on the public right-of-way or on private property may require a certificate of appropriateness. For example, the installation of a new mechanical box on the sidewalk in downtown would require a certificate. When introducing new mechanical and electrical equipment and lines, care must be taken that historic features of the building are not damaged or obscured. All such equipment should be located in the least visible location and appropriately screened. Large antennas, satellite dishes, and communication equipment are intrusive, but would be appropriate if installed in inconspicuous areas on the building or lot and screened from view – such as on a rooftop behind a parapet wall.

i. Utilities and Energy Retrofit Guidelines

- Retain and preserve the inherent energy-conservation features of a historic building, such as operable windows, transoms, awnings, and shutters.

- Improve thermal efficiency by installing weatherstripping, storm windows, caulk, and if they are historically appropriate, awnings and shutters.

- It is not appropriate to replace transparent glass in windows and doors with tinted or mirrored glass.
- It is not appropriate to replace multiple-paned doors or window sashes with thermal sashes using snap-in, false muntins, or muntins between the glass.

- Generally, it is not appropriate to replace operable windows or transoms with fixed glass.

- Install storm windows so that the existing windows and frames are not damaged or obscured. Select exterior storm windows that are coated with paint or a baked-enamel finish in a color appropriate to the color of the building. Storm windows should be of an appropriate size and proportion so that they match the existing window.

- If awnings are historically appropriate, install them in door or window openings so that architectural features are not concealed or historic materials damaged. Select colors appropriate to the color of the building.

- If wooden shutters are historically appropriate, install them sized to window openings and mounted so that they are operable.

- Locate roof ventilators, hardware, antennas, and solar collectors inconspicuously on roofs where they will not be visible from the street.

- Install mechanical equipment, including heating and air conditioning units, in areas and spaces requiring the least amount of alteration to the appearance and the materials of the building such as roofs. Screen the equipment from view.

- Locate exposed exterior pipes, wires, meters, and fuel tanks on rear elevations or along an inconspicuous side of the building. Screen them from view.

- Locate window air-conditioning units on rear or inconspicuous elevations whenever possible.

- It is not appropriate to install large antennas and satellite dishes in the historic district. Small, digital satellite dishes should not be visible from a public street and should be screened from view.

C. New Construction and Additions:

1. New Construction:

Some new structures in downtown Mount Gilead have left a great deal to be desired in terms of compatibility with adjacent historic structures and the district in general.

There are potential infill sites in downtown. The development of these sites is encouraged if the design of the new structure and site is compatible with the surrounding buildings and the overall character of the historic district. When siting new construction, compatibility with existing setbacks, the spacing of buildings, and the orientation of buildings should be considered. Compatibility of proposed landscaping, lighting, paving, signage, and accessory buildings is also important.

Guidelines for new construction are to ensure that the district's architectural and material vocabulary is respected. The height, the proportion, the roof shape, the materials, the texture, the scale, the details, and the color of the proposed building must be compatible with existing historic buildings in the district. However, compatible contemporary designs rather than historic duplications are encouraged.

a. New Construction Guidelines:

i. Building Setbacks & Orientation on Lot

Perhaps one of the most important considerations of a new design is that it continue the building line of the existing streetscape by using similar setbacks as adjacent structures. Most of downtown Mount Gilead is zoned with a zero-setback line. Therefore, structures can not only be built directly to the right-of-way, but also can abut adjacent structures. The accommodation of an automobile dependent society has resulted in downtown commercial development that is oriented to the car and not the pedestrian. This type of development with buildings setback far from the road and paved parking areas in front of the structure is entirely incompatible in a historic downtown.

- Keep the setback of the proposed building consistent with the setback of adjacent district buildings or nearby district buildings fronting on the same street. Buildings should be built close to the property line to continue the overall building line of the streetscape.
- Make the distance between the proposed building and adjacent buildings compatible with the spacing between existing district buildings. Most buildings in downtown share interior walls.

- In downtown, buildings should be oriented toward the street with the main pedestrian access in the front.

- If parking is to be included in the design of a new construction project, it should be located in the rear of the building or in an interior portion of the block. Access to parking can be from alleyways, side streets, or other parking areas. If possible, allow for pedestrian access from the parking areas at the rear of the building.

- If parking abuts a street, it should be screened from view by landscaping and/ or a low brick wall.

ii. Size and Scale

A new building in the downtown should respect the size and scale of existing historic structures. Most buildings in downtown are one and two stories.

- Design the height of the proposed building to be compatible with the height of historic buildings on the block or the street. There is a variety of heights of downtown buildings, so flexibility in height is appropriate as long as the overall scale of the new building and adjacent buildings are compatible.

- Buildings on the interior of a continuous block face should be no more than one story taller than the adjacent structures. Buildings on corners can be larger in scale than adjacent structures.

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

- Variations in the scale of buildings may be appropriate only on larger lots on the fringes of the district. Buildings of different scale should be separated by an appropriate distance as to minimize the relative impact.
- Buildings of larger scale should provide for various landscaping and pedestrian amenities. Pedestrian access should be provided in and through the site.

iii. Materials, Design Elements, and Rhythm

Design elements of the building itself should also be a consideration in the appropriateness of new construction in the historic district. Materials, architectural features, and the scale and rhythm of façade elements should be similar to that of existing historic structures.

Contemporary compatible designs are encouraged instead of historic copies or reproductions.

- Use materials that are similar to those commonly found in the District such as brick, stone, and metal.

- Contemporary substitute materials that closely imitate historic materials may be used on a limited basis, but should not make up the majority of the finish materials on a project. In order to qualify for use in new construction, substitute materials must have a demonstrated record of overall quality and durability. The physical properties of substitute materials must be similar to those of the historic materials they mimic. When considering substitute materials, the closer an element is to the viewer, the more closely the material and craftsmanship should match the original. The appropriateness of substitute materials shall be reviewed on an individual basis.

- Architectural details such as windows, arches, and cornices should complement that of existing historic structures.

- Aluminum cladding, vinyl and plastic siding and details are not appropriate.

