



Rowan's Original Gateway.

**Spencer Historic Preservation Commission
Regular Meeting Agenda
Monday, June 26, 2023, 7:00 P.M.**

- Call the Meeting to Order Leslie Ann Talbott, Chair
- Introduction & Pledge of Allegiance..... Volunteer from the Board
- Formal Roll Call..... Leslie Ann Talbott, Chair
 - [Determination of a Quorum (4 Regular Business)]
- Approval of Agenda
 - Adoption of Agenda for June 26, 2023, Regular Meeting.

New Business:

1. CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

COA-23-012 – 510 South Rowan Avenue – Nan Bloom (Owner/Applicant)
Rowan County Parcel ID: 032 029

Proposed Project:

- Installation of “Little Free Library” at corner of South Rowan Avenue & 6th Street. Small structure to be made of wood, feature an asphalt shingle roof, and be painted to match the color scheme of the historic home at 510 South Rowan Avenue.

2. CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

COA-23-008 – 400 South Salisbury Avenue – RBC Holdings of Rowan LLC (owner)
Rusty Miller, Bunce Golf Cars (Applicant)
Rowan County Parcel ID: 032 174

Proposed Project:

- Installation of new storefront signage for “Bunce Golf Cars”. The proposed signage comprises up to four (4) rectangular flush-mounted signboards made of 0.50 white baked-on aluminum with vinyl lettering. Color of signboards to match color scheme of the building(s).

3. **(WITHDRAWN) CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:**

~~COA-23-009 – 115 2nd Street – Billy McSwain (Owner/Applicant)
Rowan County Parcel ID: 032-160~~

Proposed Project:

- ~~▪ **(Updated Project Scope)** Replace one (1) front original wood window with custom built matching wood window (matching original in design and dimensions of original sash or panels, pane configuration, architectural trim, detailing, and materials).~~

4. **CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:**

COA-23-010 – 403 South Carolina Avenue – Molly & Randall Birth (Owner/Applicant)
Rowan County Parcel ID: 033 362

Proposed Project:

- **(Updated Project Scope)** Porch Floor Replacement. Replace existing original wood tongue-and-groove T&G front porch floorboards with modern synthetic/composite (e.g., polymer) T&G boards substantially similar to original in terms of appearance, quality, texture, and dimensions.
- Foundation Repairs. Replace deteriorated foundation bricks and repoint bricks/mortar.

5. **CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:**

COA-23-011 – 709 4th Street – John Haddock (Owner/Applicant)
Rowan County Parcel ID: 033 143

Proposed Project:

- Installation of Roof Skylights. Installation of flush-mounted egress skylights to roof. A total of eight (8) skylights, four (4) installed on each side of this front-gabled bungalow.

6. **(RE-HEARING) CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:**

COA-23-004– 402 4th Street – Juan Hinojosa (owner/applicant)
Rowan County Parcel ID: 033 323

Proposed Project:

- Replace all original wood windows with new vinyl windows substantially matching the original in overall design and dimensions.
- Replace deteriorated porch floor with new wood or composite tongue-and-groove T&G floorboards substantially matching the original in overall appearance.
- Replace existing non-original vinyl siding with new fiber cement horizontal clapboard siding substantially matching the original in overall design and dimensions.
- Replace existing non-original front door with new door in historically appropriate design.
- Installation of new wood dog-eared picket fence along side of property.

Meeting Agenda & Instructions for Remote Zoom Participation

7. Minor Works Report

- **Public Comment**
- **Comments from Staff**
- **Comments from Board Members**
- **Announcements**
 - Next meeting is Monday, August 21, 2023, at 7:00 P.M.
- **Adjourn**

INSTRUCTIONS FOR ZOOM PARTICIPATION:

All interested persons are invited to participate in the public hearing at Town Hall. If you have any questions about participating in this meeting, please contact Kyle Harris, Town Planner, at (704) 633-2231 ext. 20 or kharris@spencernc.gov. Additional information will also be posted on the Town's website (www.spencernc.gov).

To review Spencer's Historic District Standards and to find more information about the local historic district review and permitting process, please visit the Town's website or contact the Town Planner.

Zoom Participation:

Remote Meetings: If you choose to participate in the meeting remotely by Zoom, please use the link below. If you choose to participate remotely, you are advised to contact the Town Planner prior to the meeting:

Join Zoom Meeting:

<https://us02web.zoom.us/j/87232609059?pwd=QjIyL1dma0hMSFVMMnpuYWdVMmZ3UT09>

Or call 301 715 8592

Meeting ID: 872 3260 9059, Passcode: 226177

One tap mobile

+13017158592,,87232609059#,,, *226177#



**Planning & Zoning Administration:
Certificate of Appropriateness (COA) Staff Report**

HEARING DATE: June 26, 2023

SUBJECT: Certificate of Appropriateness (COA) Staff Report

CASE PLANNER: Kyle Harris, Town Planner

CASE: COA-23-012

APPLICANT: Nan Bloom (owner/applicant)

ADDRESS: 510 South Rowan Avenue (Spencer Local Historic District)

PARCEL ID: 032 029

PROJECT TYPE: *Installation of Little Free Library.*

EXISTING LAND USE: Historic Residential

EXISTING ZONING: RMST (Residential Main Street Transition) | Corporate Limits

REPORT PREPARED BY: Kyle Harris, Town Planner

Per Town Code Sec. 32.43, no exterior portion of any building or other structure located in Spencer's Historic District shall be erected, altered, restored, moved, or demolished until after an application for a Certificate of Appropriateness (COA) has been submitted to and approved by the Historic Preservation Commission.

Applicant Proposal:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

**COA-23-012 – 510 South Rowan Avenue – Nan Bloom (Owner/Applicant)
Rowan County Parcel ID: 032 029**

Proposed Project:

- Installation of “Little Free Library” at corner of South Rowan Avenue & 6th Street. Small structure to be made of wood, feature an asphalt shingle roof, and be painted to match the color scheme of the historic home at 510 South Rowan Avenue.

Exhibits:

- A. Applicant-Submitted Documentation

Staff Discussion:



Ms. Bloom submitted this online example photograph showing the planned look and feel of the "Little Free Library". Notice the wood construction and windows. Will be painted to match the house.

Applicable Historic District Standards:

(Based on 2022 Updated Standards)

Staff Note: The Standards do not necessarily cover small appurtenant decorative structures like this Little Free Library. However, because this structure will be in the grassy right-of-way easement next to the street, the Commission may consider it to be a “pedestrian amenity”. Consider the following standard:

Section 1.1. Public Rights-of-Way (Standards, pp. 8-9)

- Standard 1.1.7. Introduce necessary street furniture, trash receptables, mailboxes, newspaper racks, and other similar elements in locations that do not compromise the historic character of the district. Keep such elements to a minimum so that pedestrian traffic is not disrupted. Select street furniture, such as benches, that are compatible in design, material, and scale with the district’s historic character.

Staff Suggested Findings:

FINDINGS OF FACT

Planning staff finds that the following proposal is **not incongruous** with the character of the District:

- Installation of “Little Free Library” at corner of South Rowan Avenue & 6th Street. Small structure to be made of wood, feature an asphalt shingle roof, and be painted to match the color scheme of the historic home at 510 South Rowan Avenue.

...Because:

- 1) The proposed “Little Free Library” is a pedestrian amenity introduced in an appropriate location that does not compromise the historic character of the district. The amenity is compatible in design, material, and scale with the district’s historic character because it is made of wood, features a part copper and part asphalt shingle roof, and will be painted to match the color scheme of the primary historic home on the site (Standard 1.1.7).

MOTION (TO APPROVE)

Staff Recommendation:

Based on the above Findings of Fact and the applicable standards of the Spencer Historic District Standards, planning staff recommends that the Commission **approve** a COA for the proposal heretofore described at 510 South Rowan Avenue (Tax Parcel ID # 032 029), located in the Spencer Local Historic District, **subject to the following conditions:**

- 1) Planning staff shall review and approve any revisions or deviations to any portion of the as-submitted work, that qualifies as a Minor Work, prior to commencement of that portion of the project.

Contact:

Kyle Harris, Town Planner

Email: kharris@spencernc.gov.

Phone: 704-633-2231 ext. 20



June 16, 2023

NOTICE TO ADJACENT PROPERTY OWNER

**SPENCER HISTORIC PRESERVATION COMMISSION (HPC)
NOTICE OF PUBLIC MEETING & EVIDENTIARY HEARING**

This Notice is to inform you that you own property within one-hundred and fifty (150) feet of a property which is the subject of a Certificate of Appropriateness (COA) application. The Spencer Historic Preservation Commission (HPC) has scheduled a public quasi-judicial evidentiary hearing for **Monday, June 26, 2023, at 7:00 P.M.** The meeting will be held at Spencer Town Hall located at 460 South Salisbury Avenue, Spencer NC 28159. The purpose of this meeting is for the Commission to consider a Certificate of Appropriateness (COA) application for a project, described below, which is in the Spencer Historic District:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

**COA-23-012 – 510 South Rowan Avenue – Nan Bloom (Owner/Applicant)
Rowan County Parcel ID: 032 029**

Proposed Project:

- Installation of “Little Free Library” at corner of South Rowan Avenue & 6th Street. Small structure to be made of wood, feature an asphalt shingle roof, and be painted to match the color scheme of the historic home at 510 South Rowan Avenue.

All interested persons are invited to participate in the public hearing at Town Hall. Applicants and other individuals who participate in the evidentiary hearings at this meeting will be required to sign-up and provide copies of all documents, exhibits, and any other materials they wish to present at the hearing, no later than 12:00 P.M. on Monday, June 26, 2023. If you have any questions about participating in this meeting, please contact Kyle Harris, Town Planner, at (704) 633-2231 ext. 20 or kharris@spencernc.gov as soon as possible. Additional information will also be posted on the Town’s website (www.spencernc.gov).

To review Spencer’s Historic District Standards and to find more information about the local historic district review and permitting process, please visit the Town’s website at www.spencernc.gov/preservation or contact the Town Planner.



**Planning & Zoning Administration:
Certificate of Appropriateness (COA) Staff Report**

HEARING DATE: June 26, 2023

SUBJECT: Certificate of Appropriateness (COA) Staff Report

CASE PLANNER: Kyle Harris, Town Planner

CASE: COA-23-008

APPLICANT: Rusty Miller (applicant)
RBC Holdings of Rowan LLC (owner)

ADDRESS: 400 South Salisbury Avenue (Spencer Local Historic District)

PARCEL ID: 032 174

PROJECT TYPE: *Installation of New Storefront Business Signage*

EXISTING LAND USE: Commercial

EXISTING ZONING: MS (Main Street) | Corporate Limits

REPORT PREPARED BY: Kyle Harris, Town Planner

Per Town Code Sec. 32.43, no exterior portion of any building or other structure located in Spencer's Historic District shall be erected, altered, restored, moved, or demolished until after an application for a Certificate of Appropriateness (COA) has been submitted to and approved by the Historic Preservation Commission.

Applicant Proposal:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

**COA-23-008 – 400 South Salisbury Avenue – RBC Holdings of Rowan LLC (owner)
Rusty Miller, Bunce Golf Cars (Applicant)
Rowan County Parcel ID: 032 174**

Proposed Project:

- Installation of new storefront signage for “Bunce Golf Cars”. The proposed signage comprises up to four (4) rectangular flush-mounted signboards made of 0.50 white baked-on aluminum with vinyl lettering. Color of signboards to match color scheme of the building(s).

Exhibits:

- A. Staff Photographs (Site Visit 6/22/2023)
- B. Email Correspondence Between Staff & Applicant

Staff Discussion:

The commentary below represents the staff's opinion and is offered to provide the Commission with some general guidance and points for discussion. The HPC is not bound by this opinion.

New Business Signage:

- Applicant Rusty Miller proposes to install new storefront business signage for “Bunce Carts”, a golf cart supplier. The proposed signage comprises four (4) rectangular flush-mounted signboards made of 0.50 white baked-on aluminum with vinyl lettering. The color of the signboards is proposed to match the color scheme of the building(s), which is a gray color.
- The proposed signage has already received a Sign Permit from Steve Blount, Planning & Zoning Administrator, assuring that it meets the Town’s zoning and signage requirements (Standard 1.6.1).
- The proposed signs are to be located in the four (4) signboards shown below:



Without Signage (Above). With Signage (Below, Rendering).



- Please note: The main “Bunce Golf Cars” logo has been slightly altered since the initial submittal, shown in the rendering on the previous page. The new logo would appear as shown below, and the name of the business is changed to “Bunce Garts” overlaid above the circular logo.



- Please note: The main sign would only include the “Bunce Carts” logo, excluding the website URL and the “Icon” and “Epic” brand logos.
- The “Icon” and “Epic” brand logos would be located in the two (2) subordinate signboard locations, flanking either side of the central signboard, as depicted in the rendering on the previous page.
- The “Sales & Service” signboard will be located on the right-most signboard.
- The plan does not include the installation of any new lighting. The signs will be lit by the existing gooseneck lighting for external illumination, as shown in the photographs.
- Staff recommends that the proposed signage should be approved for the following reasons:
 - o The new signage meets the Town’s zoning and signage requirements (Standard 1.6.1); and
 - o The new signage is compatible in material, size, color, scale, location, and character with other signage and buildings in the Park Plaza shopping center. In comparison to other historic buildings and storefronts in Downtown Spencer, especially those along Salisbury Avenue and 5th Street, the Park Plaza shopping center retains less historic character and has a more overall modern visual character, allowing more flexibility with signage materials and overall design (Standard 1.6.4); and
 - o The new signage is professionally designed, easy to read, and visually related to the buildings they serve (Standard 1.6.4); and
 - o The new signage does not cover or obscure any architectural or character-defining features of the building (Standard 1.6.5); and
 - o The new signage is comprised of materials that are compatible with the character of the Park Plaza shopping center, which has a more overall modern visual character (Standard 1.6.9); and
 - o The new signage is flush mounted in appropriate locations on the upper parapet walls of the front facades in a manner that does not obscure or damage any architectural details (Standard 1.6.10); and
 - o The new signage does not add any new lighting and uses existing goose-neck lighting for external illumination (Standard 1.6.14).

