

## **AN ORDINANCE CREATING THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF ROCKINGHAM**

**WHEREAS**, the historic heritage of the State of North Carolina is one of our most valued and important assets; and

**WHEREAS**, the North Carolina General Statutes authorize cities to safeguard the heritage of the City by preserving any historic sites therein that embody important elements of its cultural, social, economic, political, archaeological or architectural history and to promote the use and conservation of such site for the education, pleasure and enrichment of the residents of the City, County and State as a whole; and

**WHEREAS**, the conservation of historic sites will stabilize and increase the values in their areas and strengthen the overall economy of the State; and

**WHEREAS**, the City Council of the City of Rockingham desires to safeguard the heritage of the City by preserving and regulating historic landmarks and districts; to enhance the environmental quality of neighborhoods; to strengthen the economic base by the stimulation of the tourist industry; to establish and improve property values; to foster economic development; and

**WHEREAS**, the City Council of the City of Rockingham does therefore desire to create a commission to be known as the Historic Preservation Commission of Rockingham to perform the duties of regulating historic districts and historic landmarks pursuant to NCGS Chapter 160A, Article 19, Part 3C and the provisions of this ordinance.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCKINGHAM AS FOLLOWS:**

### Establishment of the Historic Preservation Commission

There is hereby established a Rockingham Historic Preservation Commission under the authority of Chapter 160A, Article 19, Part 3C of the North Carolina General Statutes.

**Section I. Qualifications of Members; Terms, Appointments and General Duties**

A) The commission shall consist of 6 members appointed by the City Council. All members shall reside within the planning and zoning jurisdiction of the City of Rockingham. In addition, a majority of the members of the commission shall have demonstrated special interest, experience or education in history, architecture, archaeology or related fields. The commission shall serve without compensation except that they may be reimbursed for actual expenses incident to the performance of their duties within the limits of any funds available to the commission.

B) Commission members shall serve overlapping terms of 3 years. The initial terms of office shall be configured as follows:

- Chairman - three (3) years;
- One (1) member - three (3) years;
- Two (2) members - two (2) years;
- Two (2) members - one (1) year.

Thereafter, all appointments shall be for a three (3) year term. A member may be re-appointed for a second consecutive term, but after two consecutive terms a member shall be ineligible for reappointment until one calendar year has elapsed from the date of the termination of his/her second term.

C) The commission shall select from among its members a Chairman and Vice-Chairman who shall be elected annually by the commissioners.

D) Upon its first formal meeting, and prior to performing any duties under this ordinance or under Chapter 160A, Article 19, Part 3C of the North Carolina General Statutes, the commission shall adopt rules of procedure governing the commission's actions which are not governed by this ordinance or the general statutes. The commission shall also adopt principles and guidelines for new construction, alterations, additions, moving and demolition of designated historic landmarks and properties in historic districts.

**Section II. Attendance of Meetings**

Any member of the commission who misses more than three consecutive regular meeting or more than one half the regular meetings in a calendar year shall lose his or her status as a member of the commission and shall be replaced or re-appointed by the City Council.

The Council shall act within thirty (30) days to fill vacancies on the commission. Absence due to sickness, death in the family or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the commission, except that in the event of a long illness or any other such cause for prolonged absence, the member shall be replaced.

**Section III. Meetings**

The commission shall establish a meeting time and shall meet at least quarterly and more often as it shall determine and require.

**Section IV. Meeting Minutes**

The commission shall keep permanent minutes of all its meetings, which shall be a public record. The minutes shall record attendance of commission members, its resolutions, findings, recommendations and

actions.

**Section V. Receipt of Gifts**

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

**Section VI. The Role of the City Council**

The designation of a historic landmark or district shall be effective through the adoption of an ordinance by the City Council.

No landmark or district shall be recommended for designation unless it is deemed to be of special significance in terms of its historical, pre-historical, architectural or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling and/or association. The landmark or district must lie within the planning and zoning jurisdiction of the City of Rockingham.

**Section VII. Designation of Historic Districts**

No historic district or districts shall be designated until:

- 1) An investigation and report describing the significance of the buildings, structures, features, sites or surroundings included in any such proposed district, and a description of the boundaries of such district has been prepared, and
- 2) The Department of Cultural Resources, acting through the State Historic Preservation Officer or his or her designee, shall have made an analysis of and recommendations concerning such report and description of proposed boundaries. Failure of the department to submit its written analysis and recommendations to the municipal governing board within 30 calendar days after a written request for such analysis has been received by the Department of Cultural Resources shall relieve the municipality of any responsibility for awaiting such analysis, and said board may at any time thereafter take any necessary action to adopt or amend its zoning ordinance.

The City Council may also, in its discretion, refer the report and the proposed boundaries to any other interested body for its recommendation prior to taking action to amend the zoning ordinance. With respect to any changes in the boundaries of such district subsequent to its initial establishment, or the creation of additional districts within the jurisdiction, the investigative studies and reports required by subdivision (1) of this section shall be prepared by the commission and shall be referred to the local planning agency for its review and comment according to procedures set forth in the zoning ordinance. Changes in the boundaries of an initial district or proposal for additional districts shall also be submitted to the Department of Cultural Resources in accordance with the provisions of subdivision (2) of this section.

On receipt of these reports and recommendations the City may proceed in the same manner as would otherwise be required for the adoption or amendment of any appropriate zoning ordinance provisions.

### **Section VIII. Designation of Landmarks**

Upon complying with the landmark designation procedures as set forth in this ordinance, the City Council may adopt and from time to time amend or repeal an ordinance designating one or more historic landmarks.

No property shall be recommended for designation as a landmark unless it is deemed and found by the preservation commission to be of special significance in terms of its historical, pre-historical, architectural or cultural importance and to possess integrity of design, setting, workmanship, materials, feeling and/or association.

The ordinance shall describe each property designated in the ordinance, the name or names of the owner or owners of the property, those elements of the property that are integral to its historical, architectural, or pre-historical value, including the land areas of the property so designated and any other information the governing board deems necessary. For each building, structure, site, area or object so designated as a historic landmark, the ordinance shall require that the waiting period set forth in Part 3C of the General Statutes be observed prior to its demolition. For each designated landmark, the ordinance may also provide for a suitable sign on the property indicating that the property has been so designated. If the owner consents, the sign shall be placed upon the property. If an owner objects, the sign shall be placed on a nearby public right-of-way.

