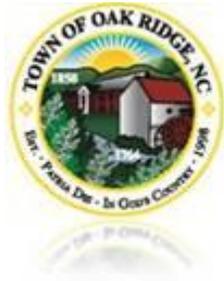


Oak Ridge Historic District

DESIGN GUIDELINES

HANDBOOK



Oak Ridge, North Carolina
March 2013

Approved 3/2013
Technical revisions approved 2/2018 and 7/2020

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July 2020

Welcome to the Oak Ridge Historic District's Design Guidelines! This version of the guidelines is intended to make the guidelines more user-friendly and accessible. We welcome property owners in our Oak Ridge Historic District, as well as any other interested parties, to review this important document.

Since its creation, Oak Ridge's Historic District has been embraced by residents and town leaders as key to the unique character and livability of our community. Residents and business owners are grateful to property owners within our Historic District, and to our Historic Preservation Commission, for ensuring that the distinctiveness of our district is maintained. By ensuring that this central area of our town remains attractive and visually cohesive, our Historic District makes important contributions to local property values and local businesses.

The Oak Ridge Historic Preservation Commission's role in applying the Design Guidelines is described on the following pages. In addition to this responsibility, our Historic Preservation Commission is dedicated to promoting the preservation of our historic structures. Additional information on their activities, which include regular meetings, installation of historic markers, special events at historic sites, and other community events, is provided at www.oakridgenc.com.

These Design Guidelines are designed to help blend new construction with historic structures and traditionally open spaces within our unique rural Historic District. Despite being titled as guidelines, this document carries the force of zoning, as described in our town ordinances and as allowed by state statute. At the same time, the Design Guidelines recognize the breadth and variety of properties and potential development within our district. They provide a broad path for compliance for property owners seeking to make changes to existing structures or construct new buildings within our Historic District. Both the goals of our state-approved Historic District as well as the rights of individual property owners are honored by these guidelines.

Town staff as well as Historic Preservation Commission members are always happy to answer questions regarding potential projects within our Historic District.

With all best wishes,

Ann Schneider
Mayor, Town of Oak Ridge

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PREFACE

In 1926, Thomas Early Whitaker described the setting of his beloved Oak Ridge Institute (now the Oak Ridge Military Academy) as “in the hill country of northwest Guilford, 1,040 feet above sea level; noted for its healthfulness; accessible to the cities of Piedmont North Carolina;...a rural community of law-abiding, progressive citizens.” More than a hundred years ago, Oak Ridge was said by J.A. Holt, then principal at the Institute, to be

“...finely wooded and well watered with the finest of freestone water, and commanding an extensive view of mountain ranges and foothills. The Blue Ridge, the Pilot, Sauratown, Moore’s Knob, the Pinnacles of Dan, all loom up...within a range of fifty miles. The fine oak groves and natural shaded lawns make it an ideal place for a residence.”

With affectionate pride, he concluded, “It has been called ‘God’s Country.’”

The tapestry of North Carolina’s history is richly woven with the stories of communities like Oak Ridge. In recent years, a growing effort has been made to preserve the living environment of this past through the creation of rural historic districts.

“The historical heritage of our State is one of our most valued and important assets,” the North Carolina State Legislature has said. With this in mind, the legislature authorized (N.C.G.S. 160A-400.1) counties and cities:

1. “To safeguard the heritage of the city or county by preserving any district or landmark therein that embodies important elements of its culture, history, architectural history, or prehistory; and,
2. “To promote the use and conservation of such district or landmark for the education, pleasure, and enrichment of the residents of the city or county and the State as a whole.”

The State Legislature clearly stated the compelling economic case that “conservation and preservation of historic districts...stabilize and increase property values in their areas and strengthen the overall economy of the State.”

To this economic rationale can be added other benefits that, reflecting on the past, look optimistically to the future. The Oak Ridge Historic District is intended, above all else, to transmit a sense of time and place and a tradition of civic stewardship to others who come to live on the Ridge.

I. THE OAK RIDGE HISTORIC DISTRICT

About the Historic District

1. Historic Oak Ridge in a Changing Rural Landscape

Oak Ridge is centrally located just north of the metropolitan triangle formed by Greensboro, High Point and Winston-Salem. The community is perhaps best known for the Old Mill of Guilford and the Oak Ridge Military Academy. But it also has a fine collection of 19th and early 20th century buildings chronicling the evolution of one of the region's first settlements.

In recent decades the community has attracted growing numbers of new residents whose workdays are spent in neighboring cities. Most live in nearby subdivisions, but they are drawn to common purposes by schools, churches and public affairs anchored in the older established Oak Ridge district. Along with their contributions has come a shift from rural to suburban orientations.

The challenge of historic preservation in Oak Ridge is best understood as one of harmonizing new growth with the character of a village-like community whose traditional farming and educational pursuits have been set in open landscapes.

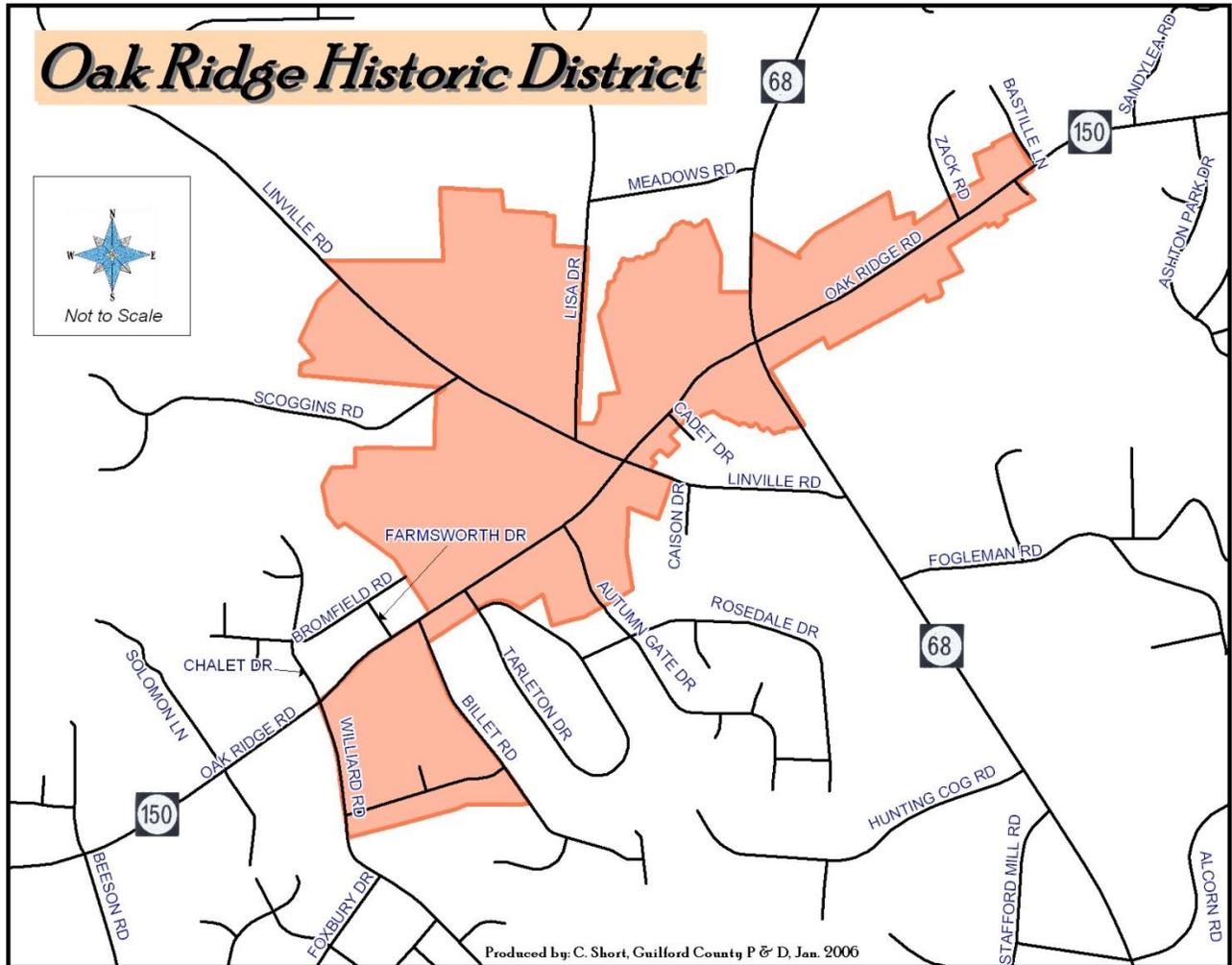
The Historic District Design Guidelines provide a middle way between two opposite and equally unacceptable situations: either no change, which would jeopardize the vitality of the central district, or incompatible growth, which would erode the community's unique appeal.

Change that is responsive to historic preservation can add to the quality of life of Oak Ridge residents, enhancing the sense of place and belonging, the feeling of rootedness in something of lasting shared value that is the very source of a healthy civic culture. This is both the goal and the challenge of the Oak Ridge Historic District.

2. Description and Map of the Historic District

The Oak Ridge Historic District was established on October 18, 1994. Its boundaries encompass a one and three-quarter mile stretch of Oak Ridge Road (N.C. Highway 150), between junctions with Williard Road at the southwest and Bastille Lane at the northeast extremities. They extend northwest for one-half mile from Oak Ridge Road along Linville Road.

More than 400 acres comprise the district, contributing some 70 historical resources in pre-1945 primary and accessory structures and open parcels of traditionally farmed lands. The Oak Ridge Military Academy National Historic District lies within the Oak Ridge District.



(See also the Oak Ridge Historic District Inventory included in Appendix 8.)

3. History of Development in Oak Ridge

For centuries before European settlers arrived, the natural beauty of the Oak Ridge area was a backdrop for human habitation. Tradition holds—and archeological evidence bears it out—that the crest of the ridge, which runs from the southwest some fifty miles to present-day Reidsville in the northeast, was well used by Native Americans. And it was along this route in 1781 during the American Revolutionary War that General Cornwallis’ men passed by Oak Ridge farms on maneuvers that led them to the battle of Guilford Courthouse before Yorktown and surrender.

In the second half of the 18th century, western Guilford County was settled largely by Quakers migrating from Pennsylvania and Nantucket Island and by pioneers out of Virginia. They were

described as being “orderly, law-abiding, religious” and, by evidence of their prosperous farms and commodious homes, hard-working. The dwellings of the late 1700s are gone; but six 19th century houses survive, the earliest having been built around 1824 by Charles Benbow, son of Thomas Benbow, a Welsh Quaker who had traveled up from Cape Fear to establish a tannery and smithy in the 1750s. All six were the homes of the descendants of the earliest settlers and original founders of today’s Oak Ridge Military Academy.

In the early 1820s, the citizens of Oak Ridge established a nine-month school in a one-room cabin. Their desire to provide quality education for their children led in 1851 to the founding of the Oak Ridge Institute, described as “a school of high classical standing.” The community raised \$700.00 to erect a large schoolhouse on land donated by Allen Lowery on a knoll along the former colonial route that had become the Danville-Salisbury stagecoach road, now known as Oak Ridge Road or Highway 150.

The Institute flourished before the Civil War. It was closed in 1863 when every able-bodied student volunteered for the Army of Northern Virginia, and fire later destroyed the schoolhouse shortly after the war. Although community funds raised a new structure, the re-opened Institute entered a period of decline. Yet by the 1901-02 academic year, a greatly expanded facility had 259 boarding students (all male) and was known as the “largest preparatory and fitting school in the South.”

Attainment of this stature was due in no small part to the senior principalship, from 1875, of J. Allen Holt and to Martin H. Holt, who joined his brother as junior principal in 1879. Both were university educated Institute graduates and leaders in various business, civic and educational circles in North Carolina. Together they served the Institute for four decades until 1914, overseeing its successful transition to coeducation.

Under their successor, Thomas Early Whitaker (whose son, Colonel Zack L. Whitaker, was Institute treasurer), the Institute became a military training school, with a name change to Oak Ridge Military Institute in 1929. The Institute awarded diplomas as an accredited two-year college until its retrenchment as a secondary school in 1966. Today, the Oak Ridge Military Academy, as it was renamed in 1981, is officially recognized by the state legislature as North Carolina’s only surviving private military institution. In 1983 it became a National Register Historic District.

The community surrounding the Academy retains much of its rural quality in the presence of land continuously farmed since its settlement. Before the mid-nineteenth century, the predominantly Quaker community was largely isolated politically, culturally and geographically from the plantation and slave owning eastern regions of North Carolina that dominated the state legislature. The economic base of the county remained essentially unchanged until after the Civil War. In many respects it remains representative of the agrarian society of antebellum Piedmont North Carolina.

Through the Benbow family, Oak Ridge has also been associated with the early development of the state’s textile industry. Charles Benbow and his brother-in-law, Jesse Saunders, established

Benbow & Co. in 1837 to operate the Cross Creek Textile Mill in Fayetteville. Charles was also a principal owner of the West Plank Road Company whose nearby Bethania-Fayetteville timbered highway opened Oak Ridge to the commerce and culture of eastern North Carolina. Charles's son, Jesse Benbow, was known as a progressive farmer who introduced mechanized agriculture with the reaper and wheat drill to the area.

Like others in the Society of Friends, Oak Ridge Quakers struggled against slavery, even purchasing slaves in order to free them. Legend suggests that Jesse Benbow hid slaves in his house along the abolitionist "Underground Railroad" heading north.

What is more certain is that Charles and his sons linked a commitment to quality education to progressive social attitudes. They were founders and trustees of the New Garden Friends Boarding School (which became Guilford College, the second oldest coeducational college in the United States). After establishing Oak Ridge Institute, the Benbows, with other Oak Ridge residents, boarded students in their homes. Contributing houses throughout the Oak Ridge Historic District have long been associated with the school, as either the homes of founders and trustees, boarding houses, or the residences of principals, teachers, and officials.

For most of two centuries, the business and social affairs of Oak Ridge residents have centered around the farm and such institutions of the rural lifestyle as the crossroads general store and the local gristmill. Evidence of such emphasis on these community focal points can still be found at the intersection of present-day Linville Road and Oak Ridge Road. Here, at the heart of the old community, are the neoclassical-style Oak Ridge Elementary School (erected in 1924), a small grocery store and filling station (1951), and two early farmhouses (ca. 1863 and 1928). The Old Mill of Guilford, with origins dating from the mid-to-late 18th century, is located a short distance south of the Historic District on N.C. 68. It is one of the oldest mills still operating commercially in the United States today.

For many decades beginning in 1945, the public school grounds hosted the annual Oak Ridge Easter Horse Show to raise funds for community projects. Oak Ridge Elementary School itself was an important beneficiary, receiving financial assistance for construction, equipment, and youth sports programs. The Horse Show is a testament to the ready self-reliance that built Oak Ridge's first school and nurtured the Institute that became today's Oak Ridge Military Academy.

Such intangible links with the past find a physical presence in the spaces and buildings--the touchstones of civic memory--that have been shaped and brought forth by earlier generations of Oak Ridge citizens. Through the years their handiworks have taught those who have followed that what is done outlasts the doer. The Oak Ridge Historic District honors that legacy and preserves its lessons for those who follow.

4. Architectural Record of Historic Oak Ridge

The Oak Ridge community has representative buildings of most of the architectural styles developed in America since 1800. For the most part, they are understated, vernacular versions of the styles they represent. It makes for an interesting mix in a rural village landscape.

The Charles Benbow House, the earliest surviving structure in the District, is a two-story Flemish bond brick home of traditional Quaker plan with eclectic vernacular detailing, including Georgian, Federal and Greek Revival elements. His son, Jesse Benbow, built a more refined Greek Revival four-square home in 1858 on land inherited from his father. This structure has been described as being “expressive of the Guilford citizen’s preference in architecture as in lifestyle for simplicity, modesty, and the fundamental elements.”

The Oak Ridge Military Academy has several exemplary Neoclassical and Colonial Revival brick institutional buildings, as well as vernacular frame structures. Most of the sixteen buildings on the thirty-acre campus were erected in the pre-Depression decades of the 20th century. Although many of the buildings have been updated and renovated, as a group they reflect the school’s transformation from a classical preparatory and business school to today’s military oriented definition of the educational program.

There are two distinctive houses associated with the Institute’s (as it was previously known) administrators. Maple Glade is the stately Neoclassical home built in 1905 for the principal, J. Allen Holt. Oakhurst, the elaborate Queen Anne home at the eastern edge of campus, designed by state-wide noted architect Frank P. Milburn, was constructed in 1897 for Holt’s brother and co-principal, Martin H. Holt.

West of the campus and just east of the Charles Benbow House, around the intersection of Oak Ridge Road and Linville Road, is an important collection of architectural styles including the 1863 log I-house belonging originally to the Moore family, the 1898 Neoclassical Robert M. Stafford House with its large vernacular Doric-style columns, a late 19th or early 20th century folk-Victorian L-plan farmhouse, the 1924 National Folk side gable J.F. Linville House, the 1925 Craftsman brick house of Robert A. Stafford, and the 1937 Colonial Revival Sheriff David B. Stafford House. Together at the old community crossroads they record an evolution of residential styles in the rural Piedmont.

Across the Historic District, however, the modest building style, known as National Folk, predominates. Many earlier forms established in log or heavy-hewn timber houses persisted, but the newer structures used techniques permitting lighter materials. Although most of these buildings may not be considered notable on an individual basis, they are as a collection valuable as part of the rural context and its architectural evolution.

The evolution of the National Folk style is apparent in the variety of its forms in the Historic District. Among the more understated examples are those found near and on the Academy campus. These one-story frame structures, such as the 1910 Brendle House and the ca. 1925 Commandant’s House were built as housing for Institute staff. The Brendle House exemplifies the two rooms wide and one room deep hall-and-parlor plan, with Craftsman style influence in the exposed rafter ends. The Commandant’s House bears the massed-plan, side-gabled form, its

two room depth made possible by new lighter weight rook framing. Another variation is found in the former home of Institute secretary Dorsey L. Nance west of campus and N.C. 68. The latest example, built in 1945 by Colonel Zack L. Whitaker as Commandant housing, lies east of the campus, and was influenced by the then popular Cape Cod variation of the Colonial Revival style which had small side porches rather than a full-facade shed roof porch.

The District has three examples of the National Folk I-house form, the two-story version of the hall-and-parlor plan: the 1898 Zack L. Whitaker House, the 1920 Barrow/Brown House, and the undated structure at the corner of Linville and Scoggins roads. These examples have two exterior end chimneys.

The unusual one-and-a-half story Craftsman style house of D. Lanier Donnell, Sr., was built in 1923 entirely of locally gathered fieldstone. Nearby, the 1933 R.P. Larkin and 1919 J.L. Sawyer houses represent interesting vernacular variations on the Colonial Revival style.

5. Preservation Issues

The National Trust defines rural preservation, or rural conservation, as “the protection of the countryside including the preservation of buildings and villages of cultural significance, the protection of their surroundings and the enhancement of the local economy and social institutions.”

Local historic designation is not a tool to stop development, nor should its basic orientations be conceived in terms of isolation from change. It is a component of the zoning ordinance that overlays the existing zoning and integrates it with other community planning issues. This overlay acts to flag a sensitive area in need of special consideration when decisions are being made which affect development in the area, such as road widening or new road construction, utility extensions, change in land use designations, and building or demolition permits. Historic district designation provides guidance to aid in preserving community character while allowing compatible new development.

a. Protection of Historic Properties.

What H. McKeldon Smith wrote two decades ago about the loss of historic buildings in rural Guilford County is no less a warning today:

“The situation is critical. There is some danger that the rapid pace of growth in Guilford may eradicate the county’s architectural legacy....[I]t is tragic that the buildings which document the growth of the county since its earliest days be demolished or allowed to fall into ruin.”

Sometimes demolition of historic structures is unavoidable. But historic districts can help avoid what are perhaps the most pervasive causes of loss: casual destruction and, even more frequently, neglect. Evidence shows that historic district status tends to stabilize real estate

values. Confident in the security of their investments, property owners in historic districts are more inclined to maintain historic and non-contributing properties alike.

b. The Oak Ridge Military Academy.

The Oak Ridge Military Academy continues to play a significant role in the Oak Ridge community. However, the rural environment which has been a recruiting strength for the Academy is rapidly disappearing in northwest Guilford County. Road and land development in the immediate vicinity are particularly sensitive concerns. It is important that change take place in a manner that complements the Academy and reinforces its appeal.

The Academy's campus is also the architectural focal point of the Historic District. Its place and historic role are visually asserted by its characteristic configuration of dominant structures. New construction should not compete with or detract from either the visual impact of the Academy or its cultural position in the community.

c. The Oak Ridge Elementary School.

A key objective of the Historic District is to maintain an attractive environment for the Oak Ridge Elementary School and its instructional mission. Its removal to another location would have a profoundly disorienting effect upon a community whose civic and social life has largely centered on the school. On the other hand, the Historic District can help preserve the sense of place and identity that has drawn residents to the school and that help ensure continued community engagement in the school's well-being.

d. Road Development.