Applicable Historic District Standards:

(Based on 2022 Updated Standards)

Section 1.6. Signage (Standards, pp. 17-18)

- Standard 1.6.1. New signage in the historic district requires both a Certificate of Appropriateness (COA) as well as a sign permit from the Town's Planning Department conforming to the requirements of the Spencer Development Ordinance.
- Standard 1.6.4. Introduce new signage that is compatible in material, size, color, scale, location, and character with the building or the district. Design signage to enhance the architectural character of a building. New signs should be professionally designed, easy to read, and visually related to the building(s) they serve.
- Standard 1.6.5. Whether on a commercial or residential site or building, it is not appropriate to cover or obscure architectural or character-defining features of the building with signage or to obstruct any significant views or vistas.
- Standard 1.6.6. For commercial and institutional buildings, design signs to be integral to the overall building facades. It is not appropriate to cover a large portion of a façade or any significant architectural features with signage.
- Standard 1.6.7. Introduce new signs, including graphics for windows or awnings, that are easily read and of simple design. Keep the size of graphics on windows or awnings in scale with the feature. It is not appropriate to obscure the view through a large portion of a window with graphics.
- Standard 1.6.8. Select colors for new signage that are compatible with the related historic building or streetscape.
- Standard 1.6.9. Construct new signs using historic materials such as wood, metal, or contemporary materials having the appearance of traditional materials that are compatible with the character of the buildings and the district. The shape and detail of signs may relate to the building's architectural style or incorporate elements of the building's style.
- Standard 1.6.10. Mount flush signboards in appropriate locations on facades so that no architectural details or features are obscured or damaged. On masonry buildings, holes for fasteners should be placed in the mortar joints, not the masonry unit.
- Standard 1.6.21. Larger commercial developments are encouraged to incorporate a sign program that can be used by tenants to guide them in the selection of new signs.

Staff Suggested Findings:

FINDINGS OF FACT

Planning staff finds that the following proposal is **not incongruous** with the character of the District:

- Installation of new storefront signage for “Bunce Carts”. The proposed signage comprises up to four (4) rectangular flush-mounted signboards made of 0.50 white baked-on aluminum with vinyl lettering. Color of signboards to match color scheme of the building(s).

...Because:

- 1) The new signage meets the Town’s zoning and signage requirements (Standard 1.6.1); and
- 2) The new signage is compatible in material, size, color, scale, location, and character with other signage and buildings in the Park Plaza shopping center. In comparison to other historic buildings and storefronts in Downtown Spencer, especially those along Salisbury Avenue and 5th Street, the Park Plaza shopping center retains less historic character and has a more overall modern visual character, allowing more flexibility with signage materials and overall design (Standard 1.6.4); and
- 3) The new signage is professionally designed, easy to read, and visually related to the buildings they serve (Standard 1.6.4); and
- 4) The new signage does not cover or obscure any architectural or character-defining features of the building (Standard 1.6.5); and
- 5) The new signage is comprised of materials that are compatible with the character of the Park Plaza shopping center, which has a more overall modern visual character (Standard 1.6.9); and
- 6) The new signage is flush mounted in appropriate locations on the upper parapet walls of the front facades in a manner that does not obscure or damage any architectural details (Standard 1.6.10); and
- 7) The new signage does not add any new lighting and uses existing goose-neck lighting for external illumination (Standard 1.6.14).

MOTION (TO APPROVE)

Staff Recommendation:

Based on the above Findings of Fact and the applicable standards of the Spencer Historic District Standards, planning staff recommends that the Commission **approve** a COA for the proposal heretofore described at 400 South Salisbury Avenue (Tax Parcel ID # 032 174), located in the Spencer Local Historic District, **subject to the following conditions:**

- 1) Planning staff shall review and approve any revisions or deviations to any portion of the as-submitted work, that qualifies as a Minor Work, prior to commencement of that portion of the project.

Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Adjacent Business Signage (for reference)

Exhibit A: Staff Photographs



Adjacent Business Signage (for reference)

Exhibit A: Staff Photographs



Adjacent Business Signage (for reference)

Exhibit B: Email Correspondence Between Staff & Applicant

From: [Kyle Harris](#)
To: rustymiller5252@gmail.com
Subject: New Signage @ Spencer Park Plaza
Date: Tuesday, May 23, 2023 3:30:00 PM
Attachments: [image001.png](#)
[BunceGolfCars_Signage.jpg](#)

Dear Rusty,

Thanks for speaking with me on the phone just now. This email is to confirm that I have received your Sign Permit Application for new signage at **400 South Salisbury Avenue**. The application is for flat wall-mounted signage, per the attached photo.

Technically, this property is in the Spencer Historic District, and the Town's Historic Preservation Commission (HPC) is authorized to review all new signage in the district. The historic standards for new signage can be found in Section 1.6 (Signage) (pp. 17-18) of the Historic District Standards, which are available online here: https://spencernc.gov/wp-content/uploads/2022/12/Historic-District-Standards_Final-Draft_For-Publication-Updated-11-30-2022.pdf

I want to make this as easy as possible for you to help expedite the approval process. I understand you want to open the business the first week in July.

In the past, when looking at new signage in the park plaza shopping center, we are looking at a few simple things:

- Is the signage sized to fit within the existing signboard area?
 - In this case, the "signboard area" refers to the rectangular bordered areas in the upper parapet wall of the front facades.
- Is the signage professionally designed, easy to read, and visually related to the business? (Standard 1.6.4)

Based on my preliminary review, it looks like your project already meets all the above requirements.

I did have just a few questions I wanted to clarify:

- Do you have the exact dimensions of the new signs?
- Will the signs fill up the entire space of the signboards, or only a smaller portion of the signboard area?
- Confirm the material? (You mentioned aluminum and vinyl on the phone, if I recall correctly)

I'm hoping to schedule a special HPC meeting in the next 1-2 weeks to review and approve

this project. Your attendance at that meeting will be requested, once I set the date.

Thanks, and good luck!

Kyle Harris

Planner

Town of Spencer

Office: (704)-633-2231 ext. 20

Cell: (704)-989-9471 (text only)



June 16, 2023

NOTICE TO ADJACENT PROPERTY OWNER

**SPENCER HISTORIC PRESERVATION COMMISSION (HPC)
NOTICE OF PUBLIC MEETING & EVIDENTIARY HEARING**

This Notice is to inform you that you own property within one-hundred and fifty (150) feet of a property which is the subject of a Certificate of Appropriateness (COA) application. The Spencer Historic Preservation Commission (HPC) has scheduled a public quasi-judicial evidentiary hearing for **Monday, June 26, 2023, at 7:00 P.M.** The meeting will be held at Spencer Town Hall located at 460 South Salisbury Avenue, Spencer NC 28159. The purpose of this meeting is for the Commission to consider a Certificate of Appropriateness (COA) application for a project, described below, which is in the Spencer Historic District:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

**COA-23-008 – 400 South Salisbury Avenue – RBC Holdings of Rowan LLC (owner)
Rusty Miller, Bunce Golf Cars (Applicant)
Rowan County Parcel ID: 032 174**

Proposed Project:

- Installation of new storefront signage for “Bunce Golf Cars”. The proposed signage comprises up to four (4) rectangular flush-mounted signboards made of 0.50 white baked-on aluminum with vinyl lettering. Color of signboards to match color scheme of the building(s).

All interested persons are invited to participate in the public hearing at Town Hall. Applicants and other individuals who participate in the evidentiary hearings at this meeting will be required to sign-up and provide copies of all documents, exhibits, and any other materials they wish to present at the hearing, no later than 12:00 P.M. on Monday, June 26, 2023. If you have any questions about participating in this meeting, please contact Kyle Harris, Town Planner, at (704) 633-2231 ext. 20 or kharris@spencernc.gov as soon as possible. Additional information will also be posted on the Town’s website (www.spencernc.gov).

To review Spencer’s Historic District Standards and to find more information about the local historic district review and permitting process, please visit the Town’s website at www.spencernc.gov/preservation or contact the Town Planner.



**Planning & Zoning Administration:
Certificate of Appropriateness (COA) Staff Report**

HEARING DATE: June 26, 2023

SUBJECT: Certificate of Appropriateness (COA) Staff Report

CASE PLANNER: Kyle Harris, Town Planner

CASE: COA-23-010

APPLICANT: Randy Birth (owner/applicant)

ADDRESS: 403 South Carolina Avenue (Spencer Local Historic District)

PARCEL ID: 033 362

PROJECT TYPE: *Porch Floor Replacement & Foundation Repairs*

EXISTING LAND USE: Historic Residential

EXISTING ZONING: RMST (Residential Main Street Transition) | Corporate Limits

REPORT PREPARED BY: Kyle Harris, Town Planner

Per Town Code Sec. 32.43, no exterior portion of any building or other structure located in Spencer's Historic District shall be erected, altered, restored, moved, or demolished until after an application for a Certificate of Appropriateness (COA) has been submitted to and approved by the Historic Preservation Commission.

Applicant Proposal:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

**COA-23-010 – 403 South Carolina Avenue – Molly & Randall Birth (Owner/Applicant)
Rowan County Parcel ID: 033 362**

Proposed Project:

- Porch Floor Replacement. Replace existing original wood tongue-and-groove T&G front porch floorboards with modern synthetic/composite (e.g. polymer) T&G boards substantially similar to original in terms of appearance, quality, texture, and dimensions.
- Foundation Repairs. Replace deteriorated foundation bricks and repoint bricks/mortar.

Exhibits:

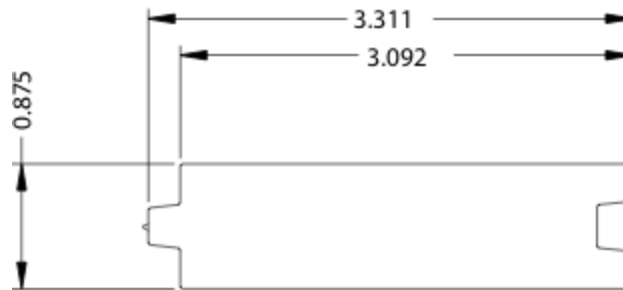
- A. Staff Photographs (Site Visit 6/21/23)
- B. Applicant-Submitted Product Information
- C. Email Correspondence Between Applicant & Staff

Staff Discussion:

The commentary below represents the staff's opinion and is offered to provide the Commission with some general guidance and points for discussion. The HPC is not bound by this opinion.

Porch Floor Replacement:

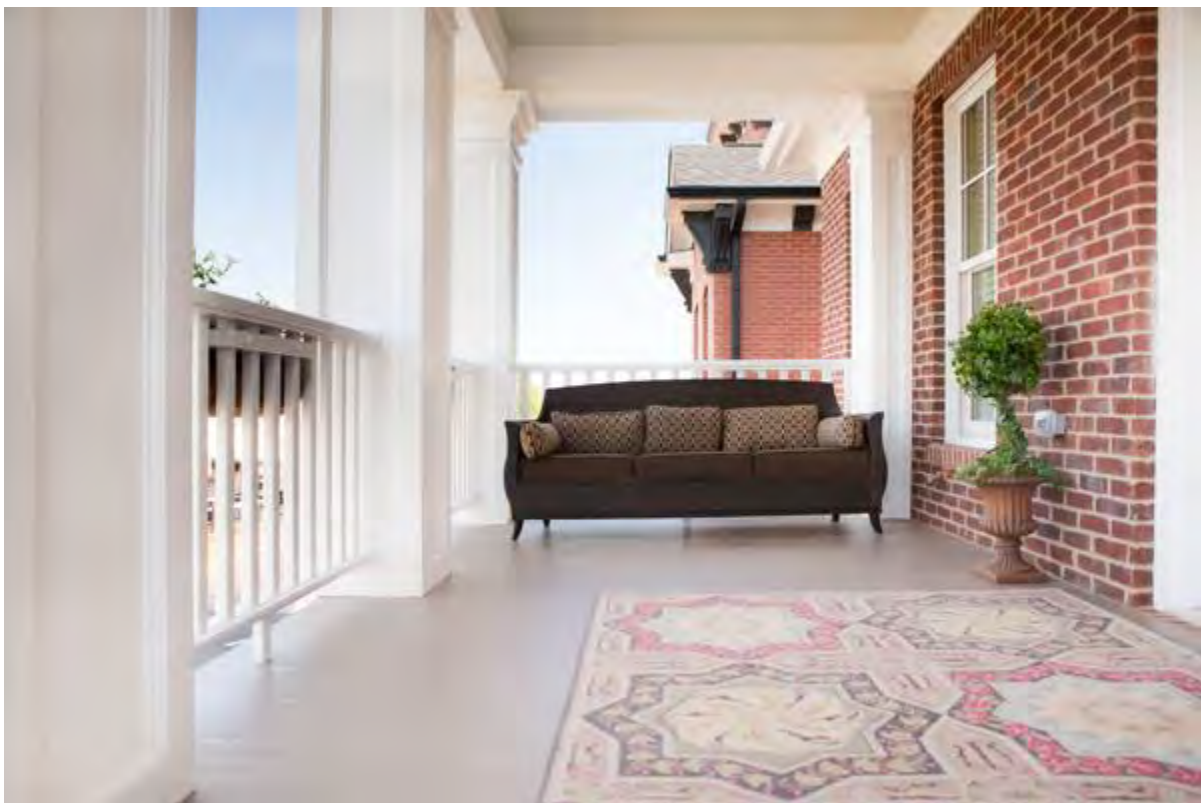
- The applicant proposes to replace the existing wood tongue-and-groove porch floorboards with a modern synthetic (PVC polymer) porch board product.
- Specifically, the replacement product is the “Aeratis Heritage” double-sided tongue-and-groove T&G porch board, individual boards are 3-1/8” wide and 7/8” thick, as shown below:



- See Exhibit B (Product Specifications). The board has a slight woodgrain texture but appears mostly smooth; the woodgrain texture is not as pronounced as other “faux woodgrain” products. The applicant has selected this product on the basis that it will be more durable than wood over the long term. A material sample will be available for inspection at the meeting.
- The material is PVC polymer. The Aeratis products are advertised as having the appearance of wood and natural color variation to mimic wood. The applicant proposes to use the Battleship Gray color selection.



Sample Product Photographs below (from Aeratis website):



- The proposed Aeratis Heritage board appears to come very close to replicating the original tongue-and-groove boards, with the caveat that the product is PVC polymer, not wood. Additionally, the replacement product appears to be significantly thicker than the original boards, which are relatively thin in comparison.
- The Commission should consider whether the PVC polymer board is close enough to the original wood board in overall appearance.
- Exhibit A contains staff photographs depicting the current state of the front porch. These images show wood tongue and groove (T&G) floorboards. Although they initially appear to be in reasonably good condition, the homeowner explained that this floor is likely not original to the house, and itself was replaced at some point in the past. The wood T&G that was used, unfortunately, lacked the strength and durability necessary for a long lifespan. As a result, the homeowner argues that the floor has deteriorated at a much faster rate compared to wood sources from older-growth trees, as would have been more common when these porch floors were originally built. The inherent weakness of the wood planks indicates that it may not be long before more noticeable signs of deterioration become evident. Additionally, the photographs clearly show buckling along the edges of the porch floor, accompanied by related damage and deterioration.
- To address this issue, the homeowner proposes to replace the entire floor with a modern polymer product. This alternative material is expected to have a significantly longer lifespan.
- The Commission should consider that it has previously approved new polymer T&G porch floors in the historic district, on the basis that the new material closely matches the original in appearance and has a demonstrated record of quality and durability.