### **Section IX. Required Landmark Designation Procedures**

As a guide for the identification and evaluation of landmarks, the commission shall undertake at the earliest possible time and consistent with the resources available to it an inventory of properties of historical, architectural, prehistorical and cultural significance within its jurisdiction. Such inventories and any additions or revisions thereof shall be submitted as expeditiously as possible to the Division of Archives and History.

No ordinance designating a historic building, structure, site, area or object as a landmark nor any amendment thereto may be adopted, nor may any property be accepted or acquired by the commission or the City Council until all of the following procedural steps have been taken;

- 1) The preservation commission shall prepare and adopt rules of procedure and principles and guidelines for altering, restoring, moving, or demolishing properties designated as landmarks.
- 2) The preservation commission shall make or cause to be made an investigation and report on the historic, architectural, pre-historical, educational or cultural significance of each building, structure, site, area or object proposed for designation or acquisition. The investigation and report shall be forwarded to the Division of Archives and History, North Carolina Department of Cultural Resources.
- 3) The Department of Cultural Resources, acting through the State Historic Preservation Officer, shall either upon request of the department or at the initiative of the preservation commission be given an opportunity to review and comment upon the substance and effect of the designation of any landmark. The Department shall provide comments in writing within 30 days following receipt. The City Council shall be relieved of any responsibility to consider Department comments if such comments are not received within 30 days.
- 4) The preservation commission and the City Council shall hold a joint public hearing or separate public hearings on the proposed ordinance. Reasonable notice of the time and place thereof shall be given. All meetings of the commission shall be open to the public, in accordance with the North Carolina Open Meetings Law, Chapter 143, Article 33C.
- 5) Following the public hearing, the City Council may adopt the ordinance as proposed, adopt the ordinance with any amendments it deems necessary, or reject the proposed ordinance.



- 6) Upon adoption of the ordinance, the owners and occupants of each designated landmark shall be given written notification of such designation insofar as reasonable diligence permits. One copy of the ordinance and all amendments thereto shall be filed by the preservation commission in the office of the Register of Deeds of Richmond County. Each designated landmark shall be indexed according to the name of the owner of the property in the grantee and grantor indexes in the Register of Deeds office. The preservation commission shall pay a reasonable fee for filing and indexing. A second copy of the ordinance and all amendments thereto shall be kept on file in the office of the Rockingham City Clerk and shall be available for public inspection at any reasonable time. A third copy of the ordinance and all amendments thereto shall be given to the Rockingham Building Inspector. The fact that a building, structure, site, area or building has been designated a landmark shall be clearly indicated on all tax maps maintained by the city for such time as the designation remains in effect.
- 7) Upon the adoption of the landmarks ordinance or any amendment thereto, it shall be the duty of the preservation commission to give notice thereof to the tax supervisor of Richmond County. The tax supervisor in appraising it for tax purposes shall consider the designation and any recorded restrictions upon the property limiting its use for preservation purposes.

#### **Section X. Powers of the Historic Preservation Commission**

The commission shall be authorized within the planning and zoning jurisdiction of the City of Rockingham to:

- 1) Undertake an inventory of properties of historical, pre-historical, architectural and/or cultural significance.
- 2) Recommend to the City Council structures, buildings, sites, areas or objects to be designated by ordinance as "historic landmarks" and areas to be designated by ordinance as "historic districts".
- 3) Acquire by any lawful means the fee or any lesser included interest, including options to purchase, to any such properties designated as landmarks, to hold, manage, preserve, restore and improve the same, and to exchange or dispose of the property by public or private sale, lease or otherwise, subject to covenants or other legally binding restrictions which will secure appropriate rights of public access and promote the preservation of the property.
- 4) Restore, preserve and operate historic properties.
- 5) Recommend to the City Council that designation of any area as a historic district or part thereof, or any building, structure, site, area or object as a historic landmark be revoked or removed.
- 6) Conduct an educational program with respect to historic landmarks and districts within its jurisdiction.
- 7) Cooperate with the state, federal and local government in pursuance of the purposes of this ordinance; to offer or request assistance, aid, guidance or advice concerning matters under its purview or of mutual interest. The City Council, or the commission when authorized by the Council, may contract with the State or the United States of America, or any agency of either, or with any other organization provided the terms are not inconsistent with state or federal law.
- 8) Enter, solely in performance of its official duties and only at reasonable times, upon private lands for examination or survey thereof. However, no member, employee, or agent of the commission may enter any private building or structure without express consent of the owner or occupant thereof.

- 9) Prepare and recommend the official adoption of a preservation element as part of the town's comprehensive plan.
- 10) Review and act upon proposals for alterations, demolition, or new construction within historic districts, or for the alteration or demolition of designated landmarks pursuant to this ordinance, and
- 11) Negotiate at any time with the owner of a building, structure, site, area or object for its acquisition or its preservation when such action is reasonable, necessary or appropriate.

#### **Section XI. Certificate of Appropriateness Required**

- A) From and after the designation of a landmark or historic district, no exterior portion of any building or other structure (including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features), nor any above-ground utility structure nor any type of outdoor advertising sign shall be erected, altered, restored, moved or demolished on such landmark or within such district until after an application for a certificate of appropriateness as to exterior features has been submitted to and approved by the commission. The City shall require such a certificate to be issued by the Commission prior to the issuance of a building permit or other permit granted for the purposes of constructing, altering, moving or demolishing structures, which certificate may be issued subject to reasonable conditions necessary to carry out the purposes of this ordinance. A certificate of appropriateness shall be required whether or not a building or other permit is required.

For purposes of this ordinance, "exterior features" shall include the architectural style, general design, and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, light fixtures, signs, and other appurtenant features. In the case of outdoor advertising signs, "exterior features" shall be construed to mean the style, material, size and location of all such signs. Such "exterior features" may, in the discretion of the City Council, include historic signs, color and significance landscape, archaeological, and natural features of the area.

Except as provided in (b) below, the commission shall have no jurisdiction over interior arrangement and shall take no action under this section except to prevent the construction, reconstruction, alteration, restoration, moving or demolition of buildings, structures, appurtenant features, outdoor advertising signs or other significant features in the district or of the landmark which would be incongruous with the special character of the landmark or district.

- B) Notwithstanding subsection (a) above, the jurisdiction of the commission over interior spaces shall be limited to specific interior features of architectural, artistic or historical significance in publicly owned landmarks; and of privately owned historic landmarks for which consent for interior review has been given by the owner. Said consent of any owner for interior review shall bind future owners and/or successors in title, provided such consent has been filed in the office of the Register of Deeds of Richmond County and indexed according to the name of the owner of the property in the grantee and grantor indexes. The landmark designation shall specify the interior features to be reviewed and the specific nature of the commission's jurisdiction over the interior.