A persistent conservation issue concerns the widening or rerouting of N.C. 68 through the middle of the Historic District, although this issue may be resolved by the construction of the proposed I-73/U.S. 68-220 Connector. Rerouting to the west of the present roadbed would consume a vast proportion of historically open land. Construction of a major four-lane highway with an interchange at Highway 150 (Oak Ridge Road) would visually split and undermine the integrity of the community. It would encourage heavier use of Highway 150 through the Oak Ridge Military Academy and from Kernersville as a shortcut north for trucks from I-40. Subsequent widening of Highway 150 would require destruction of historic landscape features and possibly the removal of contributing structures. It would at least jeopardize the real estate values, and hence the attractiveness of preserving such properties presently close to the road as the Jesse Benbow House and the Moore House. All properties along Highway 150, however, would become less attractive for residential use and subject to pressures not conducive to the interests of historic preservation.

e. Development of Historically Open Land.

The Oak Ridge Historic District is centrally located in the rapidly growing northwest quadrant of Guilford County. Another leading preservation concern is, therefore, related to the

community's traditional landscape features, including large tracts of historically farmed land interspersed among established residential clusters and individual farm houses.

This open land is well suited to residential development, and it may be that an increase in population will produce some demand for commercial amenities. The challenge in anticipation of these trends is to provide a framework for blending residential and commercial growth as sympathetically as possible to maintain the visual balance and identity of the District.

Properly done, new growth can enhance preservation by underscoring the uniqueness of the community through complementary design solutions. The area's historic character should give direction to and provide a focal point for future development, and not be considered an impediment. Oak Ridge's rural setting and historic assets can stimulate the kind of carefully planned and designed development that, as one National Trust study has shown, is most attractive to both existing and future residents and patrons. A comprehensive preservation plan can help the community develop a defined set of policies to meld interests in preservation, design quality, commercial development and residential growth.

The Oak Ridge Historic District will be appreciated by many for its strong visual appeal and its historic structures. A key planning and design problem is how to incorporate new building projects so that development retains a notable sense of the distinctive visual depth and distance between historic resources created by farmland. Indeed, it is mainly this rhythm of open spaces that differentiates rural from urban preservation districts. A sense of place and locality is created by the overall visual impact made up by the individual elements of the rural environment.

f. Facilitation of Historic Conservation.

Preservation planning officials must be aware of their impact on development schedules in order to establish a cooperative relationship with property owners, developers, architects and builders. Conversely, the other parties must be willing to plan ahead, to explore ways of developing appropriate designs from the outset, and not to consider proposed changes in development plans as always "unrealistic and excessively burdensome." Negotiation and principled compromise are virtues required to achieve historic preservation, requiring informed and knowledgeable people on both sides.

The Oak Ridge Historic District Design Guidelines Handbook can form the basis of mutual understandings and expectations among different interested parties addressing a preservation concern. The Guidelines themselves can be used to advantage by keeping relevant basic design concepts and objectives at the forefront, while providing more specific guidance applicable to project details.

6. The Role of the Historic District Design Guidelines

The Historic District Design Guidelines help blend new construction with the old and with the natural setting, thus ensuring the historic, cultural and visually pleasing character of the community. The assurance that the distinctiveness of the area will be protected will encourage Oak Ridge property owners and residents to maintain and improve their properties. And the recognition by others of a community committed to stable social values enfolding growth will create a climate of confidence for solid quality investment in Oak Ridge.

More specifically, the Guidelines provide recommendations for the aesthetics of development, supplementing the Town of Oak Ridge Development Standards contained in Chapter 30 of the Oak Ridge Code of Ordinances for the existing land use. They establish criteria for the Oak Ridge Historic Preservation Commission to use in its review of applications of Certificates of Appropriateness. For those properties previously designated as “Guilford County Local Historic Properties,” the Historic Preservation Commission’s criteria for reviewing alterations take precedence. The Guidelines also act as a reference to assist property owners and others who are planning projects that will require a Certificate of Appropriateness (also called a COA).

The Historic District zoning overlay recognizes the importance of the free exercise of private property rights within the bounds of the Guidelines, subject to considerations of practicality, feasibility, cost and reasonable use. The rights of owners of property adjoining that of an applicant are equally respected when an application for a Certificate of Appropriateness is being considered.

What the Historic District Design Guidelines can do:

- Result in more appropriate new construction and changes to existing buildings that reinforce the distinctive character of the community.
- Improve the design quality of future developments and growth within the District, enhancing community appreciation and patronage of old as well as new amenities.
- Discourage poorly designed and inappropriate projects.
- Give detailed guidance to owners contemplating changes or additions to their property or buildings in the District.
- Promote restoration, adaptive re-use, and preservation of historic properties for continued use and benefit.
- Help identify and resolve specific design problems which are raised in the District.
- Assist the entire building industry--including architects, contractors and suppliers--and government officials such as building inspectors in understanding the nature of the District and how to attain its objectives.

- Increase overall public awareness of the unique character of the Historic District and the desire to improve the physical environment as well as the quality of life for residents and future generations.

What the Historic District Design Guidelines cannot do:

- Increase new construction or require an owner to take action to alter, repair, replace, or restore a property to meet the criteria of the Design Guidelines. (See the note on “Precedence” below.) The Guidelines provide guidance only if the property owner decides to undertake a project to change the exterior appearance of the property.
- Regulate bona fide farms (except farmhouses), although use of farm property for non-farming purposes is subject to the Guidelines.
- Regulate the interior design of projects within the District or changes to structures not visible from the street.
- Change established land uses allowed by underlying zoning.
- Regulate the amount or location of growth and development within the District, as opposed to its form and appearance.
- Dictate styles or specific design motifs, as opposed to suggesting a choice of approaches for achieving design compatibility. Flexibility is very important in new construction guidelines where overly specific criteria can stifle architectural creativity and result in mediocre designs.
- Prevent the construction, alteration, restoration, relocation or demolition of any feature or structure that a building inspector or other qualified official certifies is required to protect public safety. (“Required,” however, is understood to mean that there is no reasonable alternative; and it shall not be interpreted by the Historic Properties Commission to favor the government’s exercise of eminent domain where construction, alteration, restoration, relocation or demolition may be deemed convenient to further another project, such as road works.)

A Note on Retroactivity and Precedent:

The Oak Ridge Historic District Text Amendment to the Guilford County Development Ordinance and the Design Guidelines are not retroactive. An incongruous feature which existed on October 18, 1994, when the Historic Preservation Commission approved the United States Secretary of the Interior’s Standards for Rehabilitation, is permitted even though it may be inconsistent with the Historic District Design Guidelines. The existence of incongruous features does not establish a precedent for permitting work activities leading to the introduction of similar features in the Historic District.

Operation of the Historic District

1. The Oak Ridge Historic Preservation Commission.

a. Functions

The main functions of historic preservation commissions are set forth in Chapter 160A, Article 19, Part 3C and in Chapter 160A, Article 400, Part C of the North Carolina General Statutes (see Appendix 1) and the Handbook for Historic Preservation Commissions in North Carolina (1994) (incorporated herein by reference), and which in summary provide that a historic preservation commission may:

- Undertake an inventory of properties of historical, prehistorical, architectural, and/or cultural significance.
- Recommend that the local governing board designate properties as historic landmarks.
- Recommend that the local governing board designate areas as historic districts.
- Advise and assist the local government in preservation planning.
- Enter, solely in performance of its official duties and only at reasonable times, upon private lands for examination or survey.
- Review and act upon applications for alterations, demolitions, or new construction within a historic district, or for the alteration or demolition of locally designated landmarks. The Commission's role in these decisions is to ensure that changes that are determined to be incongruous with the special character of the Historic District (which can also be described as changes that are not compatible with the special character of the Historic District) are not made.

b. Meeting Times

Unless otherwise advertised, the Oak Ridge Historic District Commission meets on the third Wednesday of every month at 7:00 p.m. in the Oak Ridge Town Hall, located at 8315 Linville Road, Oak Ridge, NC. All meeting times are announced publicly on the Town's website, www.oakridgenc.com.

c. Rules of Procedure

The Rules of Procedure for the Historic Preservation Commission are included in Appendix 1 of these Guidelines.

2. Obtaining a Certificate of Appropriateness

What is a Certificate of Appropriateness (COA)?

A COA is an official document certifying that specific exterior changes to a property located in a local historic district or a property designated as a local historic landmark, or new construction within a local historic district, have been deemed consistent with the design review criteria established for the district or landmark.

When is a Certificate of Appropriateness (COA) required?

A COA is required if an owner of a property located in the Oak Ridge Historic District would like to begin new construction. A COA may also be required prior to making alterations to a building exterior or building site.

Is a Certificate of Appropriateness (COA) required for changes to the interior of a building in the Historic District?

Property owners do not need to submit a COA for changes to a building's interior, unless the property has been designated as a Guilford County Landmark by the Guilford County Historic Preservation Commission since, in some cases, these designations regulate interior as well as exterior and site changes.

How can a property owner determine which types of alterations require a COA?

Property owners should consult the Oak Ridge Historic District Design Guidelines Handbook or speak with a member of the Oak Ridge Historic Preservation Commission or with the Town Planner (who serves as the Enforcement Officer) to determine whether a COA is required for the proposed work.

What is the application fee for a Certificate of Appropriateness (COA)?

There is no application fee for a COA.

What if a property owner has already received a COA, but wants to make additional changes?

If, during the process of undertaking renovations or construction for which a COA has been obtained, a property owner believes that additional changes are necessary, beyond those plans described in the original COA, the property owner may need to apply for a revised COA. In such cases, applicants are encouraged to contact the Town Planner (who serves as the Enforcement Officer) for assistance.

What if the property is a landmark property?

Changes to properties designated as Guilford County Landmarks may require a Certificate of Appropriateness (COA) from the Guilford County Historic Preservation Commission; it should be noted that a COA may be required for interior as well as building exterior and site changes, depending on the requirements of the individual County landmark designation. Since the Oak Ridge Historic Preservation Commission has jurisdiction over all properties (including landmarks and districts) within the Oak Ridge Historic District, Guilford County Landmark properties within the Oak Ridge Historic District may also require a separate COA from the Oak Ridge Historic Preservation Commission if changes are proposed to the building exterior or building site, as described in these Design Guidelines.

What is the process for obtaining a Certificate of Appropriateness (COA)?

- a. Obtaining an Application:** The property owner obtains an application for a Certificate of Appropriateness (COA) online at www.oakridgenc.com or from Oak Ridge Town Hall, 8315 Linville Road, Oak Ridge, NC 27310 (Phone: (336) 644-7009, Fax: (336) 644-7012).
- b. Preliminary Design Review:** Prior to submitting an application and at an early point in the design process, property owners interested in obtaining a COA for new structures or for extensive alterations or additions to existing structures, may request, or may be asked to meet with the Commission's Design Review Advisory Committee. This meeting typically includes the property owner and the owner's representatives. During the meeting, the Design Review Advisory Committee may advise the applicant informally concerning the Commission's guidelines, the nature of the area where the proposed construction is to take place, and other relevant factors. No advice or opinion given, or reported as having been given, at such an informal meeting shall be in any way official or binding upon the Historic Preservation Commission.
- c. Submitting an Application:** The property owner submits a completed Certificate of Appropriateness (COA) application to the Oak Ridge Town Clerk either by email (see www.oakridgenc.com for email address) or by mail (see address above), which shall include the following, as described in the COA application :
 8. A clear and detailed description of all work to be done, as well as the nature and reason for work, together with references to applicable sections of the Design Guidelines
 9. Construction material sample materials and colors, and relevant required supporting documents, which may include sketches, drawings, photographs, specifications, scaled building plans, photographs, material cut sheets, color charts, or other descriptions of proposed changes, new additions, or site improvements including landscaping, lighting, and scaled elevations
 10. Scaled construction drawings will be required for major changes, and additions to, materials or design for such items as roofs, moldings, porches, railings, fences, doors, windows, hardware, landscaping, lighting, etc.

- d. **Staff Review:** The Planning Director, who serves as the Enforcement Officer for Oak Ridge, may approve the application if the work conforms with the definition of Routine Maintenance or Minor Works, as described below or shall forward the application for review by the Commission. The Enforcement Officer may not deny a Certificate of Appropriateness (COA). If the proposed project qualifies as a Major Work as described below, or does not conform clearly with the definition of Routine Maintenance or Minor Works, the Enforcement Officer staff shall immediately forward the application for review by the Commission.
- e. **Timing of Commission Review:** Applications not approved by the Enforcement Officer that have been submitted at least fourteen (14) days prior to a regularly scheduled meeting of the Historic Preservation Commission shall be forwarded to the Commission and considered at that meeting. As noted above, regular meetings of the Historic Preservation Commission are held on the third Wednesday of every month at 7:00 p.m. in the Oak Ridge Town Hall, located at 8315 Linville Road, Oak Ridge, NC.
- f. **Required Presence of Applicant:** A property owner must be present for the Historic Preservation Commission's consideration of the owner's COA application. Property owners may also choose to invite key consultants knowledgeable about the proposed project to attend.
- g. **Commission Review:** Normally, the Historic Preservation Commission will hear the applicant, as well as any adjacent property owners in attendance who are likely to be affected by the project, at a regularly scheduled public meeting. Property owners will be allowed to present evidence and arguments in support of their application. Commission members may request clarification from the applicant, staff, or other witnesses in attendance. Following deliberations and consideration of evidence, the Commission will make a determination of the appropriateness of the proposed project, based on these Guidelines.
- h. **Public Hearing:** In certain cases, a special public hearing may be held if the Commission deems that a proposed project is likely to have a significant impact on the overall Historic District. If a public hearing is deemed necessary, the Town Clerk shall notify the public via first class mailing, advertisement in the newspaper, or a site posting in a conspicuous location or locations.
- i. **Additional Review:** In some cases, the Commission may determine that additional information is required or that expert advice is necessary before arriving at a decision. The Commission may also refer an application to its Design Review Advisory Committee. This Committee typically meets with the property owner and the owner's representatives to advise the applicant informally concerning these Guidelines, the nature of the area where the proposed construction is to take place, and other relevant factors. No advice or opinion given at such an informal meeting shall be in any way official or binding upon the Historic Preservation Commission. In order to allow for additional

review, the Commission shall continue its consideration of an application to a future meeting.

- j. Timing of the Commission’s Decision:** The Commission must render a decision within 180 days from the date the application is submitted. This time period may be extended by mutual agreement between the applicant and the Commission.

What is the process for appealing a decision by the Historic Preservation Commission?

If an applicant or other party wishes to appeal a decision by the Historic Preservation Commission, that party may appeal the decision to the Oak Ridge Board of Adjustment, in accordance with the Oak Ridge Development Ordinance. Subsequent appeals may be taken to the Superior Court of Guilford County in accordance with state law.

3. Determining When a Certificate of Appropriateness Is Required

The Design Guidelines should be understood in terms of three categories of outside or external work activities, derived from Sec. 30-590 (h) (2) of the Oak Ridge Code of Ordinances.

- A. Routine Maintenance:** Activities which are not listed under Minor or Major Works AND which constitute ordinary repair and replacement, without changes in the design, materials, or general exterior appearance of a structure, its grounds, or a site when viewed from the street right-of-way may not require an application for a Certificate of Appropriateness (COA). Activities that are not clearly limited to routine maintenance, and which are not specifically listed under Minor Works, below, will typically require a COA. In such cases, property owners should work with the Enforcement Officer and the Historic Preservation Commission to determine how to proceed.

The following list of examples, while not comprehensive, suggests the range of routine maintenance activities that may conform with the preceding definition:

- Construction or installation of an accessory building or outbuilding where no side of the building is more than 12 feet long and is not visible from the street right-of-way.
- Repair or replacement of 50 square feet or less of missing or deteriorating material (such as masonry, siding, wood trim, porch flooring and step material) which is visible from the street right-of-way, provided that the design, detailing, and material used is the same as the existing or original material.
- Addition, deletion, repair, or replacement of exterior materials (such as masonry, siding, trim, details, porch flooring and step material) not visible from the street right-of-way.
- Installation of foundation vents and access doors.

- Repair of roofing material provided that the material used is the same as the existing or original material. A change in shingle color does not require approval.
- Replacement of window glass.
- Caulking and weather-stripping.
- Installation or removal of awnings, storm windows and storm doors.
- Installation of window air conditioning units.
- Installation of mechanical equipment, such as heating and air conditioning units, television antennae, solar collectors, and satellite dishes when located so as not visible from the street right-of-way.
- Installation or removal of gutters, downspouts, roof ventilators, skylights and chimney caps.
- Installation of house numbers, flagpole brackets and mailboxes.
- Installation of exterior lighting fixtures when under six feet high and the beam spread does not fall upon adjacent property.
- Repair, resurfacing, or sealing of sidewalks and driveways.
- Maintenance of existing landscaping or installation of minor new landscaping such as planting grass, vegetable gardens, and flower gardens having a reasonably consistent appearance with typical community plantings and not unreasonably and substantially affecting the character of property.
- Installation of landscape features such a planting boxes, trellises, birdbaths, and play equipment on residential property.
- Pruning (not topping) trees, shrubbery, and woody plants by the property owner in accordance with Part I of the American National Standards Institute A300 Standards for Tree Care (ANSI A300; see Appendix 3).
- Removal of trees with trunks under 12 inches in diameter when measured 24 inches above ground level, and removal of dead trees.
- Repair of existing fences, provided that the material used is the same as the existing or the original fence material. Fencing on bona fide farms does not require a Certificate of Appropriateness (COA).

- Temporary signs such as those erected for yard sales, real estate sales, elections, etc.
- Installation, alteration or removal of temporary structures necessary for access to buildings by the physically impaired and which do not permanently alter the building.
- Removal or painting of exposed concrete block steps and walls.
- Demolition or relocation of a non-contributing structure when all sides are less than 12 feet long each.
- Painting of wood siding, trim and details and previously painted masonry. Painting of previously unpainted brick, stone, or stucco is considered to be a Major Work requiring design review and a Certificate of Appropriateness (COA).

B. Minor Works: Minor works are activities not requiring design review; they may be approved for a Certificate of Appropriateness (COA) by the Enforcement Officer, in consultation with the Historic Preservation Commission, if the Design Guidelines are followed or if certain criteria are met. Approval is required before commencing any such Minor Work.

As defined in Town of Oak Ridge Code of Ordinances, Minor Work refers to work activities which do not result in a substantial or irreversible alteration to the general exterior appearance of a structure, its grounds, or a site when viewed from the street right-of-way. The following list of examples, while not comprehensive, represents a range of minor works:

- Construction of exterior additions to an existing building when such additions are not visible from the street right-of-way
- Repair or replacement of greater than 50 square feet of exterior materials visible from the street right-of-way provided that the design, detailing and materials used are the same as the existing or original used on the structure
- Installation of new windows and doors visible from the street right-of-way provided that the design and materials used are the same as the existing or original used on the structure. Storm doors, screen doors and storm windows are exempt from this requirement
- Construction of fences or walls not visible from the street right-of-way
- Installation or removal of wood siding or simulated wood siding
- Relocation of a noncontributing structure to a lot outside the district

- Demolition of all or part of a noncontributing structure when one side is 12 feet long or greater
- Installation of utility poles, wires and related equipment
- Renewal of an expired Certificate of Appropriateness (COA) where there has been no change in plans or circumstances under which the COA was initially approved
- Temporary signage for businesses located within the Historic District

Additionally, in the event of a natural disaster or a declared state of emergency, temporary disaster-related or emergency-related exterior changes to weatherproof or stabilize damaged property may be considered as minor works (although approval of such temporary changes shall not relieve the property owner of the responsibility for seeking approval for permanent repairs that these guidelines).

C. Major Works: All major works require design review by the Historic Preservation Commission and a Certificate of Appropriateness (COA) prior to any work being undertaken. As defined in the Town of Oak Ridge Code of Ordinances, Major Works are defined as those work activities which could result in a substantial or irreversible alteration to the general exterior appearance of a structure, its grounds, or a site when viewed from the street right-of-way. Activities not specifically listed below, or not specifically addressed in these Guidelines, other than routine maintenance activities and Minor Works, will typically require a COA. In such cases, property owners should work with the Enforcement Officer and the Historic Preservation Commission to determine how to proceed.