(Above) Existing wood T&G flooring.



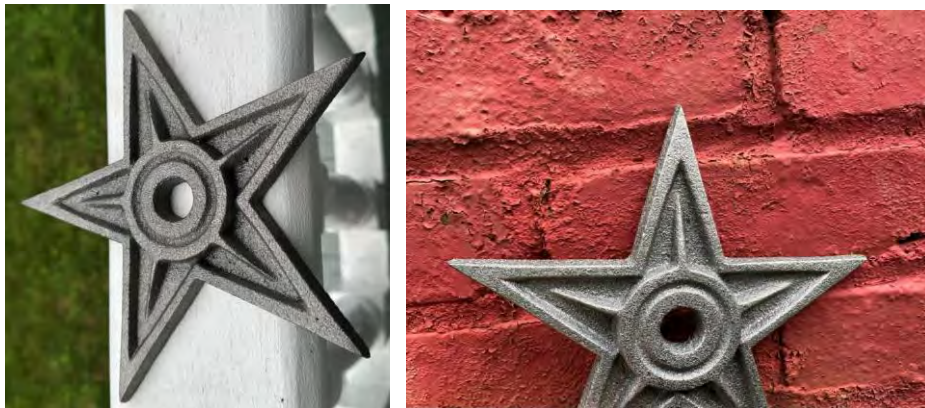
(Above) Evidence of deterioration.

Foundation Repairs:

- The applicant also proposes to repair and repoint the brick foundation around the house. On the left side of the house, the foundation shows obvious structural issues, leaning away from the house and creating a gap between the porch floor and the top of the foundation wall, as shown below:



- To address the foundation stabilization issue, the applicant proposes the installation of metal star bolts. These bolts are frequently employed in older buildings that exhibit outward bulging of their exterior brick walls over time. The purpose of star bolts is to establish a connection between the walls and a joist or other secure anchor point.
- Star bolts consist of rods that are threaded through the center of a star-shaped plate. The star plate serves as a surface plate, effectively distributing tension evenly across the bricks. The installation process typically involves installing the bolt through the brick wall and connecting it to a load-bearing joist or anchor point.
- Star bolts are widely used in brick wall foundation repairs and stabilization projects, especially in much older buildings. They serve as specialized structural components, designed to reinforce and stabilize brick walls that have undergone movement or structural compromise. By incorporating star bolts, the integrity and stability of the brick wall can be effectively restored.



Applicable Historic District Standards:

(Based on 2022 Updated Standards)

Section 2.1. Wood

- Standard 2.1.5. If replacement of an entire historic wooden feature is necessary, replace it in kind, matching the original in design, dimension, detail, material, and texture. Consider compatible substitute materials only if using the original material is not technically feasible.
- Standard 2.1.12. Certain synthetic materials such as cementitious siding can be reviewed on a case-by-case basis, provided:
 - o They are used only when the original material is no longer available or feasible;
 - o They are installed in a traditional manner that includes the installation of corner boards, architectural trim around windows and doors, etc.
 - o They match the original in width of exposure, thickness, profile, texture, grain, color, and overall outer appearance.
 - o Their texture must be a smooth, non-grained (e.g. faux woodgrain) finish.
- Standard 2.1.13. When a Certificate of Appropriateness (COA) is being sought for the use of synthetic materials, the applicant should include with the application a sample of the new material as well as the material being replaced.

Section 2.8. Entrances, Porches & Balconies

- Standard 2.8.5. If replacement of an entire historic entrance, porch, or balcony feature is necessary because of deterioration, replace it in kind, matching the original in design, dimension, detail, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.

Section 2.2. Masonry

- Standard 2.2.4. Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, or patching damaged or deteriorated masonry. It is not appropriate to apply a waterproof coating to exposed masonry rather than repair it. It is not appropriate to use any nontraditional masonry coatings such as waterproofing or water repellents to substitute for repointing and repair.
- Standard 2.2.5. Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing or if damp walls or damaged plaster indicate moisture penetration. Before repointing, carefully remove deteriorated mortar using specialized tools. Replace the mortar with new mortar that duplicates the original in strength, color, texture, and composition. Match the original mortar joints in width and profile.

Staff Suggested Findings:

FINDINGS OF FACT

Planning staff finds that the following proposal is **not incongruous** with the character of the District:

- Porch Floor Replacement. Replace existing original wood tongue-and-groove T&G front porch floorboards with modern synthetic/composite (e.g. polymer) T&G boards substantially similar to original in terms of appearance, quality, texture, and dimensions.
- Foundation Repairs. Replace deteriorated foundation bricks and repoint bricks/mortar.

...Because:

- 1) The proposed replacement board matches the original as closely as possible in terms of design, dimensions, detail, and texture. The replacement board is approximately identical to the existing in terms of overall width and replicates the tongue-and-groove interlocking system. Although it is a polymer product instead of wood, the overall appearance of the polymer product closely imitates wood (Standard 2.1.5).
- 2) The applicant proposes a synthetic material and has made a sample of the new material available for the Commission to inspect (Standard 2.1.13).
- 3) The proposed foundation repair, repointing, and star bolt installation project will be accomplished using recognized foundation repair and preservation methods and approved repointing methods (Standard 2.2.4 & 2.2.5).

MOTION (TO APPROVE)

Staff Recommendation:

Based on the above Findings of Fact and the applicable standards of the Spencer Historic District Standards, planning staff recommends that the Commission **approve** a COA for the proposal heretofore described at 403 South Carolina Avenue (Tax Parcel ID # 033 362), located in the Spencer Local Historic District, **subject to the following conditions**:

- 1) The tongue and groove boards shall be laid perpendicular to the elevation of the house; and
- 2) Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, or patching damaged or deteriorated masonry. It is not appropriate to apply a waterproof coating to exposed masonry rather than repair it. It is not appropriate to use any nontraditional masonry coatings such as waterproofing or water repellents to substitute for repointing and repair; and
- 3) Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing or if damp walls or damaged plaster indicate moisture penetration. Before repointing, carefully remove deteriorated mortar using specialized tools. Replace the mortar with new mortar that duplicates the original in strength, color, texture, and composition. Match the original mortar joints in width and profile; and

- 4) Planning staff shall review and approve any revisions or deviations to any portion of the as-submitted work, that qualifies as a Minor Work, prior to commencement of that portion of the project.

Contact:

Kyle Harris, Town Planner

Email: kharris@spencernc.gov.

Phone: 704-633-2231 ext. 20

Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



AERATIS



Aeratis Heritage



Aeratis T&G Porch Flooring

Aeratis Heritage is a true double-sided tongue and groove porch plank that comes in three pre-finished colors, Battleship Gray, Weathered Wood and Vintage Slate. These colored boards are made with slight color variation along with subtle, random streaking to match the richness and depth of natural wood. Heritage, like all the other Aeratis products, can be painted or stained any color, any time in the future, by following the steps within the Traditions paint instructions.

The Heritage line of products are ADA slip complaint and carry a Class "B"

fire rating (more flame resistant than any other competitors' product). This double-sided board offers a finished ceiling look from the underside of a porch floor that is visible from underneath.

Aeratis Heritage T&G porch flooring board dimensions are 3-1/8" x 7/8" and are available in 12', 16' and 20' lengths and come 1" longer than published length. As seen above from left to right: Battleship Gray, Weathered Wood and Vintage Slate. The Aeratis products have the appearance of wood and natural color variation.

Aeratis Heritage T&G Porch Flooring Dimensions



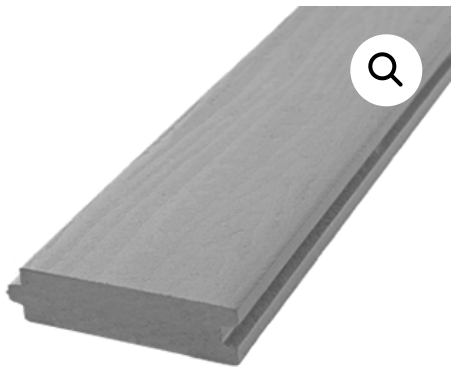
Lengths: 12', 16', or 20'

Width: 3-1/8" (3.092)

Thickness: 7/8"



Home / Uncategorized / Heritage in Battleship Gray



Heritage in Battleship Gray

Category: Uncategorized

Description

Description

Aeratis Heritage is a color-through T&G PVC porch plank which has been enhanced with subtle, natural color variation along with a slight grain texture to mimic the richness and depth of wood. It is designed to look like an unpainted, finished wood floor.

This historically accurate double sided profile and historic color offers greater flexibility installers and a finished look to the underside of your porch. Heritage is ADA slip complaint and has been engineered to withstand extreme weather conditions.

Products included in the battleship gray color:

- 1. Tongue and Groove Porch Flooring (lengths 10's, 12's and 16's)
- 2. Quarter Round
- 3. Chamfered Nosing
- 4. Fascia
- 5. Universal Porch Plank (5 1/2" x 7/8" x 12')

AERATIS



Natural Color & Wood Grain



Aeratis Classic Tongue-and-Groove Porch Flooring

Aeratis Classic come in 3 standard colors: Weathered Wood, Redwood/Mahogany and White Cedar. Each color was selected to match typical wood species historically used for tongue and groove porch flooring.

Great care and time was spent on creating the perfect surface texture. Historically the porch floor was a smooth, finished board, like the floors on the interior of the home. Carpenters and tradesman went to great lengths with on-site planing and sanding to get this finished look.

Deep embossing on a front porch plank, designed to imitate a rough cut board, collect dirt, mold and mildew and compromise the architectural integrity of the home. Boards with this look and feel and are much better suited for a deck application. The porch floor is supposed to have a refined, finished look... never the look of splintering or aged boards.

With Aeratis, we add just a hint of surface grain to really show the depth and look of wood, but not so deep that it traps dirt and gives mold a place to grow. To add to this finished look, Aeratis's surface is also ADA (American Disability Association) slip compliant. This

makes Aeratis the perfect product for commercial applications, as well as homes with children and seniors where slipping is a concern.

Aeratis Classic can be painted or left natural. You can paint Aeratis any color you would like and still maintain a full warranty (for best results when painting, see paint instructions).

Aeratis Traditions is a paint-ready product specifically formulated for a painted porch application. Both have a 5-A paint adhesion and won't chip or peel.

To see our natural color and wood grain for yourself, request free samples today!

Exhibit C: Email Correspondence Between Applicant & Staff

From: [Kyle Harris](#)
To: rbirth728@gmail.com
Subject: 403 South Carolina Ave. - Process for Porch Project Approval & Grant
Date: Tuesday, May 23, 2023 2:46:00 PM
Attachments: [image001.png](#)

Dear Randy:

Thank you for speaking with me this afternoon regarding your proposed front porch floor replacement project at **403 South Carolina Avenue**. During our conversation, I explained that the Historic Preservation Commission (HPC) will need to review and approve both your porch project proposal and your incentive grant request. The HPC's next scheduled meeting is Monday, June 26, at 7:00 PM at Spencer Town Hall. This is likely the soonest the HPC could meet to decide on your applications. Your attendance at that meeting is requested for the public hearing.

Front Porch Replacement: In order to approve a Certificate of Appropriateness (COA) permit for your project, the HPC will need more information about the proposed scope of work. Please see below:

- **Floorboards Product Brochure:** Please submit a product brochure or other technical specifications about the proposed product. During our conversations, I encouraged you to select either a wood tongue-and-groove T&G floorboard, or a modern composite/synthetic T&G product. The most important historic criteria are that the new product should closely imitate the original product (closely matched in appearance, quality, texture, and dimensions), and should be T&G laid perpendicular to the front of the house.
 - Spencer Historic District Standard 2.1.12: "Certain synthetic materials...can be reviewed on a case-by-case basis, provided: they are used only when the original material is no longer available or feasible; they are installed in a traditional manner...; they match the original in width of exposure, thickness, profile, texture, grain, color, and overall outer appearance; their texture must be a smooth, non-grained (e.g. faux woodgrain) finish."
 - The HPC has previously approved the "Timbertech" interlocking tongue-and-groove porch floorboard system. It is a polymer material. Are you using this or a different product?
- **Foundation Replacement:** Your application also talks about replacing bricks on the foundation and repointing the bricks/mortar. Are you planning to rebuild the entire foundation wall around the porch, or only a few bricks? Please be more clear about the scope of the work and any changes to the foundation.

Incentive Grant: The HPC will also review your incentive grant application at the June 26 meeting. Then, the grant request will go to the Board of Aldermen for final approval. The final approval won't happen until July 11th. Once the Board of Aldermen approves your grant request, I will schedule a meeting with you to sign a contract. That agreement will cover the amount of the reimbursement once the project is completed.

Please let me know if you have any additional questions or concerns about the process.

Warm regards,

Kyle Harris

Planner

Town of Spencer

Office: (704)-633-2231 ext. 20

Cell: (704)-989-9471 (text only)



June 16, 2023

NOTICE TO ADJACENT PROPERTY OWNER

**SPENCER HISTORIC PRESERVATION COMMISSION (HPC)
NOTICE OF PUBLIC MEETING & EVIDENTIARY HEARING**

This Notice is to inform you that you own property within one-hundred and fifty (150) feet of a property which is the subject of a Certificate of Appropriateness (COA) application. The Spencer Historic Preservation Commission (HPC) has scheduled a public quasi-judicial evidentiary hearing for **Monday, June 26, 2023, at 7:00 P.M.** The meeting will be held at Spencer Town Hall located at 460 South Salisbury Avenue, Spencer NC 28159. The purpose of this meeting is for the Commission to consider a Certificate of Appropriateness (COA) application for a project, described below, which is in the Spencer Historic District:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

**COA-23-010 – 403 South Carolina Avenue – Molly & Randall Birth (Owner/Applicant)
Rowan County Parcel ID: 033 362**

Proposed Project:

- Porch Floor Replacement. Replace existing original wood tongue-and-groove T&G front porch floorboards with matching materials OR modern synthetic/composite (e.g. polymer) T&G boards substantially similar to original in terms of appearance, quality, texture, and dimensions.
- Foundation Repairs. Replace deteriorated foundation bricks and repoint bricks/mortar.