All of the provisions of this ordinance are applicable to the construction, alteration, moving and demolition by the State of North Carolina, its political subdivisions, agencies and instrumentality's, provided however that they shall not apply to interiors of buildings or structures owned by the State of North Carolina. The State and its agencies shall have a right of appeal to the North Carolina Historical Commission or any successor agency assuming its responsibilities under GS 121-12(a) from any decision of the local commission. The current edition of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall be the sole

principles and guidelines used in reviewing applications of the State for certificates of appropriateness. The decision of the Historical Commission shall be binding upon both the State and the preservation commission.

**Section XII. Requirements for Issuance of Certificate of Appropriateness**

An application for a certificate of appropriateness shall be obtained from and when completed, filed with the Planning and Inspection Department.

**Section XIII. Contents of an Application**

The application shall, in accordance with the commission's rules of procedure, contain data that is reasonably necessary to determine the nature of the application. An application for a certificate of appropriateness shall not be considered complete until all required data has been submitted. Applications shall be considered by the commission at its next regular meeting, provided they have been filed, complete in form and content, at least fifteen (15) calendar days before the regularly scheduled meeting of the commission. Otherwise, they shall be deferred until the next meeting or considered at a special called meeting of the commission.

Nothing shall prevent the applicant from filing with the application additional relevant information bearing on the application.

**Section XIV. Notification of Commission and Affected Property Owners**

Upon receipt of an application the Planning and Inspection Department shall notify the commission at least five (5) days before the regularly scheduled meeting. Prior to any action taken on a certificate of appropriateness application, the owners of any property likely to be materially affected by the application shall be notified in writing, and the applicant and such owners shall be given an opportunity to be heard.

**Section XV. Public Hearing**

When an application is presented to the commission a public hearing may be held when deemed necessary. All meetings of the commission shall be open to the public, in accordance with the North Carolina Open Meetings Law, Chapter 143, Article 33C of the General Statutes.

**Section XVI. Action on the Application**

The action on an application shall be approval, approval with modifications, or denial.

Prior to any final action on an application the review criteria in Section XIX shall be used to make findings of fact indicating the extent to which the application is or is not congruous with the historic aspects of the district or landmark.

All applications for certificates of appropriateness shall be reviewed and acted upon within a reasonable time as defined by the rules of procedure, and not exceeding 180 days from the date the application is filed. As part of its review procedure the commission may view the premises and seek the advice of the Department of Cultural Resources or other such experts, as it may deem necessary under the circumstances.

**Section XVII Appeals**

An appeal may be taken to the Board of Adjustment from the commission's action in granting or denying any certificate, which appeals (a) may be taken by any aggrieved party, (b) shall be taken within times

prescribed by the commission in the rules of procedure, and (c) shall be in the nature of certiorari. Any appeal from the Board of Adjustment's decision in any such case shall be heard by the superior court of Richmond County.

### **Section XVIII. Submission of New Applications**

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

### **Section XIX. Review of Criteria for Certificates of Appropriateness**

It is the intent of these criteria, and the design guidelines, to insure, insofar as possible that changes to a designated landmark or structures in a historic district shall be in harmony with the reasons for designation.

When considering a certificate of appropriateness the commission shall take into account the historic or architectural significance of the structure under consideration and the exterior form and appearance of any proposed additions or modifications to that structure, as well as the effect of such change or additions upon other structures in the vicinity. In a historic district it is not the intention of these criteria or the guidelines to require the reconstruction or restoration of individual or original buildings or prohibit the demolition or removal of it or to impose architectural styles from particular historic periods. In considering new construction in a historic district the commission shall encourage contemporary design which is harmonious with the character of the district.

The following criteria shall be considered, when relevant, along with companion design guidelines and the guidelines of the Secretary of the Interior in reviewing for a certificate of appropriateness:

- Lot coverage, defined as the percentage of lot area covered by primary structures
- Setback, defined as the distance from the lot lines to the building(s)
- Building height
- Spacing of buildings, defined as the distance between adjacent buildings
- Building materials
- Proportion, shape, positioning, location, pattern and sizes of any elements of fenestration
- Surface textures
- Roof shapes, forms and materials
- Use of local or regional architectural traditions
- General form and proportions of buildings and structures, and relationship of any additions to the main structure
- Expression of architectural detailing, such as lintels, cornices, brick bond, and decorative elements



- Orientation of the building to the street
- Scale, determined by the size of the units of construction and architectural details in relation to the human scale and also by the relationship of the building mass to adjoining open space and nearby buildings and structures
- Proportion of width to height of the total building facade
- Archaeological sites and resources associated with standing structures
- Major landscaping efforts that would impact known archaeological sites
- Appurtenant features and other features such as lighting
- Structural condition and soundness

**SECTION XX. Minor Works**

A certificate of appropriateness application, when determined to involve a minor work may be reviewed and approved by an administrative official according to specific review criteria and guidelines. Minor works are defined as those exterior changes that do not involve substantial alterations, additions or removals that could impair the integrity of the property and/or the district as a whole. Such minor works shall be limited to those listed in the commission's rules of procedure. No application involving a minor work may be denied without the formal action of the commission.

**Section XXI. Certain Changes not Prohibited**

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

**Section XXII. Conflict with Other Laws**

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

**Section XXIII. Enforcement and Remedies**

The Planning and Inspection Department shall enforce compliance with the terms of the certificate of appropriateness. Failure to comply with the certificate of appropriateness shall be a violation of the zoning ordinance and is punishable according to established procedures and penalties for such violations. A certificate of appropriateness shall expire six (6) months after the date of issuance if the work authorized by

the certificate has not been commenced. If after commencement the work is discontinued for a period of four (4) months the permit therefor shall immediately expire. No work authorized by any certificate that has expired shall thereafter be performed until a new certificate has been secured.

In case any building, structure, site, area or object designated as a historic landmark or located within a historic district established pursuant to this ordinance is about to be demolished whether as a result of deliberate neglect or otherwise, materially altered, remodeled, removed or destroyed, except in compliance with the ordinance, the City, the commission, or other party aggrieved by such action may institute any appropriate action or proceeding to prevent such unlawful demolition, destruction, material alteration, remodeling or removal, to restrain, correct or abate such violation, or to prevent any illegal act or conduct with respect to such a building, structure, site, area or object. Such remedies shall be in addition to any others authorized for violation of a municipal ordinance.