The following list of examples, while not comprehensive, represents a range of major works that require design review and approval of a Certificate of Appropriateness (COA) by the Historic Preservation Commission:

- Construction of any new building that requires a building permit or is visible from the street right-of-way
- Construction of exterior addition to any existing building if said addition is visible from the street right-of-way
- Construction, rerouting or widening of any public roads
- Subdivision layout and nonresidential site plan design
- Relocation of any contributing structure

- Demolition of all or part of a contributing structure
- Installation of earth berms or other significant changes to existing topography
- Removal of mature canopy trees that are visible from the street right-of-way and that are over 12 inches in diameter when measured 4-6 feet above grade
- Construction of fences or walls visible from the street right-of-way
- Installation of signs or exterior lighting for other than single-family residential use
- Addition or deletion of any architectural feature, such as porches, steps, balconies or decks, if visible from the street right-of-way
- Repair or replacement of greater than 50 square feet of exterior materials visible from the street right-of-way when such material will differ in design from the existing or original.
- Installation of new windows and doors visible from the street right-of-way when such doors or windows will differ in design or material from the existing or original. Storm doors, screen doors and storm windows are exempt from this requirement.
- Replacement of roof covering when it will differ from the existing or original material. This requirement does not apply to a change in shingle color or pattern.
- Painting of brick or stone which is currently unpainted
- Exterior work not listed under Minor Works and not considered routine maintenance

4. Enforcement

Any activity within the Historic District not in compliance with the provisions of the Design Guidelines shall be considered a violation of and subject to civil penalties as outlined in the Town of Oak Ridge Code of Ordinances, Section 30-253, providing for civil penalties, assessment, and procedures, and which states that “any person who violates any provisions... shall be subject to assessment of a civil penalty.”

II. HISTORIC DISTRICT DESIGN GUIDELINES

Section A. Existing Structures: Exterior Changes

Alterations to existing buildings and structures in the Oak Ridge Historic District may assure their continued usefulness and preservation. To this end, the Design Guidelines seek to promote the restoration, adaptive re-use, and preservation of historic properties for continued use and benefit. The following guidelines help ensure that changes will not radically alter or obscure their character-defining elements.

If the scope of work goes beyond the exterior repairs described below, please refer to Section C, New Construction: Design, Development, and Materials. Changes to existing structures must also conform with Section B, Existing Structures & New Construction: Site Features and District Character.

Contributing and Non-contributing Structures:

The Historic District Design Guidelines often refer to contributing or non-contributing structures in setting standards. The difference is defined in the Text Amendment as follows:

Contributing Structure: A structure listed in the Oak Ridge Historic District Inventory (as completed in February 1994 and amended by the Historic Preservation Commission) as historically and/or architecturally significant.

Non-contributing Structure: A structure listed in the Oak Ridge Historic District Inventory (as complete in February 1994 and Amended by the Historic Preservation commission) as not historically and/or architecturally significant.

See Appendix 8 for the Oak Ridge Historic District Inventory.

1. Architectural Elements and Details

Architectural elements, such as fascias, soffits, trim, door and window casings, columns, and porch railings, and such details as joinery and surface patterns, are significant contributions to the character of a structure. Because they may be rare or irreplaceable, utmost care must be taken not to damage or destroy them either by neglect or during a work project. Replacements should be made carefully and with a view to authenticity.

General guidelines:

- a. Retain architectural elements and details that can be preserved by repair or restoration.
- b. Make replacements that are as authentic as possible in material, design, texture, color, and other visual qualities.

- c. Avoid adding architectural elements or details that were not original, except where a reasonable case can be made that the original structure was left uncompleted or that adding such an element was a common practice at some point in history for a particular style of a house or building.
- d. Avoid sandblasting and other abrasive treatments that can damage historic architectural elements or details.

2. Exterior Walls, Siding, and Trim

Most exterior walls in the Historic District are made of wood clapboard siding or brick. Other contributing buildings are constructed with stone or log walls. In some cases, the original wall material has been covered with aluminum or vinyl siding, or asbestos shingles.

Wherever feasible, the removal of non-original siding is strongly encouraged, and the restoration of the original wall material can have a dramatic and positive effect on the historic character and value of a property in the District. The installation of cladding or the replacement of original material with synthetic siding is permissible but discouraged. Installation of siding is a minor work if it closely copies original siding and trim features in dimensions, surface texture, molded shape, etc.

Aluminum or vinyl siding is not prohibited in the Historic District, although property owners should be aware of its drawbacks as well as its benefits. Changes in the design of architectural elements or details that are occasioned by the repair or replacement of more than 50 square feet of wall material require design review and a Certificate of Appropriateness (COA). Simple installation or removal of wood siding or simulated wood siding may be approved as a Minor Work by planning staff.

General guidelines:

- a. Retain and preserve the original shape, form, height, materials, and details of exterior walls, with attention to details such as bays, cornices, arches, brackets, door and window surrounds and other character-defining elements.
- b. Repair damaged or deteriorated wall materials whenever possible.
- c. Match replacement materials with original wall materials in size, shape, texture, pattern and color. Use substitute materials only as a last resort.
- d. Avoid sandblasting or other abrasive or chemical treatments that can damage wall materials.
- e. Introduce wall openings for mechanical or electrical services inconspicuously on side walls or, preferably, on rear walls not visible from the street.

- f. It is not appropriate to replace or cover original wall material with materials that would not have been used on the original structure, with the exception of synthetic siding that conforms to the special guidelines below.
- g. It is inappropriate to paint or coat unpainted wall materials not historically painted or coated.
- h. It is not appropriate to introduce new features, such as bays, doors or windows that would diminish the original design or damage historic wall materials.
- i. It is not appropriate to use wood shakes, shingles, or other coverings on walls that are incongruous with the design of the building.
- j. It is not appropriate to use exposed sheets of plywood or similar materials.

Additionally Applicable to Synthetic Siding and Trim:

- a. Aluminum, vinyl and other synthetic sidings are commonly prohibited in urban historic districts where buildings are more often closer to the street and viewed at short distance from a sidewalk. In the Oak Ridge Historic District, however, where buildings have further setbacks and are more broadly spaced than in most urban communities, synthetic siding is not prohibited.
- b. Design review by the Historic Preservation Commission is required for a Certificate of Appropriateness (COA) if the installation of synthetic siding or trim:
 - Differs in design from the existing or original material;
 - Involves the addition or deletion of any architectural feature visible from the street; or
 - Involves installation of new doors or windows visible from the street, excluding storm doors, screen doors and storm windows.
- c. In all cases, owners of contributing properties are encouraged to preserve and maintain original siding and trim. Before deciding to install synthetic siding, a property owner should consider its drawbacks as well as its advantages:

Advantage of Synthetic Siding and Trim: If properly installed, it may be a cost-effective, low maintenance alternative to painting and repair, though there is evidence that vinyl and vinyl-coated siding eventually requires painting due to chalking or fading.

Disadvantages of Synthetic Siding and Trim: Disadvantages of synthetic siding and trim include the following:

- It conceals original building materials and, unless carefully installed, alters the detail and scale of architectural elements.
- Installation nail holes damage original features.
- It hides damage from termites, rot and moisture, and it may accelerate damage from minor problems.
- Aluminum siding tends to dent and scratch.

- Vinyl siding is more combustible than wood.
- It may lower the market value of an historic property.
- According to the Federal Trade Commission, there is no additional insulating value to synthetic siding.

Additional Considerations for Designated Historic Properties:

- The North Carolina State Historic Preservation Office (HPO) applies the U.S. Secretary of the Interior’s Standards for Rehabilitation when reviewing Investment Tax Credit projects and Section 106 Reviews (projects that use federal or state money and affect National Register properties, or properties contributing to National Register districts, or properties eligible for listing in the National Register). The HPO has determined that synthetic siding and trim violate Standards 2, 5, and 6
- Synthetic siding and trim should not be installed on National Register or locally designated individual historic properties.

Additional General Guidelines:

- a. Retain and preserve, rather than remove or replace, historic siding on contributing buildings and structures.
- b. Careful removal of synthetic siding and trim and restoration of original siding is encouraged.
- c. Installation of synthetic siding and trim is discouraged.
- d. Wherever possible in installing synthetic siding, leave trim elements such as door and window surrounds, in the original material.
- e. Install synthetic siding and trim in a manner that maintains, as closely as technically feasible, the size, shape, profile and finish of character-defining architectural elements and details of walls and trim. It is not appropriate to replace horizontal siding with vertical siding.
- f. It is not appropriate to eliminate character-defining elements and details, such as corner boards or the contours of built-up window and door surrounds, where they may be replicated with synthetic siding and trim.
- g. It is not appropriate to cover masonry with synthetic siding.
- h. It is not appropriate to use artificial masonry siding.

3. Roofs

The care and maintenance of the roof is one of the most important aspects of historic preservation. Because it is normal for roofing material to be regularly replaced, it is important to avoid introducing new materials or make alterations to the roof that will diminish the historic significance of the building. On the other hand, persistent roofing problems, such as rapid deterioration of shingles or water leaks, may indicate a need for alterations that can change a roof's appearance. Regular inspection of roofs, timely repair, and attention to the following design guidelines will help preserve the integrity of an historic structure.

General Guidelines:

- a. A Certificate of Appropriateness (COA) is required to replace a roof covering when it will differ from the existing or original material. This requirement does not apply to a change in shingle color or pattern, although installation of light colored asphalt shingles should be avoided.
- b. Retain and preserve original roof forms, roofing materials, pitches, rafter details, molding, trim, overhangs, and soffit boards.
- c. It is not appropriate to raise or lower the pitch of roofs on historically contributing structures, or to remove or alter the appearance of dormers, brackets, turrets, or balustrades or other architectural elements except to return a building to its original appearance.
- d. Replace deteriorated roof covering with new materials that are compatible with the old in composition, size, texture and color after reestablishing the roof's structural integrity.
- e. It is not appropriate to remove or replace raised/standing seam metal roofing materials with a different material; however, where appropriate to the age and/or architectural style of the building, raised seam metal roofs may be installed replacing different existing materials.
- f. Avoid using unpainted bright metal flashing, with the exception of copper.
- g. It is not appropriate to use exposed tarpaper roles as roofing material except for temporary protection.
- h. Protect and preserve historic guttering, and employ guttering and downspouts appropriate in color for the structure to which they are attached. Unpainted copper is also appropriate.
- i. Introduce new features, such as dormers or gables, only when they are appropriate for the style of the building.

- j. Install skylights, solar panels, power ventilators and similar equipment on rear roofing slopes or as inconspicuously as possible as seen from the street.

4. Foundations

Maintenance and preservation of original foundations are essential to the structural and historical integrity of contributing buildings and outlying structures. However, it is more important to assure a secure foundation, even to the point of replacing an original foundation, than to inadequately repair a foundation that puts the entire building in jeopardy.

Neglect of the foundations of outbuildings is a principal cause of their deterioration. Generally, such foundations are simple in design and inexpensive to repair if damage is detected in its early stages.

General Guidelines:

- a. Retain and preserve the original materials, form, pattern, color and texture of historic foundations and their character-defining architectural features, such as decorative vents, access doors, lattice panels, and steps.
- b. Repair or replace historic foundation materials with matching materials in terms of composition, size, shape, color, pattern and texture. Use substitute materials only as a last resort, avoiding exposed concrete block and similar materials.
- c. It is not appropriate to paint or otherwise coat unpainted foundations which were not historically coated.
- d. If the design of the foundation is a source of a building's deterioration, replace it with a new, compatibly designed and historically appropriate foundation.

5. Masonry and Chimneys

Brick or stone masonry in walls, foundations or chimneys is an important character-defining component in most of the principal contributing buildings in the Oak Ridge Historic District. Natural weathering and the patina of aging should not be mistaken for damage or dirt to be redressed, for their effects enhance the historic aesthetics of masonry. Weathering, however, along with other causes of gradual deterioration, can cumulatively lead to potentially severe problems, such as the loss of bonding mortar that should be repaired as soon as it is detected.

General Guidelines:

- a. Retain and preserve original masonry walls, foundations, tile roofs, and character-defining architectural elements, such as chimneys, arches, quoins, cornices and pediments.

- b. Match replacement materials with original masonry materials in composition, size, shape, color, pattern and texture. Use substitute materials only as a last resort.
- c. Repoint masonry with products that duplicate the existing mortar materials in appearance, texture and color, with especial attention to duplicating the original type of joint.
- d. Avoid sandblasting, high pressure water jets, and harsh chemicals in cleaning masonry.
- e. It is not appropriate to paint or otherwise coat unpainted masonry that was not historically coated.
- f. Avoid applying coatings to masonry as a substitute for repointing or repair.
- g. Generally, it is not appropriate to apply stucco or similar masonry coatings unless these coatings were originally used on the building.

Additionally Applicable to Chimneys:

Original chimneys are distinctive features of historic houses and should be preserved. Because chimney fires are a major cause of chimney destruction and loss of historic buildings, regular inspection and timely repair are strongly recommended. Where there are significant structural problems, for instance in a chimney's foundation, the Historic Preservation Commission may help the property owner find an affordable way to preserve the chimney. In the case of the few remaining stone chimneys in the Historic District, it should be recognized that their existence gives the buildings to which they are attached an architectural and historical value that should not be diminished by their removal or replacement.

- a. Retain and preserve original chimney materials and the design of original chimney masonry, including original architectural features such as brick corbelling and clay chimney pots.
- b. Repair or rebuild rather than remove or shorten deteriorated chimneys.
- c. It is not appropriate to parge a chimney as an alternative to repair, though parging is acceptable if repairs cannot be made or if there are compelling aesthetic reasons.
- d. It is appropriate to replace a chimney with a chimney of a different functional design in changing types of heating systems.
- e. If adding a chimney, design the new chimney in the style of existing chimneys on the building, using matching materials, or materials as technically close to the same as possible.
- f. It is not appropriate to install chimneys with uncovered or siding covered pipe chimneys, or to use simulated brick or stone; chimneys should be constructed of real stone or brick.

6. Windows and Doors

Window and door styles are character-defining features of historic structures. Improper or insensitive treatment of the fenestration pattern of an historic district building can seriously detract from its character to the point that the building loses its original stylistic identity and much of its historic value in the community.

Window replacement is architecturally hazardous. Most stock windows for sale today are incompatible with older buildings in design, glazing, dimensions (especially the thickness of pane-dividing muntins) and operation. Because custom frames and windows are expensive, it is usually more cost effective to repair and restore the original windows. Replacement windows visible from the street will receive careful design review by the Historic Preservation Commission on a case-by-case basis.

The front door is the focal point of a building and a principal architectural feature. The historical integrity of a building relies on the preservation of its original entry door. Replacing the door with a modern door or with an older door style taken from an inappropriate period is a common error. If the original door is missing or cannot be saved, a period-appropriate old door can often be found in a salvage yard or a new door can be custom made. Change of door material or design requires design review by the Historic Preservation Commission.

General Guidelines:

- a. Retain and preserve original windows and doors.
- b. Retain and preserve rather than replace original window and door elements, such as sash, glass, sills, frames, casings, hardware, lintels and architraves.
- c. Match replacement windows and doors as closely as technically possible with the originals in material, scale, character and appearance.
- d. Retain the pattern, arrangements and dimensions of doors and windows on the front and side elevations of a building, except to restore the appearance of the building to its original design.
- e. Avoid using snap-in muntins.
- f. It is not appropriate to install jalousie or horizontally sliding windows, or sliding doors, when visible from the street.
- g. It is not appropriate to use tinted glazing or to paint or otherwise conceal window or door glazing.

- h. It is not appropriate to fill in existing door or window openings, except to restore the building to its original design.

Shutters and Awnings:

Historically, functioning shutters were used for security, privacy, insulation and protection of expensive window glazing. More recently, shutters have been used for ornamental purposes, for instance on Colonial Revival homes. Awnings are found only on commercial buildings in the Historic District.

- a. Retain and preserve, rather than remove, original shutters and awnings.
- b. Prefer replacement shutters and awnings that closely match the originals in material, scale, character and appearance, with especial attention not to mix different types on the front elevation of the building as seen from the street.
- c. Install shutters fitted to the size of the window opening, and wherever possible hang them so that they are operable if they would have been functional during the period the building was constructed. Shutters that singly or in pairs would, if closed, overlap or obviously not cover the window opening are not appropriate.
- d. Generally, it is not appropriate to introduce window shutters on contributing structures that did not have shutters originally, although exceptions can be made where it can be demonstrated that similar structures of the same period tended to have shutters.
- e. Use solid, raised panel or horizontally louvered shutters appropriate to the building's design period. Merely decorative designs are not appropriate.
- f. It is not appropriate to introduce door framing shutters.

Storm Windows and Doors:

Storm windows and doors are exempt from design review and Certificates of Appropriateness in the Oak Ridge Historic District. However, the property owner is encouraged to heed the following guidelines.

- a. If exterior storm windows are desired, select ones that are coated with paint or a baked-enamel finish in a color appropriate to the color of the building. Install them so that existing windows and frames are not damaged.
- b. Match the shape and general appearance of storm windows as closely as possible with the existing windows over which they will be mounted, with especial attention given to matching the positioning of meeting rails.

- c. Choose storm doors of a non-contrasting color and that have full glazed or screen panels, avoiding half-panels, in order to maximize the view of the existing door. Install them so that the existing door and frame are not damaged.
- d. Avoid unfinished bright metal storm windows and doors.

7. Porches, Entrances, Balconies, and Other Outdoor Structures

Because of the evolutionary nature of architecture in the Oak Ridge Historic District, there is a considerable diversity of porch designs. Most porches are original, while others were added later to enhance entrances or to provide outside living space in the era before backyard decks. By extending occupied space beyond the front or side doors of homes, porches help create a certain sense of community in the rural Oak Ridge setting. They also provide a transitional welcoming and sheltering space between the street and the building's interior. In institutional settings, such as the Oak Ridge Elementary School and the Military Academy, the steps to porches and covered entrances have traditionally been the setting for group portraits, suggesting their power to associate people with purposes and endeavors carried on inside.

In most cases, porches and associated balconies or arbors are embellished with details that reinforce the architectural style of houses and institutional buildings. The presence of columns and pilasters on a large number of buildings creates a unifying architectural theme across the Historic District. This common design theme also relates homes to schools and the one church in the District (Linville Chapel, originally the community's Methodist Protestant Church) in a manner reflecting the history of mutual interests and dependencies.

It is therefore of the utmost stylistic and social importance to preserve porches, entrances, and other outdoor structures in their original form. If new outdoor living areas are desired, they should be added in inconspicuous locations. Wherever feasible, introduce porches rather than decks, and in all cases ensure compatible design.

General Guidelines:

- a. Retain and preserve historic porches, balconies, entrances, and other outdoor structures such as trellises or arbors.
- b. Retain and preserve character-defining architectural elements and details, such as piers, columns, pilasters, balustrades, rails, steps, brackets, soffits and trim.
- c. Replace rather than permanently remove unrestorable deteriorated portions of a porch, balcony or entrance.
- d. Match replacement woodwork and masonry as closely as technically possible with the originals in material, dimension, shape, color, pattern and texture.

- e. Avoid enclosing side porches, except to create sunrooms with a high proportion of glass windows. In such cases, preserve the historic character and features of the original porch and build to a compatible design.
- f. It is not appropriate to introduce porches, entrances, balconies or other structures that were not original to the building if the effect is to create a stylistic impression incompatible with the building's original design statement.
- g. When introducing reversible features to assist people with disabilities, take care that the original design of the porch or entrance is not diminished and historical materials or features are not damaged.
- h. It is not appropriate to add architectural elements or details to a porch, balcony or entrance that create a false historical appearance.
- i. It is not appropriate to enclose front porches or balconies.
- j. It is not appropriate to use artificial turf, indoor/outdoor carpeting, or similar materials on porch floors or steps that are visible from the street.

8. Architectural Metals

Architectural metals found on historic structures include cast and wrought iron, steel, pressed tin, copper, and aluminum. They take various forms, including gutters and downspouts, flashing, railing, roofs, and exterior hardware. Installation and removal of guttering, downspouts, flashing, chimney caps, and other protective metals are generally considered routine maintenance not requiring a Certificate of Appropriateness (COA).

General Guidelines:

- a. Retain and restore historic architectural metals, as well as their finishes and colors, wherever technically feasible.
- b. Match replacement metals with new metal in composition, dimension, shape, detail and texture. Use substitutes only as a last resort.
- c. Replace only deteriorated portions of a metal architectural element.
- d. Paint previously painted metals in colors appropriate to the colors of the historic building or to the site in the historic district.
- e. Clean architectural metals with non-corrosive cleaners and instruments that will not damage the material.

9. Mechanical and Other Site Systems

Installation, rehabilitation, or replacement of mechanical systems such as heating and air conditioning units, fuel tanks, communications antennas and satellite dishes, electrical service equipment, meters, septic systems, well pumps, swimming pools, and solar energy equipment can damage or obscure a building's historic features, or those of its site, or compromise the visual integrity of the Historic District. Installation of mechanical equipment not visible from the street is considered routine maintenance not requiring a Certificate of Appropriateness (COA). Conformance with local building codes and utility company standards is required for the installation, upgrading, or replacement of building systems.

General Guidelines:

- a. Retain and preserve the inherent energy conservation features of historic buildings, such as porches, operable windows, and transoms to limit the need to introduce new mechanical equipment.
- b. Install mechanical and accessory services in areas and spaces that will require the least possible alteration to the plan, materials, and appearance of a principal building, outbuildings and historic landscape features.
- c. Locate roof ventilators, antennas, and solar collectors on non-character-defining roofs, or inconspicuously on rear slopes where they are not visible from the street. It is not appropriate to locate them on front or street elevations.
- d. Screen wells with appropriate landscaping, avoiding the use of such incompatible devices as imitation rocks or decorative well houses.
- e. Locate exterior pipes, wires, meters, and fuel tanks on rear elevations or inconspicuously along the side of buildings, and screen them from view.
- f. It is not appropriate for exposed ductwork, conduits, and plumbing vents to be visible from the street.
- g. Installation of underground utility service is encouraged to eliminate overhead lines and poles.
- h. Locate window air conditioners on rear or inconspicuous elevations wherever possible.
- i. Assure that communication towers and apparatuses are no higher than the highest point, and located to the rear, of the building served. Exception is made for towers necessary to the operations of Police and Emergency Services.
- j. Locate and screen satellite dishes to the rear of buildings.