All interested persons are invited to participate in the public hearing at Town Hall. Applicants and other individuals who participate in the evidentiary hearings at this meeting will be required to sign-up and provide copies of all documents, exhibits, and any other materials they wish to present at the hearing, no later than 12:00 P.M. on Monday, June 26, 2023. If you have any questions about participating in this meeting, please contact Kyle Harris, Town Planner, at (704) 633-2231 ext. 20 or kharris@spencernc.gov as soon as possible. Additional information will also be posted on the Town's website (www.spencernc.gov).

To review Spencer's Historic District Standards and to find more information about the local historic district review and permitting process, please visit the Town's website at www.spencernc.gov/preservation or contact the Town Planner.



**Planning & Zoning Administration:
Certificate of Appropriateness (COA) Staff Report**

HEARING DATE: June 26, 2023

SUBJECT: Certificate of Appropriateness (COA) Staff Report

CASE PLANNER: Kyle Harris, Town Planner

CASE: COA-23-011

APPLICANT: John Haddock (owner/applicant)

ADDRESS: 709 4th Street (Spencer Local Historic District)

PARCEL ID: 033 143

PROJECT TYPE: *Installation of Roof Skylights*

EXISTING LAND USE: Historic Residential

EXISTING ZONING: RMST (Residential Main Street Transition) | Corporate Limits

REPORT PREPARED BY: Kyle Harris, Town Planner

Per Town Code Sec. 32.43, no exterior portion of any building or other structure located in Spencer's Historic District shall be erected, altered, restored, moved, or demolished until after an application for a Certificate of Appropriateness (COA) has been submitted to and approved by the Historic Preservation Commission.

Applicant Proposal:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

**COA-23-011 – 709 4th Street – John Haddock (Owner/Applicant)
Rowan County Parcel ID: 033 143**

Proposed Project:

- Installation of Roof Skylights. Installation of flush-mounted egress skylights to roof. Total of eight (8) skylights, four (4) installed on each side of this front-gabled bungalow.

Exhibits:

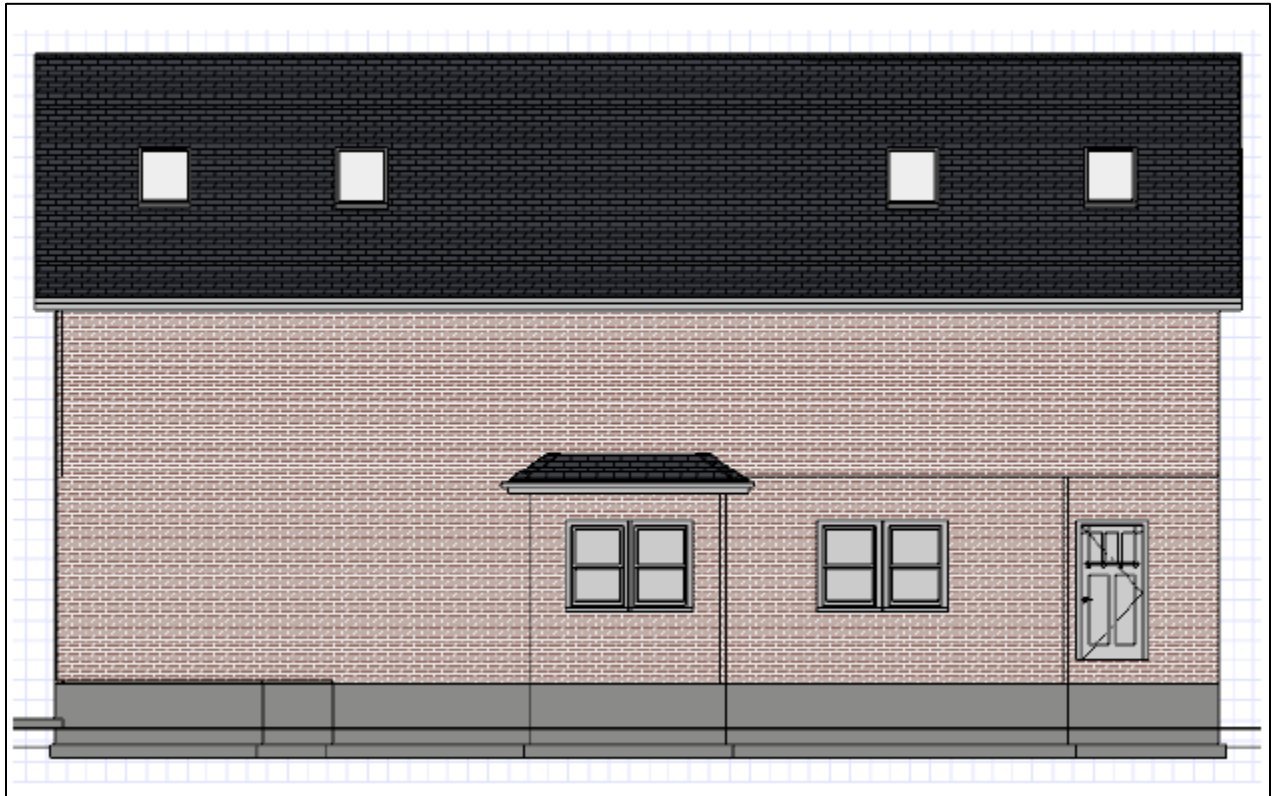
- A. Staff Photographs (Site Visit 6/22/2023)
- B. Applicant-Submitted Skylight Product Information
- C. National Park Service - Technical Preservation Services – Historic Roofs
- D. (Excerpt) Secretary of the Interior's Standards, Roofs, pp. 98-101
- E. Email Correspondence Between Applicant & Staff

Staff Discussion:

The commentary below represents the staff's opinion and is offered to provide the Commission with some general guidance and points for discussion. The HPC is not bound by this opinion.

Installation of Skylights:

- John Haddock proposes to install a total of eight (8) flush-mounted egress skylights to the roof, four (4) skylights on each side of this front-gabled bungalow, as shown in the elevation below:



Applicant-Submitted Elevation Plan (mirrored on both sides of house)

- The installation of new skylights on a historic roof **may** be appropriate, but only if done in a manner that does not compromise the overall historic character of the roof, the home, and the historic district (Standard 2.5.12).
- When considering the appropriateness of introducing new skylights on a historic roof, the following factors may be considered:
 - **Location.** Are the skylights located inconspicuously? To what extent are they visible from the public right-of-way? Are they minimally visible from the public right-of-way?
 - **Overall Visual Impact.** Would the new skylights radically change the appearance of a character-defining roof? Are the skylights compatibly designed with the overall roof shape?

- Spencer's Historic District Standards recommend that skylights are only appropriate "in locations that do not compromise character-defining roofs or on roof slopes not visible from the street" (Standard 2.5.12, p. 31).
- The Secretary of the Interior's Standards recommends that the installation of skylights should be done "when required by a...continuing use so that they are inconspicuous and minimally visible on the site and from the public right-of-way and do not damage or obscure character-defining historic features" (Secretary's Standards, p. 101). The standards recommend against the installation of skylights that are "highly visible" (p. 98).
- Google Streetview photos suggest the rooflines are "highly visible" from the public right-of-way:



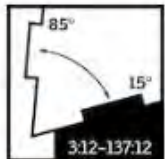
Google Streetview photo (2012) showing subject property from public right-of-way.

- Notwithstanding the visibility of the proposed skylights, the applicant has taken measures to minimize their overall visual impact. The skylights selected are a "flush-mounted" type, meaning they have a more inconspicuous profile than other types.
- The Commission should consider whether the selected skylight product has an acceptable visual profile and would not radically change the character and appearance of the roof and home.
- See additional product information on the following pages.

VELUX (Brand Rating: 4.6/5) ⓘ

26-1/2 in. x 46-7/8 in. Egress Venting Roof Access Window with Laminated Low-E3 Glass

★★★★★ (10) ▾ Questions & Answers (14)

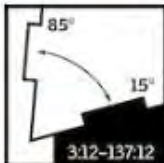


Skylight Product Selection.

VELUX (Brand Rating: 4.6/5) ⓘ

26-1/2 in. x 46-7/8 in. Egress Venting Roof Access Window with Laminated Low-E3 Glass

★★★★★ (10) 📄 Questions & Answers (14)



Skylight Product Selection.

Applicable Historic District Standards:

(Based on 2022 Updated Standards)

Section 2.5. Roofs (Standards, pp. 30-31)

- Standard 2.5.11. It is not appropriate to introduce new roof features such as skylights, dormers, or vents if they will compromise the historic roof design, or damage character-defining roof materials or the character of the historic district.
- Standard 2.5.12. Install ventilators, solar collectors, antennas, skylights, or mechanical equipment in locations that do not compromise character-defining roofs or on roof slopes not visible from the street.

Option # 1: Approve.

Staff Suggested Findings:

FINDINGS OF FACT

Planning staff finds that the following proposal is **not incongruous** with the character of the District:

- Installation of Roof Skylights. Installation of flush-mounted egress skylights to roof. Total of eight (8) skylights, four (4) installed on each side of this front-gabled bungalow.

...Because:

- 1) While the proposed skylights are located on roof slopes that are highly visible from the street (Standard 2.5.12), there are mitigating factors in this case. Specifically, the applicant has selected a skylight product that is flush-mounted with the roof, thereby minimizing the overall visual profile of the skylights and minimizing their conspicuity. Therefore, the project will not compromise the overall roof design or the character of the historic district (Standard 2.5.11).

MOTION (TO APPROVE)

Staff Recommendation:

Based on the above Findings of Fact and the applicable standards of the Spencer Historic District Standards, planning staff recommends that the Commission **approve** a COA for the proposal heretofore described at 709 4th Street (Tax Parcel ID # 033 143), located in the Spencer Local Historic District, **subject to the following conditions:**

- 1) Planning staff shall review and approve any revisions or deviations to any portion of the as-submitted work, that qualifies as a Minor Work, prior to commencement of that portion of the project.

Contact:

Kyle Harris, Town Planner

Email: kharris@spencernc.gov.

Phone: 704-633-2231 ext. 20

Option # 2: Table.

Staff Suggested Findings:

Planning staff finds that the applicant has submitted insufficient documentation for the Commission to render a decision on this permit at this time. Specifically, the applicant has failed to demonstrate that the selected skylight product will have an unobtrusive visual profile, which would compromise the character of the historic roof and home (Standard 2.5.11).

MOTION (TO TABLE)

Staff Recommendation (Conclusions of Law):

Based on the above Findings of Fact and the applicable standards of the Spencer Historic District Standards, planning staff recommends that the Commission **TABLE** a decision on a Certificate of Appropriateness (COA) for the proposal heretofore described at 709 4th Street (Tax Parcel ID # 033 143), located in the Spencer Local Historic District, to the HPC's next regularly scheduled meeting on Monday, August 21, 2023, at 7:00 P.M. For the HPC to consider this proposal, the applicant is required to do the following:

Submit to the Town Planner, no later than Monday, August 14, 2023, 11:59 P.M., the following required documentation:

- 1) A written (typed) evaluation and other supporting documentation of the proposed skylight product sufficient to demonstrate that the product is the least overall visually obtrusive product that is available. Visual obtrusiveness is evaluated in terms of color, visual profile, and overall visual impact in relation to the historic roof. The evaluation should include product photographs and other product specifications sufficient to demonstrate that the product will not be visually obtrusive.

Contact:

Kyle Harris, Town Planner

Email: kharris@spencernc.gov.

Phone: 704-633-2231 ext. 20

Option # 3: Deny.

Staff Suggested Findings:

FINDINGS OF FACT

Planning staff finds that the following proposal is **incongruous** with the character of the District:

- Installation of Roof Skylights. Installation of flush-mounted egress skylights to roof. Total of eight (8) skylights, four (4) installed on each side of this front-gabled bungalow.

...Because:

- 1) The proposed skylights will compromise the historic roof design (Standard 2.5.11) because they will be highly visible from the street (Standard 2.5.12). The subject home is a front-gabled bungalow, meaning both roof slopes are highly visible from the public right-of-way (Standard 2.5.12).

MOTION (TO DENY)

Staff Recommendation:

Based on the above Findings of Fact and the applicable standards of the Spencer Historic District Standards, planning staff recommends that the Commission **deny** a COA for the proposal heretofore described at 709 4th Street (Tax Parcel ID # 033 143), located in the Spencer Local Historic District.

Contact:

Kyle Harris, Town Planner

Email: kharris@spencernc.gov.