#### **Section XXIV. Delay in Demolition of Landmarks and Buildings within Historic Districts**

A) An application for a certificate of appropriateness authorizing the demolition or destruction of a designated landmark or a building, structure, or site within the district may not be denied except as provided in subsection (c) below. However, the effective date of such a certificate may be delayed for a period of up to 180 days from the date of approval. The maximum period of delay authorized by this section shall be reduced by the commission where it finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use or return from such property by virtue of the delay. During such period the commission shall negotiate with the owner and with any other parties in an effort to find a means of preserving the building or site. If the commission finds that a building or site within the historic district has no special significance or value toward maintaining the character of the district, it shall waive all or part of such period and authorize earlier demolition or removal.

If the commission or planning agency has voted to recommend designation of a property as a landmark or designation of an area as a district, and final designation has not been made by the City Council, the demolition or destruction of any building, site or structure located on the property of the proposed landmark or in the proposed district may be delayed by the commission or the planning board for a period of up to 180 days or until the City Council takes final action on the designation, whichever occurs first.

B) The City Council may enact an ordinance to prevent the demolition by neglect of any designated landmark or any building or structure within an established historic district. Such ordinance shall provide appropriate safeguards to protect property owners from undue economic hardship.

C) An application for a certificate of appropriateness authorizing the demolition or destruction of a building, site, or structure determined by the State Historic Preservation Officer as having statewide significance as defined in the criteria of the National Register of Historic Places may be denied except where the commission finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use or return by virtue of the denial.

This Ordinance shall be in full force and effect \_\_\_\_\_, 19\_.

It was moved by Councilman \_\_\_\_\_, seconded by Councilman \_\_\_\_\_, and upon call for vote was adopted this \_\_\_\_ day of \_\_\_\_\_, 19\_.

AYES

NAYES

**ATTEST & SEAL**

(Original Signed)

\_\_\_\_\_  
William C. Reynolds  
City Clerk

(Original Signed)

\_\_\_\_\_  
G.R. Kindley, Jr.  
Mayor

# **ROCKINGHAM HISTORIC DISTRICT GUIDELINES**

Adopted  
March 5, 1992



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## ARTICLE I : GENERAL GUIDELINES STANDARDS

### Section 1: General Guideline Standards

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

### Section 2: Administrative Approval of Certificate of Appropriateness

- A. The administrative bypass procedure has been created to permit a prompt review by the Rockingham Planning Director of certain requests for Certificates of Appropriateness. The changes presently included in this procedure are:
  - 1. Storm windows;
  - 2. Storm doors;
  - 3. Fences for rear yards;
  - 4. Shutters for blinds;
  - 5. Installation of temporary handicapped facilities (including hand railing);
  - 6. Paint color (including main structure, roof, porch decking, and porch ceiling palettes);
  - 7. Signage;
  - 8. Awnings;



9. Minor landscaping changes (including tree removal, tree planting, and screening of mechanical equipment);
  10. Minor exterior alterations (including underpinning);
  11. Rear yard decks;
  12. Brick paths, walkways, and driveways, and,
  13. Extensions of Certificates of Appropriateness.
  14. Roof Repair: Normal roof repair and maintenance which does not require a change of texture or composition of existing, or original roofing material. [Also see sections II (C-D) (roof replacement)]
- B. Throughout the Design Guidelines, those standards pertaining to the administrative bypass review have been printed in bold type. If a request meets the applicable guidelines, the Secretary to the Commission can issue a Certificate of Appropriateness. If the request does not meet the established guidelines, the Historic District Commission will place it on the next available agenda for review.

## ARTICLE II : THE ENVIRONMENT

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

### Section 3: Vegetation

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

### Section 4: Public Street Furniture

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

### Section 5: Fences

- A. Fences and walls give definition to property lines. Masonry walls, whether brick, stucco, or a combination thereof, should be designed to reflect patterns and styles of existing masonry walls exhibited in the respective district for which they are proposed. Traditional fencing materials in the historic district are wood and iron. The recommended height for fences is six feet. Fences proposed for that height or lower for the rear yard of residences may be approved as administrative bypass. Any fence or wall should compliment and enhance the structure and/or site, and not obscure its architectural features.**
- B. Fences above six feet in height may be appropriate in certain circumstances, but site specific variables shall form the basis for the allowance of additional height. These variables include the following:**
1. Elevation of the site and of the structure relative to adjacent properties and the public street;
  2. Screening of non-residential uses;
  3. Materials of the fence or wall requested.
  4. In no case, however, shall a fence or wall exceed eight feet in height. In each instance, the factor of obscurement of architectural features of the fenced or walled property and adjacent properties shall be considered.
  5. Residential fences placed along city streets may be of wood and iron.
    - i. If of iron, they may have brick and masonry foundations and supporting columns.
    - ii. Wooden fences should be of the picket fence construction with the pickets no closer together than 1-3/4 (one and three quarters) inches.
    - iii. No fence along a city street is to be above four feet in height. Certificates of Appropriateness are required for any such fence.
    - iv. All wooden fences are to be constructed in such a manner as to have the supporting rails and fencing strips on the inside and must not face to the outside of

- property lines.
6. Chain link fences are not recommended in the historic district. They are inappropriate to the historic character of the area and are intrusive features in the landscape.
  7. A retaining wall is not classified as a fence.

#### **Section 6: Natural Features**

Any outside landscape feature on the site such as trees, shrubs or rock formations existing at the time of application for the Certificate of Appropriateness.

#### **Section 7: Trees**

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

#### **Section 8: Shrubs and Rock Formations**

All efforts should be undertaken to preserve these natural features.

#### **Section 9: Swimming Pools**

Pools are to be located only in the rear yard. Pools shall be set back at least ten (10) feet from the rear and side lot line and at least ten (10) feet from the principal structure. On corner lots, pools shall be located in the portion of the rear yard farthest from the street. The fencing for the purposes of pool security shall be in compliance with the Rockingham Design Guidelines for Landscaping.