- k. Install or upgrade septic systems with the least possible adjustment to site topography and in a manner least likely to damage the root systems of mature trees and shrubbery, or the foundations of outbuildings.
- l. It is not appropriate to introduce waste, refuse, or septic facilities that will generate unpleasant odors in normal use under any climate or weather conditions.
- m. Refuse bins, dumpsters, or other similar subjects should be screened with compatible solid board or lattice fencing and/or landscaping.
- n. It is not appropriate for single-family residential swimming pools or their accompanying systems to be visible from the street.

10. Other Types of Structures and Architectural Features

- a. It is not appropriate to install playground equipment at a commercial enterprise.
- b. Other types of structures and architectural features not addressed specifically within the Design Guidelines must be compatible with the existing site features and distinctive character of the Historic District as articulated in this document. In all such cases, applicants should work with the Enforcement Officer and the Historic Preservation Commission to achieve consistency with other relevant or related areas of the Guidelines.

11. Safety and Accessibility Structures

Exterior stairs or structures to provide access for people with disabilities may be required by building health and safety codes and laws when historic properties are converted to new use or are substantially rehabilitated. Where access structures for the physically impaired do not permanently alter the building, the work is considered routine maintenance not requiring a Certificate of Appropriateness (COA). Review of applications for other structures Certificates of Appropriateness will consider whether proposed structural changes will compromise the historic and architectural integrity of the building and its site.

General Guidelines

- a. Retain, preserve and upgrade rather than replace historic safety features where consistent with regulations.
- b. Design fire escapes and access ramps for minimal visual impact on the character, features, materials and details of an historic structure and so that they can be built or removed without irreparable damage to the original fabric of the structure.
- c. Place fire escapes and related apparatuses at the rear or inconspicuously to the side of a building, and screen them if visible from the street.

12. Paint and Colors

The Design Guidelines do not prescribe a range of appropriate paint colors, nor do they dictate the use of specific colors. They do, however, prescribe the use of compatible colors for paint and other materials that are appropriate to the architectural age and style of the building or structure, and to the Historic District as a whole. They discourage the use of paints and other coatings on certain historic materials such as historically unpainted masonry. The Guidelines also encourage replacements that are as authentic as possible in terms of their color and other visual qualities. These recommendations are found throughout the Design Guidelines at relevant places. Paint removal should be undertaken in a manner least damaging to historic materials, avoiding strong chemical paint strippers, sandblasting, or strong abrasive preparation techniques.

Section B. Existing & New Structures: Site Features and District Character

A key goal of Design Guidelines is to maintain and protect the rural quality and open spaces that are integral to the unique character of the Historic District. Applications for Certificates of Appropriateness for both existing structures and new construction within the Oak Ridge Historic District will be considered in light of this goal.

Both existing structures and new construction must also conform to the Guidelines for site features and district character outlined below.

1. Signage

Signs are an important part of the Historic District's visual environment; accordingly, the following guidelines are applicable to all structures within the Historic District. These Design Guidelines adopt much of the language and basic objectives of the Town of Oak Ridge Development Ordinance's general sign regulations but are more restrictive: signs are to be more specifically appropriate in type to the building to which they are associated as well as fewer in number, smaller in size, and more limited in the use of illumination. Application for a Certificate of Appropriateness (COA) will be considered in light of the proposed sign's location, size, materials, graphics, scale, color, supports, lighting and character. Both building identification signage and temporary signage are addressed in this section.

General Guidelines:

- a. Introduce unobtrusive signage that is compatible in scale, size, material, color and character with the building it serves and with the restrained quality of contributing architecture in the Historic District.
- b. Limit a sign's decoration and ornamentation, keep the message simple and legible, select types of lettering in keeping with both the building's and sign's styles, choose smooth rather than heavily carved or three-dimensional surfaces, and use colors sparingly and that are compatible with adjacent properties.
- c. Keep logos and graphics subtle and secondary to the message and use a significantly higher ratio of background to copy.
- d. Prefer simple rectangular shapes or relate shapes to the architectural style of the building that the sign serves.
- e. Keep a sign's size to the minimum needed to identify the building it serves and avoid damaging or obscuring important architectural details.
- f. Avoid visual clutter by exercising restraint in grouping signs.

- g. Construct free-standing signs using historic building materials common within the district: metal, wood, brick, or stone.
- h. Erect accessory free-standing signs, including information boards and monument signs, in appropriate locations that are not monolithic in appearance. Use bases built of brick or stone and well-landscaped with trees or shrubs to soften their intrusiveness. Smaller signs may be mounted on metal, concrete, or wooden posts of human scale. Such signs shall conform to the following requirements as applicable:
 - I. Maximum height: 6 feet
 - II. Maximum area in the Public and Institutional (PI), Limited Office (LO) and Neighborhood Business (NB) zoning districts: 25 square feet
 - III. Maximum area for all other non-residentially zoned properties: 32 square feet
- i. Employ only diffused illumination provided by soft white floodlights unobtrusively placed on a building or screened if situated on the ground. Shield all light sources to protect adjacent properties from illumination.
- j. It is not appropriate to use plastic signage, neon tubing, luminous paints, or reflectors in any form.
- k. It is not appropriate to use back lighting or internal illumination or flashing, rotating or other attention-drawing lighting or mechanical movements.
- l. It is not appropriate to place a sign on a building's main roof or porch roof, or so that the sign extends above the nearest facade.
- m. Modest signs stating the name and year of construction of a contributing historic property are appropriate if they do not damage or obscure important architectural features.
- n. Per the Town of Oak Ridge Code of Ordinances, accessory attached signs, including signs painted on buildings, shall conform to the following requirements, in addition to all other applicable guidelines within this section; in the event of conflicts, the Town of Oak Ridge's Code of Ordinances shall apply to the following::
 - I. Maximum area in the Public and Institutional (PI), Limited Office (LO) and Neighborhood Business (NB) zoning districts: 5% of wall space or 25 square feet, whichever is greater;
 - II. Maximum area in the General Office-Moderate (GO-M), Corporate Park (CP), and Limited Business (LB) zoning districts: 7.5% of wall area or 50 square feet, whichever is greater;
 - III. Maximum area in the General Business (GB), Highway Business (HB), Shopping Center (SC), Light Industrial (LI), and Heavy Industrial (HI) zoning districts: 10% of wall area or 50 square feet, whichever is greater.

- o. Except as modified by these Design Guidelines, all other sign provisions of the Town of Oak Ridge Code of Ordinances shall apply.

Additionally Applicable to Commercial Signage:

The appeal to customers of the quality and character of a business' merchandise and service can be enhanced by the attraction of well-designed buildings and complementary signage. Every sign should be an integral and noticeable part of the building it serves and a good neighbor to other commercial and adjacent properties. The building and its sign should be considered part of an overall image, each supporting the other and helping to draw customers.

- a. As a rule, limit signs to one accessory free-standing sign per parcel and one accessory attached sign per business. Exceptions regarding accessory attached signage may be made for properties that are visible from more than one roadway.
- b. Limit trademarks to 25% of sign area.
- c. Ensure that signs located on building fronts designating one or more businesses in retail/office centers or other commercial buildings are compatible in scale with the building's architectural elements, consistent in placement and size, and compatible in design, material and color, but not necessarily identical.
- d. Avoid using signs that compete for attention.
- e. It is appropriate to use permanent graphics on windows (not to exceed 20% of the window's area) or on awnings of commercial buildings.
- f. It is not appropriate to attach large temporary signs directly on a building's façade, or to affix temporary banners or other temporary signs on buildings, windows, or other structural features.
- g. Limit the use of mass-produced or portable signs, with the exception of temporary political campaign signs, which are not regulated by these Design Guidelines, and of real estate signs, which are regulated by size and number by the Town of Oak Ridge Code of Ordinances.
- h. Except as modified by these Design Guidelines, all other sign provisions of the Town of Oak Ridge Code of Ordinances shall apply to commercial signs.

2. Landscaping

A. Definitions and Recommended Plantings:

One of the most significant landscape characteristics of the Oak Ridge Historic District is the large amount of open farm and pasture land. Since this open land may eventually be developed, the landscape guidelines will play an important role in mitigating and harmonizing the effects of new structures and parking lots.

Another significant feature is the few remaining stately oak trees for which the community is named. Loss of ancient oaks to storms and other natural causes has been offset by the planting of young oaks by the Garden Club and by individual property owners. This practice, and the planting of other trees and shrubs characteristic of the historic community, is encouraged.

The typical landscaping of residential yards and institutional grounds is simple, not elaborate. This precedent should be continued so as not to clutter the rural landscape and attempt to give properties an urban or other inappropriate appearance. Additionally, property owners may consult Guilford County's Landscape Manual (May 1993), from which the following definitions are adapted:

Canopy Tree: A species of tree which normally grows to a mature height of 40 feet or more. Canopy trees are typically shade producing trees, but may include conical evergreens. Examples of appropriate canopy trees include all varieties of oak, sugar and red maples, eastern red cedar, hickory, pecan, Leyland cypress, American holly, black walnut, sweetgum, tuliptree, magnolia, Norway spruce, sycamore and white pine.

Understory Tree: A species of tree which normally grows to a mature height of 25 to 40 feet. Understory trees often grow beneath canopy trees. Examples of appropriate understory trees include Japanese maple, dogwood, holly, crepe myrtle, smaller magnolias, crabapple, Virginia pine, and oriental cherry.

Specimen Tree: Certain species of canopy or understory trees which are either rare and/or which have unusual plant characteristics. Examples that should be used only in a special setting include Norfolk Island pine, deodar and atlas cedars.

Large Shrub: A species of shrub which normally grows to a mature height of 10 to 20 feet. Large shrubs can be used for screening. Examples of appropriate large shrubs include boxwood, camellia, English holly, Japanese holly, Chinese holly, privet, photinia and varieties of viburnum.

Medium Shrub: A species of shrub which normally grows to a mature height of six to 10 feet. Medium shrubs can be used for screening. Examples of appropriate medium shrubs include forsythia, hydrangea, smaller Japanese hollies, juniper, azalea, Reeves and Nippon spirea, and mapleleaf viburnum.

Small Shrub: A species of shrub which normally grows to a mature height of one to four feet. Small shrubs can be used for low screening and for aesthetics within the required landscape. Examples of appropriate small shrubs include small Japanese hollies, dwarf Yaupon holly, jasmine, japgarden juniper, small azaleas and fragrant sumac.

Ground Cover: A species which is normally below one foot in height. Ground covers are used as an alternative to grass. Examples of appropriate ground covers include wintercreeper euonymus, Geneva bugle, bearberry, English ivy, creeping juniper, monkey grass and periwinkle.

B. General Guidelines

- a. As a rule, retain and maintain mature trees (defined as eight inches in diameter or wider as measured 24 inches from the ground) and shrubs in accordance with Part 1 of the American National Standards Institute (ANSI) A300 Standards for Tree Care (see Appendix 3), which prohibits topping and deep pruning. Any deviation from these standards will require a Certificate of Appropriateness (COA).
- b.
 - I. Removal of mature canopy (including evergreen) trees requires a Certificate of Appropriateness (COA).
 - II. A Certificate of Appropriateness (COA) is not required for removal of dead trees.
- c. Replace lost mature trees and shrubs with similar plantings, and repair landscape features with authentic or similar materials.
- d. Design new landscaping to reflect typical community landscape patterns, which are natural rather than stylized, in order to reinforce the character of the Historic District.
- e. Prefer using native plant species and plants that are historically well established in the Historic District, such as boxwoods, hollies, azaleas, and privet.
- f. Use earth berms only for assuring compatibility, not for defining spaces or otherwise setting property apart from neighboring properties in the Historic District.
- g. It is not appropriate to use large areas of mulch, gravel, crushed brick, or similar materials as ground covers. Use only grass, ivy, or other low plantings.
- h. Maintain original site features such as walkways, walls, gazebos, and trellises which contribute to the landscape of a contributing property.
- i. All other landscaping provisions of the Town of Oak Ridge Code of Ordinances shall apply.

C. Parking Areas

The following guidelines are additionally applicable to all parking areas, except those for single-family residences:

- a. Utilize mature plantings and trees to screen parking areas, in conjunction with the relevant Overlay Requirements for the Historic District included in the Town Ordinances (see Appendix 4).
- b. Use plantings and trees in medians to soften the visual effects of the interior expanse of parking areas, in conjunction with the relevant Overlay Requirements for the Historic District included in the Town Ordinances (see Appendix 4).
- c. For parking lots within the Historic District, one canopy tree for every six parking spaces is required.

D. Additionally Applicable to Site Improvement or New Construction

The following guidelines are additionally applicable to site improvement or new construction:

- a. Incorporate existing trees, shrubs and historic landscape features into the landscape plan for new construction.
- b. Front new foundations with complementary shrubbery plantings.
- c. Maintain the natural slope and basic topography of a site being improved or used for new construction.
- d. It is not appropriate to alter the topography of a site by grading, filling or excavating, except directly under a new building, or at site access points at the street, or for compatible berming.
- e. It is not appropriate to alter drainage features or adversely affect the drainage of adjoining properties.
- f. Protect existing mature trees and their root systems from damage by or during new construction or site improvements, being especially careful to prevent soil compaction by heavy equipment.
- g. Sidewalks should be planned and installed in a manner which preserves the surrounding trees/landscaping, etc.
- h. For commercial street yards (the portion of yard between the street and sidewalk or driveway) within the Historic District with a width of 15 feet or more, the minimum planting rate shall be 3 canopy trees, 5 understory trees, and 25 shrubs per 100 linear feet of frontage.
- i. All other landscaping provisions of the Town of Oak Ridge’s Code of Ordinances shall apply.

3. Site Access, Parking, and Driveways

The visual integrity of the Oak Ridge Historic District can be preserved and enhanced by thoughtful attention given to the design of site access and parking provisions. Besides the buildings themselves, these two features are most important in shaping the character of the Historic District's streetscapes. The attractiveness of a successful design will also add to the value of a residential property or to the appeal of the businesses or institutions the facilities serve.

A. Site Access for Commercial and Multi-family Development

Providing clear, convenient and safe access (entry/exit) to a development site for both motorists and pedestrians is a critical part of the early design process, the more so where non-vehicular access by cadets of the Oak Ridge Military Academy is concerned. The following guidelines offer ways for minimizing the impact of providing convenient site access.

- a. Avoid multiple accesses along a roadway frontage, which result in complicated or confusing traffic patterns.
- b. Minimize traffic conflicts by consolidating vehicular entrances/exits to a site at a single location a sufficient distance away from street intersections and line-of-sight inhibiting roadway patterns such as curves and hills.
- c. It is not appropriate to use direct individual accesses to clustered multiple development sites. Provide access by shared common entrances/exits.
- d. Avoid numerous or excessively wide accesses, which reduce roadside opportunities for compatible berming or plantings that enhance the natural character of the area or provide visual screening.
- e. Design access points for minimal disturbance to existing topography.
- f. Minimize impact on other properties by siting entrances/exits as far as safety allows from adjacent properties and not in line-of-sight with structures on the opposite side of the main roadway.
- g. Minimize the apparent width of entrances/exits by a planted median strip of at least six feet in width between incoming and outgoing traffic.
- h. Where pedestrian traffic is anticipated or likely, vehicular entrances/exits are insufficient. Provide public walkways for convenient and safe access, protected from vehicular traffic by grade separation, plant materials and/or berming. Introduce pedestrian paths not associated with public roadways, and design walkways to minimize the necessity of crossing vehicular lanes and parking areas.

- i. Locate service access for delivery trucks for safety and in a manner limiting intrusiveness on adjacent properties in the following order of sensitivity: residential, institutional, commercial.

B. Parking Lots and Other Offstreet Parking for Commercial and Multi-family Development

The provision of an adequate number of parking spaces as required by the Oak Ridge Town Ordinance is often one of the more challenging aspects of any site development. Providing parking that is convenient as well as attractive increases the challenge. Yet, considering the percentage of a site that is often devoted to parking, its visual impact can be significant.

The manner of on-site parking is most likely to distinguish the character of new and recent development in older, established areas. Consequently, reducing the visual impact of parking is crucial to appropriately integrated development within the Oak Ridge Historic District.

The following guidelines (see also Landscaping, B. Additionally Applicable to Parking Areas Except Single-Family Residential) describe ways for reducing the impact of parking areas while making parking more convenient, efficient and attractive.

- a. It is not appropriate to introduce a large parking expanse instead of smaller well-defined areas separated and screened by features such as berms, access drives, landscaping and/or buildings.
- b. Avoid designs that concentrate parking in front of buildings that face the street.
- c. Employ designs that provide for significant portions of required parking at the sides or rear of buildings with due consideration for screening parking from adjoining properties in the Historic District.
- d. Promote variety in the placement of buildings on a development site to achieve spatial variety in the placement of parking areas.
- e. Use landscaping in the interior of parking areas to delineate vehicular and pedestrian circulation patterns.
- f. Utilize and protect existing mature trees and shrubs in designated planting areas.
- g. Within separate parking expanses, use interior planting areas with canopy (including evergreen) trees and shrubbery to demarcate smaller components no more than two lanes wide each.
- h. Use clear and legible but unobtrusive signs, different types and textures of paving materials, raised areas and other techniques for differentiation and compatibility to clearly define

pedestrian zones within parking areas and direct the flow of both vehicular and pedestrian traffic through the site.

- i. Screen all new parking areas from neighboring properties and protect neighboring properties from light, glare, noise and fumes by appropriate parking lot design. (See Exterior Lighting Guidelines.)
- j. Where former residences are converted to commercial or institutional purposes, provide offstreet parking in the back, or if well-screened, to the side of the building.

C. Single-family Residential Driveways and Parking

The pattern of residential parking in the Oak Ridge Historic District is behind or to the side of houses that face the street. This practice should be emulated for new construction or site improvement. Applications for a Certificate of Appropriateness (COA) for driveways and parking areas must include a scaled drawing indicating landscape and lighting features.

- a. Retain the layout of existing driveways if practicable.
- b. Use a material similar to the existing material when resurfacing existing driveways if practicable.
- c. Colored or stamped concrete is appropriate only if visually compatible with the structure and surrounding properties in the Historic District.
- d. Locate new parking areas behind houses as seen from Oak Ridge Road or Linville Road, or as unobtrusively as possible in side yards.

4. Fences and Walls

Typically barbed wire or open horizontal board fences serve to visually mark boundaries, limit access, enclose grazing land, or separate public space from private space in Oak Ridge. Although the fencing of front yards in the community is not typical, fences of open horizontal wood boards or rails, wood picket fences, or low stone or brick retaining walls may be appropriate in some cases. Privacy fences and walls are rarely used in the Historic District, where trees and shrubs are more typically used for screening.

Fences that are part of a bona fide farm property are exempt from the Certificate of Appropriateness (COA) and design review processes. In all other cases, construction of new, or relocation of existing fences or walls in front yards (within the front setback line) or in back or side yards when visible from the street will require design review for a Certificate of

Appropriateness. Proposals for new fences are evaluated in terms of appropriateness of design, materials, dimensions, architectural details, finish, and location.

Applicable to All Land Uses Except Agricultural:

- a. Retain original fences and walls and repair them with matching materials.
- b. Utilize historic materials and design elements in the district in designing new fencing, and ensure that the new design is compatible with the building with which it is associated and with nearby contributing properties.
- c. Keep front yard fences or walls to a maximum height of 42 inches, and back or side yard fences to a maximum height of seven feet.
- d. Construct privacy or screen fencing or walls with brick, lattice, and/or individual boards rather than plywood and soften their visual impact with plantings.
- e. Limit chain link or similar fencing to back or side yards and use shrubbery or climbing vines to soften the appearance from the street. It is not appropriate to use batten inserts.
- f. Locate kennels in backyards and screen them from the street.
- g. Construct walls with visible portions made of unpainted stone or brick. It is not appropriate to face walls with flat stone veneer.
- h. It is not appropriate to use unfaced concrete, cinderblock, concrete block, or similar materials for walls, including retaining walls.
- i. It is not appropriate to paint historically unpainted fences or walls or to paint new stone or brick walls or fencing.

5. Lighting

Exterior lighting is an important part of a development's site design, not only to enhance its nighttime image but also to promote safety and building security. Proposals for exterior lighting requiring a Certificate of Appropriateness (COA) are reviewed in consideration of design, materials, use, size, scale, light color and brightness, aiming and angle of lighting (if relevant), and effect on neighboring properties. Plans should be in accordance with the relevant Overlay Requirements for the Historic District included in the Town Ordinances (see Appendix 4). Applications for a Certificate of Appropriateness (COA) for lighting must include a scaled drawing indicating landscape and lighting features.