Phone: 704-633-2231 ext. 20

Exhibit A: Staff Photographs



Exhibit A: Staff Photographs

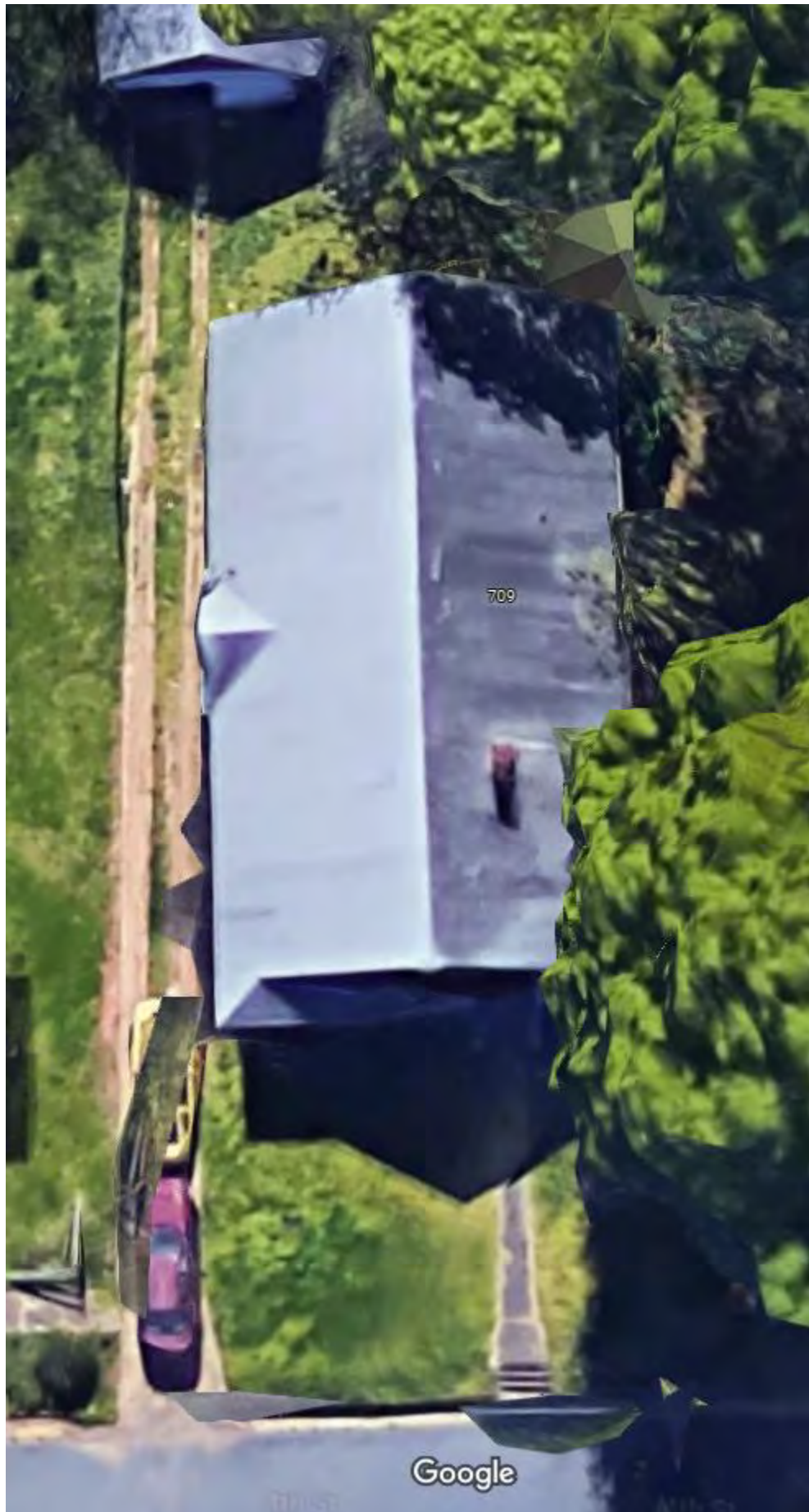


Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs





Historic Preservation Commission

Certificate of Appropriateness

Permit Application Form

Spencer Town Hall • 460 South Salisbury Ave, Spencer NC 28159

Office: (704)-633-2231 ext. 20 • kharris@spencernc.gov

Property owners within Spencer's Historic District must receive an approved permit from the Town prior to making any changes to the exterior appearance of the property. The Historic Preservation Commission (HPC) reviews all proposed projects for the construction, reconstruction, alteration, restoration, moving, or demolition of buildings or other significant features within the historic district. The HPC is empowered to deny permits for projects that would damage or diminish the special character of the district.

All projects in the historic district are governed by the Spencer Historic District Standards. The permit review process allows Town staff to ensure that your proposed project meets all applicable standards. For help and guidance regarding Spencer's historic review process, visit www.spencernc.gov/preservation.

OFFICE USE ONLY

Filing Date:	☐ Major Work	☐ Minor Work
Permit #	☐ After-the Fact COA	☐ \$250.00 Fine

GENERAL INFORMATION

Property Address:	Rowan County Parcel ID:
Property Owner Name:	Property Owner Phone:
Property Owner Email:	
Property Owner Mailing Address (City, State, Zip):	

APPLICANT INFORMATION (if different from owner)

Applicant Name:	Applicant Phone:
Applicant Email:	
Property Owner Mailing Address (City, State, Zip):	

PROJECT INFORMATION

Project Type

☐ Exterior Modification (walls, trim, foundation, windows, doors, entrances, porches, roofs, repainting, etc.) ☐ Site Design (walkways, driveways, off-street parking, fences, walls, lighting, etc.) ☐ Tree Removal and/or Major Pruning ☐ New Signage	☐ New Construction of Primary Buildings (single-family or multi-family residential and non-residential) ☐ New Construction of Accessory Buildings (garages, sheds, accessory dwelling units, etc.) ☐ Addition (residential and non-residential) ☐ Demolition or Relocation
--	---

Project Description

Please provide a clear and detailed description of the full scope of the Project for which you are seeking a permit. Omissions of important details may result in delays in reviewing your Project. Attach extra pages as needed.

Exhibit B: Applicant-Submitted Product Specifications (Skylights)

OTHER PROJECT CONTACTS			
Project Contact 1 Name:		Project Contact 1 Phone:	
Project Contact 1 Email:			
Project Contact 2 Name:		Project Contact 2 Phone:	
Project Contact 2 Email:			
APPLICATION CHECKLIST			
Major Work applications must be filed no fewer than fifteen (15) days prior to the next month's regularly scheduled HPC meeting. The HPC meets the 3rd Monday of each month (except July and December) at 7:00 PM at Spencer Town Hall, 460 South Salisbury Avenue. (Minor Work applications, which do not require HPC review, can be accepted and reviewed by staff at any time and are typically approved within 1-2 business days.)			
Application Requirements	Completed by Applicant	Completed by Planning & Development Staff	
	YES	YES	NO
1. <u>Detailed Project Description</u> . Attach a clear, detailed description of the full scope of the project for which you are seeking a permit. Typed descriptions are strongly preferred. If handwritten, please write legibly. Incomplete or vague project descriptions will not be accepted.	☐	☐	☐
2. <u>Drawings, Samples, Site Plans, Specifications, Etc.</u> Submit plans, elevations, photographs, or other illustrative information necessary to explain the application. Such information may include detailed plans showing existing and proposed conditions, material samples or product information, descriptions of building materials, landscaping/site plans, photographs, etc. All plans must be clearly legible.	☐	☐	☐
3. <u>Digital Photographs</u> . High-quality, color, digital photographs showing existing conditions are required for most applications.	☐	☐	☐
SIGNATURE			
By signing below, you certify that all information provided on this application is accurate and that all work will be performed to meet the laws of the state of North Carolina, the standards of the Spencer Development Ordinance, the Spencer Historic District Standards (www.spencernc.gov/preservation), and all other applicable regulations.			
☐ I understand that all applications that require review by the HPC must be submitted no fewer than fifteen (15) days prior to the next month's regularly scheduled meeting. The HPC meets the 3rd Monday of each month (except July and December) at 7:00 PM at Spencer Town Hall, 460 South Salisbury Avenue. ☐ The required documentation is attached to fully explain the scope of my project. ☐ I am familiar with the Historic District Standards pertaining to my project (www.spencernc.gov/preservation). I am aware that HPC members and/or Town staff may enter upon private property at reasonable times to inspect the work or the site solely in performance of their duties. ☐ I am aware that if I complete any major work without a permit, I may be subject to fines and penalties for the violation. Additionally, the Town may enforce the requirements of the Town Code, including levying civil penalties and seeking a court order from Rowan County requiring me to correct the violation.			
Signature of Applicant:		Date:	<i>Town Seal indicates approval.</i>
Approved By:		Date:	
(OFFICE USE ONLY) Staff Notes: _____ _____ _____			

Exhibit B: Applicant-Submitted Product Specifications (Skylights)

Exhibit B: Applicant-Submitted Product Specifications (Skylights)

Install Skylights on roof to conform with NC State Fire Code: 2018 Residential Code, Section R310 requiring two points of EGRES for attic rooms.

The skylights will be flush mounted type as shown here.

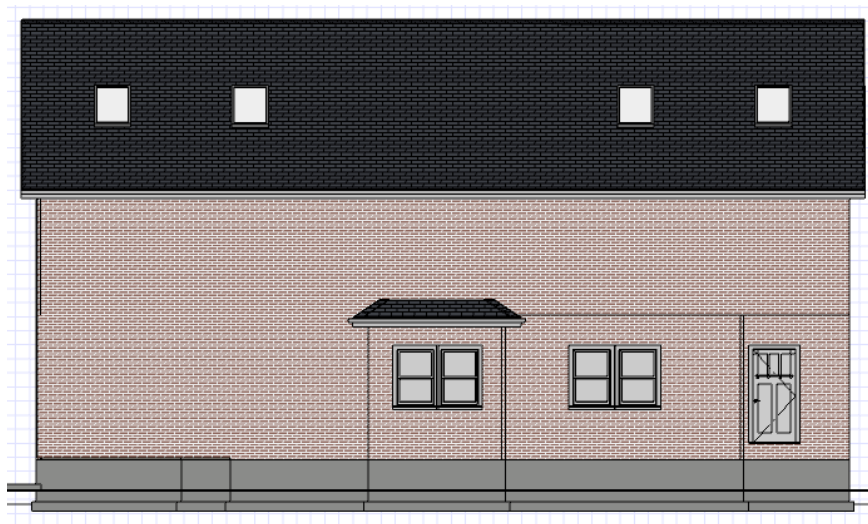
VELUX (Brand Rating: 4.6/5) ⓘ

26-1/2 in. x 46-7/8 in. Egress Venting Roof Access Window with Laminated Low-E3 Glass

★★★★★ (10) Questions & Answers (14)



There will be four installed on each side of the house when roof is replaced with like materials.



Technical Preservation Services

Building Exterior Roofs

Identify | Protect | Repair | Replace | Missing Feature | Alterations/Additions

< HOME >

**Standards
Guidelines**

 Masonry
Wood
Metals

Roofs
Windows
Entrances/Porches
Storefronts

 Structural Systems
Spaces/Features/Finishes
Mechanical Systems

 Site
Setting

 Energy
New Additions
Accessibility
Health/Safety

The roof--with its shape; features such as cresting, dormers, cupolas, and chimneys; and the size, color, and patterning of the roofing material--is an important design element of many historic buildings.

In addition a weathertight roof is essential to the longterm preservation of the entire structure. Historic roofing reflects availability of materials, levels of construction technology, weather, and cost.

For example, throughout the country in all periods of history, **wood shingles** have been used--their size, shape, and detailing differing according to regional craft practices. European settlers used **clay tile** for roofing as early as the mid-17th century. In some cities, such as New York and Boston, clay was popularly used as a precaution against fire. The Spanish influence in the use of clay tile is found in the southern, southwestern and western states. In the mid-19th century, tile roofs were often replaced by **sheet metal**, which is lighter and easier to maintain. Evidence of the use of **slate** for roofing dates from the mid-17th century. Slate has remained popular for its durability, fireproof qualities, and its decorative applications. The use of metals for roofing and roof features dates from the 18th century, and includes the use of **sheet iron, corrugated iron, galvanized metal, tin-plate, copper, lead and zinc**. Awareness of these and other traditions of roofing materials and their detailing will contribute to more sensitive treatment.



Slate and copper mansard roofs in an urban canyon.

Roofs

Identify, retain, and preserve

recommended



Copper and wrought iron weathervane.

Identifying, retaining, and preserving roofs--and their functional and decorative features--that are important in defining the overall historic character of the building.

This includes the roof's shape, such as hipped, gambrel, and mansard; decorative features, such as cupolas, cresting chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning.

not recommended

Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the roof or roofing material that is repairable, then reconstructing it with new material in order to create a uniform, or "improved" appearance.

Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights so that the historic character is diminished.

Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal.

Applying paint or other coatings to roofing material which has been historically uncoated.

Roofs

Protect and Maintain

recommended

Protecting and maintaining a roof by cleaning the gutters and downspouts and replacing deteriorated flashing.

Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration; and to insure that materials are free from insect infestation.

Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.



Gable and pent roof in excellent condition.

Protecting a leaking roof with plywood and building paper until it can be properly repaired.

not recommended

Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof fasteners, sheathing, and the underlying structure.

Allowing roof fasteners, such as nails and clips to corrode so that roofing material is subject to accelerated deterioration.

Permitting a leaking roof to remain unprotected so that accelerated deterioration of historic building materials--masonry, wood, plaster, paint and structural members--occurs.

Roofs

Repair

recommended

Repairing a roof by reinforcing the historic materials which comprise roof features.

Repairs will also generally include the limited replacement in kind--or with compatible substitute material--of those extensively deteriorated or missing parts of features when there are surviving prototypes such as cupola louvers, dentils, dormer roofing; or slates, tiles, or wood shingles on a main roof.



Repairing slate roof using traditional methods.

not recommended

Replacing an entire roof feature such as a cupola or dormer when repair of the historic materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse intact slate or tile when only the roofing substrate needs replacement.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.

Roofs**Replace****recommended**

Replacing in kind an entire feature of the roof that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as a model to reproduce the feature.



Replacement of damaged clay tile roof.

Examples can include a large section of roofing, or a dormer or chimney.

If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

not recommended

Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not convey the same visual appearance

Design for Missing Historic Features

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

recommended

Designing and constructing a new feature when the historic feature is completely missing, such as a chimney or cupola. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

not recommended

Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new roof feature that is incompatible in size, scale, material and color.

Alterations/Additions for the New Use

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

recommended

Installing mechanical and service equipment on the roof, such as air conditioning, transformers, or solar collectors when required for the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Designing additions to roofs such as residential, office, or storage spaces; elevator housing; decks and terraces; or dormers or skylights when required by the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.



Non-obtrusive skylights on rear of residence.

not recommended

Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right-of-way.

Radically changing a character-defining roof shape or damaging or destroying character-defining roofing material as a result of incompatible design or improper installation techniques.



[Home](#) | [Next](#) | [Previous](#)

THE SECRETARY
OF THE INTERIOR'S
STANDARDS FOR
THE TREATMENT
OF HISTORIC
PROPERTIES

WITH
GUIDELINES FOR
PRESERVING,
REHABILITATING,
RESTORING &
RECONSTRUCTING
HISTORIC
BUILDINGS



U.S. Department of the Interior
National Park Service
Technical Preservation Services

ROOFS

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving roofs and their functional and decorative features that are important in defining the overall historic character of the building. The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and functional features (such as cupolas, cresting, parapets, monitors, chimneys, weather vanes, dormers, ridge tiles, and snow guards), roofing material (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles), and size, color, and patterning.	Removing or substantially changing roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic roof or roofing material that is repairable, then rebuilding it with new material to achieve a more uniform or “improved” appearance. Changing the configuration or shape of a roof by adding highly visible new features (such as dormer windows, vents, skylights, or a penthouse). Stripping the roof of sound historic material, such as slate, clay tile, wood, or metal.
Protecting and maintaining a roof by cleaning gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for indications of moisture due to leaks or condensation.	Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof features, sheathing, and the underlying roof structure.
Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.	Allowing flashing, caps, and exposed fasteners to corrode, which accelerates deterioration of the roof.
Protecting a leaking roof with a temporary waterproof membrane with a synthetic underlayment, roll roofing, plywood, or a tarpaulin until it can be repaired.	Leaving a leaking roof unprotected so that accelerated deterioration of historic building materials (such as masonry, wood, plaster, paint, and structural members) occurs.
Repainting a roofing material that requires a protective coating and was painted historically (such as a terneplate metal roof or gutters) as part of regularly-scheduled maintenance.	Failing to repaint a roofing material that requires a protective coating and was painted historically as part of regularly-scheduled maintenance.
Applying compatible paint coating systems to historically-painted roofing materials following proper surface preparation.	Applying paint or other coatings to roofing material if they were not coated historically.
Protecting a roof covering when working on other roof features.	Failing to protect roof coverings when working on other roof features.
Evaluating the overall condition of the roof and roof features to determine whether more than protection and maintenance, such as repairs to roof features, will be necessary.	Failing to undertake adequate measures to ensure the protection of roof features.