#### **Section 10: Screening of Mechanical Equipment**

Mechanical equipment such as air conditioners, heat pumps, etc. shall be located on non-

**character defining elevations of the structure whenever possible.** The setting of these systems shall be screened as follows:

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

**Section 11: Brick Walkways, Paths and Driveway Pavers**

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

**Section 12: Satellite Dish Antennas**

- A. The Rockingham Historic District Commission has determined that satellite dish antennas are inherently obtrusive and out of keeping within the historic district and the Commission has concern about their presence, and their compatibility within the historic district. However, the Commission has also determined that the prohibition of their installation may be unreasonable based on the findings of the Federal Communication Commission (FCC), regarding the regulation of their use. In addition, the satellite dish antenna installation was found to be a reversible action. Therefore, the Commission has established specific guidelines for the review of Certificates of Appropriateness for satellite dish installations.
- B. The review of requests for satellite dish installation will be addressed in light of the impact to the building and/or site, and to the surrounding area.
- C. Color: The Satellite dish antennas are to be painted to match the surrounding environment or some neutral muted color. Dishes of polished metal, or with reflective surfaces are unacceptable. No advertising is to appear on the dish.
- D. Size: Dish antennas of any type are not to exceed 10 (ten) feet in overall diameter.
- D. Location: Dish antennas are to be placed in the least visible location possible on the property. Visibility of the dish from the primary facade of the building should be strictly avoided or fully screened. The location of the dish should not adversely effect the historical architectural feature(s) of the building or site, and should not adversely effect any adjoining property.
- F. Architectural Continuity: The size, shape, height, and basic massing of a satellite dish is unlike any commercial, residential, or industrial architectural feature found in the district. Together with size, color and location, there are certain design mitigation which can be taken to lessen the visual impact



of a dish installation.

1. The construction of a solid or lattice types enclosure surrounding the dish, where possible, in a style appropriate for the district and the property.
2. The placement of tree, shrubs, and/or other plant material in a manner so as to visually screen and/or soften the visibility of the dish.
3. The placement of any appropriate landscape material or the construction of any appropriate enclosure which will serve to mitigate the impact of the installation.

**Section 13: Figurines and other ornamentation**

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

**Section 14 to 20  
Reserved**

## ARTICLE III - EXISTING STRUCTURES

### Section 21: Masonry

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

- A. Use of Original or Early Masonry Material: It is recommended that all original or early masonry materials be retained as often as possible. If it is necessary to repair or replace deteriorated masonry, it should be with products that duplicate the existing materials as closely as possible in appearance, texture, and color. New masonry materials which are inappropriate are those which were not available when the structure was constructed. Specifically not recommended is the use of:
- Artificial brick siding
  - Artificial cast stone
  - Brick veneer
  - Portland cement and fiberglass mixtures
- B. Cleaning of Masonry Material: Cleaning masonry is recommended only when determined that the "dirt" is actually accumulated deposits and not simply the effects of weathering. Masonry should be cleaned with the gentlest methods possible, such as with low-pressure water and soft natural brushes. Chemical cleaners are acceptable, provided they are used only after a spot test demonstrates that they will not have an adverse affect upon the masonry material. Sandblasting with either wet or dry abrasive is not recommended in any circumstance. This method erodes the surface of the building material and will accelerate deterioration of the masonry.
- C. Use of Waterproof or Water Repellent Coatings: Generally, the use of waterproof or water repellent coatings is unnecessary and expensive. They are not recommended except to solve a specific identified problem.
- D. Repainting Old or Existing Mortar Joints: It is recommended that old or existing mortar be duplicated in composition, color and texture. Repainting with a mortar composed of a high Portland cement content is not recommended as this will often create a mortar that is stronger than the existing masonry. This is a potential source of deterioration, as the new mortar will bond too strongly to the existing masonry.
- E. Retention of Masonry Architectural Features: All masonry architectural features such as cornices, moldings, etc. should be retained, as they are significant parts of structures and contribute to its character. If these details are missing and it is determined by research that they existed, efforts should be undertaken to replace them with similar compatible duplicates.
- F. **Underpinning: There are two types of masonry underpinning that can be added to a building; non-structural and structural. Non-structural underpinning can consist of a single course of brick between piers. The joint tooling should match that of the brick piers. The brick should also match the color of the brick piers. If the brick cannot be matched, stucco or sure wall covering of the underpinning is recommended. Lattice brick walls or treated wooden lattice that is painted after weathering, can also serve as appropriate non-structural underpinning.**

**In the case of structural underpinning, a veneer course of brick with a course of concrete block behind is effective to meet the thickness requirement for a foundation**

wall, which is 8" thick. The piers should be exposed when possible and the underpinning should match the brick of the piers. Concrete block covered with stucco is also an effective structural underpinning. A course of concrete block can also be disguised by recessing it, painting the concrete block wall black, and constructing a lattice brick wall in line with the piers to disguise the appearance of the concrete block.

An access door of pressure treated material should be located in a non-obtrusive area of a non-character defining elevation. Venting of the area is also necessary.

## **Section 22: Wood Siding**

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

- A. All existing wood siding should be retained whenever possible. It is recommended that repairs or replacement for any deteriorated materials match the existing in size, shape, and texture. Specifically not recommended is the use of synthetic siding materials such as:
- Asbestos Siding
  - Asphalt Siding
  - Aluminum Siding
  - Plastic Siding
  - Artificial Stone
  - Brick Veneer
- (See Policy Manual)**
- B. Wooden architectural features should be retained whenever possible. If these features are missing, and it is known that they existed, efforts should be undertaken to replace them. Examples of wood sidings are:
1. Board and Batten: Which consists of closely spaced wide boards or planks placed vertically with the joints covered by thin wood strips called battens.
  2. Clapboard: A popular siding in the historic district consists of overlapping horizontal boards that are slightly thicker at the exposed bottom edge.
  3. Shiplap: Also known as German siding, has a flat face which is beveled or grooved at the lap.
  4. Cut Wood Shingles: Wood shingles are frequently exhibited in the historic district. The wood shingles are nailed to the sheathing that covers the frame of the building. Examples of Cut Wood Shingles:

## **Section 22: Architectural Metals**

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

## **Section 23: Roof and Roofing Materials**

The historic district exhibits a variety of roof shapes.