Applicable to All Land Uses:

- a. Select lighting fixtures and poles that are compatible in scale and materials with the structure, landscape and district setting.
- b. A Certificate of Appropriateness (COA) is not required for installation of residential porch and entrance light fixtures and low level security lighting.
 - i. For porch and entrance lighting, choose warm-spectrum sources and unobtrusive designs
 - ii. For security lighting fixtures choose simple designs which do not call attention to themselves or the property and locate them inconspicuously
- c. Seek the lowest lighting feasible for each need and conceal undecorative fixtures, except for those used temporarily in illuminating outdoor athletic activities.
- d. Bury all service lines to detached lighting fixtures.
- e. Ensure that for each lighting need, the fixture style and design be consistent throughout a project for major installations and compatible for minor lighting needs, such as entrance illumination, where variety may be valued for visual interest.
- f. Introduce exterior lighting for various purposes (such as vehicular and pedestrian circulation, building and landscape illumination, and security) that is compatible with the architecture of the site's building and landscape features as well as with each component lighting form.
- g. A Certificate of Appropriateness (COA) is required for installation of Duke Power security lights, or similar devices, on either new or existing poles. Residential-scale security devices should suffice for houses.
- h. It is not appropriate to use high-intensity security lighting as general area lighting or in association with any portion of a building visible from a street. Limit its use to lighting service entrances or other areas fully screened from public view and use timers or motion sensors that automatically shut off when lighting is not needed.
- i. Select a type of light source that is compatible with lighting on adjoining properties.
- j. It is not appropriate to introduce indiscriminate lighting for large areas in the Historic District.
- k. It is not appropriate to install tall security lights that are visible from a street.
- l. It is not appropriate to use a variety of light sources (such as sodium vapor, mercury vapor and metal halide which emit different tints of light) in the same area.
- m. It is not appropriate to illuminate building facades with spotlights or floodlights.

- n. Within the Historic District, exterior lighting shall be directed or shielded so as to prevent light shining beyond the property lines of the property on which the light fixtures are located.
- o. All other lighting provisions in the Town of Oak Ridge Code of Ordinances shall apply.

6. Roadworks

As a rural community, the Oak Ridge Historic District follows along both sides of Highway 150, known locally as Oak Ridge Road, and Linville Road. The intersection of Linville and Oak Ridge roads is the historic community crossroads.

N.C. Highway 68, which passes north-south on the western edge of Oak Ridge Military Academy, was unfortunately put through the center of the historic community at the time of the Second World War. The intersection of N.C. 68 and Oak Ridge Road is a particularly sensitive area for the Historic District. Further development of N.C. 68 would place severe burdens on both the Oak Ridge Military Academy National Historic District, to the east, and historic open land, on the west side of the highway.

Because historic properties crowd Oak Ridge Road, and because Oak Ridge Road passes through the center of the Military Academy, further development of Oak Ridge Road would seriously affect individual historic properties and the character of the Oak Ridge Historic District. Any widening of Oak Ridge Road would intrude upon historic land and take, or jeopardize the continued preservation of, historic structures and landscape features.

Because of the extreme sensitivity of the Historic District to its roads, construction, rerouting or widening of any public road is subject to design review and a Certificate of Appropriateness (COA). The key consideration in the approval process is that the Oak Ridge Historic District preserves a village-type community that has evolved and established its aesthetic character (including livable setbacks for homes and institutions) along rural two-lane roads. Additionally, the following guidelines must guide and inform all planning for new or improved roads from the outset.

General Guidelines:

- a. Repair and maintain roads within existing roadbeds.
- b. Use traditional materials in repairing roads. Use black asphalt for paving and patching. It is not appropriate to introduce compositions that sparkle or have an incongruous effect.
- c. Where there is an actual or predicted need to increase the vehicular capacity of existing roads, seek alternative routes around the Historic District.
- d. Introduce new roadways only to serve new residential or commercial developments.

- e. Do not connect new roads with roads outside the Historic District, except as such roads may be self-contained within a development, since this would alter traffic patterns and potentially increase pressures unfavorable to the goals of historic preservation in Oak Ridge.
- f. At a future date, it may be appropriate to close Oak Ridge Road through the Military Academy, but only with the Academy's concurrence.
- g. It is not appropriate to reroute existing roads in the Historic District or to create supplementary routes that pass through the District.
- h. It is not appropriate to widen existing roads in the Historic District for any purpose.
- i. It is not appropriate to add turning lanes to existing roads in the Historic District.
- j. It is not appropriate to construct curbing along any portion of road within the Historic District, including along newly constructed roads in subdivisions or at the entrances/exits of newly developed sites.
- k. It is not appropriate to introduce cloverleaf intersections or to alter the pattern of turning lanes at the intersection of N.C. 68 and Oak Ridge Road.
- l. It is not appropriate to alter the topography of the Historic District by raising or lowering the roadbed of any road in the district.
- m. Any changes made to roads in the Historic District must preserve historic properties and structures, be compatibly designed and be compatibly landscaped to provide the greatest possible degree of protection to the visual and historical integrity of the district regardless of other considerations.

7. Utilities

Installation of utility poles, wires and related equipment requires a Certificate of Appropriateness (COA). Removal, topping or deep pruning of mature canopy (including evergreen) trees by utility (including cable) companies or a person or persons acting on their behalf is prohibited in accordance with Part 1 of the American National Standards Institute (ANSI) A300 Standards for Tree Care (see Appendix 3). Such egregious practices are deemed outside the definition of "maintenance" as that word is used in N.C. Gen. Stat. § 160A-400.13. Any deviation from these standards requires both design review and a Certificate of Appropriateness. Zoning and licensing boards are asked not to grant permits for erecting utility and communications towers (except as needed for the operations of the Oak Ridge Fire Company) outside of the Historic District that will intrude upon the visual character of the District.

General Guidelines:

Approved 3/2013
 Technical revisions approved 2/2018 and 7/2020

- a. Repair and maintain existing utility poles, lines and cables, avoiding unsightly connections, clutter, and low-hanging lines or cables, and avoiding the cutting or trimming practices proscribed above.
- b. It is not appropriate to add utility poles, to install new poles without removing old poles, to replace wooden poles with non-wood poles, to raise the height or carrying capacity of existing poles, or to reroute utility lines, except to improve appearances or to remove or screen lines and/or poles from the Historic District.
- c. It is not appropriate to install heavier duty lines or new cables on utility poles through the Historic District.
- d. It is appropriate to remove utility poles and to bury utility lines in the Historic District, as long as such activity does not cause irreversible damage to mature trees, significant historic landscape features, or historic structures.
- e. Per the Town of Oak Ridge Code of Ordinances, camouflage design is required for all wireless communication facilities, including cellular phone and similar service towers. Within the Historic District, such structures must be camouflaged in such a way that they are either not visible from the street right-of-way or are otherwise compatible with surrounding properties and the prevailing design and natural characteristics of the Historic District. Except as modified by these Design Guidelines, all other relevant provisions of the Town of Oak Ridge Code of Ordinances shall apply.

Section C. New Construction: Design, Development, and Materials

1. Primary Design Concepts

Applications for Certificates of Appropriateness for new construction or changes to existing structures that go beyond the exterior repairs described in Section A within the Oak Ridge Historic District are considered on the basis of five major design concepts: Scale, Order, Balance, Proportion, and Rhythm. For example, in the Oak Ridge village setting, there is a two-part sense of rhythm to be satisfied: (a) the individual building's own rhythm established by its doors, windows and architectural elements and (b) the building's placement within the overall streetscape and, where applicable, in relation to open land. No one rhythm pattern is appropriate for all building placement in Oak Ridge, however. Between N.C. 68 and Linville Road, for instance, there are two quite different rhythms on the two sides of Oak Ridge Road. On the north side, four of the five remaining structures are two-story, the fifth being a gas station. On the south side of the street, the houses are closer to the street and to each other, and are one or one-and-a-half story.

It is important to follow all five primary concepts in designing for the Historic District and to consider what the existing character of the district suggests in their application. Because they are closely interrelated, all of these concepts should be considered in new construction or additions in order for a building project to meet the criteria of these Guidelines.

Five major design guidelines are defined as they relate to the Oak Ridge Historic District.

A. Scale

Scale is one of the most important aspects of compatibility and is recognized as being especially critical in a village-type setting. Careful consideration must be given to the scale of the architectural elements and details of an individual building facade in relation to each other, as well as to the scale of the overall building to its neighbors. It is also very important to consider the size of the spaces between buildings.

All of the buildings in the Historic District were built to a human scale, which means that the individual architectural features of their facades comfortably accommodate human use and do not dwarf the average person. The possible exception is the Alumni Hall at the Oak Ridge Military Academy, but even here doorways and windows do not tower over individuals as is true in many monumental structures which are not based on human scale. Relatively large houses such as Maple Glade, Oakhurst and the Jesse Benbow House are humanly scaled, and the simplicity of large farm buildings prevents them from overwhelming nearby houses. Smaller houses successfully avoid suggesting a miniaturized scale, by keeping doors and windows and sturdy porch columns comparable in size to larger surrounding buildings.

Setting has an effect on the apparent scale of a building. For example, the Moore House seems larger with its small lot and slightly elevated location than it would if placed in immediate proximity to larger structures.

B. Balance

Balance may be either symmetrical between identical parts or asymmetrical and attained through attention to visual weight. In either case, achieving architectural balance requires that a building's point of focus is clear from the streetscape.

C. Rhythm

Rhythm refers to the repetition of architectural elements such as the voids and solids of windows and the walls between them, or the spaces between structures on a street. Overly consistent spacing often creates monotony; but where there is variety, some sort of balance is necessary, and it may be either symmetrical or asymmetrical. Horizontal rhythm along a street is formed by the pattern of structures and intervening spaces. The horizontal rhythm of the streetscape relates to the vertical height of structures. Both rhythms may be influenced by topography or major landscaping features, including canopy or mature evergreen trees. Abrupt departure from an established rhythm should be avoided.

D. Proportion.

Proportion refers to the relationship of one dimension to another, such as height to width, window size to facade, and building to building. Many differently sized, unrelated parts (such as variously sized windows in a facade) produce dissonance. Individual details are less important than overall proportion. Well-proportioned essential elements in a building can prevent inappropriate details from spoiling the overall effect; but, conversely, individual details cannot save an ill-proportioned design.

E. Order.

Order is seen in the composite relationship of all the elements of a building, its setting, and its neighbors. Order is achieved only when the ultimate whole of these varied parts gives a unified appearance. A historic district involves the order achieved both in the elements of individual buildings and in combinations of buildings. Order is established by coordinating all building elements in terms of proportion, rhythm and balance in a unified composition of either horizontal or vertical character. Lack of order produces visual distraction, unease, or dissonance.

2. Applicable to All Land Uses

The guidelines for new construction and additions in this chapter are based on the philosophy that historic districts are living areas constantly growing and changing: they are preservation, not

museum districts. However, what already exists in the Historic District forms the setting into which new structures, as well as additions to old buildings, must fit.

Compatibility is essential for obtaining a Certificate of Appropriateness (COA). Compatibility of new construction is evaluated principally in terms of the appropriateness of siting, shape and mass, size, and materials in relationship to existing structures and their setting. As further articulated by roof shape, fenestration and detailing, these elements are key to determining the appropriateness of a building's overall appearance or design expression.

The objective of the guidelines for New Construction is to help ensure that future construction projects complement and respect the existing character of the District's historic resources.

A. General Guidelines:

1. Design new construction for compatibility with the predominant design and siting traditions of the Historic District.
 - New buildings need not copy historic designs in order to adhere to community design principles. Exact replication is discouraged so as not to create confusion in distinguishing the old from the new. But adaptations which use traditional designs to influence new design expression are specifically encouraged. Such adaptations can, when used discriminately, serve as bridges to visually link existing structures to old ones.
2. Pursue new interpretations of traditional designs that contribute variety to the continuing physical development of Oak Ridge.
 - The extent to which new adaptations are compatible with, but not identical to, traditional design forms is a measure of variety. Compatibility and variety are complementary qualities: both are necessary for the Oak Ridge community to maintain a sense of its past, live in the present, and look toward the future.
3. Design new construction so that it does not overwhelm or compete with established buildings for attention.
 - New building designs that carry forward the basic historic theme of simplicity and shun ostentation, and that maintain visual continuity between the old and the new, are appropriate. New additions must not detract from the distinguishing characteristics of an existing historic building, its traditional setting, or the balance of its composition and relation to its surroundings.
4. The Design Guidelines for Site Features and District Character must also be followed.
5. It is not appropriate to use trademark building designs of franchise establishments or to adopt themes unrelated to the historical traditions of Oak Ridge.

B. Siting

Siting refers to the placement of new construction on a lot in terms of setback from the street and adjoining properties, spacing, orientation, and topography.

1. Ensure that both the setback of the new building and the spacing between it and adjacent structures conform to the patterns established by nearby properties.
 - Since setbacks and spacing of buildings vary throughout the Historic District, the immediate context of the site being improved or developed must be considered. Some areas are more densely and regularly developed than others. In these areas, designs that maintain this rhythm with similar setbacks and spacing are appropriate. In more open settings, several new buildings may establish their own sense of order as long as the effect is not discontinuous with or insensitive to the siting patterns of nearby properties.
2. Orient the principal facades of new buildings in conformity with the directional expression of nearby buildings.
 - New buildings must not be sited at unusual angles with respect to, or with side or rear walls facing Oak Ridge Road or Linville Road, except at their intersection. Most primary buildings in the Oak Ridge Historic District face these streets.
 - Exceptions may be provided for in a segregated and compatible cluster of commercial or institutional buildings. In such cases, the side or rear facade of a building visible from a street or adjacent residence must be designed with as much attention to visual compatibility as the primary facade. Where function precludes compatible design of a rear or side wall facing the roadway or neighboring residences, the wall is to be screened from view with appropriate plant materials, berms or other screening.
3. Design and site new construction to minimize disturbance to the building site's terrain and to the visual integrity of neighboring properties. Building designs that require the altering of land forms to suit design preferences are inappropriate.
4. Keep natural features, such as trees or shrubbery, which contribute to the character of a historic resource or provide a buffer between the contributing resource and new development.
5. If development of only a portion of historically open land is intended, site planning must provide for the maintenance of the visual integrity of the remaining undeveloped space.
6. When several non-residential buildings are to be located on a given site or on adjacent sites, provide for siting arrangements that form outdoor spaces, provide a setting for pedestrian activity, and promote small-scale parking areas.

- Prepare the site plan to show that the placements of buildings are compatible with each other and with the historic context. If the building site is to be developed incrementally over time, there should be a master design plan that relates future buildings to each other, both individually and to the overall development.

C. Building Shape and Massing

The massing of a building is the enclosed volume or cluster of volumes constituting the building's exterior form.

1. Design new construction to echo the massing of nearby structures.
 - As a building's size increases, the complexity of its massing should also increase in order to provide suitable visual interest and maintain a comfortable human scale. Large, flat expanses on a facade are not appropriate.
2. Avoid sameness in shape and massing in groupings of two or more new buildings.
 - Variety in shape and massing, as well as in building materials and landscape treatments, that provides a sense of identity and character to the individual buildings is appropriate and strongly encouraged.
3. In school construction, considerations of instructional needs, health and safety of children, and mandated state standards may provide justification for larger integrated structures.
4. A-frame, split-level, or unconventional or multi-level modern designs are inappropriate.

D. Height and Width

Height and width refer to the front elevations of buildings or structures.

1. Make the height and width of new buildings compatible with the height and width of nearby existing buildings.
 - Most principal buildings in the Historic District rest on raised foundations, and some variance in height is acceptable since the community contains a mixture of one, one-and-a-half, and two-story structures.
2. Ensure that departure from the dominant height of principal buildings on an established streetscape is gradual.
 - A one-and-a-half story house is acceptable in a setting in which either one-story or two-story buildings predominate. But an abrupt transition from one-story to two-story buildings on adjacent lots, or vice versa, is inappropriate.

3. Do not vary building height by more than one-half story from that of the predominate height, or vary building size by more than 50% of the average volume, of adjacent buildings in the same streetscape.
 - The lay of the topography should be considered with regard to building height. A tall building atop a knoll can be over-dominant even if its height from the ground is similar to that of other buildings on lower building sites.

E. Building Materials

Historic materials used in the Oak Ridge Historic District are beveled (or lapped) weatherboard, red stretcher bond brick, and some log and stone.

1. Use historic materials in new construction. Technology has made some substitutions acceptable, such as cementitious composite siding.
2. Use log construction only for new accessory structures.
3. Provide for a variety of materials among clustered buildings to create visual interest and to enhance the effectiveness of the primary design concepts of scale, order, rhythm, balance and proportion.
4. It is not appropriate to use simulated stucco, artificial brick siding, synthetic siding or trim, artificial cast stone or brick veneer, oversized brick, terra cotta or glass bricks, loud or unusually colored brick, wall shingles, metal, broken tile or stone material.
5. It is not appropriate to use poured-concrete or concrete blocks in above-ground wall construction, despite occasional prior use in the Historic District.
6. Parge or otherwise appropriately screen concrete blocks used for visible foundations.

F. Roofing

The main roof styles of the Historic District are gable and hip. Using compatible roof forms and shapes is another way to relate new and old buildings. Roof pitches are stated in terms of “rise in run,” meaning the rise in a run of 12 inches. In general, gable roofs are preferred, with pitches of 8 in 12 to 12 in 12. Generally, the minimum acceptable pitch for gable, hip, and the line from eave to ridge of gambrel roofs is 7 in 12.

1. Keep roof pitch within a 2 in 12 variation from nearby building roofs.
2. It is appropriate to pitch porch roofs and those of outbuildings at a lower angle than the principal roof, depending on compatibility with main structures.

3. Design outbuildings with gable or hip roofs, or shed roofs only on small structures.
4. It is not appropriate as a rule to construct low pitched roofs, roofs without adequate overhangs, flat roofs, or roofs that occupy more than one-half the height of a building.
5. Flat roofs may be acceptable for commercial buildings, depending on compensating design, such as including an attractive cornice, parapet wall, or a form that breaks a continuous cornice and suggests nearby roof shapes.
6. Ensure that an attached secondary roof (for a drive-through window, for example) is a clearly defined building mass and compatible with the main building mass and roof design.
7. Generally it is not appropriate to use a barn-like gambrel roof on a commercial building or on outbuildings.
8. It is not appropriate to construct high pitched roofs without dormer windows characteristic of that roof style.
9. Use dark composition asphalt shingles or, in exceptional circumstances where compatibility is assured, wood shingles or standing seam metal on principal structures.
10. Cover porch and shed roofs with the same roofing material as the main structure, with the exception that raised seam metal porch roofs are acceptable for houses with asphalt roofs.
11. Install skylights, solar panels, power ventilators and similar equipment on rear roofing slopes or as inconspicuously as possible as seen from the street.

G. Windows and Doors

The relationship of the solid spaces of the facade to the voids of windows and doors or to additional elements such as porches and balconies is the major source of the structure's proportion, balance, and rhythm, and it is of primary importance in evaluating a proposed design. Buildings in the Oak Ridge Historic District are generally well-ordered in this respect, with most of the older structures having a symmetrical arrangement of doors and windows, with doorways typically centered in the facade.

1. Design the dimensions and placement of windows and doors on new buildings to be compatible with those on nearby contributing structures. Jalousie or louvered windows are typically not appropriate.
2. Assure that the main entrance is emphasized as the most prominent feature in the principal facade of a new building.
3. Use windows that have a vertical rather than a horizontal character.

4. Windows are required on all structures visible from the street right-of-way in the Historic District unless the structure is deemed to be an accessory structure. It is not appropriate for windows to occupy more than 40% of the facade of a building, with 10% to 20% preferred.
5. Keep windows and doors of additions similar to those of the main building.
6. Avoid sliding glass doors that are visible from the street.
7. Keep the frames of storm windows and doors (which should be non-ornamental) the same color as door and window trim.
8. Avoid unfinished bright metal storm windows and doors.
9. It is not appropriate to use tinted glazing or to paint or otherwise conceal window or door glazing.
10. Ensure that dormers suit the style of the building and roof form to which they are attached.
11. It is not appropriate to design or construct blank walls, or walls with disproportionate or unbalanced windows and/or doors visible from the street.

H. Architectural Elements and Details

Architectural elements and details are of paramount importance in maintaining a characteristic atmosphere. They can relate the new with the old in order to reflect the historic characteristics of the area. For example, elements and details may include porch trim, cornice designs, chimney shapes, shutters, window trim, and door paneling.