ROOFS

RECOMMENDED

NOT RECOMMENDED

Alterations and Additions for a New Use

Installing mechanical and service equipment on the roof (such as heating and air-conditioning units, elevator housing, or solar panels) when required for a new use so that they are inconspicuous on the site and from the public right-of-way and do not damage or obscure character-defining historic features.

Installing roof-top mechanical or service equipment so that it damages or obscures character-defining roof features or is conspicuous on the site or from the public right-of-way.

Designing rooftop additions, elevator or stair towers, decks or terraces, dormers, or skylights when required by a new or continuing use so that they are inconspicuous and minimally visible on the site and from the public right-of-way and do not damage or obscure character-defining historic features.

Changing a character-defining roof form, or damaging or destroying character-defining roofing material as a result of an incompatible rooftop addition or improperly-installed or highly-visible mechanical equipment.

Installing a green roof or other roof landscaping, railings, or furnishings that are not visible on the site or from the public right-of-way and do not damage the roof structure.

Installing a green roof or other roof landscaping, railings, or furnishings that are visible on the site and from the public right-of-way.



[17] New wood elements have been used selectively to replace rotted wood on the underside of the roof in this historic warehouse.

Exhibit E: Email Correspondence Between Applicant & Staff

From: [Kyle Harris](#)
To: [John Haddock](#)
Subject: RE: COA submission
Date: Wednesday, June 21, 2023 11:38:00 AM
Attachments: [image001.png](#)

Good morning John,

This email is to confirm that the HPC is scheduled to consider your request to install eight (8) new skylights to your home at their meeting this coming Monday, June 26, at 7:00 PM. As a reminder, obviously, you will need to recuse yourself during this case.

I did have just a few questions for your consideration ahead of the meeting.

Fire Code Requirement for Skylights:

- While the HPC does not have the authority to evaluate your request in terms of the fire code requirements, I did want to check that you actually need so many skylights – 8 in total? I did a cursory review of the fire code, and it seems to say that “habitable attics” and “every sleeping room” “shall have not less than one operable emergency escape and rescue opening”. This seems to suggest that you only “need” one (1) skylight for attic egress. I bring this up because introducing eight (8) new skylights is a pretty big number, and a pretty big change to the overall roof appearance, and I want to ask if you’ve considered alternate approaches that would introduce a smaller total number of skylights?

Skylight Product Selection:

- One of the key considerations the HPC will have in evaluating your proposal is the overall visual impact of the new skylights. Specifically, you should select a product that is the least minimally obtrusive as possible. This means a skylight that is flush mounted with a very low profile.
- Are you confident the product you selected is the best overall product for this project?

The applicable standards from Spencer’s Historic District Standards are from Section 2.5 (Roofs) – found on pages 30-31 of the standards. Standards 2.5.11 and 2.5.12 are the applicable standards for your project.

- Standard 2.5.11. It is not appropriate to introduce new roof features such as skylights, dormers, or vents if they will compromise the historic roof design, or damage character-defining roof materials or the character of the historic district.
- Standard 2.5.12. Install ventilators, solar collectors, antennas, skylights, or mechanical equipment in locations that do not compromise character-defining roofs or on roof slopes not visible from the street.

Additionally, the Secretary of the Interior Standards suggests that skylights should be “minimally visible on the site and from the public right-of-way” (Secretary’s Standards, p. 101) and should not be “highly visible” (p. 98).

Exhibit E: Email Correspondence Between Applicant & Staff

The best way to minimize overall visible and impact would be to carefully consider the total number of skylights and to choose a product that is the least visible in terms of its overall profile.

Just wanted to let you know what to expect as we head into the meeting!

Let me know if I can provide any additional guidance or support on this project.

Warm regards,

Kyle Harris

Planner

Town of Spencer

Office: (704)-633-2231 ext. 20

Cell: (704)-989-9471 (text only)

From: John Haddock <johnhaddock@bellsouth.net>

Sent: Thursday, June 8, 2023 11:26 AM

To: Kyle Harris <kharris@spencernc.gov>

Subject: COA submission

Kyle,

Let me know what else I need

John



June 16, 2023

NOTICE TO ADJACENT PROPERTY OWNER

**SPENCER HISTORIC PRESERVATION COMMISSION (HPC)
NOTICE OF PUBLIC MEETING & EVIDENTIARY HEARING**

This Notice is to inform you that you own property within one-hundred and fifty (150) feet of a property which is the subject of a Certificate of Appropriateness (COA) application. The Spencer Historic Preservation Commission (HPC) has scheduled a public quasi-judicial evidentiary hearing for **Monday, June 26, 2023, at 7:00 P.M.** The meeting will be held at Spencer Town Hall located at 460 South Salisbury Avenue, Spencer NC 28159. The purpose of this meeting is for the Commission to consider a Certificate of Appropriateness (COA) application for a project, described below, which is in the Spencer Historic District:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

**COA-23-011 – 709 4th Street – John Haddock (Owner/Applicant)
Rowan County Parcel ID: 033 143**

Proposed Project:

- Installation of Roof Skylights. Installation of flush-mounted egress skylights to roof. Total of eight (8) skylights, four (4) installed on each side of this front-gabled bungalow.

All interested persons are invited to participate in the public hearing at Town Hall. Applicants and other individuals who participate in the evidentiary hearings at this meeting will be required to sign-up and provide copies of all documents, exhibits, and any other materials they wish to present at the hearing, no later than 12:00 P.M. on Monday, June 26, 2023. If you have any questions about participating in this meeting, please contact Kyle Harris, Town Planner, at (704) 633-2231 ext. 20 or kharris@spencernc.gov as soon as possible. Additional information will also be posted on the Town's website (www.spencernc.gov).

To review Spencer's Historic District Standards and to find more information about the local historic district review and permitting process, please visit the Town's website at www.spencernc.gov/preservation or contact the Town Planner.



**Planning & Zoning Administration:
Certificate of Appropriateness (COA) Staff Report**

Updated June 2023

HEARING DATE: [June 23, 2023](#)

SUBJECT: Certificate of Appropriateness (COA) Staff Report

CASE PLANNER: Kyle Harris, Town Planner

CASE: COA-23-004

APPLICANT: Juan Hinojosa (owner/applicant)

ADDRESS: 402 4th Street (Spencer Local Historic District)

PARCEL ID: 033 323

PROJECT TYPE: *Window Replacement & Major Rehabilitation*

EXISTING LAND USE: Historic Residential

EXISTING ZONING: RMST (Residential Main Street Transition) | Corporate Limits

REPORT PREPARED BY: Kyle Harris, Town Planner

Per Town Code Sec. 32.43, no exterior portion of any building or other structure located in Spencer's Historic District shall be erected, altered, restored, moved, or demolished until after an application for a Certificate of Appropriateness (COA) has been submitted to and approved by the Historic Preservation Commission.

Applicant Proposal:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

COA-23-004– 402 4th Street – Juan Hinojosa (owner/applicant)

Rowan County Parcel ID: 033 323

Proposed Project:

- Replace all original wood windows with new vinyl windows substantially matching the original in overall design and dimensions.
 - Product Selection: *RELIABILT Premium Vinyl Windows – Series 455 Brick Mould – Double-Hung windows with 6-over-6 white colonial flat grids.*
- Replace deteriorated porch floor with new wood or composite (*synthetic*) tongue-and-groove T&G floorboards substantially matching the original in overall appearance.
- Replace existing non-original vinyl (*aluminum*) siding with new fiber cement horizontal clapboard siding substantially matching the original in overall design and dimensions.
- Replace existing non-original front door with new door in historically appropriate design.
 - Product Selection: *Therma-Tru Benchmark” Fiberglass Entry Door featuring flat simulated divided lites (SDL).*

Staff Note (Updated June):

- This staff report is an updated report on this case, which was initially scheduled for a hearing on May 15. The applicant proposes to replace all original wood windows in the house with new vinyl windows. The applicant withdrew his case because he failed to submit by deadline a professional evaluation report on the condition of the existing original wood windows. Therefore, a decision on the case was tabled.
- Staff advised the applicant to consider alternate options including repairing the existing windows or installing narrow-profile interior or exterior storm windows instead.
- The applicant has now submitted a report, attached as Exhibit D. The Commission should consider if the report is credible, if it demonstrates a good faith effort to accurately prove the windows are ‘deteriorated beyond repair’ (Standard 2.7.6), and if it contains sufficient justifying evidence and related supporting information and documentation provided ‘deterioration beyond repair’ (Standard 2.7.6).
- All updated portions of this report are highlighted in blue.
- There are several other components of the project, including the porch floor replacement, siding replacement, and front door replacement, which may be approved at this time. However, the Commission may choose to once again TABLE the window replacement proposal and require the submittal of a professional evaluation report by an industry professional with experience repairing historic windows. The HPC may reject the conclusions of a report that is not prepared by a qualified individual or firm. (See Suggested Motion at the end of this report for details.)

Exhibits:

- A. Staff Photographs (Site Visit 5/11/23)
- B. Applicant-Submitted Materials
 - o *Product selections for windows, front door, and cementitious siding sample*
- C. Email Correspondence Between Applicant & Staff
- D. **Applicant-Submitted Window Evaluation Report with Photographs**

Staff Discussion:

The commentary below represents the staff's opinion and is offered to provide the Commission some general guidance and points for discussion. The HPC is not bound to this opinion.

Background & Email Correspondence:

- In early April, staff received a Certificate of Appropriateness (COA) application from Mr. Hinojosa. The proposed project was written as follows: “Replace all current windows with updated aluminum windows. Close two windows in the upstairs dormer. Replacing deteriorating porch flooring and ceiling ‘like-for-like’. Replace porch wood post ‘like-for-like’. Replace siding of same material but different style. Siding on front of house will be placed vertically, the rest of siding on house will remain horizontal. Replace front door.”
- The applicant submitted a Lowe’s vinyl window brochure (see Exhibit B) for “Reliabilt Premium Vinyl Windows” – Series 455 Brick Mould” showing “white colonial flat grids” in a 6-over-6 style.
- On April 19, staff followed-up with the applicant by email, writing “I want to advise you that some aspects of your project appear **non-compliant** with the Historic District Standards. See Email Correspondence in Exhibit C.) For example:
 - o The Standards do not support removing and replacing original wood windows unless they are deteriorated beyond repair (Standards, Section 2.7, pp. 34-25).
 - o The Standards do not support closing existing window openings that would diminish the original appearance of the house, especially on the front façade (Standard 2.7.17, p. 35).
 - o The Standards do not support introducing new styles of siding that was not original to the house or that is not compatible with the character of the house. Vertical siding may not be an appropriate replacement for horizontal clapboard style siding (Standards, Section 2.6, pp. 32-33).
- In the same email (Exhibit C), staff wrote “If you haven’t already, I would strongly encourage you to review Spencer’s Historic District Standards. I would hate for you to waste your time pursuing a project that the HPC is likely to deny; I would encourage you to re-consider certain aspects of your project to ensure you honor the original historical and architectural character of the house. I would advise you to consider the following:
 - o Consider repairing and restoring the existing original wood windows instead of replacing them.

- o If you choose to pursue your request to replace the windows, you will need to provide a detailed written assessment of the condition of the windows by a specialist demonstrating that they are “deteriorated beyond repair”. You will need to do this for each window proposed to be replaced. Include close-up photos showing the condition of each window.
- o Consider revising your project to preserve the original appearance of the front dormer with all 3 existing windows.
- o Consider using horizontal clapboard style siding across the entire house. Vertical siding on the front would be visually incompatible and clash with horizontal siding on the rest of the house.”
- In a follow-up phone-call on May 5, Mr. Hinojosa told staff that he didn’t “want to spend too much money on new windows”. In a follow-up email (Exhibit C) after the call, staff wrote “in most cases, the HPC does not allow replacing original wood windows unless they are ‘deteriorated beyond repair’. In order to be deteriorated beyond repair, a window must be so deteriorated that there is no feasible way of repairing it. You will need to prepare a report (with photographs of each window) proving that the windows are deteriorated beyond repair. You can prepare the report yourself or hire a professional window expert to do an evaluation for you. Each window must be individually evaluated.”
- In the same email, staff added, “Any replacement windows must substantially match the original windows in overall appearance. The existing windows are mostly 4-over-1 gridded windows. Any new windows should substantially replicate the 4-over-1 design, including the grid style and true divided lites. You should try to find a window product that most closely matches the appearance of the original windows.”
- **Mr. Hinojosa failed to submit a professional evaluation report by deadline. Therefore, his case was withdrawn from HPC consideration on May 15. In June, the applicant submitted a report which he typed himself. The HPC should consider the credibility of the report and whether the applicant has submitted sufficient evidence and supporting information and documentation demonstrating the windows are ‘deteriorated beyond repair’ (Standard 2.7.6).**
- The HPC should keep in mind the following as you evaluate Mr. Hinojosa’s window replacement proposal:
 - o The Historic District Standards that the HPC adopted last year are relatively strict on window projects. In most cases, it is not appropriate to replace any original windows unless they are ‘deteriorated beyond repair’. Prior to replacing any window, the applicant must submit sufficient proof that the windows are ‘deteriorated beyond repair’. Such evidence can include photographs, written assessments, professional opinions, or any other evidence of the condition of the windows sufficient to demonstrate that they cannot feasibly be repaired.
 - o If a window is deteriorated beyond repair, it should be replaced with a matching window. ‘Matching’ means matching the design and dimensions of the original sash or panels, pane configuration, architectural trim, detailing, and materials.
 - o Substitute materials, such as vinyl, can only be considered if the original material is not technically feasible. If vinyl is requested, the applicant would have to prepare justification that wood is not technically feasible. Cost is not typically admissible as a reason against using wood windows.
 - o In general, I advise owners of historic properties to explore all feasible alternatives to replacing original windows. And in general, it is not appropriate to replace original wood windows with

new vinyl windows. Such requests are reviewed on a case-by-case basis, and the burden is on the applicant to prepare sufficient evidence and justification for removal.