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

#### **Section 24: Windows and Doors**

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

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

#### **Section 25: Entrances, Porches, and Steps**

- A. Existing porches and steps should be retained. Porches were often added at a period later than the actual construction age of the structure. However, this addition may have come to be an important part of the structure. If this is the case, then the porch should be retained. Existing features include porches and steps, handrails, balusters, columns, and roofs. All should be retained.
- B. Porches and steps should not be enclosed in a manner that destroys their intended appearance.
- C. **The installation of temporary features to aid the handicapped and disabled is recommended if the features are added to a non-character defining elevation of a structure and constructed in the least obtrusive manner that is removable, i.e., does not negatively impact or impair the original fabric of the structure. The installation of hand railing to assist the elderly and disabled shall be done in a manner that is reversible.**



The use of a simple metal assist rail is the recommended method. The railing shall be located so as not to obscure character-defining features of the entranceway or porch. The color of the hand railing shall be in harmony with or blend with the colors on the structure.

**D. Rear Decks:**

1. Rear yard decks are a modern adaptation to historic structures. Consideration should be given to a covered porch that may be a more appropriate addition to the rear of the structure. In the event that rear yard decks are installed, they should be constructed in a manner that preserves the historic character of the building.
2. The installation of decks shall be limited to the rear or least character defining elevation of the structure. The installation of a deck shall also be completed in a manner that is reversible. No significant features of a structure shall be removed in the installation of the deck (i.e., significant rear porches shall be retained).
3. The rear yard deck shall be constructed of wood and shall be treated following weathering of the wood by either painting or staining. the installation of the deck shall be an impact upon the front facade of the structure or other character defining elevations. The deck shall therefore be visible only from the rear of the site.
4. The installation of decks for historic structures located on a corner lot shall be reviewed by the Commission to insure that the deck will be constructed in such a manner as to not negatively impact the historic structure or surrounding area.

**Section 26: Garages and Carriage Houses**

- A. The private garage was developed as a result of gradual evolution from the carriage house and horse barn outbuildings of the 19th century and earlier. A common practice in carriage house design was the mimicking of architectural features of the main house. Brackets, spindle work, decorative wood shingles, fancy cupolas, and multi-colored slate mansard roofs were common features of Victorian carriage houses.
- B. By approximately 1910, automobile ownership was so widespread in many cities that a new building type was needed to house private autos. These were initially called auto houses or motor houses. The major distinguishing features of these plain structures was their roof. Gabled roofs were the most common, however gambrel, flat, shed and hipped roofs were also popular. When a frame garage was built, or an old carriage house converted, a popular siding was clapboard. Roofing materials consisted of the common materials of the time: slate, metal, asphalt, wood or asbestos shingles.
- C. The window and door treatment characteristically consisted of one window along each side of the garage unit and garage doors with several glazed panels. New sliding doors also become popular. A smaller entry door was often incorporated into the main roll-up or swing-up door so that the entire door would not have to be opened to allow entry.
- D. In the 1920's and 1930's, as suburbs began to develop, automobile ownership and hence garages became more common features. The Mediterranean, French, Colonial, Revival, various English revival styles and the Craftsman style were manifested in garage designs. The roof shape, siding, color, cornice detail, and material were often identical to those found on the house.
- E. For the new construction of garages, three options are available to the property owner:
  1. The carriage house treatment, which would be appropriate to houses that predate the

- automobile;
2. The utilitarian garage (see also G-6);
  3. The matching house-garage treatment, which takes design features from those found on the main house (see also G-7).
- F. The utilitarian garage is still the predominant garage type, and should be constructed in such a manner and style as not to detract from the general overall character of the neighborhood, or of the immediate surrounding properties.
- G. The matching house-garage treatment can range from the creation of a "modern carriage house" design for Victorian structures, to a copying of distinctive design features such as the incorporation of pillars on a Colonial Revival garage. Another technique of blending house and garage is the use of a connecting structure, such as a covered walkway, pergola or wall. Breezeways were features of Colonial Revival houses, pergolas for Bungalows and Spanish Revival styles.
- H. The use of salvage materials can also forge a link between the new garage and the existing historic structure and historic outbuildings. The use of old windows and doors is one means of blending the new building and historic features.
- I. The most prominent wall treatments for garages include clapboard, board-and-batten, wood, shingles, and brick. Matching the wall finish of the main structure is the recommended action.
- J. The most common roof types for utilitarian garages was gable, hip, shed or flat roofs. More elaborate garages copied the roof style of the main house. The roofing materials historically consisted of standing seam metal, or shingles made of asphalt, slate, wood, or tin.
- K. Eave details are an important feature in melding the new design with the historic buildings on the site. A Colonial Revival garage may have a boxed cornice. Late Victorian carriage houses would often have bracketed eaves or bargeboards. In addition to these features, ornamentation of the main house was often copied on the carriage house/garage.
- L. Color is the easiest and fastest means of creating compatibility between the new garage and existing historic buildings. Painting the structure the same color as the main house is one way to blend the two buildings. The panels of the garage door were usually painted the body color of the garage. The braces could then be painted in a complimentary trim color.
- M. The most important feature of garage design is the garage door. The door expresses the function of the structure and defines its age and style. Early garage doors were made of wood. They usually had glass panels and they were no more than one bay wide. On multi-car garages, identical doors were placed side by side. Door types from which to choose include swinging doors or simple board and batten cross-based construction roll-up doors, and sliding or folding accordion doors, or a combination. The typical early garage doors were paneled regardless of the opening device. A modern garage door can be made more compatible with a historic garage or more compatible with a group of outbuildings by adding moldings to the panels.

## **Section 27: Exterior Finishes (Paint Colors)**

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

- A. The color(s) should be based upon the architectural style of the structure as the period it was built.**

- B. The selected color(s) should reflect hues and shades which were available at the time of construction. Strong colors are not generally recommended.
- C. The paint color(s) should be harmonious to and blend in with the immediately adjacent structures in the historic for which it is proposed.
- D. The selected color(s) shall be consistent with the Rockingham palette of colors.
- E. The Rockingham Palette of Colors shall be divided into two categories; Residential and Non-residential Structures. Non-Residential Structures shall consist of office, commercial and institutional uses. In the case of residential structures converted to non-residential use the appropriate colors will depend on the surrounding uses and the dominant use of the structure. The Rockingham Palette of Colors shall also consist of a roof color palette for tin and asphalt/fiberglass/composition shingles roofs. The selected colors shall include the following: tin - multi-hued stripe treatment (on canopy porch roofs only), brown, silver, black, red and green; composition roof materials - black, grays, greens and browns.

The Rockingham Palette of Colors shall also contain selected colors for porch ceilings and decking. The shade utilized by the property owner may be reviewed and approved by the Staff under the administrative bypass process if the request meets these guidelines.