1. Design new construction to employ some of the details typically found on similar contributing structures in the Historic District.
2. It is not appropriate to use details of another geographical area or an earlier period than extant construction in the Historic District.
3. Chimneys should be constructed of real stone or brick; all others must be smooth-parged.
4. It is not appropriate to use uncovered or siding-covered metal pipe chimneys, or simulated brick or stone, although uncovered metal pipe chimneys may be used on outbuildings.
5. Size shutters to fit the expanse of window if closed.
6. When used, shutters should be fitted to the size of the window opening and, wherever possible, hung so that they are operable. Shutters that singly or in pairs would, if closed, overlap or obviously not cover the window opening are not appropriate. Solid, raised panel,

or horizontally louvered shutters should be used; merely decorative designs are not appropriate.

7. Door framing shutters should not be used.
8. Awnings may be used only on commercial buildings in the Historic District.
9. Keep porches and railings appropriate to the style of the buildings to which they are attached.
10. Porches, entrances, and balconies should be embellished with details that reinforce the architectural style of the overall structure. It is not appropriate to enclose front porches or balconies, or to use artificial turf, indoor/outdoor carpeting, or similar materials on porch floors or steps visible from the street.

I. Mechanical and Other Site Systems

Installation of mechanical and accessory equipment such as heating and air conditioning units, fuel tanks, communications antennas and satellite dishes, electrical service equipment, meters, septic systems, well pumps, swimming pools, and solar energy equipment can compromise the visual integrity of a structure, its site, or the Historic District. Conformance with local building codes and utility company standards is required for the installation, upgrading, or replacement of building systems.

General Guidelines:

- a. Install mechanical and accessory services in areas and spaces that will preserve the visual integrity of the structure and its site in the manner most consistent with the surrounding Historic District. It is not appropriate to locate such equipment and services in areas that are visible from the street.
- b. Locate roof ventilators, antennas, and solar collectors on non-character-defining roofs, or inconspicuously on rear slopes where they are not visible from the street. It is not appropriate to locate them on front or street elevations.
- c. Screen wells with appropriate landscaping, avoiding the use of such incompatible devices as imitation rocks or decorative well houses.
- d. Locate exterior pipes, wires, meters, and fuel tanks on rear elevations or inconspicuously along the side of buildings, and screen them from view.
- e. It is not appropriate for exposed ductwork, conduits, and plumbing vents to be visible from the street.
- f. Installation of underground utility service is encouraged to eliminate overhead lines and poles.

- g. Locate window air conditioners on rear or inconspicuous elevations wherever possible.
- h. Assure that communication towers and associated apparatus and structures are no higher than the highest point, and located to the rear, of the building served. Exception is made for towers necessary to the operations of Police and Emergency Services.
- i. Locate and screen satellite dishes to the rear of buildings.
- j. Install septic systems with the least possible adjustment to site topography and in a manner least likely to damage the root systems of mature trees and shrubbery, or the foundations of outbuildings.
- k. It is not appropriate to introduce waste, refuse, or septic facilities that will generate unpleasant odors in normal use under any climate or weather conditions.

J. Safety and Accessibility Structures

Fire escapes and access ramps should be designed for minimal visual impact; place fire escapes, access ramps, and associated apparatus and structures at the rear or inconspicuously to the side of a building, and screen them if visible from the street.

K. Paint and Colors

The Design Guidelines do not prescribe a range of appropriate paint colors, nor do they dictate the use of specific colors. They do, however, prescribe the use of compatible colors for paint and other materials that are appropriate to the architectural style of the building or structure, and to the Historic District as a whole. They discourage the use of paints and other coatings on certain historic materials such as brick and stone.

L. Outbuildings

Outbuildings (accessory structures or appurtenances), are those which are related but subordinate to a main building. They are defined as adding to the convenience or effectiveness of the primary structure. Such structures are important to the overall appearance of each lot or parcel.

There are thirty-five contributing outbuildings in the Oak Ridge Historic District. The predominant types of outbuildings are garages and tobacco barns. Many types of agricultural outbuildings also contribute much to Oak Ridge's rural character. Therefore, careful consideration should be given to the placement and design of new accessory buildings.

- 1. Design outbuildings to relate to and be compatible with each other and with the main building in shape, style, and material. Equally important is their siting on the lot.

2. Site outbuildings to demonstrate a subordinate relationship to the major structure.
3. Keep large accessory structures such as guest houses, studios, and garages in a style, proportion and scale appropriate to the community and adjacent houses.
4. As a rule, prefabricated metal or fiberglass sheds and carports are discouraged if they are visible from the street or neighboring buildings.
5. Commercial outbuildings must also adhere to these guidelines. Such structures should not be visible from primary roadways. Appropriate landscaping may be used to achieve this goal.
6. Bona fide farms, which have many accessory structures, are not covered by the Historic District ordinance, except where structures have a non-farm related use.

M. Manufactured Housing

A manufactured dwelling is composed of one or more components, each of which was substantially assembled in a manufacturing plant and designed to be transported to the home site on its own chassis; 2) exceeds 40 feet in length and eight feet in width; 3) is constructed in accordance with the National Manufactured Home Construction and Safety Standards; and 4) is not constructed in accordance with the standards of the North Carolina Uniform Residential Building Code for One-and Two-Family Dwellings.

Manufactured dwellings mostly consist of single-wides and doublewides and are given class codes of A, B, C and AA. (See Article II: Definitions, Section 2-1.3: Dwelling, definition (D) for explanation of the different class codes.)

Manufactured Housing is a permitted use in the AG and MH zones. This type of dwelling however is not consistent with the Oak Ridge Historic District. When locating a manufactured dwelling the following guidelines should be followed to reduce the visual impact and protect the integrity of the district:

1. The dwelling should have a brick foundation.
2. If possible the manufactured dwelling should be limited to class AA.
3. Classes A, B, and C manufactured dwellings should be screened from view of the street right-of-way. This can be accomplished with landscaping or by locating the dwelling behind an existing building if the dwelling is an accessory.

N. Other Types of Structures and Architectural Features

1. It is not appropriate to install playground equipment at a commercial enterprise.

2. Other types of structures and architectural features not addressed specifically within the Design Guidelines must be compatible with the existing site features and distinctive character of the Historic District as articulated in the Preface to this document. In all such cases, applicants should work with the Enforcement Officer and the Historic Preservation Commission to achieve consistency with other relevant or related areas of the Guidelines.

3. Additionally Applicable to Specific Land Uses

A. Subdivision of Land

The Historic District Commission shall review all applications for subdivision of land lying in whole or part within the Historic District and shall, consistent with its authority under state law, submit its recommendations for preservation of historic features therein to the planning and zoning board, in a manner that is timely in accordance with Article VIII, Division III of Chapter 30 of the Code of Ordinances. Such recommendations may relate to any aspect of such land that is subject to preservation authority under the North Carolina General Statutes, including but not limited to the following specific guidelines:

1. Retention of existing historic and landscape features, as in using fence lines for property lines or farm lanes as walking or horse trails, is strongly encouraged to reflect the property's history and development.
2. Where it exists, retain woodland to a depth that will effectively screen historic resources from new development.
3. If no natural features exist to create a buffer zone, introduce such buffer features as earth berms, retaining walls, or high-quality native planting materials.
4. Use "limits of disturbance" and building restriction lines along the roadside to preserve existing trees or other plantings in order to protect original approaches to the subdivision.
5. Ensure the long-term maintenance of historic features by assigning responsibility for care and upkeep to an appropriate party (private owner or association of owners).

B. Commercial Development

Commercial sites should be developed so as not to visually compete with, overpower, or compromise the character of nearby contributing properties or to alter the village type ambience defined by the residential and educational character of the previously built portions of the Oak Ridge Historic District. In particular, this means that commercial buildings should contribute to a compatible and contextual background which allows historic contributing structures to maintain the primary visual importance in the same manner that, economically, commercial properties play a service role in the community.

1. On a commercial building site, avoid development of a large building mass, defined as having front and/or side elevations with height and/or width dimensions larger than those of the largest extant contributing structures in the Historic District.
 - Instead, arrangement into several smaller buildings which would add visual interest, spatial variety and more human scale to the site is appropriate. Such massing can help subdivide a large parking lot into several smaller areas for compatibility in the context of the Historic District.
2. Make commercial roofing functionally integral to the building, not merely an add-on element or a false facade.
3. If no natural features exist to create a buffer zone, introduce such buffer features as earth berms, retaining walls, or high quality native planting materials.

4. Additions to Existing Structures

The construction of an addition that is visible from a street requires design review and approval of a Certificate of Appropriateness (COA). An addition is appropriate if it is compatible with the structure to which it is attached. Compatibility will be determined in consideration of the mass and scale of the proposed addition, construction materials, roof form, and the proportion and spacing of doors and windows.

In general, the design of an addition should respect the heritage of the principal structure by ensuring it does not visually detract from the building and that it is placed as inconspicuously as possible and restrained in size and shape. No one style is mandated. The builder, however, should adopt one of two appropriate design approaches:

- An imitative approach, which makes extensive use of the architectural characteristics of the original building.
- A distinctive approach, which creates a distinct yet compatible contrast with the original building through the use of different materials, color, and the abstraction of the main design elements of the original building.

In designing additions to historically contributing buildings, it is especially important to strive for such a design differentiation that will make the addition clearly distinguishable from the original structure. Differentiation can be achieved by altering building materials, off-setting the addition's foundation from the plane of the original structure's foundation, or using some other comparable device. Above all, an addition should not obscure or dilute the architectural or historic importance of the existing building by creating a false sense of the past.

An addition also should not compromise important landscape features that contribute to the visual or historical integrity of the primary structure.

A. General Guidelines:

1. Locate an addition to the rear or inconspicuously to the side of the original structure.
2. Design the addition so that it does not obscure, damage, destroy, or compromise character-defining features of an historic structure.
3. Keep additions secondary to the original structure in height, massing, and form.
4. Make windows and doors in the addition similar to those in the original structure in terms of proportion and spacing.
5. Align foundations, eaves, and other major horizontal elements with those of the original structure.
6. Keep predominate exterior materials and the manner of their presentation compatible with those of the original building.
7. Design the roof form to be compatible with the original structure and consistent with analogous existing roof forms in the Historic District.
8. Avoid attaching greenhouses, solariums, balconies, and the like on principal elements of a contributing structure, and keep them as unobtrusive as possible by placing them to the rear of the original building and/or screening them from the street.
9. Ensure that the color scheme of an addition is compatible with the materials and color of the original structure.
10. It is not appropriate to adopt a higher design style for an addition than the style of the original structure, or to adapt a design for an addition from a period of style antedating that of the original building (e.g., using Victorian styling on a Colonial Revival structure).

B. Decks

1. Design decks, either attached or detached to the main structure, so that they are inconspicuous from the street and do not visibly compromise the main building's historic character.
2. Assure that decks are compatible with the primary structure in terms of material, color, scale, and detail.
3. Avoid obscuring, damaging, destroying, or otherwise compromising character-defining features of an historic building with new decking.

4. It is not appropriate to remove a structural element, such as a porch or steps, to install a deck.
5. It is not appropriate to use unfinished lumber if the deck is visible from the street.
6. Generally, align the height of the deck with the floor of the principal structure to which it adjoins.
7. Screen deck framing that is visible from the street with skirt boards, lattice panels and/or shrubbery.

Section D. Relocation & Demolition

1. Relocation of Structures

There are three principal reasons for relocating buildings or historic structures in the Oak Ridge Historic District: (1) to save a building or structure from demolition, (2) to advance the objectives of an historic revitalization plan, and (3) in the case of outbuildings, to gain flexibility in the use of grounds. Gains--such as saving an important structure, enhancing the district's historic environment, and improving real estate values--may be balanced by losses--such as the loss of the integrity of the building's original environment and hence some of its historical value. In reviewing an application for a Certificate of Appropriateness (COA) for a relocation, the Historic Preservation Commission considers how the move will affect other historic properties and the Historic District's general character. It is not appropriate to move buildings and structures without historical significance into the Historic District.

Plans for moving a building into or within the Historic District must conform to the guidelines for New Construction with regard to architectural compatibility, siting, orientation, and landscaping.

General Guidelines for Relocation:

- a. If approval for relocation is granted, make a permanent record for the Historical Preservation Commission of the structure's original site and context using photographs, scaled and measured drawings, or other documentation.
- b. Select a contractor with prior experience in moving buildings (and preferably in historic restoration) and check out the contractor's references.
- c. Conduct a professional assessment of the structural condition of the building in order to minimize damage during the move.
- d. Adequately secure the structure from vandalism and weather damage before and after its move.
- e. Re-site the structure in conformity with the guidelines for New Construction and any other applicable guidelines.
- f. Provide the Historic Preservation Commission with a scaled site plan detailing outbuildings, lighting, driveways, and parking areas in line with relevant design guidelines for the Oak Ridge Historic District.
- g. For relocations within the Historic District, provide the Historic Preservation Commission with a scaled site plan for the vacated property.

- h. Ensure that the move will not adversely affect significant features of the original site, the new site, or the route taken in the move.
- i. When relocating an historic structure intended for restoration, preserve as much of the intact original fabric as possible from destruction or irreversible alteration during the move.

2. Demolition of Structures

Demolition of contributing structures within the Oak Ridge Historic District or of designated historic properties is strongly discouraged. Loss of historic resources through demolition is irreversible. Although the Historic Preservation Commission cannot deny a Certificate of Appropriateness (COA) for demolition, the Commission can delay the demolition of a structure for a period of up to 365 days.

The Commission discourages demolition when there are no future plans proposed for the site. As the Commission reviews the application, alternative methods for preserving the structure will be explored. The property owner is encouraged to work with the Commission in reviewing all feasible alternatives.

During this period, the Commission will consider whether:

- a. The building can be moved to another site if it contributes to the historic character of the district;
- b. There are potential buyers willing to restore the building;
- c. The building can be adapted to serve its owner's needs; and/or
- d. The building is structurally feasible for reuse.

The Commission will make it widely known that a significant building is threatened with demolition and that alternatives are being sought. In the case of intrusive structures or those with little architectural or historical value, the Commission may waive all or part of the delay period. The delay period may also be reduced in cases in which the property owner would suffer extreme hardship or would permanently lose all benefit of or return from the property due to delay.

General Guidelines for Demolition:

- a. Work with the Historic Preservation Commission to find alternatives to demolition.
- b. If approval for demolition of a contributing structure is granted or if the delay period has expired, the following must be done:
 - Make a permanent record for the Historical Preservation Commission of the structure prior to demolition with photographs, measured and scaled drawings, and other documentation describing exterior and interior architectural features, landscaping, and

any archaeological significance attributable to the site. The Commission must review and accept the documented record before demolition commences.

- Work with the Commission on a plan for salvaging usable building materials, especially materials having architectural or historical significance.
 - Submit a site plan for landscaping or other site improvements to be completed after demolition.
 - Obtain a demolition permit.
 - Protect mature trees and other landscape and topographical features during demolition and clean-up.
 - If the site is to remain vacant for more than 60 days, clear the site of debris, and re-seed and maintain it in a manner consistent with other properties in the district.
- c. In the case of demolition by neglect, accidental demolition by casualty, or arson, gather available documentation for the Historic Preservation Commission and, as far as possible, follow the other guidelines outlined above.

III. APPENDICES

APPENDIX 1

Enabling Legislation Related to Historic Preservation Commissions and Certificates of Appropriateness

G.S. 160A-400.1-400.14

Note: The following text has been taken from the North Carolina General Assembly General Statutes Web site at <http://www.ncga.state.nc.us/Statutes/Statutes.html>. Complete texts (by full chapters, not sections) of all General Statutes may be downloaded in HTML, PDF, and RTF formats at that site.

§ 160A-400.7. Historic Preservation Commission.

Before it may designate one or more landmarks or historic districts, a municipality shall establish or designate a historic preservation commission. The municipal governing board shall determine the number of the members of the commission, which shall be at least three, and the length of their terms, which shall be no greater than four years. A majority of the members of such a commission shall have demonstrated special interest, experience, or education in history, architecture, archaeology, or related fields. All the members shall reside within the territorial jurisdiction of the municipality as established pursuant to G.S. 160A-360. The commission may appoint advisory bodies and committees as appropriate.

In lieu of establishing a historic preservation commission, a municipality may designate as its historic preservation commission, (i) a separate historic districts commission or a separate historic landmarks commission established pursuant to this Part to deal only with historic districts or landmarks respectively, (ii) a planning agency established pursuant to this Article, or (iii) a community appearance commission established pursuant to Part 7 of this Article. In order for a commission or board other than the preservation commission to be designated, at least three of its members shall have demonstrated special interest, experience, or education in history, architecture, or related fields. At the discretion of the municipality the ordinance may also provide that the preservation commission may exercise within a historic district any or all of the powers of a planning agency or a community appearance commission.

A county and one or more cities in the county may establish or designate a joint preservation commission. If a joint commission is established or designated, the county and cities involved shall determine the residence requirements of members of the joint preservation commission. (1989, c. 706, s. 2.)

§ 160A-400.8. Powers of the Historic Preservation Commission.

A preservation commission established pursuant to this Part may, within the zoning jurisdiction of the municipality:

- (1) Undertake an inventory of properties of historical, prehistorical, architectural, and/or cultural significance;
- (2) Recommend to the municipal governing board areas to be designated by ordinance as "Historic Districts"; and individual structures, buildings, sites, areas, or objects to be designated by ordinance as "Landmarks";
- (3) Acquire by any lawful means the fee or any lesser included interest, including options to purchase, to properties within established districts or 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 governing board that designation of any area as a historic district or part thereof, or designation of any building, structure, site, area, or object as a landmark, be revoked or removed for cause;
- (6) Conduct an educational program with respect to historic properties and districts within its jurisdiction;
- (7) Cooperate with the State, federal, and local governments in pursuance of the purposes of this Part. The governing board or the commission when authorized by the governing board 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 the express consent of the owner or occupant thereof;
- (9) Prepare and recommend the official adoption of a preservation element as part of the municipality's comprehensive plan;
- (10) Review and act upon proposals for alterations, demolitions, or new construction within historic districts, or for the alteration or demolition of designated landmarks, pursuant to this Part; 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 reasonably necessary or appropriate. (1989, c. 706, s. 2.)

§ 160A-400.9. Certificate of appropriateness required.

(a) From and after the designation of a landmark or a 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 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 preservation commission. The municipality 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 Part. A certificate of appropriateness shall be required whether or not a building or other permit is required.

For purposes of this Part, "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 fixtures. 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 local governing board, include historic signs, color, and significant 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 fixtures, outdoor advertising signs, or other significant features in the district which would be incongruous with the special character of the landmark or district.

(b) Notwithstanding subsection (a) of this section, 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 an 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 the county in which the property is located 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.

(c) Prior to any action to enforce a landmark or historic district ordinance, the commission shall (i) prepare and adopt rules of procedure, and (ii) prepare and adopt principles and guidelines not inconsistent with this Part for new construction, alterations, additions, moving and demolition. The ordinance may provide, subject to prior adoption by the preservation commission of detailed standards, for the review and approval by an administrative official of applications for a certificate of appropriateness or of minor works as defined by ordinance; provided, however, that no application for a certificate of appropriateness may be denied without formal action by the preservation commission. Prior to issuance or denial of a certificate of appropriateness the

commission shall take such steps as may be reasonably required in the ordinance and/or rules of procedure to inform the owners of any property likely to be materially affected by the application, and shall give the applicant and such owners an opportunity to be heard. In cases where the commission deems it necessary, it may hold a public hearing concerning the application. All meetings of the commission shall be open to the public, in accordance with the North Carolina Open Meetings Law, Chapter 143, Article 33C.

(d) All applications for certificates of appropriateness shall be reviewed and acted upon within a reasonable time, not to exceed 180 days from the date the application for a certificate of appropriateness is filed, as defined by the ordinance or the commission's rules of procedure. As part of its review procedure, the commission may view the premises and seek the advice of the Division of Archives and History or such other expert advice as it may deem necessary under the circumstances.

(e) An appeal may be taken to the Board of Adjustment from the commission's action in granting or denying any certificate, which appeals (i) may be taken by any aggrieved party, (ii) shall be taken within times prescribed by the preservation commission by general rule, and (iii) 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 the county in which the municipality is located.

(f) All of the provisions of this Part are hereby made applicable to construction, alteration, moving and demolition by the State of North Carolina, its political subdivisions, agencies and instrumentalities, provided however 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 G.S. 121-12(a) from any decision of a local preservation commission. The commission shall render its decision within 30 days from the date that the notice of appeal by the State is received by it. 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 commission shall be final and binding upon both the State and the preservation commission. (1989, c. 706, s. 2.)

APPENDIX 2

Town of Oak Ridge Historic Preservation Commission

Rules of Procedure *(Rev. 8/2017)*

ARTICLE I. GENERAL RULES

The Historic Preservation Commission of the Town of Oak Ridge, North Carolina, shall be governed by the terms of Chapter 160A, Article 19, Part 3C of the General Statutes of North Carolina, and by the terms of the Town of Oak Ridge Development Ordinance, Article IV, Section 30-220 et seq. and Article VII, Section 30-590 et seq. and any amendments thereto. All Commission members shall thoroughly familiarize themselves with the relevant provisions of the statutes and ordinances.