- The size and rhythm of a building's fenestration (doors and windows) should be compatible with existing structures in the district. New windows and doors should be compatible in

proportion, shape, position, location, pattern, and size with windows and doors of contributing structures in the district.

- Contemporary construction that does not directly copy from historic buildings in the district but is compatible with them in height, proportion, roof shape, material, texture, scale, detail, and color, is strongly encouraged.

2. Additions:

The introduction of additions compatible with historic buildings in the district is acceptable if the addition does not visually overpower the original building, compromise its historic character, or destroy any significant features and materials. By placing additions on inconspicuous elevations and limiting their size and height, the integrity of the original buildings can be maintained. It is important to differentiate the addition from the original building so that the original form is not lost. Additions should be designed so that they can be removed in the future without significant damage to the historic building or loss of historic materials. Also, as with any new construction project, the addition's impact on the site in terms of loss of important landscape features must be considered.

The compatibility of proposed additions with historic buildings will be reviewed in terms of the mass, the scale, the materials, the color, the roof form, and the proportion and the spacing of windows and doors. Additions that echo the style of the original structure and additions that introduce compatible contemporary design are both acceptable.

a. Additions Guidelines:

- Locate additions as inconspicuously as possible, on the rear or least character-defining elevation of historic buildings.

- Construct additions so that there is the least possible loss of historic fabric. Also, ensure that character-defining features of the historic building are not obscured, damaged, or destroyed.

- Limit the size and the scale of additions so that they do not visually overpower historic buildings.

- Design additions so that they are differentiated from the historic building. It is not appropriate to duplicate the form, the material,

the style, and the detail of the historic building so closely that the integrity of the original building is lost or compromised.

- Design additions so that they are compatible with the historic building in mass, materials, color, and proportion and spacing of windows and doors. Either reference design motifs from the historic building, or introduce a contemporary design that is compatible with the historic building.

- Design additions so that they can be removed in the future without damaging the historic building.

- It is not appropriate to construct an addition that is taller than the original building.

- Contemporary substitute materials that closely imitate historic materials may be used on a limited basis, but should not make up the majority of the finish materials on a project. In order to qualify for use in new construction, substitute materials must have a demonstrated record of overall quality and durability. The physical properties of substitute materials must be similar to those of the historic materials they mimic. When considering substitute materials, the closer an element is to the viewer, the more closely the material and craftsmanship should match the original. Careful consideration should be given to the placement of substitute materials in relation to historic materials on the original structure to ensure that the transition is differentiated but not distracting or otherwise visually unattractive. Substitute materials should not result in unnecessary damage to adjacent historic materials during installation or over time. The appropriateness of substitute materials shall be reviewed on an individual basis.

3. Rear Decks, Terraces, & Rooftop Decks:

In an environment such as downtown Mount Gilead, property owners may wish to construct rear/rooftop decks and terraces. This type of residential amenity is certainly encouraged and is an important element to the success of the downtown community and livability. Decks and terraces are appropriate provided that they do not damage or alter any historic architectural features of the existing building.

a. Decks and Terraces Guidelines:

- Locate decks and terraces as inconspicuously as possible, on the rear or least character-defining elevation of historic buildings.

- Construct decks and terraces so that there is the least possible loss of historic fabric. Also, ensure that character-defining features of the historic building are not obscured, damaged, or destroyed.

- Screen decks and terraces from public view with appropriate landscaping.

- If a new deck is to be constructed, its design should be compatible in materials and detail with the main building.

- When adding a rear deck to a historic structure, it should be designed so that it could be removed in the future without any loss to the historic fabric of the existing building.

D. Site Features and District Setting:

1. Signage & Awnings;

Signs, as much as the buildings in which they serve, can contribute greatly to the overall sense of place of downtown Mount Gilead—positively or negatively. The purpose of design review of signs and awnings is to ensure that design, location, materials, and colors are consistent with the character and scale of the building and are in keeping with the historic nature of downtown while also promoting and accommodating retail and street activity.

Signs in the downtown come in many different forms. Wall, projecting, awnings, window, and sandwich board signs are the most common found in the district. Sign design is addressed in these guidelines, but overall size, location, and sign type falls under Article XIV of Mount Gilead's Zoning Ordinance.

a. Sign Guidelines:

- Retain and preserve signage that is original or is important in defining the overall historic character of a building.

- Signs should be compatible with the scale, materials and style. If possible, base new sign designs on historic documentation such as old photographs.

- Use traditional materials commonly found on turn-of-the century commercial buildings such as wood, metal, or stone or use modern materials that have the appearance of traditional.

- Whether they are wall-mounted, freestanding, affixed to awnings, or placed on the sidewalk, signs should be placed in locations that do not obscure any historic architectural features of the building or obstruct any views or vistas of Mount Gilead's historic downtown.

- Wall signs appropriately mounted within flat area above storefront.

- Wall signs should be flush-mounted on flat surfaces and done in such a way that does not destroy or conceal architectural features or details.

- Wall-mounted signs on friezes, lintels, spandrels, and fascias over storefront windows should be of an appropriate size and fit within these surfaces.

- Projecting signs:

  - Should be carefully designed to reflect the character of the building and be compatible with other adjacent signage.

  - Should have visually appealing elements such as shapes, painted or applied letters; two or three dimensional icons, etc. should be considered.

  - Mounting hardware should be an attractive and integral part of the sign design.

  - May be constructed of a variety of materials including wood, metal, appropriate plastics and composites.

  - Install freestanding signs appropriately, such as on well-landscaped ground bases or low standards.

- Signs illuminated from within are generally not appropriate. Lighting for externally illuminated signs should be simple and unobtrusive and should not obscure the content of the sign or the building façade.

♦ Sidewalk Signs:

- Within the allowable size, height, and dimensions, creative shapes that reflect the type or theme of the business being advertised are encouraged (e.g., ice cream shop may display a sign in the shape of an ice cream cone.)
- The sign lettering should have a finished look. Signs with chalk boards or dry erase boards may be permitted.