- o If windows must be replaced due to deterioration, they must be replaced with new windows in a substantially similar design to those being replaced. 'Substantial similarity' is evaluated in terms of design, dimension, material, quality of material, sash and panel design, pane configuration, architectural trim, and detailing. Ideally, custom wood windows matching the original would be preferred if replacing an original wood window.
- **Staff Inspection:** On Thursday 5/11, staff conducted an on-site inspection of the windows. I photographed most of the original windows proposed to be replaced. See Staff Photographs in Exhibit A. During my inspection, I found that the windows appeared to be in repairable condition. Most of the windows appeared operable. None of the windows appeared to be "deteriorated beyond repair".
- An alternative option would be to install narrow-profile, full-view storm windows. If storm windows are desired, they should be selected so as not to visually obstruct the original windows.

Summary of Proposed Project:

The applicant proposes to rehabilitate this ca. 1940 historic bungalow. The proposed project includes replacing all original wood windows (most of which are 4-over-1 windows) with vinyl replacement windows. The project also includes replacing the existing non-original vinyl siding with new fiber cement horizontal clapboard siding, replacing the non-original stock front door with a new door in an appropriate design, and either repairing the existing original wood tongue-and-groove T&G porch floor, replacing it like-for-like, or replacing it with a modern composite/synthetic porch board product, such as polymer.

Skip to next page.

Below, staff has broken down the project into its individual components for easier review.

<u>Project Component # 1 (Windows)</u>
<u>Windows:</u> Replace all original wood windows with new vinyl windows substantially matching the original in overall design and dimensions. <u>Product Selection:</u> <i>RELIABILT Premium Vinyl Windows – Series 455 Brick Mould – Double-Hung windows with 6-over-6 white colonial flat grids.</i>
<u>Applicable Historic District Standards:</u>
<u>Section 2.7. Windows & Doors (Standards, p. 34-35)</u> ▪ <u>Standard 2.7.1.</u> Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sashes, muntins, sills, heads, moldings, surrounds, hardware, shutter, and blinds. ▪ <u>Standard 2.7.3.</u> Protect and maintain the wood and metal elements of historic windows and doors through appropriate methods: - o Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion. - o Provide adequate drainage to prevent water from standing on nearly flat, horizontal surfaces such as window and door sills. - o Clean the surface using the gentlest means possible. - o Limit paint removal and reapply protective coatings as necessary. Remove heavy paint buildup on windows and doors to facilitate their operation. - o Reglaze sash as necessary to prevent moisture infiltration. - o Weatherstrip windows and doors to reduce air infiltration and increase energy efficiency. ▪ <u>Standard 2.7.4.</u> Repair historic windows and doors and their distinctive features through recognized preservation methods for patching, consolidating, splicing, and reinforcing. ▪ <u>Standard 2.7.5.</u> If replacement of a deteriorated historic window or door feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, material, and quality of material. Consider compatible substitute materials only if using the original material is not technically feasible. ▪ <u>Standard 2.7.6.</u> If a historic window or door unit is deteriorated beyond repair, replace the unit in kind, matching the design and the dimension of the original sash or panels, pane configuration, architectural trim, detailing, and materials. Consider compatible substitute materials only if using the original material is not technically feasible. ▪ <u>Standard 2.7.7.</u> If a historic window or door is completely missing, replace it with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building. ▪ <u>Standard 2.7.11.</u> It is not appropriate to remove original doors, windows, shutters, blinds, hardware, and trim from a character-defining façade.

- Standard 2.7.14. If exterior storm windows are desired, select ones that are coated with paint or a baked enamel finish in a color appropriate to the trim color of the building. Install so that existing windows and frames are not damaged or obscured.
- Standard 2.7.16. 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.

Staff Comments (Windows)

- Most existing windows are 4-over-1 original wood windows with true divided lites.
- See Staff Photographs in Exhibit A. In staff's opinion, none of the original wood windows appear to be "deteriorated beyond repair". Additionally, the applicant has failed to submit a professional evaluation report on the condition of the windows, sufficient to demonstrate that they are "deteriorated beyond repair".
- The applicant submitted the following Product Specifications (Exhibit B) for the new windows:
- "Reliablilt Premium Vinyl Windows" – Series 455 Brick Mould" showing "white colonial flat grids" in a 6-over-6 style.





Series 455 Brick Mould

Our top New Construction series combines incredible craftsmanship, seemingly unlimited options together with the strong, maintenance-free vinyl construction to deliver the best windows for any new home.



• White Series 455 double hung windows with white colonial flat grids

- Series 450 Double Hung available with Design Pressure (DP) 35 rating
- Series 451 Slider available with Design Pressure (DP) 50 rating
- Series 460 DH available without J-Channel and DP 35 rating
- Series 465 available without J-Channel and DP 50 rating (window size tested 36-in x 74-in)
- Easy sash movement with a block & tackle balance system
- Outside air ventilates through standard half screen*
- Integrated J-Channel and nail fin simplifies installation
- Custom sizes available
- Jamb depth: 3-7/8-in

Options

- Continuous head and sill on twins and triples
- Night latches position sashes for optimal ventilation and safety
- 3-1/4-in flat casing with optional sill nose style
- Full screen*
- Jamb extenders

* Screens are not meant to restrain a child from falling through an open window.

The HPC should consider that the existing original windows are mostly 4-over-1 wood windows with true divided lites. See Staff Photographs ([Exhibit A](#)) below:



<u>Project Component (Porch Floor)</u>
<u>Porch Floor:</u> Replace deteriorated porch floor with new wood or composite tongue-and-groove T&G floorboards substantially matching the original in overall appearance.
<u>Applicable Historic District Standards:</u>
<u>Section 2.1. Wood (Standards, p. 23-24)</u> ▪ <u>Standard 2.1.5.</u> If replacement of an entire historic wooden feature is necessary, replace it in kind, matching the original in design, dimension, detail, material, and texture. Consider compatible substitute materials only if using the original material is not technically feasible. ▪ <u>Standard 2.1.12.</u> Certain synthetic materials such as cementitious siding can be reviewed on a case-by-case basis, provided: - o They are used only when the original material is no longer available or feasible; - o They are installed in a traditional manner that includes the installation of corner boards, architectural trim around windows and doors, etc. - o They match the original in width of exposure, thickness, profile, texture, grain, color, and overall outer appearance. - o Their texture must be a smooth, non-grained (e.g. faux woodgrain) finish. ▪ <u>Standard 2.1.13.</u> When a Certificate of Appropriateness (COA) is being sought for the use of synthetic materials, the applicant should include with the application a sample of the new material as well as the material being replaced.
<u>Section 2.8. Entrances, Porches, & Balconies (Standards, p. 36-37)</u> ▪ <u>Standard 2.8.5.</u> If replacement of an entire historic entrance, porch, or balcony feature is necessary because of deterioration, replace it in kind, matching the original in design, dimension, detail, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.
<u>Staff Comments (Porch Floor)</u>
▪ The existing porch floor is the original wood tongue-and-groove T&G floor. <u>Standard 2.1.5</u> and <u>Standard 2.8.5</u> specify that any replacement porch floor should be replaced in-kind, and should match the original in design, dimension, detail, texture, and material. ▪ In some cases, a compatible substitute material, such as polymer, may be appropriate if it substantially matches the original in overall appearance. The width, texture, and overall appearance of synthetic boards should closely match the appearance of the original floorboards. - o An example of an appropriate synthetic board would be an interlocking polymer tongue-and-groove porch floorboard system, with smooth (non faux-woodgrain) texture. ▪ Any new T&G floorboards would need to be laid perpendicular to the home's front elevation.

Photographs (Exhibit A) of the existing wood porch floor are shown below:



<u>Project Component (Siding)</u>
<u>Siding:</u> Replace existing non-original vinyl siding with new fiber cement horizontal clapboard siding substantially matching the original in overall design and dimensions.
<u>Applicable Historic District Standards:</u>
<u>Section 2.6. Exterior Walls, Trim, & Foundations (Standards, p. 32-33)</u> ▪ <u>Standard 2.6.7.</u> If a historic exterior wall or feature is completely missing, replace it with a new wall or feature based on accurate documentation of the original or a new design compatible with the historic character of the building and the district. ▪ <u>Standard 2.6.14.</u> If, during a rehabilitation project, non-original siding such as aluminum siding is removed and reveals previously unknown original siding beneath (such as cedar shake shingle), the original material must be retained and preserved. It is not appropriate to cover original cedar shake siding in gables with siding to match the rest of the building if the original design of the building used multiple types of siding.
<u>Staff Comments (Siding)</u>
▪ The existing siding is non-original vinyl or aluminum horizontal clapboard siding. It is unknown if the original wood siding is still underneath, or if the original siding was removed in the past. It is likely that the original siding on this ca. 1940 bungalow would have been wood horizontal clapboard siding. ▪ The applicant proposed to remove and replace the vinyl/aluminum siding and replace it with new fiber cement horizontal clapboard siding. ▪ Standard 3.1.6 for New Construction says the following regarding cementitious siding: "Contemporary substitute materials such as smooth cementitious siding may be permitted...provided they closely imitate historic materials and are consistent with the following standards: - o The material must have a demonstrated record of overall quality and durability, and the physical properties of the substitute material must be substantially similar to those of the historic material it is intended to mimic. For example, if cementitious siding is being sought to mimic wood clapboard, the synthetic material must substantially match the qualities of original siding on wood clapboard buildings that contribute to the special character of the district in terms of width of exposure, thickness, profile, texture, detail, color, and overall outer appearance. - o The texture of cementitious siding must be a smooth, non-grained (e.g. faux woodgrain) finish. Traditionally painted wood siding would not have featured any appearance or texture of woodgrain. - o The siding material must be installed in a traditional manner that includes the installation of corner boards, architectural trim around windows and doors, etc. - o When considering substitute materials, the closer an element is to the viewer, the more closely the material and craftsmanship should match the original.

- o When a Certificate of Appropriateness is being sought for the use of synthetic materials, the applicant should include with the application a sample of the new material.
- o While wood is the first choice for elements such as trim, porch elements, and other decorative features, substitute materials may be considered for trim details on new construction on a case-by-case basis.
- The applicant submitted the following product sample. Note that the sample shows a pronounced fake woodgrain texture. The HPC should consider requiring the applicant to select a smoother cementitious siding product:



Project Component (Front Door)

Front Door: Replace existing non-original front door with new door in historically appropriate design.

Applicable Historic District Standards:

Section 2.7. Windows & Doors (Standards, p. 34-35)

- Standard 2.7.2. Retain and preserve doors that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware.
- Standard 2.7.7. If a historic window or door is completely missing, replace it with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building.

Staff Comments (Front Door)

- The existing front door is a non-original stock door. There is also a non-original metal storm door. The applicant proposes to replace with the following “craftsman” style door: the “Therma-Tru Benchmark – Fiberglass Entry” door (see various window styles below):



Staff Suggested Findings:

FINDINGS OF FACT

Planning staff finds that the following proposals are **not incongruous** with the character of the District:

- Replace deteriorated porch floor with new wood or composite tongue-and-groove T&G floorboards substantially matching the original in overall appearance.
- Replace existing non-original vinyl siding with new fiber cement horizontal clapboard siding substantially matching the original in overall design and dimensions.
- Replace existing non-original front door with new door in historically appropriate design.
 - Product Selection: *Therma-Tru Benchmark” Fiberglass Entry Door featuring flat simulated divided lites (SDL)*

Because...

- 1) Composite T&G is appropriate, provided it matches the original as closely as possible in terms of design, dimensions, detail, and texture, closely imitating original historic wood T&G floorboards (Standard 2.1.5); and
- 2) The proposal to replace the non-original vinyl siding with new cementitious siding is appropriate because the existing vinyl siding does not have any historic value contributing to the overall historic character of the building (Standard 2.1.1), and cementitious siding is an appropriate replacement material because it more closely imitates the appearance of original wood horizontal clapboard siding, provided it is installed in a traditional manner and matches the appearance of original wood clapboard in terms of width of exposure, thickness, profile, texture, grain, color, and overall appearance (Standard 2.1.12); and
- 3) The proposed replacement front door uses a new design that is compatible with the original opening and the character of the historic home (Standard 2.7.7).

Provided, however, that the Commission also finds that the applicant has failed to submit sufficiently credible and detailed evidence and support documentation providing that the existing original wood windows are ‘deteriorated beyond repair’ (Standard 2.7.6).

MOTION

Staff Recommendation:

Based on the above Findings of Fact and the applicable standards of the Spencer Historic District Standards, planning staff recommends that the Commission **APPROVE** a COA for the proposal heretofore described at 402 4th Street (Tax Parcel ID # 033 323), located in the Spencer Local Historic District, **subject to the following conditions:**

- 1) The new porch floor must consist of narrow-width, interlocking tongue-and-groove (T&G) floorboards laid perpendicular to the front elevation of the house. Wood T&G floorboards are strongly encouraged. However, a modern synthetic/composite interlocking T&G porch floorboard product, in a modern material such as polymer, may be appropriate, if such product matches the appearance of historic wood T&G as close as possible in terms of overall appearance, quality, texture, and dimensions. Regardless of whether wood or polymer T&G is used, the replacement product must match the original in design, dimension, detail, and texture. (Standard 2.1.5, Standard 2.1.12, Standard 2.8.5, Standard 3.1.4). The applicant must submit a product brochure or product specs to the Town Planner for review and approval of the final product; and
- 2) The replacement cementitious horizontal clapboard siding must substantially replicate the appearance of original wood horizontal clapboard siding in terms of its overall outer appearance, which includes design, dimension, detail, texture, and pattern. It is not appropriate to use a cementitious siding product with a faux-woodgrain texture. The siding must be smooth, non-grained cementitious siding. (Standard 3.1.6, Standard 2.6.7, Standard 2.6.14, Standard 2.1.12).
- 3) The cementitious siding must be installed in a manner consistent with Standard 2.1.12, including: the cementitious siding must be installed in a traditional manner that includes the installation of corner boards, architectural trim around windows and doors, etc. The siding must match the original in width of exposure, thickness, profile, texture, grain, and overall outer appearance. (Standard 2.1.12)
- 4) Before removing the existing vinyl/aluminum siding, the applicant must investigate whether the original wood siding remains extant underneath. If, during the course of the project, the removal of the non-original siding reveals previously unknown original siding beneath, such as original wood horizontal clapboards, the original material must be retained and preserved if it is not deteriorated beyond repair. The applicant is required to submit a new COA application to the HPC prior to removing, damaging, altering, or changing any original wood siding that may be extant underneath the non-original vinyl/aluminum siding. (Standard 2.6.14)
- 5) The replacement front door (Therma-Tru Benchmark) must be the gridded 3-panel window door option because this unit is most compatible with the historic character of the home, which mostly features multi-paneled upper windows. (Standard 2.7.7). While the original windows are technically mostly 4-over-1 windows, the 3-paneled window door is most compatible among the available options.