ARTICLE II. MEMBERS, OFFICERS AND DUTIES

- A. **General.** The Commission shall be composed of (5) members and (2) alternates.
- B. **Election of Officers.** A Chair and a Vice Chair shall be elected by the voting members of the Commission at the first meeting of every year. The Town Clerk will serve as Secretary to the Commission.
- C. **Chair.** The Chair shall preside at all meetings and public hearings of the Commission, decide on matters of order and procedure, and appoint any committees found necessary to investigate any matter before the Commission or to perform any of its duties.
- D. **Vice Chair.** The Vice Chair shall assume the duties of the Chair in the Chair's absence.
- E. **Temporary Chairman.** In order to ensure the smooth and timely execution of Commission business, a temporary Chair may be elected by majority vote among those present in the absence of both the Chair and Vice Chair at any regular or special meeting.

ARTICLE III. MEETINGS

- A. **Regular Meetings.** Regular meetings of the Commission shall be held on the third (3rd) Wednesday of each month at the Town Hall in Oak Ridge, North Carolina. The regular meeting schedule shall be adopted annually at the December meeting and placed on file in the office of the Town Clerk.

- B. Special Meetings.** Special meetings of the Commission may be called at any time by the Chair, provided that at least forty-eight (48) hours notice is given to each member.
 - C. Committee Meetings.** Committees shall consist of no more than two (2) members. Committees may be called at any time to study any issue related to the business of the Commission and to make a report and/or a recommendation to the full Commission. The Commission may also appoint standing committees designated to study recurring issues as they arise. Standing committees shall meet only as needed to accomplish the specified task.
 - D. Open Meetings Law.** All regular and special meetings shall be open to the public and shall be subject to the provisions of the Open Meetings Law, Chapter 143, Article 33C of the North Carolina General Statutes, as amended.
 - E. Quorum.** For all regular and special meetings, a quorum shall consist of three (3) members.
 - F. Conduct of Meetings.** The order of business at regular meetings shall be as follows:
 1. Approval of the Agenda
 2. Approval of Minutes
 3. Requests for Certificates of Appropriateness
 4. Reports of Committees
 5. Other Business
 6. Adjournment
 - G. Change of Rules of Procedure.** No change shall be made to these Rules of Procedure of the Historic Preservation Commission without the affirmative vote of three (3) members of the Commission. The proposed amendment must have been presented to the Commission members in writing at a regular or special meeting preceding the meeting at which the vote is taken.
- In the case of a procedural issue which is not covered under these Rules, the Commission shall be governed by the rules of procedure followed by the Oak Ridge Town Council.
- H. Vote.** Except as otherwise specified herein, the vote of the majority of those members present shall be sufficient to decide matters before the Commission. All members attending the meeting shall vote unless excused by a vote of the Commission.
 - I. Cancellation of Meetings.** Whenever there is no business for the Commission, the Chair may dispense with a regular meeting by giving notice to all members no less than twenty-four (24) hours prior to the time set for that meeting.

ARTICLE IV. REMOVAL OF MEMBERS

The Chair may make a recommendation to the Mayor of the Town of Oak Ridge to remove and replace a Commission member when that Commission member (1) is absent from three (3) meetings within a calendar year unless such absence is excused by the Chair for good and sufficient cause; (2) fails to comply with the Rules of Procedure; (3) fails to enforce the Oak Ridge Historic District Design Guidelines; or (4) fails to seek appropriate training in areas related to the Commission's responsibilities. The Mayor may upon such notice remove and replace such Commission member.

ARTICLE V. RECORDS

- A. Documentation.** The Clerk shall maintain a file of all studies, plans, reports and recommendations made by the Commission in the discharge of its duties and responsibilities.
- B. Access to Records.** All records of the Commission shall be public records and accessible in accordance with Chapter 132 of the North Carolina General Statutes, as amended.

ARTICLE VI. CLERK

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

The Clerk shall provide the minutes of the previous meeting to Commission members by paper, facsimile transmission, or electronic mail, typically four to seven days prior to the next scheduled meeting.

ARTICLE VII. APPLICATIONS

- A. Filing an Application.** Applications for certificates of appropriateness or administrative review shall be made at Town Hall. All information relative to applications for certificates of appropriateness shall be sent to individual Commission members at least five days prior to the next regularly scheduled meeting. If adjoining property owners are materially affected, notice indicating the date and time of the hearing shall be mailed to them also.
- B. Commission Action.** Action on a certificate of appropriateness must be taken by the Commission within 180 days after the filing of a complete application. This time limit can be extended by mutual agreement between the applicant and the Commission.

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

ARTICLE VIII. DESIGN REVIEW ADVISORY COMMITTEE

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

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

ARTICLE IX. APPLICATIONS INVOLVING MEMBER

No Commission member shall participate in or vote on any matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible conflicts include, but are not limited to:

1. A member having a fixed opinion prior to hearing the matter that is not susceptible to change;
2. Undisclosed ex parte communications;
3. A close familial, business, or other associational relationship with an affected person; or
4. A financial interest in the outcome of the matter.

A Commission member who believes there may exist a conflict of interest shall declare his possible conflict and ask for a determination by the Commission. A majority vote of the Commission shall determine whether or not a conflict of interest exists. If an objection is raised

to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection. Commission members should also report any ex parte communication with past applicants to the Commission or Town staff.

ARTICLE X. NOTICE REQUIRED FOR APPLICATION

The Historic Preservation Commission will consider all applications submitted to the Commission via the Town Clerk at its next regularly scheduled meeting, provided fourteen (14) business days' notice has been allowed prior to the meeting.

ARTICLE XI. NOTICE TO APPLICANTS AND ADJOINING PROPERTY OWNERS

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

ARTICLE XII. CONDUCT OF HEARING

A. Order of Business. Any party may appear in person or by agent, other than a Commission member, or by an attorney at the hearing. The hearing shall be conducted in accordance to North Carolina law pertaining to and establishing the standards for quasi-judicial hearings. The order of business for each hearing shall be as follows:

1. The Chair will provide an explanation of procedures.
2. The Chair, or such person as the Chair shall direct, shall give a preliminary statement of the application. If applicable, the Chair shall open the public hearing of the application.
3. Secretary shall swear in all witnesses.
4. The applicant shall present evidence and arguments in support of his application.
5. In the case of a public hearing, persons opposed to granting the application shall present the evidence and arguments against the application. Both sides will then be permitted to present rebuttals to opposing testimony, after which the Chair shall close the public hearing.
6. During deliberations, Commission members may request clarification from the applicant, staff, or other witnesses concerning previous testimony.
7. Following deliberations, the Commissions shall render its final decision by voting to approve or deny the application, based upon findings of fact which support a conclusion of law that the application should or should not be granted.

The Commission, may, in its discretion, view the premises, obtain additional facts in the matter from any reasonably reliable source, and seek the advice of the North Carolina

Department of Cultural Resources or other expert advice before arriving at a decision; provided, that all such additional actions taken or information considered shall be noted in the record of the decision.

- B. Testimony.** All applications for certificates of appropriateness shall require testimony by the applicant, either in person or through an agent, for such applications to be considered. In the event an application is placed on the agenda, proper notice is given to all parties, and the applicant fails to appear as required thereunder, the application shall be deemed to have been withdrawn by the applicant.
- C.** The final decision of the Commission shall be shown in the record of the application as entered in the minutes of the Historic Preservation Commission and signed by the Chair and the Clerk upon approval of the minutes by the Historic Preservation Commission. The record shall show the reasons for the decision and shall be supported in accordance with the applicable laws of the State of North Carolina.

ARTICLE XIII. REHEARING

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

ARTICLE XIV. NOTIFICATION

Written notice of the Commission's final decision granting or denying an application shall be transmitted to the applicant by the Clerk as soon as practical after the case has been decided, and the Clerk shall note in the records of the Commission the manner and date of transmitting such notice

ARTICLE XV. ENFORCEMENT

- A. Appeals.** An appeal may be taken to the Board of Adjustment from the Commission's final decision in granting or denying any certificate of appropriateness. Appeals may be taken by any person aggrieved or by an officer, department, or board or bureau of the Town of Oak Ridge affected by any such action by the Commission.
- B. Time Limit.** All appeals shall be taken within ten (10 days) of the Commission's final decision, as shown in the record of the application as entered in the minutes of the

Historic Preservation Commission

- C. Appeal Board.** All documents and materials constituting the record of hearing of the application underlying the final decision appealed from shall forthwith be transmitted to the Board of Adjustment. Supporting documents and materials such as drawings, architectural plans, plot plans, color samples, material textures, proposals from contractors, and photographs, may be transmitted to, or shall be transmitted upon request of, the Board of Adjustment.
- D. Method of Review.** The Board of Adjustment shall review appeals from the Commission in the nature of certiorari pursuant to the rules of the Board of Adjustment and in accordance with the applicable laws of the State of North Carolina.

ARTICLE XVI. MODEL EXPLANATION OF PROCEDURES BY CHAIR

The following model explanation of the Commission’s hearing procedure should be read or substantially related by the Chair before any hearing of an application for a certificate of appropriateness.

EXPLANATION OF PROCEDURES

The purpose of this hearing is to provide the Commission with an opportunity to hear your views and receive testimony concerning specific Applications for Certificate of Appropriateness (COAs).

The Commission follows Quasi-Judicial Procedures which means that it makes findings of fact based upon sworn testimony from the applicant, or an authorized representative. The appropriateness of a COA is determined based on conformance with the Oak Ridge Historic District Design Guidelines.

The Commission will hear sworn testimony from the applicant and from other witnesses at the discretion of the Commission. All remarks are legally binding and should be directed to the members of the commission through the chairperson. Please be aware that the Commission may only consider and deliberate points of size, scale, materials, and other criteria that relate to the appearance of the project and its compatibility with the Historic District Design Guidelines.

Appeals from this board are heard by the Oak Ridge Board of Adjustment. Appeals from the Board of Adjustment are heard by the Guilford County Superior Court.

Please be concise with your remarks, be courteous to those with an opposing point of view, and try not to duplicate something that has already been said.

APPENDIX 3

Part 1 of the American National Standards Institute A300 Standards for Tree Care (ANSI 300)

Copies of the above, a copyrighted publication, are available for loan from the Oak Ridge Town Hall at 8315 Linville Road, Oak Ridge, NC. This document provides guidelines for the pruning of trees and shrubbery within the Historic District. The standards can also be found online at http://www.tcia.org/TCIA/Build_Your_Business/A300_Standards/A300_Standards.aspx.

APPENDIX 4

Overlay Requirements for the Historic District from the Town of Oak Ridge Code of Ordinances

Sec. 30-590. - Historic district.

- (a) *Designation procedure.* Historic districts, as provided for in this section, may be designated, amended or repealed through the following procedure:
- (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 must be prepared by the historic preservation commission and a recommendation thereon made to the planning and zoning board;
 - (2) The state department of cultural resources, acting through the state preservation officer or his designee, shall make an analysis of and recommendations concerning such report and the description of proposed boundaries. Failure of the department of cultural resources to submit its written analysis and recommendation to the town council within 30 calendar days after a written request for such analysis has been received shall relieve the town council of any responsibility for awaiting such analysis, and said council may at any time thereafter take any necessary action to adopt or amend this chapter with regard to historic districts;
 - (3) The town council may also refer the report and proposed boundaries to any local preservation commission or other interested body for its recommendation prior to taking action;
 - (4) Changes in the boundaries of such district subsequent to its initial establishment, or the creation of additional districts within the jurisdiction, shall require the preparation of investigative studies by the historic preservation commission, and they shall be referred to the department of cultural resources for its review and comment according to the procedures of set forth in this section. Changes in the boundaries of district or proposals for additional districts shall also be submitted to the department of cultural resources in accordance with the provisions of this section;
 - (5) The planning and zoning board shall review the recommendations and forward its comments and recommendations to the town council; and
 - (6) The application shall be processed for the historic district overlay zoning as a zoning map amendment, in the same manner set forth in article VI.
- (b) *Dimensional regulations and exceptions.* Structures within a historic district shall comply with the regulations of the underlying zoning district, except as follows:

- (1) Structures erected in a historic district may use the prevailing setback of structures on the same side of the street in accordance with [section 30-413](#)
 - (2) All applicable zoning regulations shall apply to property within a historic district unless a variance is approved by the board of adjustment. The variance shall be granted only if it complies with the intent of the architectural and historic guidelines of the historic district and if first recommended by the historic preservation commission; and
 - (3) Where the commission, in considering an application for a certificate of appropriateness, shall find that the number of off-street parking spaces and/or design standards for parking lots specified by this chapter would render the site incompatible with the historic aspects of the district, it may recommend to the board of adjustment a variance, in part, or in whole, of the off-street parking requirements and/or design standards. The board of adjustment may authorize as a variance a reduced standard concerning off-street parking provided:
 - a. The board of adjustment finds that the lesser standard will not create problems due to increased on-street parking; and
 - b. The board of adjustment finds that the lesser standard will not create a threat to the public safety.
- (c) *Certain changes not prohibited.* Nothing in this section shall be construed to prevent the following:
- (1) The ordinary maintenance or repair of any exterior architectural feature in a historic district which does not involve a change in design, material, or outer appearance thereof;
 - (2) The construction, reconstruction, alteration, restoration, moving or demolition of any such feature which the building inspector or similar official shall certify in writing to the commission is required to protect the public safety because of unsafe or dangerous conditions; and
 - (3) The ordinary maintenance or repair of streets, sidewalks, pavement markings, utility service lines, street signs, traffic signs and/or replacement of street light fixtures in the event of equipment failure, accidental damage or natural occurrences such as electrical storms tornadoes, ice storms, and the like.
- (d) *Certificate of appropriateness required.*
- (1) After the designation of a historic district, no exterior portion of any building or other structure (including but not limited to architectural style; general design; and general arrangement of the exterior of the building or other structure; including the kind and texture of building material, the

size and scale of the building, the type and style of all windows, doors, light fixtures, signs, masonry walls, fences, steps and pavement, and other appurtenant features, such as historic signs, colors, significant landscape, archaeological, and natural features of the area), nor aboveground utility structure, nor any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished within such district until after an application for a certificate of appropriateness as to exterior features has been submitted and approved by the historic preservation commission.

- (2) A certificate of appropriateness shall be issued by the historic preservation commission prior to the issuance of a building permit or other permit granted for the purposes of constructing, altering, moving, or demolishing structures. The commission may impose standards as may be set forth elsewhere in this section or adopted by the commission. Any building permit not issued in conformity with this section shall be invalid.
- (3) A certificate of appropriateness shall be required for all activities specified in this section whether a building permit is otherwise required or not.
- (4) The discontinuance of work or the lack of progress toward achieving compliance with the certificate of appropriateness for a period of one year shall render the certificate null and void and application shall be made for a new certificate. However, in the event the issuance of a certificate is appealed, the one year period shall not commence until a final decision is reached regarding the matter.
- (5) The commission may, after adoption of architectural and historic guidelines, allow the review and approval of a minor work by the enforcement officer provided, however, that no application for a certificate of appropriateness may be denied without formal action by the historic preservation commission.
- (6) The town and all public utilities, except as provided under this section, shall be required to obtain a certificate of appropriateness prior to initiating in a historic district any changes in the character of street paving, street widths, utility installations or removals, lighting, street trees, walls, fences, sidewalks or exterior of buildings or structures on property or streets in which they have a fee or other interest.

(e) *Application procedures.*

- (1) Application for a certificate of appropriateness shall be made to the town on forms provided. The application shall be filed no later than 14 days prior to the next regularly scheduled meeting of the historic preservation commission. Each application shall be accompanied by sketches, scaled drawings, photographs, specifications, descriptions, and/or other

information of sufficient detail to clearly show the proposed move, exterior alterations, additions, changes, and/or new construction.

- (2) The town staff shall make a reasonable attempt to identify and notify the owners of surrounding property likely to be affected by the application for a certificate of appropriateness. The town shall transmit the application for a certificate of appropriateness, together with the supporting information and material to the historic preservation commission for consideration. The historic preservation commission shall act upon the application within 180 days after the filing thereof, otherwise failure to act upon the application shall be deemed to constitute approval and a certificate of appropriateness shall be issued. Nothing herein shall prohibit an extension of time where mutual agreement has been reached between the commission and the applicant.
 - (3) Prior to issuance or denial of a certificate of appropriateness, the historic preservation commission shall give the applicant and other property owners likely to be affected by the application an opportunity to be heard. In cases where the commission deems necessary, it may hold a public hearing concerning the application, and seek the advice of the state department of cultural resources, or other expert advice.
 - (4) The commission shall not refuse to issue a certificate of appropriateness except for the purpose of preventing the construction, reconstruction, alteration, restoration, or moving of buildings, structures, appurtenant features, or signs in the historic district which would be incompatible with the architectural and historic guidelines.
 - (5) An appeal may be taken to the board of adjustment from the historic preservation commission's action in granting or denying any certificate. The appeal:
 - a. May be taken by any aggrieved party;
 - b. Shall be taken within 15 days after the decision of the historic preservation commission; and
 - c. Shall be in the nature of certiorari.
 - (6) Any appeal from the board of adjustment's decision in any such case shall be heard by the superior court of the county.
- (f) *Review criteria.*
- (1) In granting a certificate of appropriateness, the historic preservation commission shall take into account the historic or architectural significance of the property under consideration and the exterior form and appearance of any proposed additions or modifications to a structure.
 - (2) The commission shall not consider interior arrangement.

- (3) The provisions of this section shall not become effective for a historic district until after the historic preservation commission has adopted detailed architectural and historic guidelines applicable to proposals within a designated historic district. These criteria shall take into account the historic, architectural and visual elements which are unique to the district and shall be reviewed a minimum of every five years. At a minimum, the criteria shall contain guidelines addressing the following factors:
- a. Historic significance or quality. The quality or significance in history, architecture, archeology or culture present in districts, sites, structures, buildings, or objects that possess integrity of location, design, setting materials, workmanship, feeling and association, and that are associated with events that have made a significant contribution to the broad patterns of local, state or national history; or that are associated with the lives of persons significant in the past; or that embody the distinctive characteristics of a type, period or method of construction, or that represent the work of a master or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or that have yielded, or may be likely to yield, information important in prehistory or local, state or national history; and
 - b. Exterior form and appearance. Exterior features include the architectural form and style, general design and general arrangement of a building or other structure including the type and texture of the building material and, the type pattern and style of all windows, doors, light fixtures, signs and other appurtenant features. In considering exterior form and appearance, the historic preservation commission may take into account, but is not limited to, the following elements to ensure that they are consistent with the historic or visual character or characteristics of the district:
 1. Height of the building or structure;
 2. Setback and placement on lot of the building or structure, including area coverage and orientation;
 3. Exterior construction materials, including textures and patterns and may include color;
 4. Architectural detailing, such as lintels, cornices, brick bond, foundation materials, and decorative wooden features;
 5. Roof shapes, forms and materials;

6. Proportions, shapes, positioning and locations, patterns and sizes of any elements of fenestration;
7. General form and proportions of buildings and structures;
8. Appurtenant fixtures and other features such as lighting;
9. Structural condition and soundness;
10. Use of local or regional architectural traditions; and
11. Effect of trees and other landscape elements.

(g) *Delay in demolition of landmarks and buildings.*

- (1) 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 this section. However, the effective date of such a certificate may be delayed for a period of up to one year from the date of approval. The maximum period of delay authorized by this section shall be reduced by the historic preservation commission where it finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use of or return from such property by virtue of the delay. During such period, the historic preservation 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 historic preservation commission finds that a building or site within a 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.
- (2) If the historic preservation commission 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 town 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 historic preservation commission for a period of up to one year or until the town council takes final action on the designation, whichever occurs first.
- (3) The town 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.
- (4) 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 historic preservation commission finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use or return by virtue of the denial.