- The signs should only be used to inform pedestrians about the business name, location, and type of goods available at the shop, sale items, or other similar factual and business-oriented messages.

- The signs should not include statements expressing political, religious, sexually explicit, or personal opinions that are not a component of the economic activity offered by the shop.

b. Awning Guidelines:

♦ Awnings should be made of cloth or other woven fabric such as canvas. Metal awnings are generally not appropriate, but can be used in some instances if they are compatible with the historic character of the building. Vinyl or plastic awnings are not appropriate.

♦ Base the design of new awnings on historic documentation of the building or examples from buildings of similar style and age. Awnings for new buildings should be of similar materials, size, and scale of that commonly found in the historic district.

♦ Mount awnings in a manner that does not obscure or damage historic architectural features of the building. Awnings should be placed appropriately above the transom and projecting over individual window or door openings. They should fit within the window or door opening. A continuous awning is not appropriate. .

- Back-lit awnings or those with interior illumination are not appropriate in the historic district.

- Select awning colors that are appropriate to the design of the building.

2. Parking & Paving:

Parking areas serve a utility function more than anything else. They provide vehicular access to the consumer while also facilitating various service functions and commercial deliveries. With appropriate paving materials, landscaping and screening, a parking area can be designed to minimize its impact on the historic downtown and, with some creativity, be an attractive area for parking, pedestrian and vehicular circulation, or even as a public gathering space for events and festivals.

The location of parking areas in downtown Mount Gilead is a product of the orientation of the main building on the lot. Most off-street parking areas are either to the rear of buildings fronting on a street or are within an interior area of the block. There are, unfortunately, instances in downtown where a building may have a suburban orientation with the main structure set back far from the street with parking in the front. This is simply not appropriate in a historic downtown.

a. Parking Guidelines:

- Whenever possible, retain and preserve the historic configuration and materials of paved areas such as alleys and sidewalks

- Parking in downtown should be located to the rear of the building. In certain cases, it may be appropriate for parking to be located to the side and rear of the structure. Parking lots should not be located on a corner lot.

- Appropriate materials that complement a historic district (such as brick pavers) are encouraged to be used in the design of a parking area. This would minimize the aesthetic impact of an expansive parking area while also facilitating more efficient pedestrian & vehicular circulation.

- Whenever possible, use effective screening methods for parking areas such as landscaping, wrought-iron or wooden fences, and masonry walls that are compatible with the adjacent structures and district.

- Gravel and unpaved parking areas or pedestrian walkways are not appropriate.

3. Landscaping & Streetscape:

Streetscape elements such as landscaping and street furniture can have a tremendous impact on an urban historic district. While they can be mostly functional, such as a shade tree or a sidewalk bench, they can also be an attractive, pedestrian-friendly element that helps define space and encourages commerce, dining, and interaction.

These elements should be considered in any design for new construction, parking areas, and sidewalk retail.

a. Landscaping & Streetscape Guidelines:

i. Landscaping:

- Retain and maintain specific landscape features that are character-defining elements of the historic district, including large trees, parks, hedges, foundation plantings, grassy lawns, and ground cover.

- New landscaping areas should use planting materials compatible with the historic district and appropriate in the urban environment.

- The removal of any tree larger than eighteen inches in diameter at four-and a-half feet above the ground requires a certificate of appropriateness.

- Remove a diseased, mature tree only on a written certification of its condition by an arborist, a landscape architect, a cooperative agent, or a city-designated agent. If it is necessary to remove a large tree or a hedge because of storm damage, replace it with a new tree or hedge of the same species or with a similar appearance.

- Pruning techniques that promote the health and natural growth of the tree are encouraged. Unnatural pruning techniques such as topping, stubbing, dehorning or lopping are not appropriate. Tree pruning should follow accepted industry standards for arborists (ANSI 300A Standards).

- If it is necessary to remove a large tree because of disease or storm damage, replace it with a new tree of the same species or with a similar appearance.

- Appropriate landscaping should be used to screen parking lots, utilities, garbage receptacles, and other service areas.
- Plantings should not obstruct the view of historic structures, façades, or architectural details.

ii. Streetscape:

- Sidewalk furniture including benches, trash receptacles, tree grates, etc. should be of a material and color that is compatible with a historic downtown. Brightly colored or contemporary street furniture is not appropriate.

- Sidewalk retail and cafés are encouraged in downtown provided they use appropriate street furniture, do not significantly obstruct historic structures or architectural features, and do not create a hazard for the pedestrian.

- Retain and preserve historic fences and walls. Modern fencing such as chain link is incompatible in the downtown historic district.

- Landscape elements such as fences, gates, and walls are appropriate in downtown to screen parking lots or service areas. They should be compatible with the existing structure and be made of appropriate materials such as masonry, wrought iron, and wood.

4. Lighting:

Lighting in downtown serves several purposes including security, facilitating vehicular and pedestrian traffic, illumination of signage and façades, and accentuating architectural details of buildings. Whenever designing lighting elements in downtown, it is important to consider the level of lighting as well as the scale and overall design of the lighting fixture.

a. Lighting Guidelines:

- Introduce exterior lighting that is compatible with the historic nature of the structure, the property, and district. Compatibility of exterior lighting and lighting fixtures is assessed in terms of design, material, use, size, scale, color, and brightness.

- Whether lighting the street or parking areas, appropriate fixtures should be selected that are compatible with existing fixtures and the historic character of the district.

- When mounting lighting fixtures on buildings, select those that are as unobtrusive as possible and whose installation will not damage or conceal any historic architectural features.

- Rather than indiscriminately lighting areas, introduce subtle lighting qualities by carefully locating light sources.

- Introduce lighting levels that provide adequate safety, yet do not detract from or overly emphasize the structure or the property.

- Introduce directional lighting that does not spill light onto adjacent properties. Exterior lighting in parking lots should be directed into the parking area itself.