Motion continues on next page.

Provided, however, that based on the above Findings of Fact and the applicable standards of the Spencer Historic District Standards, planning staff recommends that the Commission **TABLE** a decision on a Certificate of Appropriateness (COA) for the **WINDOW REPLACEMENT PROJECT** at 402 4th Street (Tax Parcel ID # 033 323), located in the Spencer Local Historic District, to the HPC's next regularly scheduled meeting on Monday, August 21, 2023, at 7:00 P.M. For the HPC to consider this proposal, the applicant is required to do the following:

Submit to the Town Planner, no later than Monday, August 7, 2023, 11:59 P.M., the following required documentation:

- 1) A written (typed) professional evaluation report on the condition of the existing wood windows. The report must be prepared by a professional with experience repairing historic wood windows, or who is otherwise experienced in the field of historic preservation, rehabilitation, restoration, and reconstruction. The HPC may reject the conclusions of a report that is not prepared by a qualified individual or firm. The report must provide sufficient visual, technical, or other evidence clearly demonstrating that the original windows are "deteriorated beyond repair". To be "deteriorated beyond repair", a window must be in such an advanced state of deterioration that it is not technically feasible to repair it. Each window proposed to be replaced must be evaluated individually.
- 2) A product brochure or specifications for the proposed replacement windows sufficient to demonstrate their design and appearance. Any replacement windows should match the original windows in design and dimensions of the original sash or panels, pane configuration, architectural trim, detailing, and materials. Substitute materials, such as vinyl, can only be considered if the original material is not technically feasible. If vinyl is preferred, the applicant must prepare sufficient justification that custom wood replacement windows are not technically feasible. Cost is not admissible to justify technical infeasibility.

Contact:

Kyle Harris, Town Planner

Email: kharris@spencernc.gov.

Phone: 704-633-2231 ext. 20

Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Free

Reverso en español

RB
RELIABILT®

402 4th Street

**PREMIUM VINYL
WINDOWS AND
SLIDING PATIO DOORS**

704. 925-9594 Juan



Exclusively at



See an associate

OR



Visit [Lowe's.com](https://www.lowes.com)

©2021 Lowe's. LOWE'S, Gable Mansard Design, and Reliabilt are registered trademarks of LF, LLC. All are used with permission.

NEW CONSTRUCTION WINDOWS



Series 455 Brick Mould

Our top New Construction series combines incredible craftsmanship, seemingly unlimited options together with the strong, maintenance-free vinyl construction to deliver the best windows for any new home.



➤ White Series 455 double hung windows with white colonial flat grids

- Series 450 Double Hung available with Design Pressure (DP) 35 rating
- Series 451 Slider available with Design Pressure (DP) 50 rating
- Series 460 DH available without J-Channel and DP 35 rating
- Series 465 available without J-Channel and DP 50 rating (window size tested 36-in x 74-in)
- Easy sash movement with a block & tackle balance system
- Outside air ventilates through standard half screen*
- Integrated J-Channel and nail fin simplifies installation
- Custom sizes available
- Jamb depth: 3-7/8-in

Options

- Continuous head and sill on twins and triples
- Night latches position sashes for optimal ventilation and safety
- 3-1/4-in flat casing with optional sill nose style
- Full screen*
- Jamb extenders

* Screens are not meant to restrain a child from falling through an open window.

FREE | Reverso en español

Fiberglass Entry & Patio Doors

THERMA-TRU
Benchmark® Doors



Create Your Benchmark for Beauty

Exclusively at



To order additional brochures visit
thermatrubenchmark.com/connections/customer-support
©2022 Therma-Tru Corp. All rights reserved. THERMA-TRU and the Red Door Logo are trademarks of
Therma-Tru Corp. Therma-Tru Corp. is an operating company of Fortune Brands Home & Security, Inc.
HESB / MAY 2022

Reorder #G267832

MINIMUM VIEW

VISTA MÍNIMA

Craftsman-Lite Glass Selections

Colecciones de vidrio artesanal

Emerson™



Mahogany / Caoba
TBM115-EN

Smooth / Liso
TBS115-EN

Steel / Acero
TBST228-EN

Pembrook●



Mahogany / Caoba
TBM115-PMB

Smooth / Liso
TBS115-PMB

Steel / Acero
TBST228-PMB

WickerPark™●



Mahogany / Caoba
TBM115-WP

Smooth / Liso
TBS115-WP

Steel / Acero
TBST228-WP

Flush-Glazed Reed

Vidrio Reed esmaltado al ras



Smooth / Liso
TBS213-XRD2SD1



Smooth / Liso
TBS213-XRD3SD1



Smooth / Liso
TBS213-XRD4SD1



Smooth / Liso
TBS213-XRD6SD1



Smooth / Liso
TBS213-XRD

Flush-Glazed Sea

Vidrio de mar esmaltado al ras



Smooth / Liso
TBS213-XS2SD1



Smooth / Liso
TBS213-XS3SD1



Smooth / Liso
TBS213-XS4SD1



Smooth / Liso
TBS213-XS6SD1



Smooth / Liso
TBS213-XS

Key / Llave

No Stile Lines
Sin líneas de estilo

Low-E Glass (LE)
Vidrio de baja emisión

Flush-Glazed Glass (FG)
Vidriado al ras (FG)

Patina Caming
Listones patinados

Zinc Caming
Cauela de zinc

Brass Caming
Pátina de latón

Flat Simulated Divided Lites (SD1)
Vidrieras divididas simuladas planas (SD1)

8'0" Option Available
Opciones de 8'0" disponibles

Kyle Harris

From: Kyle Harris
Sent: Wednesday, April 19, 2023 2:31 PM
To: 'ktown.constructionllc@gmail.com'
Subject: 402 4th Street - COA Application Review

Dear Juan:

This message is to confirm that I have received your Certificate of Appropriateness (COA) application for a project at 402 4th Street, Spencer. I have reviewed the scope of work, and this project will require review by the Historic Preservation Commission (HPC). The HPC next meets on Monday, May 15, at 7:00 PM at Spencer Town Hall, 460 South Salisbury Avenue. If that date works for you, I will schedule your case for a public hearing and review at that time. Your attendance is requested at the meeting.

For starters, I want to advise you that some aspects of your project appear to be **non-compliant** with the Historic District Standards. For example:

- The Standards do not support removing and replacing original wood windows unless they are deteriorated beyond repair (Standards, Section 2.7, pp. 34-35)
- The Standards do not support closing existing window openings that would diminish the original appearance of the house, especially on the front façade (Standard 2.7.17, p. 35)
- The Standards do not support introducing new styles of siding that was not original to the house or that is not compatible with the character of the house. Vertical siding may not be an appropriate replacement for horizontal “clapboard” style siding (Standards, Section 2.6, pp. 32-33).

If you haven't already, I would strongly encourage you to review Spencer's Historic District Standards, which are available online here: https://spencernc.gov/wp-content/uploads/2022/12/Historic-District-Standards_Final-Draft_For-Publication-Updated-11-30-2022.pdf. I would hate for you to waste your time pursuing a project that the HPC is likely to deny; I would encourage you to re-consider certain aspects of your project to ensure you honor the original historical and architectural character of the house.

I would advise you to consider the following:

- Consider repairing and restoring the existing original wood windows instead of replacing them.
- If you choose to pursue your request to replace the windows, you will need to provide a detailed written assessment of the condition of the windows by a specialist demonstrating that they are “deteriorated beyond repair”. You will need to do this for each window proposed to be replaced. Include close-up photos showing the condition of each window.
- Consider revising your project to preserve the original appearance of the front dormer with all 3 existing windows.
- Consider using horizontal clapboard style siding across the entire house. Vertical siding on the front would be visually incompatible and clash with horizontal siding on the rest of the house.

Finally, please provide the following pieces of additional information:

Exhibit C: Email Correspondence Between Applicant & Staff

- Please provide a product brochure or specifications for the proposed replacement windows. Indicate material and design. Will the new windows also be 4-over-1 style windows like the existing?
- What is the replacement material for the porch floor? Will it be “like-for-like” wood tongue-in-groove T&G? Or are you proposing a different material, such as standard decking boards?
- Please provide more details on the proposed vertical siding for the front. Please show appearance and design.
- Please submit a product selection for the front door and any new exterior lighting.

I will be happy to provide any additional guidance or support as needed. Please let me know how I can help.

Warm regards,

Kyle Harris

Planner

Town of Spencer

Office: (704)-633-2231 ext. 20

Cell: (704)-989-9471 (text only)



Kyle Harris

From: Kyle Harris
Sent: Thursday, May 4, 2023 3:17 PM
To: ktown.constructionllc@gmail.com
Subject: 402 4th Street - Follow-up on phone call

Juan,

Thanks for taking my phone-call this afternoon. During our conversation, you stressed the fact that you don't want to spend too much money on new windows. I completely understand your point. Our goal is to find a solution that meets your budget but also meets the Town's historic district regulations. I hope we can find a middle ground that makes everyone happy.

Original Windows: In most cases, the HPC does not allow replacing original wood windows unless they are "deteriorated beyond repair". In order to be deteriorated beyond repair, a window must be so deteriorated that there is no feasible way of repairing it. You will need to prepare a report (with photographs of each window) proving that the windows are deteriorated beyond repair. You can prepare the report yourself or hire a professional window expert to do an evaluation for you. Each window must be individually evaluated.

Replacement Windows: Any replacement windows must substantially match the original windows in overall appearance. The existing windows are mostly 4-over-1 gridded windows. Any new windows should substantially replicate the 4-over-1 design, including the grid style and true divided lites. You should try to find a window product that most closely matches the appearance of the original windows.

Porch Floor: The HPC encourages you to use a tongue-and-groove T&G floorboard. Usually, wood is preferred. However, a modern composite or synthetic T&G material would also be acceptable. The HPC has approved modern synthetic T&G floorboards. The width and overall appearance should closely match the appearance of the original floorboards.

Siding: The house already has vinyl siding, so you can repair/update/replace the existing vinyl, or replace it with a fiber cement (hardi-board) horizontal clapboard style siding product. Please specify your proposed color scheme. If you have any additional product info like a brochure, specifications, or other online info about the siding product, please send me that information.

Front Door: The front door and storm door are not original, so you have a lot of flexibility with selecting a new front door. A bungalow or craftsman style door should be fine. Please send me your final door selection/photo/rendering showing appearance.

For more information, please refer back to my email dated 4-19.

I am scheduling your case to be considered by the Spencer Historic Preservation Commission (HPC) at their next meeting. The meeting will take place on Monday, May 15, 2023, at 7:00 PM at Town Hall, 460 South Salisbury Avenue. **Your attendance is requested.** Please let me know if I can provide any additional information or guidance on your project. I will be happy to help.

Warm regards,

Kyle Harris
Planner
Town of Spencer
Office: (704)-633-2231 ext. 20
Cell: (704)-989-9471 (text only)



K Town Construction, LLC

402 4th St
Spencer, NC 28159
(704) 925-9594

402 4th St

June 2023

OVERVIEW

Historic Windows Assessment

Living Room: Wooden frames and sills show signs of rotting that can be attributed to moisture and prior lack of maintenance. Pane on the front window is cracked. The sash has also decayed from rainwater and condensation that have infiltrated along sitting points where flow is blocked. Paint is cracked and chipped; caulking is peeling/flaking. Hardware is present but does not operate as intended. This evaluation has considered all four windows in the living room.

Dining Room: Wooden frames and rails have deteriorated beyond repair. Rotting of wood is present along top and bottom sash, muntin and window sill.

Kitchen: Awning window is dated and not energy efficient. Window operator is painted over making it difficult to open and shut. Caulking is missing and/or peeling.

- Back kitchen window casing is rotting. Hardware present but not operable. Paint is cracked and chipped. Sill has rotted from prior moisture damage.

Bathroom: Window is missing. Casing is rotted.

Den:

- Window 1- Wooden frame has cracked. Casing has rotted from water penetration causing present deterioration. Bottom sash has derailed, also leaving the balancing system inoperable. Paint is cracked and chipped.
- Window 2- Wooden frame has severe signs of rotting attributed to water saturation. I pried small sections of wood under cracked paint; wood shows decay, as it lifted in short uneven pieces.

Main Floor Bedroom: Wooden frames are deteriorated. Hardware is present but not operable. Paint and caulking are cracked and peeling. Front window is missing the bottom sash. Cast iron

weights are rotted and do not properly allow the window to function. Debry, moisture rot and dated design make these windows inefficient.

Second Floor Bedroom 1- Similar to other windows, these have rotted casings. Cast iron weights are beyond repair. Balance system inoperable.

Second Floor Bedroom2- Windows display significant deterioration. Frame and sill are rotting. Hardware is present but inoperable. Paint and wood is cracking and peeling, signs of water damage.

Dormer- Wood frame and sills are rotted. Top and bottom sash have moisture damage that also prevents the hardware from operating properly. Balance system and rails are also damaged beyond repair.

Summary

Considering the damage to most if not all of the windows it is my recommendation to replace all windows for ones of like characteristics to the originals. It is more cost-effective to replace all windows than to repair each unit individually. Newer windows will offer energy efficiency and better weatherability without compromising structural integrity.

Exhibit D: Applicant-Submitted Window Evaluation Report w/ Photographs



Exhibit D: Applicant-Submitted Window Evaluation Report w/ Photographs

Exhibit D: Applicant-Submitted Window Evaluation Report w/ Photographs



Exhibit D: Applicant-Submitted Window Evaluation Report w/ Photographs

Exhibit D: Applicant-Submitted Window Evaluation Report w/ Photographs



Exhibit D: Applicant-Submitted Window Evaluation Report w/ Photographs

Exhibit D: Applicant-Submitted Window Evaluation Report w/ Photographs



Exhibit D: Applicant-Submitted Window Evaluation Report w/ Photographs

Exhibit D: Applicant-Submitted Window Evaluation Report w/ Photographs



Exhibit D: Applicant-Submitted Window Evaluation Report w/ Photographs



Exhibit D: Applicant-Submitted Window Evaluation Report w/ Photographs



Exhibit D: Applicant-Submitted Window Evaluation Report w/ Photographs