- F. Painting of brick masonry structures that have not previously been painted is not recommended.
- G. **Additional Guidelines**  
In removing paint and finishes, gentle methods are recommended. Strong paint strippers whether mechanical or chemical can permanently damage the surface material as well as obliterate all evidence of the historical paint finish.

## Section 28: Awnings

### A. Commercial Buildings

1. The canvas awning was an important design element in the traditional storefront. It provides cover, adds color and serves as a transition between the store front and the upper facade. Historically, most buildings that face the sun had awnings.
2. A standard street level awning should be mounted so that the valance is about 7 feet above the sidewalk and projects out between 4 and 7 feet from the building. A 12-inch valance flap is usually attached at the awning bar and can have serve as a sign panel. An awning can be attached above this display window.
3. An awning can be attached above the display windows and below the cornice or sign panel. Sometimes it may be mounted between the transom and the display windows.
4. An awning should reinforce the frame of the storefront and should not cover the piers or the space between the second story windowsills and the storefront cornice.
5. Aluminum awnings or canopies generally detract from the historic character and are not recommended.

6. **Awning materials offer different colors and patterns. The selected colors should be harmonious to the colors on the building. Materials can vary from canvas, vinyl coated canvas or other appropriate canvas-like synthetic materials.**
7. **Awnings are appropriate on second and third floor windows. If the structure previously had shutters, awnings are not an appropriate window covering.**
8. **Arched awnings are appropriate for arched windows.**

**B. Residential Buildings:**

**Metal awnings are inappropriate.**

## ARTICLE IV : NEW CONSTRUCTION

The guidelines for new construction are applicable to all architectural styles proposed for this historic district.

### **Section 35: Lot Coverage**

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

### **Section 36: Setback**

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

### **Section 37: Building Height**

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

- A. Perceived height: The product of the number of stories, the relationship of height to width, and the height of porches or other visual elements.
- B. Actual height: Depends mainly on the height of each story as well as the pitch of the roof. In determining appropriate standards of height, both measurements should be considered.
- C. Building height for proposed new construction should be consistent with the existing structures in the block.

### **Section 38: Spacing of Structures**

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

### **Section 39: Architectural Design Components for New Construction**

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

#### **A. Exterior Building Materials, Roofing Materials, and Surface Textures**

- 1. In the historic district, the existing dominant building materials for a given streetscape may be wood siding, brick or a combination of these materials. Roofing materials may be asphalt shingles, tin or slate.
- 2. Surface textures result from the nature of the materials used, such as the horizontal



regularity of wood siding or the roughness of brick with tooled joints.

3. The actual surface texture effect of building materials is an additional factor that determines the relatedness of structures for the historic district.
  4. Exterior building materials and roofing materials used in new construction should exhibit an affinity with the materials as used on existing structures in the historic district for which it is proposed.
  5. Additionally, building and roofing materials (such as artificial brick or stone, plastic or aluminum siding) are not recommended for new construction in the historic district.
  6. Surface textures for new construction should be compatible with those of the existing structures.
- B. Proportion of width to height of openings (doors and windows): In a sequence of building forms, the use of similar proportioned openings establishes the relatedness of structures. Openings that vary significantly for proposed new construction or those openings, which vary significantly from that which exists in surrounding areas, will have a disruptive effect on the entire character of the historic district. Proportion of width to height of openings (windows and doors) for new construction should conform to those of existing buildings.
- C. Shape and Form: It is important that the basic shape and form of the proposed new construction be compatible with existing shapes and forms of structures in the historic district. Proposed buildings with unusual or unorthodox shapes and appearance may not be in harmony with existing structures and may well create a disruptive effect on the entire character of the historic district.
- D. Roof Form and Pitch: Roof forms can take a number of shapes whether gable, hip, gambrel, mansard or flat. Additionally roof pitch may vary. The roof form and pitch for new construction should conform to that of existing adjacent buildings.
- E. Expression of Architectural Detailing: Details such as lintels, cornices, foundation materials and chimneys provide identity for a building or a set of buildings. This is an important factor in considering a sequence of buildings. Details for new construction should reflect a similar level of detail as exhibited in existing buildings.

#### **Section 40: Orientation of Building to the Street**

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

#### **Section 41: Scale**

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

#### **Section 42-45 Reserved**

## ARTICLE V : MOVING

### Section 46: Relocation

There are three conditions under which a structure may be moved. These conditions are:

- An intact unit,
- A partially disassembled unit,
- A completely disassembled unit.

If at all possible, a structure should be moved as a single intact unit. The next best alternative is to move the structure by partial disassembly. If either of these methods is impossible, complete disassembly may be considered but only as a last resort as it results in a substantial loss of the original building material.

### Section 47: Siting

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

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

### Section 48: Special Consideration

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

### Section 49 and 50 Reserved

## ARTICLE VI : DEMOLITION

A Certificate of Appropriateness for demolition cannot be denied. However, it may be delayed for a period of up to 180 days for structures in the historic district and up to 90 days for structures in the National Register historic district. The following guidelines should be applied in the consideration of a demolition delay.

### **Section 51: The Structure's Historical and/or Architectural Significance**

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

### **Section 52: The Structure's Contribution to the Overall Aesthetic Character of the Historic District or National Register Area**

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

### **Section 53: The Physical Condition of the Structure**

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

### **Section 54: Saving a Structure from Demolition by Moving it**

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

**Sections 55-60  
Reserved**

## ARTICLE VII : SIGNAGE

The guidelines for signs are subject to the applicable sections of the "Sign Regulations of the City of Rockingham". These regulations are appended to this section of the guidelines. Signs are an important visual element of the historic district. While there are specific guidelines and regulations for signs, the most influential point is:

### SIGNS SHOULD BE SUBORDINATE TO THE BUILDING

#### Section 61. Design and Color (For Commercial buildings and Residential Buildings put to Commercial Use)

- A. **Materials:** Wood and metal are the preferred materials. Plastic signs are permitted provided they are of sturdy, high quality materials. Plastic signs that shine or glare or are of flimsy substance are not recommended.
- B. **Lighting:** Soft, indirect lighting is recommended.
- C. **Shape:** The shape of the sign should relate to the building's architectural style or incorporate elements of such style. Unusual shapes that do not blend with the historic district's character are not recommended.
- D. **Lettering-Typography-Graphics:**
  - 1. Lettering should combine easy readability as well as good visibility.
  - 2. Letters should not take up more than 60% of the sign area.
  - 3. Contrast is an important factor in lettering. That is, dark letters on a light background and light letters on a dark background. The types of lettering and the graphic illustrations used in the sign should bear semblance to the character of the historic district for which it is proposed
  - 4. A list of appropriate letter styles shall become a part of the signage standards. A limited example of a style guide is attached.
- E. **Colors:** Colors used in the sign should relate to and blend with colors on the structure as well as with immediately adjacent structures. The number of colors used in the sign should be limited. Small accents of subdued colors are recommended.