E. Demolition and Relocation:

1. Demolition:

Demolition of a structure in the historic district is an irreversible step and should be carefully deliberated. Once they are destroyed, historic resources can never be replaced. In considering demolition, the property owner and the Commission should give careful thought to the following questions:

- Could another site serve the purpose equally well?
- Could the existing building be adapted to meet the owner's needs?
- Could the property be sold to someone willing to use the existing building?
- Could the existing building be moved to another site?

In reviewing a request to demolish a building in the district, the Commission

also consider whether the proposed demolition will adversely affect other historic buildings in the district or the overall character of the district. The Commission discourages demolition when no subsequent use has been proposed for the site. When considering demolition of a historic building, the property owner is encouraged to work closely with the Commission in reviewing all alternatives.

a. Denial of Authorization to Demolish:

An application for a certificate of appropriateness authorizing the demolition or the destruction of a building, a site, or a structure determined by the State Historic Preservation Officer to have statewide significance as defined in the criteria of the National Register of Historic Places, may be denied except when—

- The Commission finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use of or return from the property by virtue of the denial, or
- The city has adopted a demolition ordinance under the minimum housing code.

b. Delay of Demolition:

An application for a certificate of appropriateness authorizing the demolition or the destruction of a designated landmark, building, site, or structure in the historic district may be delayed for up to 365 days from the date of approval. If the Commission has voted to recommend designation of a property as a landmark or a historic district and final designation has not been made by the Mount Gilead Board of Commissioners, then demolition may also be delayed up to 365 days or until the Board of Commissioners takes final action on the designation, whichever comes first. The intent of the delay is to provide sufficient time to exhaust all possibilities of saving the building. During the delay, the Commission should actively seek to negotiate with the owner or other interested parties to find a means of preserving the building or the site.

The Commission should also make it widely known that a significant building is threatened with demolition and that alternatives are sought. The Commission may waive all or part of the delay period if it finds that the structure is of little historic or architectural value. Also, the Commission may reduce the maximum period of delay when it finds that the owner would

suffer extreme hardship or be permanently deprived of all beneficial use of or return from the property by virtue of the delay.

c. Demolition Guidelines

- ♦ Work with the Historic Preservation Commission to seek alternatives to demolition.

- ♦ If all alternatives have been exhausted, follow these guidelines for demolition:

  - Make a permanent record of a significant structure before demolition. The record shall consist of black-and-white photographs and other documents, such as drawings, that describe the architectural character and the special features of the building. The Commission determines on a case-by-case basis the precise documentation of a specific building that is required and the person who is responsible for producing that documentation. The documentation must be submitted for review by the Commission before the demolition. The record is retained by the Town of Mount Gilead.

  - Work with the Commission to identify salvageable materials and potential buyers or recipients of salvaged materials. The removal of all salvageable building materials before demolition is encouraged, and may be required depending on the significance of the building.

  - Clear the structure quickly and thoroughly.

  - Submit a site plan illustrating proposed landscaping and any other site development to be completed after demolition.

  - Plant the site or appropriately maintain it until it is reused. If the site is to remain vacant for over one year, it should be improved to reflect an appearance consistent with other open areas in the district.

2. Relocation:

Relocation of a structure within the historic district should be carefully deliberated. A historic building should be moved only if all other preservation

options have been exhausted. Relocation often results in a loss of integrity of setting and environment that compromises the significance of the relocated building. Consequently, relocation of a property on the National Register of Historic Places may result in its removal from the register. However, relocation of a building or a portion of a building to the extent that it is practical may be a desirable alternative to demolition.

In reviewing a request to move a building within the district, the Commission considers whether the proposed relocation will adversely affect other historic buildings in the district or the overall character of the district.

Moving buildings into the historic district or relocating them within it should be based on thorough planning and meet the guidelines for new construction with regard to architectural compatibility, siting, orientation, and landscaping.

a. Relocation of Buildings Guidelines:

- Document original site conditions before moving the structure. Use photographs and other written or graphic items such as site plans to record the original setting.
- Assess the structural condition of the building before moving it, to minimize damage during the move.
- Work with contractors experienced in successfully moving historic structures.
- Protect the building from weather damage and vandalism during the relocation.
- If a structure is moved to a site within the historic district—
  - Assess the architectural compatibility of the relocated structure with adjacent buildings according to the guidelines for new construction.
  - Review the proposed siting, setback, landscaping, and other site-specific treatments according to pertinent guidelines.
  - Ensure that the relocation will not damage existing historic buildings or the character of the district.

Appendix A: Downtown Mount Gilead Historic District Map

Appendix B:

Ordinance Establishing Mount Gilead Historic Preservation Commission

Ordinance Resolution

Establishing Mount Gilead Historic Preservation Commission

Whereas, the Town of Mount Gilead has a unique architectural and historical character, and

Whereas, the Mount Gilead Board of Commissioners desires to protect and preserve this architectural and historical character and promote its use and conservation for the education, pleasure, and enrichment of its citizens and people, and

Whereas, North Carolina General Statute 160A-400.7, provides that a municipality may establish an historic preservation commission to encourage the use and conservation of its architectural and historical character,

Now Therefore, The Mount Gilead Board of Commissioners does hereby establish the Mount Gilead Historic Preservation Commission as follows:

A. Members:

1) The Commission shall have at least 3 members.
2) The maximum term of any member of Commission shall be 4 years.
3) A majority of the Commission members shall have a demonstrated special interest, experience, or education in history, architecture, archeology, or related fields.
4) All members of the Commission shall reside in the Town Limits or Extra Territorial Jurisdiction of the Town of Mount Gilead.
5) The initial members of the Commission and their terms shall be as follows:

Member	Term
Benjamin Blake	4 Years
Carrol Hurley	3 Years
Max Joyce	3 Years
Clydene Kime	2 years
Hilda Poplin	1 Year

6) Upon the expiration of their terms, the Mount Gilead Board of Commissioners shall appoint replacement members. Replacement members shall be appointed for the term of the member they are

replacing. Members whose terms have recently expired may be reappointed to fill another term before having to rotate off the Commission for at least a year before being reappointed. In considering the appointment of replacement members, the Mount Gilead Board of Commissioners shall consider any recommendations made by the current membership of the Commission.