- (h) *Districts established.* The following historic districts are hereby established as overlay districts pursuant to G.S. 160A, art. 19, part 3C: Oak Ridge.
- (1) *Limits of district.* As shown on the map entitled “Proposed Historic District For Oak Ridge Community” dated December 14, 1993.
 - (2) *Requirements.* The minor works listed under subsection (h)(2)a1 of this section require approval of a certificate of appropriateness by the enforcement officer. The major works listed under subsection (h)(2)a2 of this section require design review by the historic preservation commission in order to obtain a certificate of appropriateness. Determinations of appropriateness for minor and major works will be based upon the secretary of interior standards and the criteria established in the town design guidelines handbook approved by the historic preservation commission. Routine maintenance activities are listed in the handbook and are exempt from the historic district regulations.
 - a. The following minor works shall require approval of a certificate of appropriateness by the enforcement officer:
 1. Construction of exterior additions to an existing building when such additions are not visible from the street right-of-way;
 2. Repair or replacement of greater than 50 square feet of exterior materials visible from the street right-of-way provided that the design, detailing and materials used are the same as the existing or original used on the structure;
 3. Installation of new windows and doors visible from the street right-of-way provided that the design and materials used are the same as the existing or original used on the structure. Storm doors, screen doors and storm windows are exempt from this requirement;
 4. Construction of fences or walls not visible from the street right-of-way;
 5. Installation or removal of wood siding or simulated wood siding;
 6. Relocation of a noncontributing structure to a lot outside the historic district;
 7. Demolition of all or part of a noncontributing structure when one side is 12 feet long or greater; and

8. Renewal of an expired certificate of appropriateness where there has been no changes in plans or circumstances under which the certificate was initially approved.
- b. The following major works shall require design review and approval of a certificate of appropriateness by the historic preservation commission:
1. Construction of any new building that requires a building permit, or is visible from the street right-of-way;
 2. Construction of an exterior addition to any existing building if said addition is visible from the street right-of-way;
 3. Construction, rerouting, or widening of any public roads;
 4. Subdivision layout and nonresidential site plan;
 5. Relocation of any contributing structure;
 6. Demolition of all or part of a contributing structure;
 7. Installation of earth berms or other significant changes to existing topography;
 8. Removal of trees 12 inches or greater in diameter when measured four feet to six feet above grade;
 9. Topping or deep pruning of mature canopy trees visible from street rights-of-way;
 10. Construction of fences or walls visible from the street right-of-way;
 11. Installation of signs or exterior lighting for other than single-family residential use;
 12. Addition or deletion of any architectural feature, such as porches, steps, balconies, or decks if visible from the street right-of-way;
 13. Repair or replacement of greater than 50 square feet of exterior materials visible from right-of-way when such materials will differ in design from the existing or original (installation or removal of wood siding or simulated wood siding is a minor work);
 14. Installation of new doors or windows visible from the street right-of-way when such doors or windows will differ in design or material from the existing or original. Storm doors, screen doors and storm windows are exempt from this requirement;

15. Replacement of roof covering when it will differ from the existing or original material. This requirement does not apply to a change in shingle color or pattern;
 16. Painting of brick or stone which is currently unpainted;
 17. Installation of new utility poles and related equipment. Nothing in this chapter shall be construed to prevent the maintenance, or in the event of emergency, the immediate restoration of any above-ground utility structure without approval by the historic preservation commission; and
 18. Exterior work not listed under minor works and considered routine maintenance.
- (3) *Development standards.*
- a. Within the historic district accessory freestanding signs shall conform to the following requirements:
 1. Maximum height: six feet.
 2. Maximum area in PI, LO, and NB zoning districts: 25 square feet.
 3. Maximum area in GO-M, GO-H, CP, LB, HB, GB, LI, and HI zoning districts: 32 square feet.
 - b. Within the historic district the following plantings are required:
 1. Street yards: minimum width of 15 feet and a minimum planting rate of three canopy trees, five understory trees and 25 shrubs per 100 linear feet of frontage.
 2. Parking lots: minimum of one canopy tree per six parking spaces.
 3. All other landscaping provisions in article 6 of this chapter shall apply.
 - c. Within the historic district, exterior lighting shall be directed or shielded so as to prevent light shining beyond the property lines of the property on which the light fixtures are located.
- (4) *Noncompliance a violation.* Any development activity within the historic district not in compliance with the provisions of this section shall be a violation of this chapter and subject to remedies found in [section 30-256](#)

APPENDIX 5

United States Secretary of the Interior's Guidelines for Rehabilitation

The following excerpt from the United States Secretary of the Interior Guidelines for Rehabilitation provided a framework for the development of Oak Ridge's Design Guidelines (it should be noted, however, the Oak Ridge Historic District Design Guidelines do not address the interiors of historic structures):

The Standards (Department of Interior Regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

APPENDIX 6

Glossaries

A. Historic Preservation Concepts and Terms

Addition: Incorporated new part such as a wing, ell, or porch into an existing building or structure.

Alteration: A visible change made to the exterior of a building or structure.

Appropriate: Sympathetic or fitting to the context of the site as well as the whole community.

Appurtenances: Those functional or accessory structures which define or surround the site of a building.

Architectural Concept: The basic aesthetic idea for a building, or group of buildings or structures, including the site and landscape development that produces the architectural character.

Architectural Detail: Less apparent than architectural elements, details are character enhancing, as in the case of joinery and surface patterns.

Architectural Element (Component, Feature): A prominent or significant part of a building, structure or site. Exterior element or feature refers to the architectural style, general design and general arrangement of the exterior of a structure, including inter alia the kind and texture of the building material, and the type and style of the doors, windows, light fixtures, signs, roof design and materials, and other appurtenant fixtures.

Architectural Style: The characteristic form and detail, as of buildings of a particular historic period.

Attractive: Having qualities that arouse interest and pleasure in the observer.

Balance: Achieved when the point of focus (often the entrance) is in the correct location to produce order. Symmetrical balance is easy to achieve but balance may be sustained between non-identical parts, if the off-center focal point is countered by extra visual weight placed at a point of balance on the opposite side.

Building: A structure created in any form to shelter human activity.

Certificate of Appropriateness (COA): A certificate affirming the Historic Preservation Commission's approval of an application by a property owner to build, renovate, restore or alter a structure or site within the Historic District.

Cohesiveness: Unity of composition between design elements of a building or a group of buildings and the landscape development.

Compatibility: Harmony in the appearance in the same vicinity of two or more design features that do not detract from one another.

Conservation: The protection and care that prevent destruction or deterioration of historical or otherwise significant structures, buildings, or natural resources.

Contributing Property: A building, site, structure or object that adds to the historic architectural qualities, historic associations, or archeological values for which a property is significant because (a) it was present during the period of significance, and possesses historical integrity reflecting its character at the time or is capable of yielding important information about the period, or (b) it independently meets the National Register criteria.

Conversion: The adaptation of a building or structure to a new use that may or may not result in the preservation of significant architectural forms and features of the building or structure.

District: A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

Elevation: The external faces of a building; also a drawing of one face or facade of a building without perspective foreshortening.

Exterior Architectural Features: The architectural style, general design and arrangement of the exterior of a building or other structure, including but not limited to the kind or texture of the building material and the type and style of all windows, doors, signs and other appurtenant architectural fixtures, features, details or related elements.

Exterior Environmental Features: Those aspects of the landscape or the development of a site which affect the historical or appearance character of the property, such as walls, fences, paving, walks, parking lots.

External Design Feature: The general arrangement of any portion of a building, sign, landscaping, or structure and including the kind, color, and texture of the materials of such portion, and the types of roof, windows, doors, lights, attached or ground signs, or other fixtures appurtenant to such portions as will be open to public view from any street, public place or way.

Graphic Element: A letter, illustration or design employed to express or illustrate a message.

Harmony: A quality that represents an appropriate and congruent arrangement of parts, as in an arrangement of varied architectural and landscape elements.

Human Scale: Having features that fit well to the average person or comfortably accommodate human use and do not dwarf the average person.

Infill Building: A new structure built into a block or row of existing buildings.

Landmark: Any building, structure or place which has special character or special historical or aesthetic interest or value as part of the development, heritage or cultural characteristics of a place.

Landscape: Plant materials, topography and other natural physical elements combined in relation to one another and to man-made structures.

Logic of Design: Accepted principles and criteria of validity in the solution of the problem of design.

Mass: The exterior massing of a building is the enclosed volume or cluster of volumes which constitute the building's exterior form.

Mechanical Equipment: Equipment, devices, and accessories, the use of which relates to water supply, drainage, heating, air conditioning, ventilating, and similar purposes.

Miscellaneous Structures: Accessory structures or objects other than buildings visible from public ways, such as memorials, antennas, towers, shelters, kennels, transformers, drive-up facilities.

Monolithic: An undifferentiated massive structure that often is characterized by a rigidly fixed uniformity.

Noncontributing Property: A building, site, structure, or object that does not add to the historic architectural qualities, historical associations or archeological values for which a property is significant because (a) it was not present during the period of significance, (b) due to alterations, disturbances, additions or other changes, it no longer possesses historical integrity reflecting its character at that time or is incapable of yielding important information about the period, or (c) it does not independently meet the National Register criteria.

Object: Term used to distinguish from buildings and structures those constructions that are primarily artistic in nature and relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment, such as statuary in a designed landscape.

Order: The relationship of all elements of a building, its setting, and its neighbors which together make a whole resulting in a unified appearance. The Historic District focuses on both the individual building and the combination of structures when assessing orderliness. Order is created by the coordination of all building elements in terms of proportion, rhythm and balance

in a unified composition of either horizontal or vertical character. Its absence creates visual distraction.

Outbuildings: Also called appurtenances, those functional or accessory structures which define or surround the site of a building.

Overlay Zoning District: A set of legal regulations that are imposed on properties in a particular district or area that are additional requirements to the existing zoning regulations in effect for those properties.

Preservation: To sustain the existing form, integrity, and material of a building or structure and the existing form and vegetation of a site.

Proportion: The relationship of one dimension to another; including height to width, window size to facade and building to building. The result of good proportion is order.

Reconstruction: The act of reproducing by new construction the exact form and detail of a vanished building, structure, or object, as it appeared at a specific period of time.

Rehabilitation: The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those features or portions of the property which are significant to its historical, architectural or cultural values.

Remodel: To alter a structure in a way that may or may not be sensitive to the preservation of its significant architectural forms and features.

Renovation: The restoration to a former better state by cleaning, repairing or rebuilding.

Restoration: The act or process of accurately recovering the form and details of a property and its settings as it appeared at a particular time by removing later work or replacing missing earlier work.

Retrofit: To furnish a building with new parts or equipment not available at time of original construction.

Rhythm: The repetition of architectural elements such as the solids and voids of elements like doors or windows and the wall spaces between them or of structures and open space as in streetscapes.

Scale: The ratio of the size of the parts of a building to the whole building; the building's size in relation to its setting; the building's size in relation to a human being.

Screening: Structure or planting that conceals from view from public ways the area behind such structure or planting.

Setback: Number of feet that a structure must be located from the property line; more specifically, the distance from the front of the building to the street.

Site: The location of a significant event, a prehistoric or historic occupation or activity, or a building or a structure, whether standing, ruined or vanished, where the location itself possesses historical, cultural, or archeological value regardless of the value of any existing structure.

Spacing: The distance between adjacent buildings.

Street Hardware: Man-made objects other than buildings that are part of the streetscape, such as lamp posts, utility poles, traffic lights.

Street Right-of-Way- A strip of land occupied or intended to be occupied by a travelway for vehicles and also available, with the consent of the appropriate government agency, for installation and maintenance of sidewalks, traffic control devices, traffic signs, street name signs, historical marker signs, water lines, sanitary sewer lines, storm sewer lines, gas lines, power lines, and communication lines.

Streetscape: The scene as may be observed along a public street or way composed of natural and man-made components.

Structure: A work made up of interdependent and interrelated parts in a definite pattern or organization, requiring permanent or temporary location on or in the ground. The term “structure” is used to distinguish from buildings those functional constructions made usually for purposes other than creating shelter.

Topography: The physical and natural features of a particular place.

B. General Architectural Styles

Adam Style: (1780-1820, locally to 1840) Symmetrical mass similar to Georgian but details and ornamentation lighter and more delicate. Windows double hung sash with less panes and narrower muntins than in Georgian designs. Doorways often elaborated by fanlights or transoms. Also known as Federal style.

Bungalow Style: (1890-1940) Characterized by small size, overall simplicity, broad gables, dormer windows, porches with large square piers, and exposed structural members or stickwork.

Greek Revival Style: (1820-1860) Buildings usually square or rectangular; roof pitched lower than in earlier styles and often with the gable end to the front; cornice line of main roof and porch roofs emphasized with wide trim; entry porch supported by classical columns, usually without triangular pediment; often embellished by a high, full width porch.

Colonial Revival Style: (1880-1940) Accentuated front door, normally with decorative pediment supported by pilasters, or extended forward and supported by slender columns to form an entry

porch; doors commonly have overhead fanlights or sidelights; facade normally shows symmetrically balanced windows and center door (less commonly with door off-center); windows with double-hung sashes, usually with multi-pane glazing in one or both sashes; windows frequently in adjacent pairs.

Craftsman Style: (1905-1930) Features low pitched gable roofs with wide, unenclosed eave overhang, roof rafters usually exposed, decorative beams or braces commonly added under the gables, porches with roofs supported by tapered square columns and columns frequently extending to ground level.

Dutch Colonial Revival Style: (1880-1940) Colonial Revival style subtype with gambrel roof.

Federal Style: See Adam Style.

Georgian Style: (1700-1780) Pre-revolutionary with influence carried into the 19th century. A simple box characterized by strict symmetry. Double hung sash windows with many small panes separated by thick muntins and aligned horizontally and vertically in the facade. Doors usually paneled, centered and capped by a decorative crown supported by pilasters and often with a transom at the top of the door beneath the crown.

Hall-and-Parlor: (After 1850) Simple side-gabled traditional British folk form, two rooms wide and one room deep, frequently with rearward addition. Dominant pre-railroad folk housing in the South.

I-House: (After 1850) Traditional British folk form, a two-story version of hall-and-parlor plan, two rooms wide and one room deep, common in the pre-railroad South and popular afterwards.

National Folk: Applied to variety of relatively simple houses meant to provide basic shelter, designed without a conscious attempt to mimic current fashion (though frequently influenced by it), often built by their occupants or by non-professional builders, with little concern for presenting a stylish face to the world.

Neoclassical Revival Style: (1895-1940) An architectural style characterized by a two-story pedimented portico or porch supported by colossal columns, a centrally located doorway, and symmetrically placed windows.

Queen Anne Style: (1880-1910) Characterized by irregularity of massing in a symmetrical composition and the use of towers, porches, bays, wrap-around verandas, multiple steep roofs, decorative gables, corbelled chimneys, elaborate trim and varied materials.

Vernacular Style: Indigenous architecture that generally is not designed by an architect, often characterized by non-academic local expressions of a particular style in a particular region.

Victorian Style: A loose term for various styles of architecture popular during the reign of Queen Victoria (1837-1901); styles are primarily characterized by fanciful wooden

ornamentation or gingerbread; often used to describe the Queen Anne style of architecture, which paradoxically is of Victorian period origin and is unrelated to Queen Anne.

C. Architectural and Landscape Terms

Architrave: The molded frame surrounding a door or window.

Balustrade: A series of short pillars or turned uprights with a rail.

Bay: A projection of a room, usually with windows and angled sides.

Berm: A raised form of earth to provide screening or to improve aesthetic character.

Board-and-Batten: Vertical exterior siding with the joints between the siding (boards) covered with narrow strips (battens). The battens are used to conceal the gaps between the siding boards.

Bracket: Projecting support member found under eaves or other overhangs.

Brick Header: Bricks laid with their ends toward the face of a wall.

Broken Pediment: See pediment.

Capital: The upper portion of a column or pilaster.

Clapboard: A narrow board usually thicker at one edge than the other, used for siding.

Cornice: On a house it is the trim directly under the roof.

Dentils: A series of small blocks forming a molding in an entablature.

Dormer: A window with its own roof projecting from the roof structure of a building.

Double Hung Window: See Sash Window.

Eave: The part of a sloping roof that projects beyond a wall.

Entablature: In classical architecture, the upper horizontal portion of an order resting on the columns.

Facade: The outside, especially front face, wall of a building.

Fanlight: Semi-circular or elliptical shaped window with radiating bars in a fan shape, located over a door to admit light to a room or hall within.

Fenestration: The arrangement of windows, doors and other exterior openings of a building.

Fieldstone: Native stone, uncut, used for all types of structures including residences, chimneys, foundations and outbuildings.

Flashing: Pieces of metal used for waterproofing roof joints and other breaks in roofing materials, as at chimneys.

Gable: Triangular end of an exterior wall in a building with a ridged roof.

Gable Roof: A sloping (ridged) roof that terminates at one or both ends in a gable.

Gambrel Roof: A roof having a double slope on two sides of a building.

Gazebo: A small summer house or other space with a view; usually found in a garden or yard.

Gingerbread: Thin, curvilinear ornamentation produced with machine-powered saws.

Hipped Roof: A roof formed by four pitched roof surfaces.

Lintel: Horizontal beam bridging an opening at the top, generally of a door or window.

Mansard Roof: A double pitched roof with the upper pitch very shallow and the lower pitch very steep. Generally has dormer windows in the lower pitch.

Masonry: Work constructed by a mason using stone, brick, concrete blocks, tile, or similar materials.

Mullion/Muntin: Either appellation commonly used in reference to vertical posts dividing the glass panes of a window.

Parge: (or parget) To cover with plaster or stucco (parging), frequently used to repair old chimneys in Oak Ridge.

Pediment: Low pitched gable above a portico, porch, door or window; most often triangular but may be curved. A broken pediment is open at the top of the triangle.

Pier: Vertical supporting member that is part of the foundation.

Pilaster: A shallow partial column attached to and projecting only slightly from a wall.

Pitch: Degree of slope of a roof.

Portico: A covered walk or porch supported by columns or pillars.

Reglaze: To furnish or fit with glass.

Re-pointing: Removing old mortar from courses of masonry and replacing it with new mortar.

Ridge: The horizontal line formed when two roof surfaces meet.

Sandblast: An abrasive method of cleaning masonry or wood involving directing high-powered jets of sand against a surfaces; by removing hardened outer surfaces, it damages materials by leaving vulnerable inner portions exposed.

Sash: The framework into which window panes are set.

Sash Windows: Windows divided into sections horizontally, the sections of the window running up and down in grooves in the window frame.

Shed Roof: Roof pitched low and directly to the front from the rear wall.

Side Light: A usually long fixed sash located beside a door or window, usually in pairs.

Soffit: The finished underside of an overhead spanning member.

Spalling: A condition, usually caused by weather, in which pieces of masonry split off from the surface.

Standing Seam Metal Roof: Strips of copper or tinned steel joined by crimping the edges leaving a ridge about one or two inches high between the strips.

Stucco: An exterior wall covering consisting of portland cement, lime, sand and water.

Surround: The frame around a door or window, sometimes molded.

Transom: Row of window panes over a door to admit light.

Weatherboards: Exterior wood siding consisting of overlapping boards usually thicker at one edge than the other. (See Clapboard.)

APPENDIX 7

Resources: A Selective Listing

The following resources were used in developing the Oak Ridge Historic District Design Guidelines Handbook.

A. Design Guidelines Handbooks and Related Materials, published by:

Alexandria (VA) Department of Planning and Community Development
Arlington County (VA) Historical Affairs & Landmark Review Board
Burlington Historic Preservation Commission
Chapel Hill Historic District Commission
Greensboro Department of Planning and Community Development
City of Greenville (SC)
Hanalei, Hawaii
High Point Historic District Commission
Leesburg (VA) Department of Planning, Zoning & Development
Loudon County (VA) Department of Planning, Zoning & Community Development
City of Manassas (VA)
Raleigh Historic Districts Commission
Salisbury Historic Preservation Commission
City of Savannah (GA)
Thomasville Historic Preservation Commission
Valle Crucis
Winston-Salem Historic District Commission

B. Books, Manuals and Pamphlets:

Arent, Randall. Rural by Design. Washington, DC: American Planning Association, 1994.

Barnett, Colin W. The Impact of Historic Preservation on New Bern, North Carolina. Winston-Salem, NC: Bandit Books, 1993.

Beaumont, Constance E. A Citizen's Guide to Protecting Historic Places: Local Preservation Ordinances. Washington, DC: National Trust for Historic Preservation, 1992.

Bishir, Catherine and Tim Buchman. North Carolina Architecture. Chapel Hill, NC: University of North Carolina Press, 1990.

Bullock, Orin M., Jr. The Restoration Manual: An Illustrated Guide to the Preservation and Restoration of Old Buildings. New York: Van Nostrand Reinhold Company, 1983.

Carpenter, Ruth and Rebecca McCarthy, eds. Maintaining a Sense of Place. A Citizen's Guide to Community Preservation. Athens, GA: University of Georgia, Institute of community and Area Development, 1983.

Glassford, Peggy. Appearance Codes for Small Communities. Washington, DC: American Planning Association, 1983.

Handbook for Historic Preservation Commissions in North Carolina. Raleigh, NC: Preservation North Carolina and the State Historic Preservation Office, Division of Archives and History, North Carolina Department of Cultural Resources, 1994.

Howard, Myrick and the Town Planning Department, Town of Tarboro. Tarboro Historic District Study. Tarboro, NC: Tarboro Historical Commission, 1976.

Landscape Manual. Guilford County, NC: n.p., May 1993.

McAlester, Virginia and Lee McAlester. A Field Guide to American Houses. New York: Alfred A. Knopf, 1984.

Morton, W. Brown, III and Gary L. Hume, Kay D. Weeks, and H. Ward Jandl. The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings. Washington, DC: U.S. Department of the Interior National Park Service Cultural Resources Preservation Assistance Division, 1992.

Murtagh, William J. "Rural and Small Town Preservation." In Keeping Time. Pittsburgh, NJ: The Main Street Press, 1988.

Owens, David W. Legislative Zoning Decisions: Legal Aspects. Chapel Hill, NC: UNC Institute of Government, 1993.

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APPENDIX 8

Oak Ridge Historic District Inventory

[insert inventory spreadsheet, map, and inventory sheets here]