#### Section 62: Location (For Commercial Buildings)

- A. **Signs Placed on Buildings:** Flush mounted flat signs are recommended. Generally, the ideal placement for this type of sign is the area directly above the lower level storefront. In placing a sign in this manner, it is not recommended that any portion of major architectural details or ornamental features be covered or interrupted.
- B. **Signs painted or mounted on Awnings:** Signs painted or mounted on awnings are acceptable provided the sign size is proportional to the awning size. Generally, the sign should cover no more than 20% of the awning. (See Section II.I)

- C. Signs Painted on Storefront Windows:** Window signs are widely used and are to be encouraged as a sign type. Approximately 10% of the total storefront window should be a part of the sign. (For typography and graphics -see Design Section).
- D. Projecting Signs:** Projecting signs for commercial buildings should be limited in number as well as size. Too many or large projecting signs can obscure building facades and street patterns.
- E. Wall Signs:** If a wall sign had previously been painted on a structure, it would be appropriate as a signable area. However, a wall sign is not recommended for a previous unpainted wall.

(For Residential Buildings Put to Commercial Use)

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

### **Section 63: Temporary Signs and Signs for Special Purposes and Occasions**

- A.** Temporary and Special Purpose signs are often used by real estate agents and brokers, by religious and charitable organizations, during traditional and seasonal periods and holidays, for holiday greetings and messages of good will, and during political campaigns. Temporary signs and placards of this nature are allowed without Certificates of Appropriateness provided they meet the following criteria and restrictions:
  1. They must be free standing, single post signs;
  2. Double post or multi-post signs are not allowed;
  3. The maximum width (face size) must not exceed 42 inches (3.5 ft.) wide, and must not exceed 42 inches (3.5 ft.) in height, and the maximum total height from ground to top of sign does not exceed 54 inches (4.5 ft.);
  4. Banners stretched between two or more posts are not allowed;
  5. Signs are not permitted which are mounted permanently or temporarily on wheels, and which are constructed in such a manner as to be attached to a motor vehicle so that it can be moved into, or out of place, and from place to place; and
  6. Signs are not permitted which are constructed in such a way as to contain electrical wiring and equipment in order to allow the sign to light and glow, or flash, whether the user intends to connect electrical current or not.
- B.** Signs permitted under this section must not remain in place for more than 29 days from the day of placement, except those signs used by real estate agents and brokers to identify property which is for sale or rent.
- C.** Excepted from this section is those signs used by the City of Rockingham for condemnation notices, or zoning notices. Also exempted are traffic control and public safety signs placed along the streets by the city, the county, or the state highway department.



**Section 64 and 65  
Reserve**

**APPENDIX B : POLICY STATEMENTS**

**Policy Statement #1 - Artificial Siding**

In the opinion of the Rockingham Historic District Commission any use of artificial exterior siding may be out of keeping with the overall character of the Rockingham Historic District, and the use of such siding materials is not a recommended procedure.

However, it is realized by the Commission that there may be those situations and circumstances in which the use of artificial siding may be justified and warrant approved.

The Commission will give careful attention to any special circumstances that may make the use of some form of artificial siding advisable or necessary.

When considering exterior changes, the Commission must weigh the needs and desires of the applicant with the overall good of the district giving careful attention to the effect of such siding on the building's style, historical integrity, structural and architectural integrity, and the effect of the artificial materials on the district as a whole.

The Commission according to the following guidelines will consider applications for artificial sidings:

- A. The more historically significant the structure, the more concerned the Commission will be that its exterior appearance will retain its historic integrity and character.
- B. The more architecturally significant the building, the more concern the Commission will be that its exterior appearance retains its architectural compatibility.
- C. The more visible the structure is from a public right-of-way, the greater the Commission's concern.
- D. The closer the structure is to historic or architecturally significant structures, the more the Commission will be concerned.
- E. The Commission would prefer the use of those materials which were traditionally in use for construction, within what is now the Rockingham Historic District, at the time the particular structure in question was built.
- F. Use of natural materials is normally preferred over the use of synthetic materials.
- G. Architectural detailing, along with the size, shape, location and design features of such openings as windows, dormers, doors and gable vents are often the most important exterior characteristics of the structure and every effort should be made to preserve those characteristics and features.
- H. The Commission may additionally request that a sample of the proposed siding be present before the Commission for study, evaluation and approval.
- I. The Commission may request that a sample be installed for inspection and approval before the issuance of a Certificate of Appropriateness.

A part of the application is the requirement that a set of photos must be submitted with the application, these photos are to show all sides of the structure to be covered by some form of artificial siding, and must clearly show all exterior openings and architectural detailing. These photos will be retained with the application, and will serve as a form of historic documentation of the appearance of the structure prior to the addition of artificial siding, provided the application is approved. These photos will be used during and after the exterior modification in order to verify that no alteration of the exterior has taken place, and no features have been destroyed or eliminated which were not approved.

The Commission reserves the right to ask for technical advice and/or testimony from the North Carolina Historic Preservation Office, architects and architectural conservators, and other preservation experts concerning the application. The applicant is encouraged to provide expert testimony on the proper installation of artificial siding and on the use of artificial siding in the historic districts.

In those cases where siding is allowed, the Commission will have the right to inspect installation as it progresses, so as to protect trim, texture, and architectural style and design. In preparing an application for a Certificate of Appropriateness for the use of artificial siding, the applicant should be prepared to address the following concerns of the Commission:

- A. Will the architectural character of the structure be lost due to the covering of details, the removal of features (e.g. window trim), and a change of scale due to inappropriate siding, trim or other dimensions?
- B. Will furring strips be used and therefore change the relationship between the plane of the wall and the projecting elements such as windows and door trim, or any other projecting trim or molding or will other changes reduce the existing shadow characteristics?
- C. Does the substitute material match the old material in size, profile and finish so that there is no change in the character of the building?
- D. Will the siding be easy to replace and match in style and color if a piece is damaged?
- E. Will the siding be adversely affected by extremes in temperature?
- F. Will the contractor use good methods and be sensitive to the need to preserve architectural details?