B. Powers of the Historic Preservation Commission:

The powers of the Mount Gilead Historic Preservation Commission within the boundaries of the Town Limits and Extraterritorial Jurisdiction of Mount Gilead shall be those provided for in North Carolina General Statute 160A-400.7, including:

1) Undertaking inventories of properties of historical, architectural, pre-historical, and or cultural significance.
2) Recommending to the Mount Gilead Board of Commissioners areas to be designated by ordinance as "Historic Overlay Zoning Districts", as well as individual structures, buildings, sites, areas, or objects to be designated by ordinance as "Landmarks". Prior to recommending such designation to the Mount Gilead Board of Commissioners, the Historic Preservation Commission shall notify of its intent, provide pertinent information to, and seek comment from North Carolina's State Historic Preservation Officer (SHPO) and the Mount Gilead Planning Commission.
3) Acquiring by any lawful means the fee or any lesser included interest, including options to purchase and conservation easements, to properties within established historic districts, or to any 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.
4) Restoring, preserving, and operating historic properties.
5) Recommending to the Mount Gilead Board of Commissioners that designation of any area as a historic district, or part thereof, or designation of any building, structure, site, area, or object as a landmark, be revoked or removed for cause. Prior to recommending such revocation of designation to the Mount Gilead Board of Commissioners, the Historic Preservation Commission shall notify of its intent, provide pertinent information to, and seek comment from

North Carolina's State Historic Preservation Officer (SHPO) and the Mount Gilead Planning Commission.

6) Conducting educational programs with respect to historic properties and districts within the Town Limits and Extra Territorial Jurisdiction of the Town of Mount Gilead.
7) Cooperating with state, federal, and local governments, in pursuance of the purpose of this ordinance resolution.
8) Entering, solely in performance of it's officially duties, and only at reasonable times, upon private lands for the examination or survey thereof. However, no member, employee, or agent of the Commission may enter any private building or structure without the express consent of the owner or occupant thereof.
9) Preparing and recommending the official adoption of a preservation element or component as part of any comprehensive land use plan adopted by the Mount Gilead Board of Commissioners. In making such recommendation, the Commission shall consult with the Mount Gilead Planning Commission.
10) Reviewing and acting upon, through approval or denial, applications for a Certificate of Appropriates for alterations, demolitions, or new construction within any designated historic overly zoning districts, or regarding any designated landmark within the Town Limits and Extra Territorial Jurisdiction of the Town of Mount Gilead. A Certificate of Appropriateness issued by the Commission shall be required prior to the issuance of a building, zoning, or any other permit issued by the Town of Mount Gilead or Montgomery County, which may be required by the construction, alteration, moving, or demolition of any structure.
11) Negotiating at any time with the owner of a building, structure, site, area, or object for its acquisition, or preservation, when such action is reasonably necessary or appropriate.

Appendix C: Rules of Procedure

MOUNT GILEAD HISTORIC PRESERVATION COMMISSION

RULES OF PROCEDURE

ARTICLE I. GENERAL RULES

The Historic Preservation Commission of the Town of Mount Gilead, North Carolina, shall be governed by the terms of Chapter 160A, Article 19, Part 3C of the General Statutes of North Carolina, and by the terms of the Town of Mount Gilead's Historic District Ordinance enacted by the Mount Gilead Board of Commissioners on the l0th day of May 2006, and any amendments thereto. All Commission members thoroughly familiarize themselves with the provisions of the Statutes and Ordinances.

ARTICLE II. OFFICERS AND DUTIES

A. Election of Officers:

The Commission shall organize and elect a Chairman and Vice-Chairman annually at the first meeting in the month of April. These officers shall be eligible for re-election.

B. Chairman:

The Chairman shall preside at all meetings and public hearings of the Commission, decide on all matters of order and procedures, and appoint any committees found necessary to investigate those matters before the Commission or to perform any of its duties.

C. Vice-Chairman:

The Vice-Chairman shall assume the duties of the Chairman in his absence.

ARTICLE III. MEETINGS

A. Regular Meetings:

Regular meetings of the Commission shall be held on the second (2nd) Wednesday of each month at the Mount Gilead Public Library; provided that if the Chairman so directs, meetings may be held at any other place in the Town.

B. Special Meetings:

Special meetings of the Commission may be called at any time by the Chairman, provided that at least forty-eight (48) hours, notice is given to each member.

C. Quorum.:

A quorum shall consist of five (5) members,

D. Conduct of Meetings:

All meetings shall be open to the public. The order of business at regular meetings shall be as follows:

1. Roll Call

2. Recognition of Visitors

3. New Business

4. Unfinished Business

5. Reports of Committees

6. Reading of Minutes of the previous meeting

7. Adjournment

E. Change of Rules of Procedure:

No change shall be made to the Rules of Procedure of the Historic Preservation Commission without the affirmative vote of five (5) members of the Commission.

F. Vote:

Except as otherwise specified herein, the vote of the majority of those members present shall be sufficient to decide matters before the Commission provided that there are at least three (3) affirmative votes. All members attending the meeting shall vote unless excused by the Chairman for just cause.

G. Cancellation of Meetings:

Whenever there is no business for the Commission, the Chairman may dispense with a regular meeting by giving notice to all members no less than twenty-four (24) hours prior to that time set for the meeting.

ARTICLE IV. REMOVAL OF MEMBERS

The Chairman shall notify the Mayor of the Town of Mount Gilead of any Commission member who is absent from three (3) consecutive meetings unless such absence is excused by the Commission for good and sufficient cause.

ARTICLE V. RECORDS

The Clerk shall maintain a file of all studies, plans, reports and recommendations made by the Commission in the discharge of its duties and responsibilities.

All records of the Commission shall be public records.

ARTICLE VI. CLERK

The Clerk shall be a regular employee of the staff of the Town of Mount Gilead appointed by the Town Manager to keep the minutes of the Commission, notify members of the regular and called meetings, record attendance, carry on routine correspondence, maintain the files of the Commission, and handle the finances of the Commission.

The Clerk shall provide the minutes of the previous meeting to members by mail four to seven days prior to the next scheduled meeting.

ARTICLE VII. APPLICATIONS

Applications for certificates of appropriateness or administrative review shall be made at the Town Hall in the office of the Zoning Administrator. All information relative to applications for certificates of appropriateness shall be sent to individual Commission members at least five days prior to the next regularly scheduled meeting. If adjoining property owners are materially affected, notice indicating the date and time of the hearing shall be mailed to them also.

Action on an application for a certificate of appropriateness must be taken by the Commission within 180 days after the filing of a complete application. This time limit can be extended by mutual agreement between the applicant and the Commission.

Each telephone, personal, or written inquiry concerning certificates of appropriateness shall be logged on a report form in the office of the Zoning Administrator. Written comments on each inquiry shall be made by the Zoning Administrator and the Chairman of the Historic Preservation Commission. These two (2) officials, together with the Vice-Chairman of the Commission, shall then determine for each inquiry whether the request concerns ordinary maintenance or repair which does not involve a change in design, material, color, or outer appearance of any architectural feature in the HA district. Based on this determination, the three (3) officials shall determine whether a certificate of appropriateness is required for the inquiry under consideration. In any event, the action of

the committee will be reported at the next regularly scheduled meeting of the Historic Preservation Commission.

All applications for certificates of appropriateness shall be made on forms provided by the Historic Preservation Commission. No applications shall be considered by the Commission unless they are submitted on such forms and are complete, including all necessary exhibits. Provided, however, that the Commission may consider applications not complying with this paragraph only upon a finding by the Commission, entered in the record, of extraordinary or unusual circumstances which would make compliance with this provision impractical.

ARTICLE VIII. DESIGN REVIEW ADVISORY COMMITTEE

It shall be the policy of the Commission in regard to applications for new structures or extensive alterations and/or additions to existing structures that the Commission shall refer applications to its Design Review Advisory Committee. The Advisory Committee shall also be available to meet with representatives of the persons or organization involved in the new construction or alteration projects at some early stage in the design process, prior to the submittal of a formal application. At this point, the Design Review Advisory Committee could advise them informally concerning the Commission's guidelines, the nature of the area where the proposed construction is to take place and other relevant factors. In the event of such preliminary discussions with the Committee, the Commission may waive the referral of an application to the Advisory Committee and proceed with its deliberations.

The Advisory Committee shall be appointed by the Chair, and may include staff members and other recognized experts in the field. No advice or opinion given, or reported as having been given at such an informal meeting shall be in any way official or binding upon the Historic Preservation Commission at any time. Notice of the need for such review should be given to applicants and future applicants at the earliest appropriate time.

ARTICLE IX. MINOR WORKS

A certificate of appropriateness application, when determined to involve a minor work, may be reviewed and approved, according to review criteria in subsections (1) through (19), by the minor works committee.

Minor works are defined as those exterior changes that do not involve substantial alterations, additions or removals that could impair the integrity of the landmark or property in the historic district such as:

1. Storm windows which have a painted or baked enamel finish (providing color

matches window trim or is appropriate to the building).

2. Normal size television and radio antennas (citizen band and ham operators shall require a certificate of appropriateness).

3. Roof and basement ventilators (only if the roof vents are on back slopes);

4. Window air conditioning units (not central units).

5. Picket fences when:

(a) Constructed of wood;

(b) Generally similar to a design set forth in the design guidelines as appropriate to the district, and to the style of the house;

(c) Substantially open in character;

(d) Height is as follows:

(i) On the side, rear or interior location of the lot, at or behind the building line, not exceeding forty-two (42) inches in height, and in a location conforming to the zoning regulations; or

(ii) In the front yard not to exceed 36 inches; and painted white or in a color to match the house trim or body. However, the following fences require approval by the full Historic Preservation Commission:

(e) Fences constructed of any non-wood materials;

(f) Fences erected along the periphery of any parking area designed to accommodate more than three (3) cars; or

(g) Picket fences which are unpainted, or which are painted in a color other than white

6. Patios constructed of common stone or red brick, and bricked-in areas on the side or of the structure at ground level and not abutting a right-of-way, when the height does not exceed six (6) inches above the adjacent ground level.

7. Sidewalks constructed with old-style brick.

8. Installing gutters and downspouts painted to match the house or trim, as long as no significant architectural features are removed

9. Repainting of a structure in colors identical to those existing on the structure.

10. Installation of central air conditioning units on a side or rear of a structure not facing a public street, which cannot easily be seen from the street or are screened from view with shrubbery or appropriate fencing.

11. Replacement of missing or deteriorating siding and trim, porch floors, ceilings, columns and balustrades, or architectural details, with new materials that are identical to the original.

12. Renewal for an additional six-month period 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 initially.

13. Storm or screen doors which are wooden and which are stained in natural wood color or painted in a color to match the house or trim.

14. Storm doors with full-view glass with a baked enamel finish to match the trim of the house on entrances not facing a public right-of-way.

15. Erection, alteration or removal of temporary features that are necessary to ease difficulties associated with a medical condition but which do not permanently alter exterior features.

16. A house identification sign which:

(a) Contains the name of the house and/or the year built as listed in the Design Guidelines;

(b) Is compatible in color, material and location to the house;

(c) Does not exceed three (3) square feet in area; and

(d) Is in compliance with the city sign ordinance.

17. Re-roofing a house with similar materials in a color preapproved by the Commission.

18. When the Town of Mount Gilead Tree Board rules that a tree larger than 18 inches in diameter at 4½ feet above the ground is diseased or severely damaged, it can be removed and shall be replaced with a similar type plant material.

19. Removing non-original materials (less than 50 years old) including substitute siding.

If the committee does not issue a certificate of appropriateness, the applicant will be advised to make a formal application to the Historic Preservation Commission. No application may be denied without formal action by the Historic Preservation Commission.

ARTICLE X. APPLICATIONS INVOLVING MEMBER

No Commission Member shall take part in the hearing, consideration or determination of any case in which he/she is a party or has a financial interest.

ARTICLE XI. NOTICE REQUIRED FOR APPLICATION

The Historic Preservation Commission will consider all applications submitted to the Zoning Administrator at its next regularly scheduled meeting, provided ten (10) business days notice has been allowed prior to the meeting.

ARTICLE XII. NOTICE TO APPLICANTS AND ADJOINING PROPERTY OWNERS

Prior to issuance or denial of a certificate of appropriateness, the Historic Preservation Commission shall take such action as may reasonably be required to inform the owners of any property likely to be materially affected by the application and shall give the applicant and such owners an opportunity to be heard.

ARTICLE XIII. CONDUCT OF HEARING

Any party may appear in person or by agent, other than a Commission member, or by an attorney at the hearing. The order of business for each hearing shall be as follows:

1. The Chairman or such person as he shall direct, shall give a preliminary statement of the application.

2. The applicant shall present the arguments in support of his application.

3. Persons opposed to granting the application shall present the arguments against the application.

4. Both sides will be permitted to present rebuttals to opposing testimony.

The Commission, may, in its discretion, view the premises, obtain additional facts in the matter and seek the advice of the North Carolina Department of Cultural Resources or other expert advice before arriving at a decision.

All applications for certificates of appropriateness shall require testimony by the applicant, either in person or through an agent, for such applications to be considered. In the event an application is placed on the agenda, proper notice is given to all parties, and the applicant fails to appear as required thereunder, the application shall be deemed to have been withdrawn by the applicant.

ARTICLE XIV. REHEARING

Application for a rehearing may be made in the same manner as provided for an original hearing. Evidence in support of the application shall initially be limited to that which is necessary to enable the Historic Preservation Commission to determine whether there has been a substantial change in the facts, evidence or conditions in the case. A rehearing shall be denied by the Historic Preservation Commission, if in its judgment there has been no substantial change in the facts, evidence or conditions in the case.

ARTICLE XV. NOTIFICATION

Written notice of the decision in a case shall be given to the applicant by the Clerk as soon as practical after the cases haven been decided. The final decision of the Commission shall be shown in record of the case as entered in the minutes of the Historic Preservation Commission and signed by the Chairman and the Clerk upon approval of the minutes by the Historic Preservation Commission. The record shall show the reasons for the decision.

ARTICLE XVI. ENFORCEMENT

An appeal may be taken to the Board of Adjustment from the Commission's actions in granting or denying any certificate of appropriateness. Appeals may be taken by any person aggrieved or by an officer, department, board or bureau of the Town of Mount Gilead affected by any such action by the Commission.

All appeals shall be taken within thirty (30 days) of the Commission's action.

All documents and materials constituting the record which the action appealed from was taken shall forthwith be transmitted to the Board of Adjustment. Supporting documents and materials such as drawing, architectural plans, plot plans, color samples, material textures, proposals from contractors and photographs may be transmitted to the Board of Adjustment.

The Board of Adjustment shall review appeals from the Commission by certiorari as provided by the rules of the Board.

ARTICLE XVII. AMENDMENTS

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of at least five (5) members of the Commission. This proposed amendment must have been presented to the Commission members in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Appendix D: Application for Certificate of Appropriateness

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Town of Mount Gilead

Historic Preservation Commission

Please complete this application and return to the Mount Gilead Town Hall, PO Box 325, 110 W. Allenton St., Mount Gilead, NC 27036

A. Property Location:

Street Address_____
Located between _____St. and _____St.
Located on the _____ side of the street

B. Property Identification:

Tax Map # _____ Parcel # _____
Property Frontage _____Ft. Property Depth _____Ft.

C. Property Ownership:

Owner_____
Address:_____
Telephone _____ Fax _____
E-Mail_____

D. Action Requested:

The following action by the Mount Gilead Historic Preservation Commission is requested:

❑ Administrative Review
❑ Certificate of Appropriateness
❑ Minor Works

For:

_____
_____
_____
_____
_____

E. Plot Plan:

Attached is a plot plan showing all dimensions of the lot and the existing and proposed improvements and necessary setback lines.

F. Adjacent Property Owners:

The following are all of the individuals, firms, or corporations owning adjacent property within 100 feet of (on both sides and to the rear), and in front of (across the street from) the property described in this application:

Owner	Mailing Address

G. Applicant Certification:

I, the undersigned, do hereby respectfully make application for your review of my request concerning the property described above and certify that all of the information presented in this application is true and accurate to the best of my knowledge, information, and belief.

_____Date _____
Signature of Applicant

Assigned By Mount Gilead Historic Preservation Commission

_____
Application Number

To: North Carolina Department of Cultural Resources

Please make any comments deemed appropriate concerning the above application in the space provided, sign and return to this office as soon as possible. If you do not wish to comment, please so indicate, sign and return to this office.

_____
Signature of Authorized Official Date

Return to: Town of Mount Gilead, PO Box 325, 110 W. Allenton St, Mount Gilead, NC 27036

Appendix E: Certificate of Appropriateness

CERTIFICATE OF APPROPRIATENESS

Town of Mount Gilead

Historic Preservation Commission

Date Issued:

Certificate No:

The proposed improvements to the property located in the HD-Downtown Historic Overlay district have been reviewed by the Mount Gilead Historic Preservation Commission and have been found to conform to the guidelines set forth in the Article 14 of the Mount Gilead Zoning Ordinance.

This certificate is valid for 6 months from the date of issue set forth above and shall expire if no work has been commenced by that time.

Approval Certification:

The undersigned certifies that all work covered under this certificate has been completed in accordance with any special conditions or modifications issued by the Mount Gilead Historic Preservation Commission.

_____Date_____
Chairman, Mount Gilead Historic Preservation Commission

Appendix F: Certification of Agent

Authorized Agent Form

I, _____

Do hereby appoint _____ as my duly authorized agent to act and speak for me before the Mount Gilead Historic Preservation Commission on the following matters:

_____Date _____

Authorized Signature

Subscribed and sworn before me this _____ day of _____, 20 ___

_____

Notary Public

My commission expires: _____

Appendix G: Definitions

ARCHITRAVE – The casing or the molding surrounding a door or window frame; also, in classical architecture, the lowest part of an entablature.
ASHLAR MASONRY – Masonry having a face of square or rectangular stones. Random ashlar has neither vertical nor horizontal joints continuous.
BALUSTER – A miniature column or other form of upright that in series supports a handrail.
BALUSTRADE – A railing or a parapet consisting of a handrail on balusters, sometimes interrupted by piers.
CASING – The molding trim encasing a door or window frame; also called architrave.
COLUMN – A supporting pillar consisting of a base, a cylindrical shaft, and a capital.
COPING – The cap of the top course of a masonry wall.
CORBEL – A bracket of stone, wood, brick, or other building material, projecting from the face of a wall and generally used to support a cornice or an arch.
CORNICE – Any molded projection that crowns or finishes the part to which it is affixed; an ornamental molding, usually of wood or plaster, running around the walls of a room just below the ceiling; the molding forming the top member of a door or window frame; the exterior trim of a structure at the meeting of the roof and the wall.
ENTABLATURE – In classical architecture, the horizontal members immediately above the column capitals; divided into three major parts, the architrave, the frieze, and the cornice.
FANLIGHT – An overdoor window, semi-elliptical or semicircular in shape with radial muntins.
FRIEZE – A plain or decorated horizontal part of an entablature between the architrave and cornice.
LIGHT – A pane of glass.
LINTEL – A horizontal structural member (such as a beam) over an opening, that carries the weight of the wall above it; usually made of steel, stone, or wood.
MUNTIN – A bar member supporting and separating panes of glass in a sash or door.
PARAPET – A low protective wall or railing along the edge of a raised structure such as a roof or
balcony.
PEDIMENT – In classical architecture, the triangular gable end of the roof above the horizontal cornice, often filled with sculpture. In later work, a surface used ornamentally over doors or windows; usually triangular, but may be curved.
PILASTER – An engaged pier or pillar of shadow depth, often with capital and base.

QUOIN – One of the corner stones of a wall, emphasized by size, by more formal cutting, by more conspicuous jointing, or by difference in texture.
SASH – Any framework of a window; may be moveable or fixed; may slide in a vertical plane (as in a double-hung window) or may pivot (as in a casement window).
SIDELIGHT – A framed opening with fixed glass on either side of a doorway.
STRINGCOURSE – A horizontal band or molding set in the face of a building as a design element.
STUCCO – An exterior finish, usually textured; composed of portland cement, lime, and sand, mixed with water.
TONGUE-AND-GROOVE – The term for a board having a tongue formed on one edge and a groove on the other for tight jointing.
TRANSOM – A small hinged window above a door or another window.
TURRET – A small tower, usually projecting out from the walls at the corner of a building and extending above it.
WATER TABLE – A projecting ledge, molding, or stringcourse along the side of a building, designed to throw off rainwater.

Appendix H: Resources for Technical Information

A. Local Resources

Mount Gilead Historic Preservation Commission
Town Hall
PO Box 325
110 W. Allenton St.
Mount Gilead, NC 27306

For information on Mount Gilead's local historic district, certificates of appropriateness, and technical assistance, contact the Zoning Administrator, 910-439-5111

B. State Resources

State Historic Preservation Officer
North Carolina Division of Archives and History
507 North Blount Street
Raleigh, NC 27699-4617

For information on historic structures and the National Register, contact the Survey and Planning Branch, 919/733-6545.

For information on preservation tax credits and technical restoration assistance, contact the Restoration Branch, 919/733-6547.

For information on archaeological sites, contact the Office of State Archaeology, 919/733-7342.

National Resources
U.S. Department of the Interior
National Park Service
P.O. Box 37127
Washington, DC 20013-7127
Office of the Director: 202/208-4621
Office of Public Affairs: 202/208-6843
Preservation Assistance Division: 202/343-9578

Southeast Regional Office of the National Park
Service
100 Alabama St. SW
1924 Building
Atlanta, GA 30303
Public Information Office: 404/562-3100

Appendix I: Printed Reference Material

A. National Park Service Publications

The National Park Service publishes a series of technical leaflets, books, and briefs on appropriate preservation treatments. The Catalog of Historic Preservation Publications with stock numbers, prices, and ordering information may be obtained by writing to the National Park Service, Preservation Assistance Division, P.O. Box 37127, Washington, DC 20013-7127.

B. Other

Blumenson, John J.G. Identifying American Architecture: A Pictorial Guide to Styles and Terms 1600-1945. Nashville, Tenn.: American Association for State and Local History, 1981.

Bishir, Catherine W., et al. Architects and Builders in North Carolina: A History of the Practice of Building. Chapel Hill: University of North Carolina Press, 1990.

Bullock, Orin M., Jr. The Restoration Manual. An Illustrated Guide to the Preservation and Restoration of Old Buildings. Norwalk: Silvermine Publishers, 1966.

Hood, Davyd Foard. The Architecture of Rowan County: A Catalogue and History of Surviving 18th, 19th and Early 20th Century Structures. Salisbury, N.C.: Rowan County Historic Properties Commission, 1983.

Morton, W. Brown, III, et al. The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings. Washington, D.C.: National Park Service, U.S. Department of the Interior, 1992.

Moss, Roger W. Century of Color: Exterior Decoration for American Buildings-1820/1920. Watkins Glen, N.Y.: American Life Foundation, 1981.
National Park Service. Respectful Rehabilitation: Amwers to Your Questions on Historic Buildings. Washington, D.C.: Preservation Press, 1982.

Weeks, Kay D. and Anne E. Grimmer. Secretary of Interior's Standards for Rehabilitation with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings. Washington, D.C.: National Park Service, U.S. Department of the Interior, 1995

C. Sources for this Publication:

City of Salisbury Historic District Design Guidelines